

NOTICE OF WORKSHOP MEETING

Tuesday, July 14, 2020

6:00 p.m.

**Park District of Highland Park
Board of Park Commissioners
West Ridge Center
636 Ridge Rd.
Highland Park, IL 60035**

WORKSHOP MEETING AGENDA

The Governor has issued a disaster declaration related to public health concerns because of COVID-19, and all or part of the jurisdiction the Park District of Highland Park is covered by the disaster area. The President of the Board of Park Commissioners has determined that an in-person meeting conducted under this Act is not practical or prudent because of said disaster. Likewise, in compliance with the capacity limitations caused by the disaster, public attendance at the meeting is not feasible. Therefore, the Board of Park Commissioners have made alternative arrangements in the manner described below to allow any interested member of the public access to contemporaneously hear all discussion, testimony, and roll call votes.

Members of the public may view a live stream of the Workshop Meeting by clicking the Tuesday, July 14 Meeting Video link found at <https://www.pdhp.org/park-board/meetings/>

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. ADDITIONS TO THE AGENDA**
- IV. PUBLIC COMMENT FOR ITEMS ON AGENDA**
For public comment, members of the public should email Brian Romes, Executive Director, at bromes@pdhp.org. Emails should be sent between Friday, July 10 at 5:00 p.m. until 5:45 p.m. on Tuesday, July 14 and should have "Public Comment for July 14" in the subject line of the email. Comments will be read aloud during the meeting.
- V. SUNSET VALLEY YOUTH GOLF DEVELOPMENT & SHORT GAME AREA PROJECT UPDATE**
- VI. 2020 CAPTIAL PROJECTS UPDATE**
- VII. SUNSET WOODS PLAYGROUND RENOVATION DESIGN SERVICE RFQ**
- VIII. 2020 ROOF IMPROVEMENT PROJECT FOR DEER CREEK RACQUET CLUB AND RECREATION CETNER OF HIGHLAND PARK**
- IX. EMERGENCY OPERATIONS PLANNING AND RESPONSE TO COVID-19**
- X. REVIEW OF VOUCHERS**

NOTICE OF WORKSHOP MEETING

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6:00 p.m.

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- XI. CLOSED SESSION PURSUANT TO THE FOLLOWING SECTIONS OF THE OPEN MEETINGS ACT:** Section 2(c)1 – the appointment, employment, compensation, discipline of the District including legal counsel for the District; Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District; Section 2(c)8 – security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property; Section 2(c) 11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c) 21 – the discussion of minutes lawfully closed under the Act, whether for the purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in section 2.06 of the Act.; Section 2(c) 29 - for discussions between internal or external auditors and the Board. Possible action by the Board on items discussed in closed session.
- XII. ACTION FROM CLOSED SESSION IF ANY**
- XIII. ADJOURNMENT**

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the Park District's ADA Compliance Officer, Brian Romes, at the Park District's Administrative Office, 636 Ridge Road, Highland Park, IL Monday through Friday from 8:30 a.m. until 5:00 p.m. at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter require five (5) working days advance notice. Telephone number 847-831-3810; fax number 847-831-0818.



Memorandum

To: Park Board of Commissioners

From: Ryan Ochs, General Manager/Superintendent of Golf Sunset Valley Golf Club;
Brian Romes, Executive Director

Date: July 14, 2020

Subject: **Sunset Valley Youth Golf Development and Short Game Area Project Update**

Summary

Staff will provide a project update on the progress of the Sunset Valley Youth Golf Development and Short Game Area.

Background

The Parks Foundation of Highland Park, with significant contribution from Illinois Golf Hall of Famer, Joel Hirsch has been raising funds for a new state-of-the-art Youth Golf Development and Short Game Area at the Sunset Valley Golf Club. This facility is designed to engage younger and newer golfers, as well as entice more seasoned golfers who wish to concentrate on their short game. This area will also be used by the Highland Park High School golf teams to warm up before they begin their matches. Golfers will be able to access the new “Youth Golf Development and Short Game Area” very easily, as it is planned to be adjacent to the south parking lot at Sunset Valley Golf Club. Staff has contracted Rick Jacobson to design and develop the short game area. The project officially kicked off on July 6.

Financial Impact

This project is solely funded by donations received by the Parks Foundation of Highland Park, and a grant from the Wadsworth Foundation. The estimated overall budget for the project is \$200,000. Current construction and architecture fees are \$141,578. The Parks Foundation has received approximately \$178,500 in donations and grant funds for the Sunset Valley Youth Golf Development and Short Game Area. The Parks Foundation continues to accept donations for the necessary construction funding.

Revenues

	<u>Budget</u>	<u>YTD</u>	<u>Projected</u>
Donations	\$150,000	\$128,583.64	\$150,000 +
Grants	\$50,000	\$50,000	\$50,000
Total	\$200,000	\$178,583.64	\$200,000

Expenses

	<u>Budget</u>	<u>YTD</u>	<u>Projected</u>
Architectural Fees	\$18,000	\$12,900	\$18,000
Construction	\$150,000.00	0	\$123,578.50
Brick Paver Pathway	\$25,000	0	\$25,000
Contingency	\$7,000	0	\$33,421.50
Total	\$200,000	\$12,900	\$200,000

Project Timeline

- July – Project Start
- August – Project Complete and Grow – In Begins
- Late Spring 2021 – Sunset Valley Youth Golf and Short Game Area Opened



Memorandum

To: Park Board of Commissioners

From: Jeff Smith, Director of Planning and Projects; Mari-Lynn Peters, Director of Finance; Brian Romes, Executive Director

Date: July 14, 2020

Subject: **2020 Capital Projects**

Summary

In response to the significant financial losses resulting from the closure of Park District facilities during the Illinois Stay at Home Order due to COVID-19, staff has worked with the Finance Committee since March 27 to defer or eliminate projects in the 2020 Capital Plan. As part of this effort, a system of prioritizing projects has been developed that categorizes projects based on essential criteria. Each Capital item has been assigned one of five Tiers. The projects scheduled for 2020, and their associated tiers of priority were discussed with the Finance Committee at the July 2, 2020 Meeting. The recommended Capital Project Tiers are as follows:

Tier 1: Safety/Legal Compliance - Any investment where the primary purpose is to correct a safety hazard or is pursuant to a legal contract, ordinance, or law.

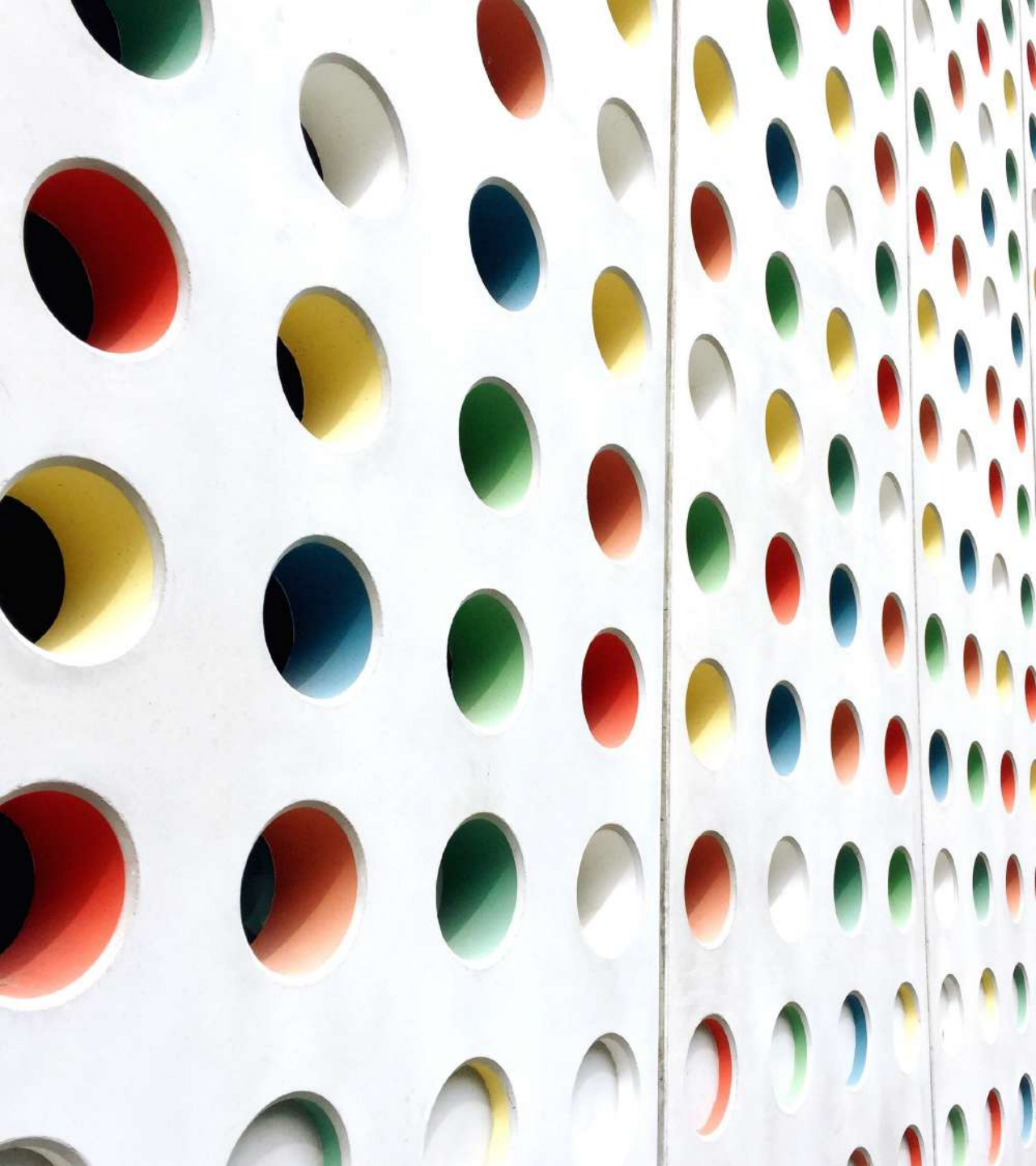
Tier 2: Critical Repair/Replace Existing Items - An existing asset that, if not addressed in the proposed year, may pose a safety hazard, or fail and lead to a larger expense and/or impact operations.

Tier 3: Scheduled Replacement - An existing asset that is recommended for replacement and has reached its useful life.

Tier 4: Improve Existing Items - A project that improves built environment, park land, or equipment in a proactive nature to keep the District looking fresh, up to date, or benefiting existing recreation offerings. If not completed, there would be no negative impact on existing operations.

Tier 5: New - A Project that adds capacity/programming or alters current conditions. Not completing this project would have no impact on the District status quo.

The Finance Committee recommends the Park District focus on only Tier 1 and 2 projects in 2020 and consider Tier 3-5 projects in fiscal years 2021 and beyond. Staff will review the attached Tier 1 and 2 projects with the Park Board in effort to seek consensus of a revised Capital Plan for 2020. With direction from Park Board, staff will continue with tier 1 and 2 projects, and prepare for a board approved budget amendment in Fall 2020.



2020 Capital Plan

July 14, 2020

Capital Plan Prioritization

Tier 1:

Safety/Legal
Compliance

Any investment where the primary purpose is to correct a safety hazard or is pursuant to a legal contract, ordinance, or law.

Tier 2:

Critical
Repair/Replace
Existing Items

A project fits this criterion if it is an existing asset that is in critical condition. An asset is defined as critical if it meets one or more of the following criteria: If not addressed in the proposed year it may pose a safety hazard; If not addressed and fails, it could lead to a larger expense and/or impact programming/recreation.

Tier 3:

Scheduled
Replacement

A project fits this criterion if it is an existing asset that is recommended for replacement and has reached its useful life.

Tier 4:

Improve Existing
Items

These projects improve built environment, park land, or equipment that staff recommend improvement, but the recommended improvement would have limited or no impact on status quo operations. These projects are proactive in nature and keep the District looking fresh, up to date, or benefit existing recreation offerings.

Tier 5:

New

Projects that are adding capacity/programming or altering current conditions. Not completing these projects would have no impact on the District status quo.

	Capital Projects Budget 2020-2021 (\$14,208,566)					Capital Fund Cash Available 2020-2021 (\$15,575,760)*			
	Approved Budget	Revised 3/27/2020 Finance Committee Budget	Recommended 7/2/2020 Revised Budget	Working Draft Budget	Recommended 6/19/2020 & Working Draft 2021		Bond Cash	Special Rec Cash	Capital Cash*
	2020	2020	2020	2021	2020 - 2021				
						Beginning Balance	\$7,389,455	\$900,000	\$7,286,305
Tier 1	\$2,776,747	\$1,147,595	\$2,144,895	\$1,919,191	\$4,064,086	Total Spent Tier 1	\$3,666,196	\$397,890	\$0
Tier 2	\$3,235,000	\$3,169,938	\$3,169,938	\$1,751,000	\$4,950,803	Total Spent Tier 2	\$3,723,259	\$112,500	\$1,115,044
Total (Tier 1 & 2)	<u>\$6,011,747</u>	<u>\$4,317,533</u>	<u>\$5,314,833</u>	<u>\$3,670,191</u>	<u>\$9,014,889</u>	Remaining Available Cash	<u>\$0</u>	<u>\$389,610</u>	<u>\$6,171,261</u>
Tier 3	\$718,500	\$213,684	\$133,684	\$891,000	\$1,024,684	Total Spent Tier 3	\$0	\$0	\$1,024,684
Total (Tier 3)	<u>\$718,500</u>	<u>\$213,684</u>	<u>\$133,684</u>	<u>\$891,000</u>	<u>\$1,024,684</u>	Remaining Available Cash	<u>\$0</u>	<u>\$389,610</u>	<u>\$5,146,577</u>
Tier 4	\$813,900	\$558,843	\$396,943	\$4,147,050	\$4,168,993	Total Tier 4	\$0	\$384,815	\$3,784,178
Tier 5	\$42,000	\$0	\$0	\$0	\$0	Total Tier 5	\$0	\$0	\$0
Total (Tier 4 & 5)	<u>\$0</u>	<u>\$558,843</u>	<u>\$396,943</u>	<u>\$4,147,050</u>	<u>\$4,168,993</u>	Remaining Available Cash	<u>\$0</u>	<u>\$4,795</u>	<u>\$1,362,339</u>
Total Budget (Tier 1 -5)	<u>\$6,730,247</u>	<u>\$5,090,060</u>	<u>\$5,845,460</u>	<u>\$8,708,241</u>	<u>\$14,208,566</u>	Total Spent (Tier 1-5)	<u>\$7,389,455</u>	<u>\$895,205</u>	<u>\$5,923,906</u>
						*Assumes No Transfer from Recreation Fund (planned \$5,000,000)			

CAPITAL PLAN TIER 1 AND TIER 2 PROJECTS

	Description	2020 Approved Budget	2020 Revised 3/27/20 Finance Committee Budget	2020 Recommended 7/2/20 Revised Budget	2021 Working Draft Budget	Tiers
District Wide/Annual	Master Plan/Project Planning	50,000	50,000	50,000	0	Tier 2
	Emerald Ash Borer Removal	50,000	25,000	25,000	50,000	Tier 1
	ICMP Grant	35,000	35,000	35,000		Tier 1
	ADA Path Improvements	0	0	100,000		Tier 1
Technology	Audit Testing	11,000	0	0	11,000	Tier 1
	Infrastructure Replacement				60,000	Tier 2
Parks-Equipment	2.5 Ton Dump Truck 835	140,000	0	0	140,000	Tier 2
	4 x 4 Pickup w/plow 859	40,000	0	0	40,000	Tier 2
	4x4 ext. Cab w/ lift & plow 124	40,000	0	0	40,000	Tier 2
	Ball Field Groomer 390	15,000	0	0	15,000	Tier 2
	Utility Vehicle (Kubota) 890				12,000	Tier 2
Moraine Park	Path Repair	500,000	22,400	52,400	450,000	Tier 1
Rosewood Beach	Beach Nourishment	350,000	384,132	384,132		Tier 1
	Revetment	200,000	38,700	800,000		Tier 1
Rosewood Park	Ravine Path Improvements	0	0	0	300,000	Tier 2
Skokie River Woods	Gateway Trail	224,000	134,400	134,400	130,810	Tier 1
Sunset Woods Park	Playground Replacement	200,000	100,000	100,000	900,000	Tier 2
	ADA Tennis Access	31,000	0	31,000		Tier 1
	Dumpster Area	15,000	15,000	15,000		Tier 2
The Preserve	GreenPrint - HPCC Conversion	831,253	330,000	330,000	498,694	Tier 1
	Path Repairs	250,000	0	0	250,000	Tier 1
	IEPA 319 Grant	146,672	88,000	88,000	58,672	Tier 1
	Waste/Recycling Containers	13,000	0	0	13,000	Tier 1
	Signage	20,000	0	0	20,000	Tier 1
Centennial	HVAC Replacement	50,000	26,300	26,300		Tier 2
	Compressor Replacement	1,500,000	1,912,000	1,912,000		Tier 2
Deer Creek Racquet Club	Roof Replacement	350,000	350,000	350,000		Tier 2
	HVAC Replacement	150,000	104,900	104,900		Tier 2
Golf Learning Center	Fairway Mower	46,000	45,687	45,687		Tier 2
	Range Cart	13,000	13,000	13,000		Tier 2
	ADA Restroom Renovation	0	0	75,000		Tier 1
	Sign Replacement (50%)	24,000	0	0	24,000	Tier 1
	Parking Lot Resurfacing (50%)				125,000	Tier 2
Hidden Creek	Filter Sand Replacement	405,000	435,200	435,200		Tier 2
	Children's Slide Resurfacing	7,000	8,230	8,230		Tier 2
	Drop Slide Resurfacing	3,000	0	0	3,000	Tier 2
	Speed Slide Resurfacing	15,000	10,271	10,271		Tier 2
	Body Slide Resurfacing	26,000	0	0	26,000	Tier 2
	Pool Heater 1 Replacements	30,000	0	0	50,000	Tier 2
	Slide Structure Repairs	15,000	15,000	0	15,000	Tier 2
	Water Heater Replacement				25,000	Tier 2
RCHP	South Side Roof Repairs	60,000	60,000	60,000		Tier 2
	Pool Shell Replacement	0	0	44,865		Tier 2
SVGC	Walk Green Mowers-lease	18,737	18,737	18,737	10,930	Tier 1
	Golf Cart-lease	72,085	71,226	71,226	72,085	Tier 1
	Bridge Removal/Replacement				280,000	Tier 1
West Ridge Center	IT Closet Relocation	50,000	10,000	10,000		Tier 2
	Gas Kiln Replacement	15,000	14,350	14,350		Tier 2
	Facility Improvements Planning				50,000	Tier 1
TOTAL		6,011,747	4,317,533	5,344,698	3,670,191	



Memorandum

To: Park Board of Commissioners

From: Amalia Schwartz, Planning and Projects Manager; Jeff Smith, Director of Planning and Projects; Brian Romes, Executive Director

Date: July 14, 2020

Subject: **Sunset Woods Playground Improvement Project – Design RFQ**

Summary

The Park District's Master Plan, GreenPrint 2024, identifies the renovation of two Sunset Woods Playgrounds as priority projects. These playgrounds are referred to as the 21st Century Playland and Titanic Tides tot lot. In Fall 2019, the Park District conducted a reassessment of GreenPrint 2024, which included the completion of a statistically valid, community-wide survey. The results of this survey and assessment of priority capital projects showed continued support for the renovation of the Sunset Woods playgrounds. These playgrounds are over 20 years old and in critically poor shape. Numerous amenities have been removed from the playground due to failure of safety inspections. Much of the remaining playground equipment is weathered and worn down. For these reasons, playground design was budgeted in the 2020 Capital Plan and deemed a priority project as part of the recent Capital Plan review. Construction is budgeted in the 2021 Capital Plan.

The Park District released a Requests for Qualifications (RFQ) for Playground Renovation Design Services on April 6, 2020. As reported at the May 12, 2020 Workshop Meeting, the Park District received proposals from twelve firms which included general firm information, a letter of interest, understanding of the scope, plan of approach, examples of previous work, and the proposed team. Staff evaluated all submissions and conducted interviews with five firms. Hitchcock Design Group was the top-ranked firm.

Staff received the attached cost proposal from Hitchcock Design Group to conduct the Program Analysis and Detailed Design Phases for the Sunset Woods Playground Renovation. This work is anticipated to take four to five months. Once completed, if the Board elects to proceed with construction, a new contract would be entered into with Hitchcock Design Group for the Final Design and Construction Phase Services.

Recommendation

At the July 28 Regular Board Meeting, staff will recommend that the Park Board of Commissioners accept the negotiated fee with Hitchcock Design Group and authorize the Executive Director to enter into an agreement in the total amount of \$37,600 with Hitchcock Design Group.



April 23, 2020

Amalia Schwartz
Planning and Projects Manager
Park District of Highland Park
636 Ridge Road
Highland Park, Illinois 60035

RE: 2020 Sunset Woods Playground Renovation Design Services

Dear Amalia,

We appreciate this opportunity to submit a proposal for your Sunset Woods Playground Renovation project! Our team is dedicated to Creating Better Places® to play. To that end, we want to help you create a recreation setting that is engaging, creative, and respects the site context and beauty.

We hope you will find that, in collaboration with Eriksson Engineering, the Hitchcock Design Group team has the experience, resources, and approach necessary to accomplish this important community improvement identified in your planning goals.

Each of our team members has directly comparable client and project experience. As you review our credentials, you will see that the Recreation Design Studio at Hitchcock Design Group concentrates exclusively on park and recreation projects. Through several decades we have served over 100 Park District and Municipal clients including past projects in Highland Park and the surrounding communities. As a result, we have a keen understanding of the interests, challenges, and requirements for park and playground projects and have included many comparable examples highlighted later in this proposal.

We are prepared to dedicate substantial talent and supporting resources to your project. Senior leaders who have the talent and capacity to make this project a success will closely collaborate with you throughout each phase of the engagement. As project principal, I will personally lead the team. Andy Howard, the Design Principal of our Recreation Studio will be our project designer. Andy has led the design of many of our company's signature parks and play environments and speaks nationally at conferences on the importance of play and nature-based play elements. Together we have over 40 years of experience in the park and recreation industry.

We will be supported by the collective talent of our Recreation Studio that provides expertise in playground design, accessibility, and CPSC standards as well as community engagement facilitation.

Ben Ahring, a Senior Engineer with Eriksson Engineering will join our team to provide Civil Engineering and permitting assistance on the project. Like HDG, Eriksson Engineering also has a focus on parks and recreation and will lend their experience for grading and storm water management on the project along with navigating the permitting process. Greengard Inc. will be our team's professional land surveyor to provide a detailed topographic site survey for the project.

Thanks, again, for considering the Hitchcock Design Group team for the Sunset Woods Playground Renovation project. We look forward to meeting with you in person to discuss the project and our qualifications in much greater detail.

Sincerely,
Hitchcock Design Group


Steve Konters
Senior Principal



Scope of Services 2020 Sunset Woods Playground Renovation

PRELIMINARY DESIGN SERVICES

A. Task 1: Program and Analysis Phase

Process: Specifically, the Hitchcock Design Group team will:

1. **[Meeting #1: Staff]** Conduct a **Kick-off and Programming Workshop** with client representatives and the other project team members confirming:
 - a. Project area limits and access
 - b. Goals and objectives
 - c. Project team structure and responsibilities
 - d. Available data and data gathering needs
 - e. Budgeted costs
 - f. Community input protocol
 - g. Tentative schedule
2. Directly following the kick-off meeting, walk the site with the team to **Photograph the Project Area** and immediate surroundings in order to identify readily apparent physical conditions and patterns of use.
3. **Identify Jurisdictional Interests** by discussing the project with representatives of appropriate constituent and regulatory groups including:
 - a. City of Highland Park
4. **Collect Available Data** for the project area and the immediate surroundings including:
 - a. Local ordinances and development standards
 - b. Aerial photography
 - c. Boundaries, property ownership and easements
 - d. GreenPrint 2024 Plan
5. **(OTHER SERVICE #1)** If needed, solicit pricing to obtain a **Geotechnical Investigation Report** using a qualified geotechnical firm to obtain soil borings at key locations of the proposed improvements to define:
 - a. Strength, consolidation and bearing capacities of the existing sub-surface
 - b. Presence of any unsuitable sub-grade materials
6. **(OTHER SERVICE #2)** Obtain a **Topographic Survey** from a qualified professional land surveyor, establishing horizontal and vertical ground control and locating natural features and manmade improvements including:
 - a. Bench-marks visible from project
 - b. Contours at one foot intervals
 - c. Tagged and numbered trees, 4" caliper and larger
 - d. Aboveground and underground water, storm and sanitary utilities including size, type, structures, grates and inverts (based on available utility atlases)
 - e. Aboveground and underground power and communication utilities
 - f. Existing play area limits, border, and entries
 - g. Walks, site furnishings, and other structures within the project limits
7. **(OTHER SERVICE #2)** If needed, solicit pricing to obtain a **Geotechnical Investigation Report** using a qualified geotechnical firm to obtain soil borings at key locations of the proposed improvements to define:
 - a. Strength, consolidation and bearing capacities of the existing sub-surface
 - b. Presence of any unsuitable sub-grade materials



8. Prepare **Base Maps** at Appropriate Scales using the inventoried data and the topographic survey.
9. **[Meeting #2: Community] Conduct a Community Input Meeting** in a facility designated by you, gather input from attendees regarding the elements that the community would like to have in this project and record input.
 - a. As an alternative option if preferred, **Conduct Online Community Engagement** in place of a community meeting to allow the public an opportunity to provide input without requiring attendance at a meeting.
 - i. Prepare online project webpage
 - ii. Prepare and post project data (site location map and aerial, photographs, descriptive text)
 - iii. Prepare and post focus questions
 - iv. Provide the Owner a link and messaging for publicizing the webpage and survey
 - v. Following a period of 1-2 weeks, close the survey and prepare summary of results
10. Prepare a written **Project Program** that includes:
 - a. Project design program and preferences
 - b. Jurisdictional factors
 - c. Budget information
 - d. Project Schedule
11. **Review the Program and Analysis** by forwarding the written Project Program and discussing with owner representative via phone conference.

Deliverables: **Base Maps, Written Project Program**

B. Task 2: Schematic Design Phase

Process: Following your approval of the Program and Analysis Phase, the Hitchcock Design Group team will:

1. Prepare two (2) **Schematic Design Alternatives** illustrating site geometry and the scale, type and organization of the project elements including:
 - a. Access and pedestrian circulation features
 - b. Play area limits, entries, and equipment types/zones
 - c. Site furnishings and other support amenities
 - d. Landscape improvements
 - e. Grading and drainage
2. Prepare the **Schematic Design Documents** including:
 - a. Plan view drawings at an appropriate scale
 - b. Representative photographs from other projects
 - c. Example images of play equipment types (custom and pre-manufactured)
3. Prepare a preliminary **Construction Cost Opinion** using recognized systems and unit costs in the Construction Specification Institute format.
4. **Coordinate with Selected Play Equipment Vendors** for the items designated to be manufactured by forwarding schematic plan, cost information and design criteria. Coordinate the preparation of equipment options, presentation boards and a materials list in accordance with our criteria.
5. **[Meetings #3: Staff]** Review the Schematic Design Documents and Vendor Options with you to obtain your input and direction for presentation to the Board of Commissioners.



6. Prepare **Revised Schematic Designs, Vendor Options, and Color Renderings**, and provide digital PDF copies to you for approval.
7. **[Meeting #4: Board]** Present the Schematic Design Options to elected officials for input and approval to proceed with Community Engagement.
8. **[Meeting #5: Public]** In a facility designated by you, present the Schematic Design Options to the Community from attendees that are invited by you. The purpose of this meeting will be to solicit thoughts and preferences on the design options from the attendees.
 - a. As an alternative option if preferred, continue to **Conduct Community Engagement** via online project website in place of community meetings.
9. Review Board and Community input with you via video conference, and based on your direction, prepare a **Final Preferred Schematic Design** with the preferred Vendor Option, and provide digital PDF copies to you for approval.
10. **[Meeting #6: Board]** Present the Preferred Schematic Design to elected officials for final input and approval to proceed with Community Engagement.
11. **[Meeting #7: Public]** In a facility designated by you, present the Preferred Schematic Design to the Community from attendees that are invited by you for final input.
 - a. As an alternative option if preferred, continue to **Conduct Community Engagement** via online project website in place of community meetings.

Deliverables: **Schematic Design Documents, Construction Cost Opinion, Project Web Page** (Alternative Community Engagement), **Meeting Summaries**

ADDITIONAL SERVICES

We may provide additional services, at your approval that are not included in the Basic Services, such as:

1. Revisions to previously-completed and approved phases of the Basic Services
2. The services of additional consultants not specified in the proposal documents
3. Meetings with you or presentations to other parties not specified in the Basic Services
4. Detailed quantity estimates and construction cost opinions using data or formats other than our own
5. Detailed written summaries of our work or our recommendations
6. Services rendered after the time limitations set forth in this contract
7. Services required due to the discovery of concealed conditions, actions of others, or other circumstances beyond our control
8. Services required to restart the project if you suspend our work at your convenience for more than 90 days during the performance of our services
9. Preparation of segregated or multiple contract bid sets or more than one Owner / Contractor agreement
10. Services rendered after Final Acceptance of the Contractor's work or services rendered more than 60 days after Substantial Completion of the Contractor's work

AUTHORIZATION

Services or meetings not specified in this scope of services will be considered additional services. If circumstances arise during our performance of the outlined services that we believe require additional services, we will promptly notify you about the nature, extent and probable additional cost of the additional services, and perform only such additional services following your written authorization.



Memorandum

To: Park Board of Commissioners

From: Mike Evans, Landscape Architect; Amalia Schwartz, Planning and Projects Manager; Jeff Smith, Director of Planning and Projects; Brian Romes, Executive Director

Date: July 14, 2020

Subject: **2020 Roof Improvement Project for Deer Creek Racquet Club and Recreation Center of Highland Park**

Background

The roof at the Deer Creek Racquet Club needs replacement due to leaking on the courts, ice damming, and some leaks in the lobby area. Staff has had to put out buckets on the courts to catch the water. The roof at the Recreation Center has experienced some leaking along the inside track walls over the past few years, successful repairs were completed last year on the East section and additional repairs are needed to continue along the South Section.

The objectives of this project are to remove and replace the shingle and EPDM roofs at Deer Creek Racquet Club and conduct roof repairs at the Recreation Center of Highland Park.

Bid Results

The Park District received five (5) sealed bids on Monday, July 6, 2020, for materials and labor to complete the 2020 Roof Improvements Project for Deer Creek Racquet Club and Recreation Center of Highland Park.

It was discovered during the pre-bid meetings that the existing shingle roofs at Deer Creek Racquet Club did not have a proper plywood base layer. After consultation with the City of Highland Park Building Department, it was recommended that this base layer (additional decking) be added to the project scope. The additional costs for this work was not included in the original project scope or budget.

A summary of bid results is listed below.

	Deer Creek - Roof	Deer Creek - Additional Decking	Rec Center Roof	TOTAL
Top Roofing	\$303,000	\$57,540	\$20,770	\$381,310
All American Exterior Solutions	\$394,000	\$97,600	\$23,720	\$515,320
Sela Tight Exteriors	\$428,900	\$102,400	\$44,500	\$575,800
DCG Roofing Solutions	\$426,500	\$113,568	\$51,000	\$591,068
J & F Chiattello Construction	\$684,000	\$91,000	\$23,720	\$798,720

The lowest responsible bidder was TOP Roofing of Wheaton, IL. Staff conducted 3 reference checks, which were favorable. Top Roofing has experience working with Park Districts and we are confident they meet all qualifications for these projects.

Budget Impact

Total Budgeted Funds in the 2020 Capital Plan	\$410,000
Bid Recommendation	\$381,540
Anticipated Amount Under Budget	(\$28,460)

Timeline

This work is anticipated to take place from July 20 through September 4, 2020.

Recommendation

Staff recommends the Park Board of Commissioners accept the 2019 Roofing Project Bid from TOP Roofing in the amount of \$381,540.

Proposed Professional Fee Structure: Preliminary Design (Tasks 1 & 2)

The following Fee Structure follows the format outlined in the Scope of Services. The Phases as listed may not be undertaken chronologically, but rather concurrently, as the conclusion of each phase relies partially on the advancement of others.

Basic Services:

1. Preliminary Design Services	\$29,800
Program and Analysis, and Schematic Design Phases <i>as outlined in the Scope of Services</i>	
2. Community Input Meetings & Final Presentation (3)	\$4,150
3. Park Board Meeting & Final Presentation (2)	\$2,850
4. Reimbursable Expenses:	
Draft printing (mtg materials + 1 copy final deliverables):	\$300
Travel / Mileage (meetings):	<u>\$500</u>
	Subtotal: \$800
	Total: \$37,600

Other Services:

1. Tree Inventory and Site Survey	\$7,500
2. Geotechnical Investigation:	\$4,500

Park District of Highland Park
2020 Deer Creek Racquet Club Roof Improvements Project

BID FORM
(Page 1 of 3)

TO: Park District of Highland Park
636 Ridge Road
Highland Park, IL 60035

FROM: Top Roofing

Company
2206 N. Main St Ste 204

Street Address
Wheaton IL 60187

City, State, Zip
630-877-8413

Phone

FOR: 2020 Deer Creek Racquet Club Roof Improvements Project

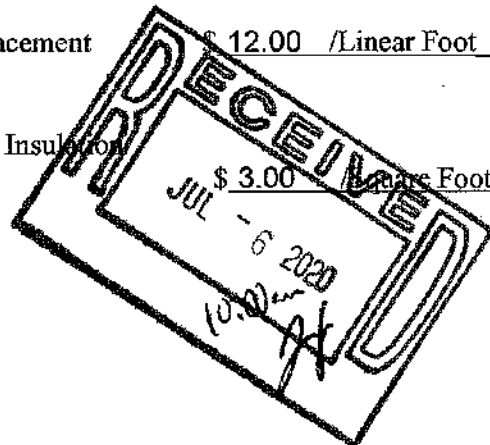
BASE BID: All materials and labor for all work as specified in these contract documents and specifications and construction drawings, as is common and acceptable practice by trade for this type of work.

1. Deer Creek Racquet Club:
Shingle Roof System: (40,565 SF)

Item 1: Removal/Replacement (Labor/Materials)	<u>\$ 145,000.00</u>
Item 2: Proposed Roof Deck (plywood/hardware) (Labor)	<u>\$ 24,000.00</u>
Item 3: Proposed Roof Deck (plywood/ hardware)(Materials)	<u>\$ 33,540.00</u>
Total Base Bid #1: (Items #1-3)	<u>\$ 202,540.00</u>

Item 4: Unit Cost/Linear Foot – Wood Fascia Replacement \$ 12.00 /Linear Foot

Item 5: Unit Cost/Square Foot – Roof Replacement Insulation \$ 3.00 /Square Foot



Park District of Highland Park
2020 Deer Creek Racquet Club Roof Improvements Project

BID FORM
(Page 2 of 3)

2. Deer Creek Racquet Club:
EPDM Roof System: (14,990 SF)

Item 1: Removal/Replacement (Labor/Materials)	\$ 158,000.00 _____
Item 2: Unit Cost/Linear Foot – Fascia Replacement	\$ 12.00 /Linear Foot _____

ALTERNATE BID: All materials and labor for all work as specified in these contract documents and specifications and construction drawings, as is common and acceptable practice by trade for this type of work.

Alternate 1. Deer Creek Racquet Club:
EPDM Roofing System

Alternate Item 1: Walkway Pads (30" x 150') (Labor/Materials)	\$ 2,000.00 _____
----------------------------------------------------------------------	--------------------------

Alternate 2. Recreation Center:
Removal/Replacement:

Item 1:	
A. Removal/Replacement of existing coping	\$ 2,680.00 _____
B. Removal/Replacement of vertical standing seam panels	\$ 15,000.00 _____
C. Removal/Replacement of existing drip edge and all flashing (including all new ice and water shield, Perimeter edge metal, and all other related items)	\$ 1,890.00 _____
D. Removal/Replacement of 36" of Ice Guard	\$ 1,200.00 _____
Total Alternate #2: (Removal/ Replacement A-D)	\$ 19,000.00 _____

Item 2: Unit Cost/Square Foot - Roof Replacement Deck (plywood)	\$ 2.50 /Square Foot _____
Item 3: Unit Cost/Linear Foot – Wood Fascia Replacement	\$ 12.00 /Linear Foot _____
Item 4: Unit Cost/Square Foot – Insulation Replacement	\$ 3.00 /Square Foot _____

Park District of Highland Park
2020 Deer Creek Racquet Club Roof Improvements Project

BID FORM
(Page 3 of 3)

Receipt of Addenda: The receipt of the following addenda is hereby acknowledged:

Addendum No. 1, Dated June 29, 2020

Addendum No. 2, Dated July 2, 2020

SUBCONTRACTORS: List Name, Address, Phone and Work Assignment

1. Relianz Restorations Co. 4947 25th Ave, Schiller Park, IL 60176 (847-447-3511) standing seam metal, roofing, misc. items.

2.

3.

4.

The undersigned bidder has carefully examined the plans and specifications for the 2020 Deer Creek Racquet Club Roof Improvements Project as prepared by the Owner and/or Engineer/Architect, and having carefully examined the site and completely familiarized him/herself with local conditions affecting the cost of the work: hereby states that he/she will provide all necessary labor, equipment, tools, machinery, apparatus and all other means of construction, do all the work and furnish all materials, called for by said plans and specification and drawings: and will accept as full and complete payment therefore the base bid amount which is the summation of the cost of the items of work and is equal to the summation of the extension of the unit prices.

BY: Abner Catugy CEO

Name and Title of Authorized Agent

Authorized Signature

07/02/2020

Date



Memorandum

To: Park Board of Commissioners

From: Brian Romes, Executive Director

Date: July 14, 2020

Subject: **COVID-19 Emergency Operations Planning Update**

Summary

Executive Director Romes will provide an update regarding the Park District's emergency operational plans and response efforts due to the SARS-CoV-2 (Corona) Virus.



To: Board of Park Commissioners

From: Karen Lakoske - Accounts Payable Administrator
Mari-Lynn Peters - Finance Director
Brian Romes - Executive Director

Date: July 14, 2020

Subject: Bills presented for the Board's review on July 14, 2020.
Checks written June 18, 2020 to July 9, 2020 .

BILLS

<u>DATE</u>	<u>AMOUNT</u>
June 19, 2020	\$ 26,919.00
June 23, 2020	\$ 750.00
June 24, 2020	\$ 4,042.00
June 26, 2020	\$ 1,202.00
June 30, 2020	\$ 5,739.00
July 9, 2020	\$ 514,871.16
Void Payments	\$ (20,828.00)
Bank Drafts	\$ 53,158.98
P-Card	\$ 58,026.18
TOTAL	\$ 643,880.32

PAYROLL DISBURSEMENTS

TOTAL	\$ -
GRAND TOTAL	\$ 643,880.32



Park District of Highland Park, IL

Check Register

Packet: APPKT02407 - 20200630 7

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
18736	AQUA BLUE POOLS, INC	06/19/2020	Manual	0.00	26,919.00	185077
2027	Invoice	06/18/2020	Deposit for pool shell replacement	0.00	26,919.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	1	1	0.00	26,919.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	26,919.00



Park District of Highland Park, IL

Check Register

Packet: APPKT02386 - 20200623 2

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
11175	ILL ENVIRONMENTAL PROTECTION /	06/23/2020	Regular	0.00	750.00	185065
<u>Permit 38775</u>	Invoice	06/19/2020	NPDES General Permit ID Number 38775	0.00	750.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	750.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	750.00



Park District of Highland Park, IL

Check Register

Packet: APPKT02389 - 20200624 3

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
14384	LORI KOHN	06/24/2020	Regular	0.00	4,042.00	185066
<u>1136531</u>	Invoice	05/27/2020	Refund	0.00	2,276.00	
<u>1136531-1</u>	Invoice	05/27/2020	Refund	0.00	629.00	
<u>1136531-2</u>	Invoice	05/27/2020	Refund	0.00	1,137.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	3	1	0.00	4,042.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	3	1	0.00	4,042.00



Park District of Highland Park, IL

Check Register

Packet: APPKT02400 - 20200626 9

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
18511	LESLIE PRICE	06/26/2020	Regular	0.00	1,202.00	185067
<u>062620</u>	Invoice	06/26/2020	Refund	0.00	1,202.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	1,202.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	1,202.00



Park District of Highland Park, IL

Check Register

Packet: APPKT02406 - 20200630 5

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
10006	NCPERS GROUP LIFE INSURANCE	06/30/2020	Regular	0.00	96.00	185068
<u>3301072020</u>	Invoice	06/13/2020	NCPERS Group Life Insurance	0.00	96.00	
18578	ROBERT BERNSTEIN	06/30/2020	Regular	0.00	5,643.00	185069
<u>1136808-0</u>	Invoice	05/29/2020	Refund	0.00	1,160.00	
<u>1136808-01</u>	Invoice	05/29/2020	Refund	0.00	870.00	
<u>1136810-0</u>	Invoice	05/29/2020	Refund	0.00	3,613.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	4	2	0.00	5,739.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	4	2	0.00	5,739.00



By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
18717	1 ON 1 BASEBALL ACADEMY INC	07/09/2020	Regular	0.00	2,100.00	185078
<u>1143689</u>	Invoice	06/19/2020	Refund 4 @ \$525.00 ea	0.00	2,100.00	
18712	A.H.Y.A.A.	07/09/2020	Regular	0.00	225.00	185079
<u>061820</u>	Invoice	06/18/2020	9U Baseball Tournament Fee 08/14/20-08	0.00	225.00	
17997	AD-WEAR & SPECIALTY OF TEXAS IN	07/09/2020	Regular	0.00	6,299.38	185080
<u>29304-1-IN</u>	Invoice	06/01/2020	100 Beach Towels	0.00	1,261.00	
<u>29304-IN</u>	Invoice	05/22/2020	Staff apparel,Camper apparel,Parks&Golf	0.00	5,038.38	
18643	ALICIA IDLER	07/09/2020	Regular	0.00	15.00	185081
<u>1143589</u>	Invoice	06/19/2020	Refund	0.00	15.00	
18740	ALY FEDER	07/09/2020	Regular	0.00	40.00	185082
<u>1148925</u>	Invoice	07/07/2020	Refund	0.00	40.00	
18139	AMERICAN BACKFLOW & FIRE PREV	07/09/2020	Regular	0.00	1,386.00	185083
<u>23243</u>	Invoice	06/09/2020	CIA Sprinkler system repair	0.00	1,386.00	
18722	AMY VENDITTI	07/09/2020	Regular	0.00	1,330.00	185084
<u>1144470</u>	Invoice	06/22/2020	Refund	0.00	1,330.00	
18741	ANNE MUCHA	07/09/2020	Regular	0.00	40.00	185085
<u>1148980</u>	Invoice	07/07/2020	Refund	0.00	40.00	
18737	COMFORT CAVALRY HEATING & AIR	07/09/2020	Regular	0.00	2,100.00	185086
<u>8618</u>	Invoice	05/11/2020	Air duct cleaning	0.00	2,100.00	
18725	BARBARA SENA COSTA	07/09/2020	Regular	0.00	76.00	185087
<u>1144563</u>	Invoice	06/22/2020	Refund	0.00	76.00	
18050	CATHERINE SPENCER	07/09/2020	Regular	0.00	3,100.00	185088
<u>1144483</u>	Invoice	06/22/2020	Refund	0.00	3,100.00	
18727	CATHY CURRAN	07/09/2020	Regular	0.00	180.00	185089
<u>1144364</u>	Invoice	06/22/2020	Refund 2 @ \$90.00 ea	0.00	180.00	
14371	CHILDREN'S THEATRE COMPANY	07/09/2020	Regular	0.00	294.00	185090
<u>060420</u>	Invoice	06/04/2020	June 2020 Virtual Theatre Class	0.00	294.00	
10502	CITY OF HIGHLAND PARK	07/09/2020	Regular	0.00	600.00	185091
<u>258696</u>	Invoice	06/29/2020	Placement of bouys In Lake Michigan	0.00	600.00	
14477	COMMERCIAL RECREATION	07/09/2020	Regular	0.00	15,755.00	185092
<u>0014622</u>	Invoice	05/07/2020	Sensor & Data receiver,4 Siren horns,15 B	0.00	12,765.00	
<u>0015305</u>	Invoice	05/05/2020	Transmitter,Sensor & Data receiver - Strik	0.00	2,990.00	
10537	COMMONWEALTH EDISON COMPAN	07/09/2020	Regular	0.00	352.41	185093
<u>0203254004 051</u>	Invoice	06/15/2020	HPGL/Dog Park Lights 05/14/20-06/16/20	0.00	352.41	
18734	CRISTINA MODVAL	07/09/2020	Regular	0.00	246.00	185094
<u>1144594</u>	Invoice	06/22/2020	Refund	0.00	246.00	
18714	CYRUS KHAZAI	07/09/2020	Regular	0.00	1,302.00	185095
<u>1145049</u>	Invoice	06/24/2020	Refund	0.00	1,302.00	
10624	DANIEL CREANEY COMPANY	07/09/2020	Regular	0.00	280.00	185096
<u>43181</u>	Invoice	06/19/2020	Moraine Park Path	0.00	280.00	

Check Register

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
14938	DAVE HARACZ	07/09/2020	Regular	0.00	1,497.00	185097
<u>1143687</u>	Invoice	06/19/2020	Refund 3 @ \$499.00 ea	0.00	1,497.00	
14939	DEERFIELD YOUTH BASEBALL ASSOC	07/09/2020	Regular	0.00	2,098.00	185098
<u>1143662</u>	Invoice	06/19/2020	Refund 2 @ \$550 ea	0.00	1,100.00	
<u>1143662-1</u>	Invoice	06/19/2020	Refund 2 @ \$499.00 ea	0.00	998.00	
18726	DIANA ROGERS	07/09/2020	Regular	0.00	88.65	185099
<u>1144607</u>	Invoice	06/22/2020	Refund	0.00	88.65	
18718	DUGOUT NORTHBROOK LLC	07/09/2020	Regular	0.00	550.00	185100
<u>1143709</u>	Invoice	06/19/2020	Refund	0.00	550.00	
10762	DUNLOP SPORTS GROUP AMERICAS	07/09/2020	Regular	0.00	1,015.20	185101
<u>5955344 SQ</u>	Invoice	06/04/2020	Tennis balls	0.00	1,015.20	
17122	DYNEGY ENERGY SERVICES	07/09/2020	Regular	0.00	15,859.65	185102
<u>331665720061</u>	Invoice	06/26/2020	May-June 2020	0.00	15,859.65	
18716	ELIZABETH EBRIGHT	07/09/2020	Regular	0.00	2,150.00	185103
<u>1144825</u>	Invoice	06/23/2020	Refund	0.00	2,150.00	
18733	ELIZABETH MILLAN BRUSSIAN	07/09/2020	Regular	0.00	1,176.00	185104
<u>1144583</u>	Invoice	06/22/2020	Refund	0.00	1,176.00	
18170	ERIC SCHREIBER	07/09/2020	Regular	0.00	865.75	185105
<u>1144567</u>	Invoice	06/22/2020	Refund	0.00	865.75	
18715	ERIK PEDERSEN	07/09/2020	Regular	0.00	1,387.00	185106
<u>1144820</u>	Invoice	06/23/2020	Refund	0.00	1,387.00	
18730	ERIKA LARSON	07/09/2020	Regular	0.00	659.50	185107
<u>1144556</u>	Invoice	06/22/2020	Refund 2 @ \$195.00 ea	0.00	390.00	
<u>1144556-1</u>	Invoice	06/22/2020	Refund	0.00	269.50	
18719	GURNEE YOUTH BASEBALL	07/09/2020	Regular	0.00	998.00	185108
<u>1143694</u>	Invoice	06/19/2020	Refund 2 @ \$499.00 ea	0.00	998.00	
11062	HALOGEN SUPPLY COMPANY, INC.	07/09/2020	Regular	0.00	193,847.00	185109
<u>00549614</u>	Invoice	05/26/2020	Hidden Creek - 2 Turbine Pumps	0.00	56,100.00	
<u>00550986</u>	Invoice	06/15/2020	Hidden Creek - Pool Filter System	0.00	137,747.00	
15888	HEARTLAND BUSINESS SYSTEMS LLC	07/09/2020	Regular	0.00	9,577.15	185110
<u>379392-H</u>	Invoice	06/03/2020	1yr Warranty and support renewal	0.00	9,577.15	
11106	HIGHLAND PARK FIELD HOUSE	07/09/2020	Regular	0.00	11,440.00	185111
<u>1390</u>	Invoice	05/20/2020	Jan/Feb/Mar 2020 Field Rental	0.00	11,440.00	
13401	HIGHLAND PARK MONTESSORI SCH	07/09/2020	Regular	0.00	340.00	185112
<u>1145792</u>	Invoice	06/26/2020	Refund	0.00	340.00	
17003	HOLLEB GROUP	07/09/2020	Regular	0.00	1,000.00	185113
<u>1140577-1</u>	Invoice	06/08/2020	Refund 5 @ \$200.00 ea.	0.00	1,000.00	
11184	ILLINOIS DEPT OF AGRICULTURE	07/09/2020	Regular	0.00	60.00	185114
<u>000TQM 0022NV</u>	Invoice	07/06/2020	2020 Pest Control Lic App - H. Pierson	0.00	60.00	
15152	ILLINOIS STATE TREASURER'S OFFICI	07/09/2020	Regular	0.00	745.61	185115
<u>UPD601 0702202</u>	Invoice	07/02/2020	Unclaimed property 07/01/16-06/30/17	0.00	745.61	
17952	IVY SUKENIK	07/09/2020	Regular	0.00	284.40	185116
<u>1144476</u>	Invoice	06/22/2020	Refund	0.00	154.20	
<u>1144476-1</u>	Invoice	06/22/2020	Refund	0.00	130.20	
18046	JANE ATLAS	07/09/2020	Regular	0.00	51.43	185117
<u>1144388</u>	Invoice	06/22/2020	Refund	0.00	16.81	

Check Register

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>1144388-1</u>	Invoice	06/22/2020	Refund	0.00	34.62	
18721	JEAN PULTE	07/09/2020	Regular	0.00	1,416.00	185118
<u>1143635</u>	Invoice	06/19/2020	Refund 3 @ \$235.00 ea	0.00	705.00	
<u>1143635-1</u>	Invoice	06/19/2020	Refund	0.00	524.00	
<u>1143635-2</u>	Invoice	06/19/2020	Refund	0.00	187.00	
18574	JULIE MURCHISON	07/09/2020	Regular	0.00	15.00	185119
<u>1143592</u>	Invoice	06/19/2020	Refund	0.00	15.00	
18711	LAURENCE PASQUESI	07/09/2020	Regular	0.00	95.00	185120
<u>1142369</u>	Invoice	06/15/2020	Refund	0.00	95.00	
11612	LITTLE TOMMY'S PLUMBING SHOP I	07/09/2020	Regular	0.00	2,349.00	185121
<u>1022-49322</u>	Invoice	06/15/2020	Replaced water heater under warranty	0.00	2,349.00	
18729	LORI FRISCHER	07/09/2020	Regular	0.00	34.14	185122
<u>1144454</u>	Invoice	06/22/2020	Refund	0.00	34.14	
18474	LAKESHORE RECYCLING SYSTEMS, LI	07/09/2020	Regular	0.00	876.16	185123
<u>0004465858</u>	Invoice	06/30/2020	Trash removal May-July 2020	0.00	50.87	
<u>0004465860</u>	Invoice	06/30/2020	Trash removal 07/01/20-07/31/20	0.00	45.55	
<u>0004465864</u>	Invoice	06/30/2020	Trash Removal 07/01/20-07/31/20	0.00	77.31	
<u>0004465866</u>	Invoice	06/30/2020	Trash removal June-July 2020	0.00	702.43	
18642	MELISSA BLOCK	07/09/2020	Regular	0.00	590.50	185124
<u>1144390</u>	Invoice	06/22/2020	Refund	0.00	590.50	
18732	MICHELLE MICHELSON	07/09/2020	Regular	0.00	184.50	185125
<u>1144576</u>	Invoice	06/22/2020	Refund	0.00	184.50	
17710	MINI TECHNOLOGIES DIRECT, INC	07/09/2020	Regular	0.00	2,572.09	185126
<u>0003732832</u>	Invoice	06/22/2020	1 Lenovo ThinkPad	0.00	1,503.21	
<u>0003733063</u>	Invoice	06/23/2020	Lenovo 4yr Extended Warranty	0.00	258.97	
<u>0003733465</u>	Invoice	06/25/2020	Email licenses	0.00	809.91	
11860	MUTUAL ACE HARDWARE	07/09/2020	Regular	0.00	94.42	185127
<u>1191_053120</u>	Invoice	05/31/2020	Supplies	0.00	94.42	
18735	NICOLE CARROW	07/09/2020	Regular	0.00	6.68	185128
<u>1144629</u>	Invoice	06/22/2020	Refund	0.00	6.68	
13604	NORTH SHORE GAS	07/09/2020	Regular	0.00	1,749.36	185129
<u>0601145072-000</u>	Invoice	06/16/2020	Deer Creek 05/12/20-06/11/20	0.00	532.90	
<u>0601145072-000</u>	Invoice	06/22/2020	RCHP 05/12/20-06/11/20	0.00	477.26	
<u>0601145072-000</u>	Invoice	06/16/2020	1240 Fredrickson Pl 05/09/20-06/11/20	0.00	432.60	
<u>0602225773-000</u>	Invoice	06/16/2020	1390 Sunset Rd 05/12/20-06/11/20	0.00	124.02	
<u>0602405421-000</u>	Invoice	06/16/2020	2900 Trail Way, Cunniff Park Shelter S/9/2	0.00	56.24	
<u>0602405421-000</u>	Invoice	06/16/2020	1377 Clavey Rd 05/12/20-06/11/20	0.00	63.94	
<u>0602405421-000</u>	Invoice	06/16/2020	3100 Trail Way 05/09/20-06/11/20	0.00	62.40	
11998	PARK DISTRICT RISK MGMT AGCY	07/09/2020	Regular	0.00	154,103.43	185130
<u>0620133H</u>	Invoice	06/30/2020	Health Invoice	0.00	154,103.43	
11998	PARK DISTRICT RISK MGMT AGCY	07/09/2020	Regular	0.00	30,797.77	185131
<u>0620133</u>	Invoice	06/30/2020	Property/Liability/Workers Comp/Emp	0.00	30,797.77	
16344	PARKS FOUNDATION OF HIGHLAND	07/09/2020	Regular	0.00	7,689.00	185132
<u>061920</u>	Invoice	06/19/2020	Sponsorship check deposited in wrong ac	0.00	800.00	
<u>062620</u>	Invoice	06/26/2020	Revenue collected on behalf of Parks Fou	0.00	5,569.00	
<u>070720</u>	Invoice	07/07/2020	Revenue collected on behalf of Parks Fou	0.00	1,320.00	
18412	PATRICK GOSS	07/09/2020	Regular	0.00	60.00	185133
<u>051520</u>	Invoice	05/15/2020	Referee fees January 2020	0.00	60.00	

Check Register

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
18728	PETER JAMES CURRY	07/09/2020	Regular	0.00	620.50	185134
<u>1144426</u>	Invoice	06/22/2020	Refund	0.00	620.50	
12065	PIONEER PRESS	07/09/2020	Regular	0.00	39.00	185135
<u>167567896 0604</u>	Invoice	06/04/2020	1 day per week subscription thru 01/07/2	0.00	39.00	
12184	REINDERS, INC.	07/09/2020	Regular	0.00	2,299.17	185136
<u>4060731-00</u>	Invoice	06/16/2020	Equipment repair	0.00	2,299.17	
18044	RONIT KATZNELSON	07/09/2020	Regular	0.00	423.00	185137
<u>1144537</u>	Invoice	06/22/2020	Refund	0.00	188.00	
<u>1144537-1</u>	Invoice	06/22/2020	Refund	0.00	235.00	
18695	REAL DEAL SPORTS LLC	07/09/2020	Regular	0.00	1,409.80	185138
<u>061120</u>	Invoice	06/11/2020	Virtual basketball classes May 2020	0.00	107.80	
<u>062820</u>	Invoice	06/28/2020	Basketball Skills clinic June 2020	0.00	1,302.00	
12335	SCOTT ZACHAR	07/09/2020	Regular	0.00	330.00	185139
<u>051520</u>	Invoice	05/15/2020	Referee fees - January-February 2020	0.00	330.00	
13826	SHARI SARATOVSKY	07/09/2020	Regular	0.00	229.00	185140
<u>1144359</u>	Invoice	06/22/2020	Refund	0.00	229.00	
12393	SMITHGROUP, INC.	07/09/2020	Regular	0.00	5,100.00	185141
<u>0147577</u>	Invoice	06/18/2020	Prof Services 4/25/20-5/29/20 Rosewood	0.00	5,100.00	
18731	STEPHANIE MALETSKY	07/09/2020	Regular	0.00	10.00	185142
<u>1144564</u>	Invoice	06/22/2020	Refund	0.00	10.00	
18723	SUSAN VEBER	07/09/2020	Regular	0.00	56.75	185143
<u>1144472</u>	Invoice	06/22/2020	Refund	0.00	56.75	
18720	THOMAS MCDONAGH	07/09/2020	Regular	0.00	499.00	185144
<u>1143703</u>	Invoice	06/19/2020	Refund	0.00	499.00	
18724	TIFFANY SMITH	07/09/2020	Regular	0.00	5,230.00	185145
<u>1144487</u>	Invoice	06/22/2020	Refund	0.00	649.50	
<u>1144487-1</u>	Invoice	06/22/2020	Refund	0.00	648.50	
<u>1144487-2</u>	Invoice	06/22/2020	Refund	0.00	578.00	
<u>1144487-3</u>	Invoice	06/22/2020	Refund	0.00	520.50	
<u>1144487-4</u>	Invoice	06/22/2020	Refund	0.00	470.50	
<u>1144487-5</u>	Invoice	06/22/2020	Refund	0.00	264.00	
<u>1144487-6</u>	Invoice	06/22/2020	Refund 2 @ \$214.50	0.00	429.00	
<u>1144487-7</u>	Invoice	06/22/2020	Refund 4 @ \$190.50	0.00	762.00	
<u>1144492</u>	Invoice	06/22/2020	Refund 2 @ \$190.00 ea	0.00	380.00	
<u>1144492-1</u>	Invoice	06/22/2020	Refund	0.00	85.50	
<u>1144494</u>	Invoice	06/22/2020	Refund 3 @ \$85.50 ea	0.00	256.50	
<u>1144494-1</u>	Invoice	06/22/2020	Refund	0.00	46.50	
<u>1144497</u>	Invoice	06/22/2020	Refund 3 @ \$46.50 ea	0.00	139.50	
16409	TOTAL PARKING SOLUTIONS INC	07/09/2020	Regular	0.00	448.00	185146
<u>104989</u>	Invoice	06/29/2020	2 Emergency weekend service calls	0.00	448.00	
18742	TREASURER, STATE OF IOWA	07/09/2020	Regular	0.00	5.50	185147
<u>431069 063020</u>	Invoice	06/30/2020	Motor vehicle records - Iowa	0.00	5.50	
18739	THE CODER SCHOOL	07/09/2020	Regular	0.00	220.00	185148
<u>36</u>	Invoice	06/26/2020	May 2020 Virtual Coding Class	0.00	220.00	
17590	V3 CONSTRUCTION GROUP LTD	07/09/2020	Regular	0.00	12,700.80	185149
<u>1 053020</u>	Invoice	05/30/2020	HPCC Golf Course Conversion	0.00	12,700.80	
15239	WILLIAM OLIVER	07/09/2020	Regular	0.00	21.36	185150
<u>1144606</u>	Invoice	06/22/2020	Refund	0.00	21.36	

Check Register

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
17515	WINDSTREAM	07/09/2020	Regular	0.00	1,185.10	185151
<u>72740501</u>	Invoice	06/22/2020	June 2020	0.00	1,185.10	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	110	74	0.00	514,871.16
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	110	74	0.00	514,871.16



Park District of Highland Park, IL

Check Register

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By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK 14384	LORI KOHN	06/24/2020	Regular	0.00	-4,042.00	184872

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-4,042.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	0	1	0.00	-4,042.00



Park District of Highland Park, IL

Check Register

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By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK 16344	PARKS FOUNDATION OF HIGHLAND	06/17/2020	Regular	0.00	-10,143.00	185060

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-10,143.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	0	1	0.00	-10,143.00



Park District of Highland Park, IL

Check Register

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By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK 18578	ROBERT BERNSTEIN	06/04/2020	Regular	0.00	-5,643.00	184891

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-5,643.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	0	1	0.00	-5,643.00



Park District of Highland Park, IL

Check Register

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By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK 17003	HOLLEB GROUP	07/08/2020	Regular	0.00	-1,000.00	184950

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-1,000.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	0	1	0.00	-1,000.00



Park District of Highland Park, IL

Check Register

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By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
11161	ICMA RETIREMENT TRUST #302037	06/26/2020	Bank Draft	0.00	3,428.59	DFT0002626
<u>ICMA 457 06192</u>	Invoice	06/19/2020	Wire Transfer ICMA 457 Deferred Comp	0.00	3,428.59	
12825	ICMA RETIREMENT TRUST #705568	06/26/2020	Bank Draft	0.00	270.00	DFT0002627
<u>ICMA Roth 06192</u>	Invoice	06/19/2020	Wire Transfer ICMA Roth	0.00	270.00	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	3,698.59
EFT's	0	0	0.00	0.00
	2	2	0.00	3,698.59



Park District of Highland Park, IL

Check Register

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By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
10058	AFLAC	06/26/2020	Bank Draft	0.00	785.44	DFT0002628
<u>AFLAC 062620</u>	Invoice	06/26/2020	AFLAC 06/26/20	0.00	785.44	
11177	ILL MUNICIPAL RETIREMENT FUND	06/26/2020	Bank Draft	0.00	42,740.64	DFT0002629
<u>IMRF June 2020</u>	Invoice	06/26/2020	IMRF 06/26/20	0.00	42,740.64	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Volded Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	43,526.08
EFT's	0	0	0.00	0.00
	2	2	0.00	43,526.08



Park District of Highland Park, IL

Check Register

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By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
15487	I.D.E.S.	06/26/2020	Bank Draft	0.00	2,234.25	OFT0002630
<u>702000776</u>	Invoice	06/05/2020	Unemployment compensation 1st qtr 202	0.00	2,234.25	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	2,234.25
EFT's	0	0	0.00	0.00
	1	1	0.00	2,234.25



Park District of Highland Park, IL

Check Register

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By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
11161	ICMA RETIREMENT TRUST #302037	07/08/2020	Bank Draft	0.00	3,475.06	DFT0002650
<u>ICMA 457 07032</u>	Invoice	07/03/2020	Wire Transfer ICMA 457 Deferred Comp	0.00	3,475.06	
12825	ICMA RETIREMENT TRUST #705568	07/08/2020	Bank Draft	0.00	225.00	DFT0002651
<u>ICMA Roth 07032</u>	Invoice	07/03/2020	Wire Transfer ICMA Roth	0.00	225.00	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	3,700.06
EFT's	0	0	0.00	0.00
	2	2	0.00	3,700.06



Park District of Highland Park, IL

Check Register

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By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
10313	BOA P-CARD STATEMENTS	06/26/2020	Bank Draft	0.00	58,026.18	DFT0002631
<u>060720</u>	Invoice	06/07/2020	P-Card with PA	0.00	58,026.18	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	58,026.18
EFT's	0	0	0.00	0.00
	1	1	0.00	58,026.18

P-Card Transactions
05/08/20 - 06/07/20

Vendor Name	Transaction	Amount	Total
1000BULBS.COM	1	\$73.89	
32 MIX LLC / CARDFLEX	2	\$36.00	
ABC BUSINESS FORMS INC	1	\$225.00	
AMAZON.COM M70HS4PO1 A	1	\$114.89	
AMAZON.COM M78GZ6M22 A	1	\$87.89	
AMAZON.COM MC2RM07A1 A	1	\$15.67	
AMAZON.COM MC3CY79G2 A	1	\$39.98	
AMAZON.COM MY15J7GV1 A	1	\$65.10	
AMZN Mktp US	1	(\$21.32)	
AMZN MKTP US M706K4HT0	1	\$74.76	
AMZN Mktp US M706V0CK1	1	\$129.98	
AMZN Mktp US M708O6N42	1	\$65.97	
AMZN MKTP US M709S38N1	1	\$27.95	
AMZN MKTP US M72DQ69Q1	1	\$81.85	
AMZN MKTP US M72G12JV2	1	\$50.97	
AMZN MKTP US M72T64112	1	\$44.91	
AMZN MKTP US M74LO71N2	1	\$95.44	
AMZN MKTP US M75TB7QY2	1	\$25.99	
AMZN Mktp US M76ND9R51	1	\$24.99	
AMZN MKTP US M774R2MU0	1	\$49.95	
AMZN MKTP US M77659WM2	1	\$22.99	
AMZN Mktp US M77GA0MW2	1	\$69.98	
AMZN Mktp US M77HB21X0	1	\$329.90	
AMZN Mktp US M78HK0GY1	1	\$177.30	
AMZN MKTP US M78XE9YT0	1	\$148.06	
AMZN Mktp US M78ZS3KD0	1	\$151.19	
AMZN Mktp US MC0MC5QF1	1	\$34.50	
AMZN Mktp US MC5AK49L1	1	\$50.00	
AMZN Mktp US MY3W83ZM2	1	\$166.99	
AMZN Mktp US MY6FA9FR1	1	\$149.00	
ANCHOR INDUSTRIES	1	\$18.28	
APFS STAFFING, INC.	1	\$2,408.00	
ATT BUS PHONE PMT	2	\$204.10	
BHFX #10	1	\$30.00	
BLN SPAMTITAN	4	\$148.56	
BLP BUSINESS WEEK	1	(\$53.20)	
BURRIS EQUIPMENT - WAU	1	\$350.41	
CABLE TIES 866-455-843	1	\$1,185.77	
CANVA 02705-6162408	1	\$1.00	
CHICAGO SKY	1	(\$203.00)	
CHICAGO TRIB SUBSCRIPT	2	\$43.68	
CITY OF HIGHLAND PARK	1	\$8,171.75	
Claim ADJ/FACEBK QD3PXRN	1	(\$2.42)	
COMCAST	1	\$11,915.05	
COMCAST CHICAGO	1	\$148.35	
COMCAST CHICAGO CS 1X	5	\$1,368.04	
CRAFTWOOD LUMBER & HAR	17	\$266.27	
CUTLER WORKWEAR	1	\$97.97	
DLT SOLUTIONS 703-773-	1	\$2,738.92	
DNR WS2 PRK PARKS EPAY	2	(\$310.00)	
DROPBOX TBFDPMJNKYRP	1	\$11.99	

P-Card Transactions
05/08/20 - 06/07/20

DTV DIRECTV SERVICE	2	\$440.97
EMERGENCY MEDICAL PROD	1	\$1,326.99
EMPIRE COOLER SERVICE	2	\$300.00
FISH TECH	2	\$13.16
GALCO INDUSTRIAL ELECT	1	\$102.91
GOKEYLESS	1	\$133.56
GOLDBERG CENTER	1	(\$420.00)
GOOGLE GSUITE_pdhp.or	1	\$6.00
GOOGLE ADS4050332202	1	\$100.20
GRAINGER	3	\$296.07
GUIARCENTER.COM INTER	1	\$15.01
HARRELLS LLC	1	\$205.92
IDLEWOOD ELECTRIC SUPP	3	\$115.14
IN HPE/GENX	1	\$258.15
IN TRIGON TURF SCIENC	1	\$817.66
JACKS SMALL ENGINES &	1	\$109.11
JB 17ZKY IL LOCKSMITH	1	\$239.00
JOHNSTONE SUPPLY OF NI	1	\$154.50
KEYTH TECHNOLOGIES	1	\$36.00
KONE, INC.	1	\$2,339.64
LAKE GENEVA CANOPY TOU	1	(\$534.92)
LAKESHORE RECYCLING SY	2	\$399.36
LIFE FITNESS LLC	1	\$81.14
LIFEGUARD STORE - ONLI	1	\$136.50
LOWES #02728	1	\$3.00
MAILCHIMP MONTHLY	1	\$285.81
MARK VEND CO.	2	\$238.49
MENONI & MOCOGNI, INC.	3	\$840.70
MEN'S JOURNAL	1	(\$13.70)
MGMT ASSC OF IL	1	\$25.00
MICHAELS #9490	1	\$73.81
MUTUAL ACE HARDWARE	1	\$244.00
MUTUAL ACE HARDWARE &	21	\$737.09
NAPA AUTO PRTS HIGHLAN	25	\$1,507.25
NEMETH GLASS OF ILLINO	1	\$385.00
NIKEGOLF	1	\$565.47
NIU OUTREACH	2	\$10.00
ORIGINAL WATERMEN	1	\$272.00
P & W GOLF SUPPLY LLC	2	\$887.94
PGH WATER COOLER	1	\$59.95
READYREFRESH BY NESTLE	1	\$28.97
REINDERS - SUSSEX CS	2	\$990.22
REINDERS SUSSEX CUSTOM	6	\$1,595.68
REVDANCE.TENTH HOUSE	1	(\$55.07)
RIVER TRAILS PARK DIST	2	(\$200.00)
RONDOUT SERVICE CENTER	1	\$23.50
SCHNEIDERELECTRIC IT C	1	\$616.10
SITEONE LANDSCAPE SUPP	11	\$7,249.72
SOCIETYFORHUMANRESOURC	1	(\$1,550.00)
SQ DEVILS LAKE CLIMBI	1	(\$500.00)
STAPLES 00116616	3	\$435.71
TAI NAM FOOD MARKET	1	\$40.00

P-Card Transactions
05/08/20 - 06/07/20

TARGET 00011684	2	\$10.61
THE HOME DEPOT #1926	5	\$321.54
THE HOME DEPOT #1941	1	\$128.50
THE HOME DEPOT 1926	1	\$94.52
THE UPS STORE #1809	1	\$25.10
TRIBUNE PUBLISHING COM	1	\$60.00
TRIMARK MARLINN LLC	1	\$642.60
TURF VENTURES	1	\$2,623.20
VZWRLSS MY VZ VN P	1	\$559.23
WAREHOUSE DIRECT	12	\$1,818.46
WILDMAN ADVENTURE RSRT	1	(\$1,011.22)
WISCONSIN RIVERSIDE CA	1	(\$512.73)
WWP ROSE PEST SOLUTION	1	\$110.00
WWW.1877FLOORGUY.COM	1	\$217.60
YA YA E FAVORMART	1	\$235.80
ZOOM.US	1	\$84.97
TOTAL		\$58,026.18