

NOTICE OF MEETING
Tuesday, July 28, 2020
6:00 p.m.

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

REGULAR 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 Regular Board Meeting by clicking the Tuesday, July 28 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 24 at 5:00 p.m. until 5:45 p.m. on Tuesday, July 28 and should have "Public Comment for July 28" in the subject line of the email. Comments will be read aloud during the meeting.
- V. **TREASURER'S REPORT**
 - A. **Financial Forecast Update**
- VI. **CONSENT AGENDA**
 - A. **Minutes from June 9, 2020 Workshop Meeting**
 - B. **Minutes from June 23, 2020 Regular Board Meeting**
 - C. **Approval of Heartland Business Systems for the Palo Alto Renewal, Wildfire Add-ons, and XDR**
 - D. **Approval of the Updates to Policy # 7.12 - Video Surveillance System**
 - E. **Approval of the LiveBarn Live Streaming Service Subscription Agreement**
 - F. **Approval of Resolution 2020-11 A Resolution Ratifying and Adopting Emergency Regulations at Millard Beach**
 - G. **Approval of the Sunset Woods Playground Renovation Design and Park Master Plan Services**
 - H. **Bills and Payroll in the amount of \$1,668,949.77**

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VII. APPROVAL OF CONDUCT ORDINANCE REVISION REGARDING FIRST AMENDMENT LOCATIONS

VIII. UNFINISHED BUSINESS

A. Centennial Ice Arena Compressor Replacement Project Progress Update

IX. EMERGENCY OPERATIONS PLANNING AND RESPONSE TO COVID-19

X. NEW BUSINESS

A. Parks Foundation Update
B. Director's Report
C. Board Comments

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.



UPDATED
FINANCIAL
FORECASTS

Due to Covid-19

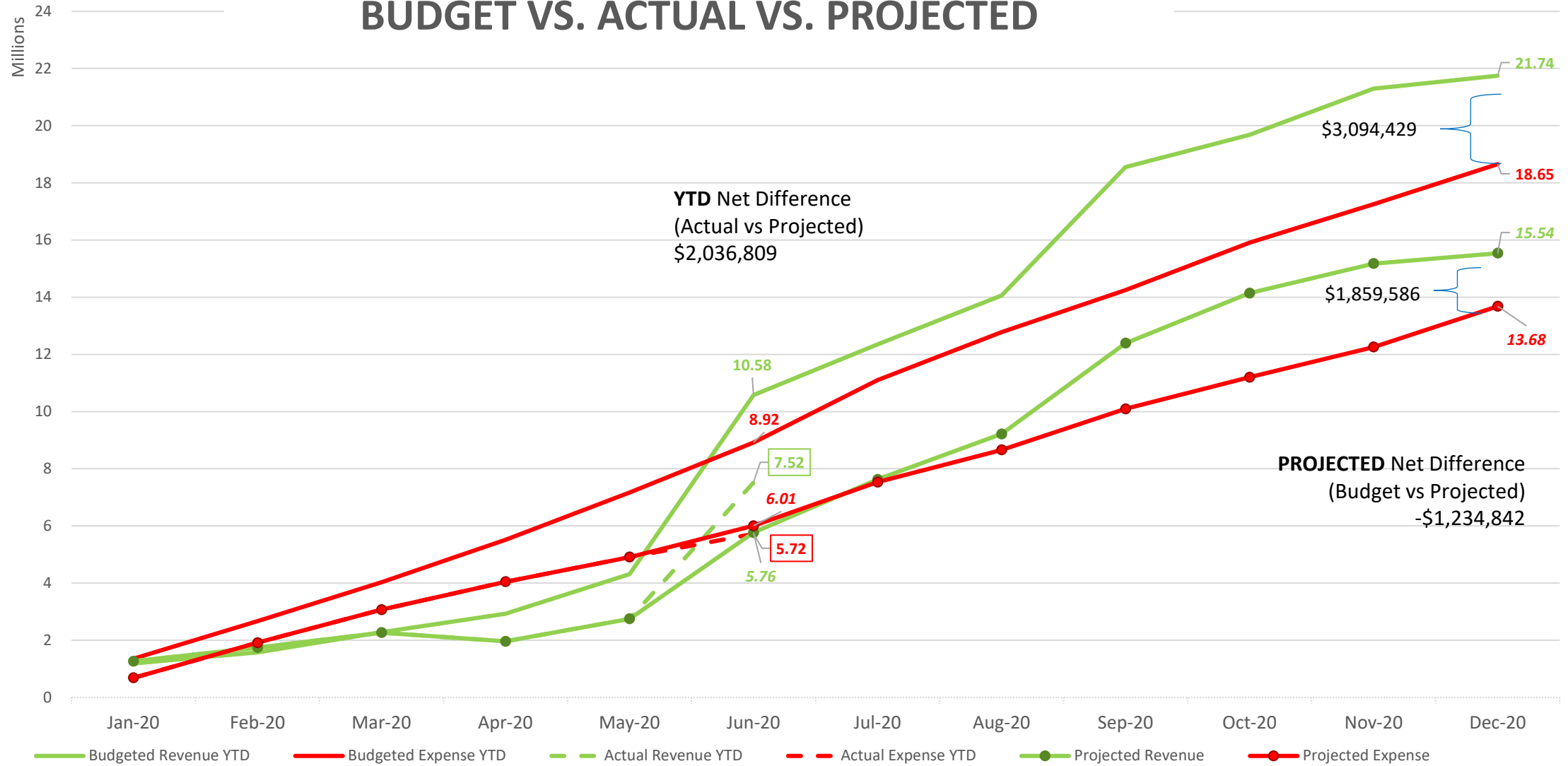
SPECIAL DISCLAIMER REGARDING RESEARCH AND FORECASTS

Research and forecasts are based on current information as of June 30, 2020, that we consider reliable, but we do not represent it as accurate or complete, and it should not be relied on as such. The information, opinions, estimates, and forecasts contained herein are also as of the date hereof and are subject to change without prior notification.

Source: Public Financial Management (PFM)

OPERATIONS (GENERAL AND RECREATION FUNDS)

BUDGET VS. ACTUAL VS. PROJECTED



Budgeted Revenue YTD	1,188,294.13	1,575,195.97	2,280,462.98	2,927,603.82	4,314,417.76	10,576,659.18	12,345,363.37	14,054,602.59	18,552,446.55	19,679,220.39	21,297,789.22	21,744,635.46
Budgeted Expense YTD	1,353,093.79	2,668,619.84	4,029,485.33	5,511,507.99	7,169,117.86	8,916,565.52	11,098,300.23	12,776,144.10	14,249,861.43	15,909,758.58	17,250,718.34	18,650,205.74
Projected Revenue	1,267,006.47	1,744,428.16	2,265,402.76	1,959,942.81	2,747,825.88	5,764,849.80	7,624,576.02	9,216,976.42	12,391,589.96	14,143,550.54	15,176,378.01	15,538,124.04
Projected Expense	684,323.94	1,912,537.68	3,067,451.28	4,046,400.91	4,907,674.16	6,005,541.12	7,529,406.27	8,657,328.87	10,091,869.55	11,201,001.55	12,257,564.14	13,678,537.74
Actual Revenue YTD	1,267,006.47	1,744,428.16	2,265,402.76	1,959,942.81	2,747,825.88	7,518,873.47						
Actual Expense YTD	684,323.94	1,912,537.68	3,067,451.28	4,046,400.91	4,907,674.16	5,722,755.49						

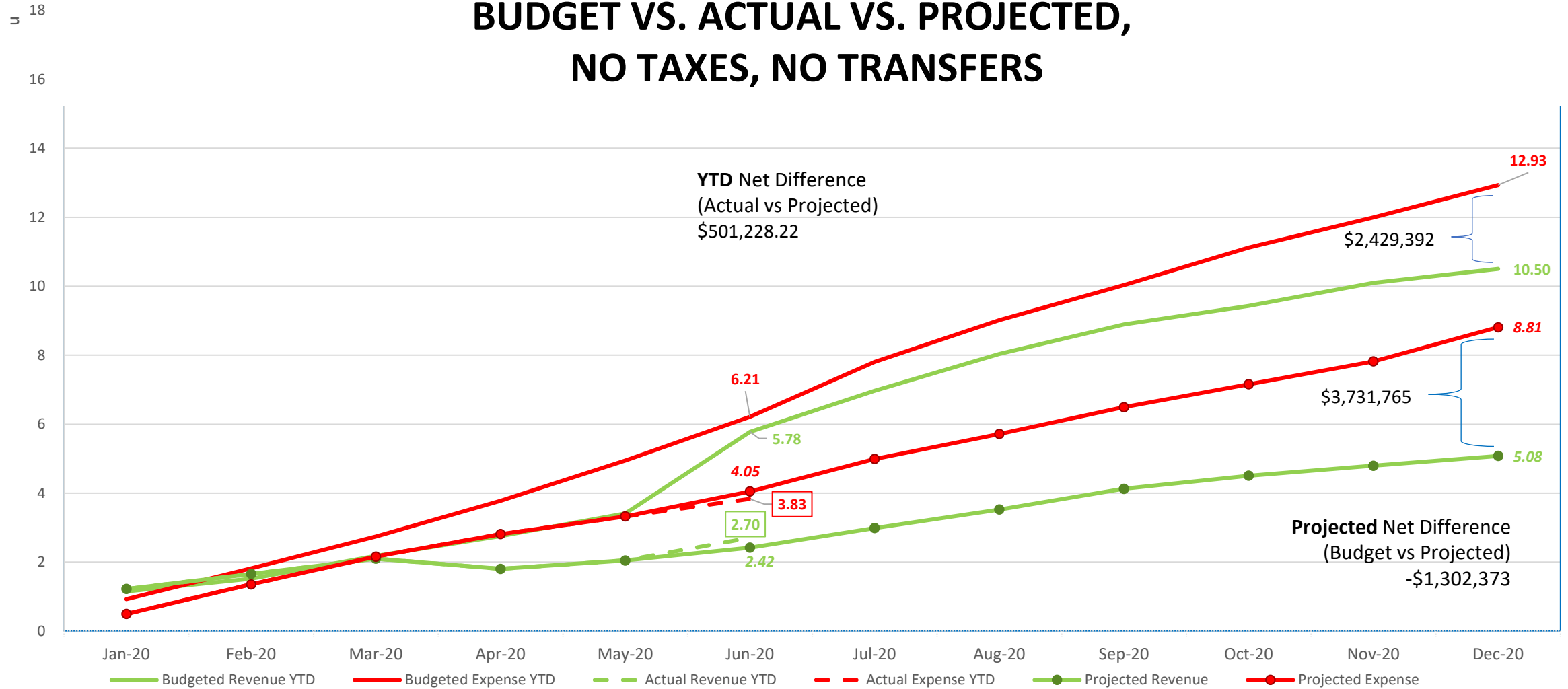
RECREATION FUND SUMMARY

- Golf Course and Driving Range meeting budget and tennis/golf both exceeding net revenue projections
- Outdoor athletics and in-person programming are exceeding net revenue projections
- Tennis and Golf camps are expected to meet projected and budgeted revenues
- Recreation Camp is not expected to meet projected net revenues
- Park Ambassadors are expected to exceed projections
- Non-Resident Lakefront revenue is expected to exceed projections
- Expenses below projections due to low payroll and no dredging
- Recreation Center net revenues are not expected to meet projections



RECREATION FUND

BUDGET VS. ACTUAL VS. PROJECTED, NO TAXES, NO TRANSFERS



Budgeted Revenue YTD	1,147,386.38	1,517,683.06	2,180,490.99	2,756,054.01	3,408,016.71	5,775,708.13	6,970,607.75	8,034,511.12	8,888,541.22	9,427,525.10	10,097,449.50	10,502,488.46
Budgeted Expense YTD	924,796.93	1,819,651.35	2,740,629.74	3,779,965.74	4,946,734.96	6,211,173.22	7,806,770.80	9,015,285.16	10,033,695.35	11,117,850.93	11,996,920.65	12,931,881.22
Projected Revenue	1,218,772.72	1,656,454.61	2,099,358.41	1,801,328.82	2,044,893.50	2,417,700.28	2,984,941.09	3,522,247.62	4,126,282.13	4,501,858.24	4,794,314.35	5,078,223.98
Projected Expense	493,448.53	1,352,058.50	2,160,055.82	2,810,994.85	3,323,307.55	4,048,036.56	4,989,444.72	5,714,823.48	6,493,104.62	7,155,695.56	7,818,574.79	8,809,989.11
Actual Revenue YTD	1,218,772.72	1,656,454.61	2,099,358.41	1,801,328.82	2,044,893.50	2,704,019.93						
Actual Expense YTD	493,448.53	1,352,058.50	2,160,055.82	2,810,994.85	3,323,307.55	3,833,127.99						

ASSUMPTIONS FOR REGRESSION OF RESTORE ILLINOIS PHASES OR STAY AT HOME ORDER THIS FALL:

Worst Case Scenario Assumptions

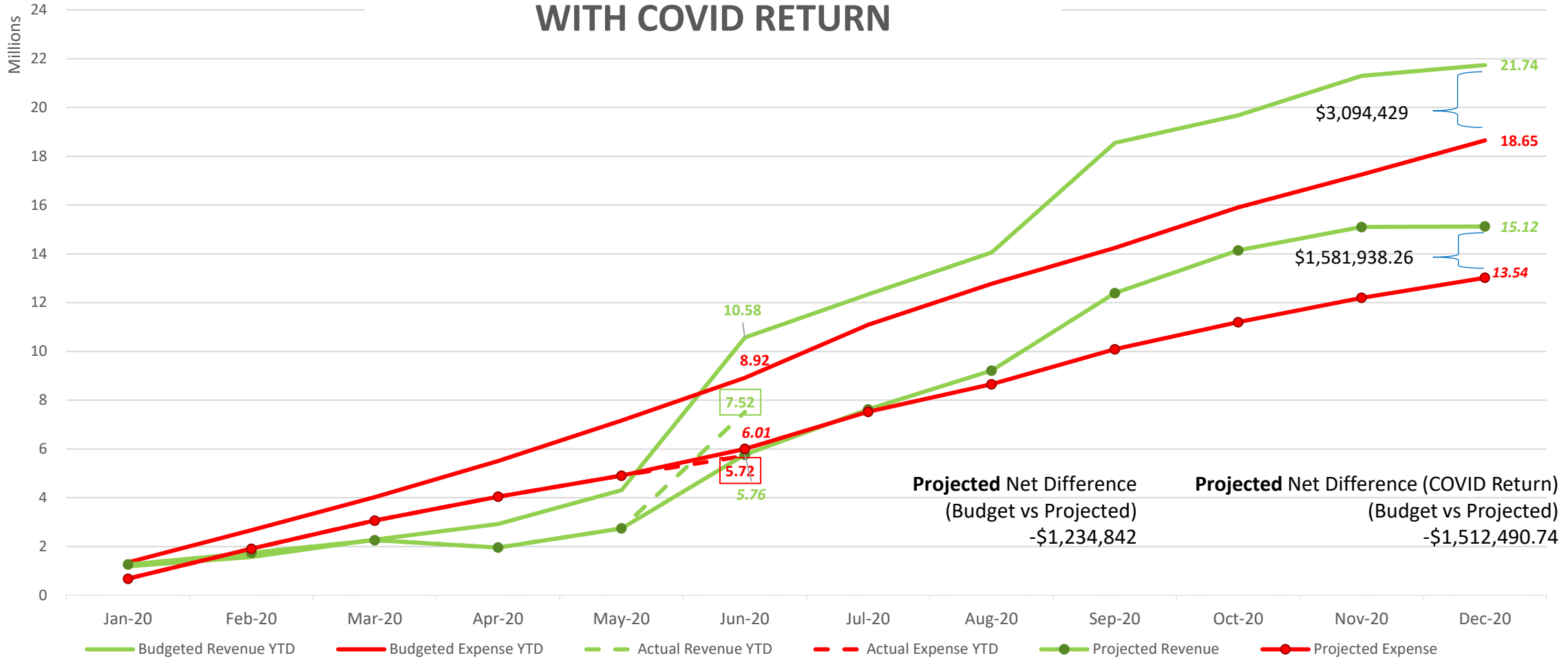
- Full closure starting week of Thanksgiving through January 2
- Only revenue during this time frame will be taxes
- Used June expenses for expense in December and in equation for November
- Refunds for Fall Session 2 programming
- Staff is preparing “turn-key” solutions for missed days, phase 3 or stay at home order
- No transfers



OPERATIONS (GENERAL AND RECREATION FUNDS)

BUDGET VS. ACTUAL VS. PROJECTED

WITH COVID RETURN



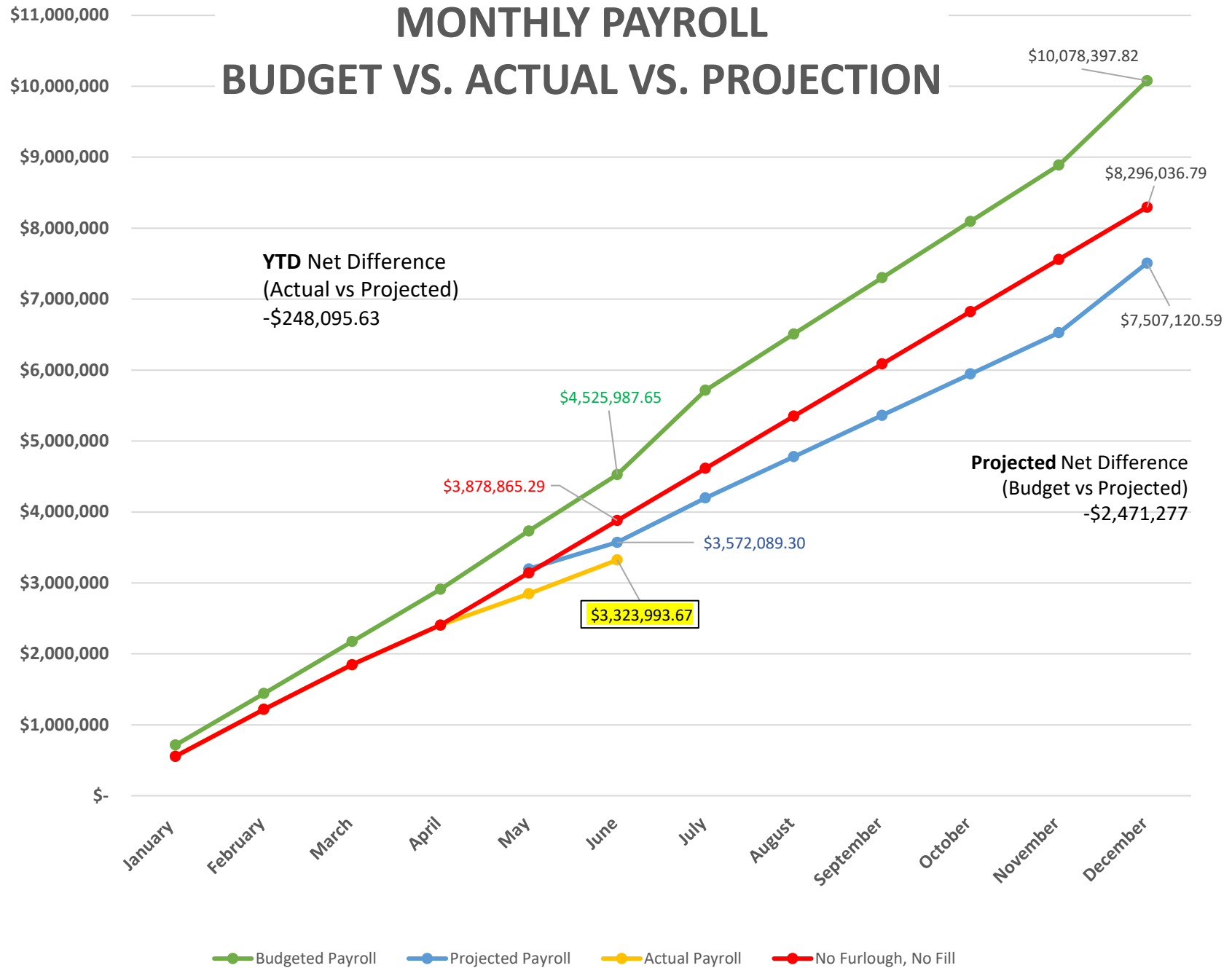
Projected Net Difference (Budget vs Projected) -\$1,234,842

Projected Net Difference (COVID Return) (Budget vs Projected) -\$1,512,490.74

Budgeted Revenue YTD	1,188,294.13	1,575,195.97	2,280,462.98	2,927,603.82	4,314,417.76	10,576,659.18	12,345,363.37	14,054,602.59	18,552,446.55	19,679,220.39	21,297,789.22	21,744,635.46
Budgeted Expense YTD	1,353,093.79	2,668,619.84	4,029,485.33	5,511,507.99	7,169,117.86	8,916,565.52	11,098,300.23	12,776,144.10	14,249,861.43	15,909,758.58	17,250,718.34	18,650,205.74
Projected Revenue	1,267,006.47	1,744,428.16	2,265,402.76	1,959,942.81	2,747,825.88	5,764,849.80	7,624,576.02	9,216,976.42	12,391,589.96	14,143,550.54	15,102,652.60	15,122,652.60
Projected Expense	684,323.94	1,912,537.68	3,067,451.28	4,046,400.91	4,907,674.16	6,005,541.12	7,529,406.27	8,657,328.87	10,091,869.55	11,201,001.55	12,198,676.80	13,540,714.34
Actual Revenue YTD	1,267,006.47	1,744,428.16	2,265,402.76	1,959,942.81	2,747,825.88	7,518,873.47						
Actual Expense YTD	684,323.94	1,912,537.68	3,067,451.28	4,046,400.91	4,907,674.16	5,722,755.49						

MONTHLY PAYROLL

BUDGET VS. ACTUAL VS. PROJECTION





Park District of Highland Park, IL

DISTRICT WIDE

Income Statement

Current Period Ending 06/30/2020

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
100 - PROGRAMS	86,790.46	230,465.93	965,143.60	1,689,027.10	-723,883.50	2,927,414.43	206,523.76	1,482,632.30
110 - CAMPS	32,493.60	1,464,609.54	34,876.10	1,473,257.14	-1,438,381.04	1,911,333.50	1,394,927.16	1,406,736.22
120 - LESSONS	35,667.80	28,797.00	138,426.42	195,168.87	-56,742.45	374,985.50	31,114.01	171,910.08
130 - SPECIAL EVENTS	0.00	1,434.64	10,850.00	64,117.66	-53,267.66	112,105.00	605.00	57,570.99
410 - TAX	5,060,345.55	4,512,319.75	5,765,404.07	5,507,472.21	257,931.86	13,523,199.00	6,254,995.97	6,540,125.33
420 - FEES & CHARGES	359,767.69	324,350.88	625,312.55	770,887.11	-145,574.56	1,870,237.00	279,721.14	646,325.98
440 - MEMBERSHIPS	19,772.77	158,034.45	392,648.88	796,217.73	-403,568.85	1,635,001.20	148,909.48	758,588.10
450 - RENTALS	90,679.00	111,483.27	428,166.62	684,635.11	-256,468.49	1,361,334.70	120,175.25	693,803.63
460 - MERCHANDISING	4,600.02	30,214.13	44,800.46	73,193.75	-28,393.29	175,519.00	22,092.97	67,457.63
470 - INTEREST INCOME	16,678.40	14,161.00	72,691.21	84,966.00	-12,274.79	170,000.00	42,958.93	196,047.69
480 - MISCELLANEOUS INCOME	9,240.50	15,224.73	613,649.54	139,401.12	474,248.42	306,117.43	1,709.72	107,376.84
510 - OTHER INCOME	28,342.87	21,176.56	987,336.18	21,176.56	966,159.62	73,978.13	4,418.88	15,858.38
520 - BOND/DEBT PROCEEDS	2,421.14	0.00	6,465,254.26	7,100,000.00	-634,745.74	7,100,000.00	0.00	0.00
Total Revenue:	5,746,799.80	6,912,271.88	16,544,559.89	18,599,520.36	-2,054,960.47	31,541,224.89	8,508,152.27	12,144,433.17
Expense								
100 - PROGRAMS	27,197.11	106,281.73	528,239.47	944,039.22	415,799.75	1,742,372.36	121,676.23	718,214.65
110 - CAMPS	-1,966.83	238,899.13	19,957.72	348,736.73	328,779.01	1,036,564.89	73,895.96	102,371.05
120 - LESSONS	12,629.87	12,561.86	65,602.08	97,482.96	31,880.88	191,345.95	12,098.58	89,508.88
130 - SPECIAL EVENTS	-16.39	20,962.13	62,917.60	134,441.11	71,523.51	236,312.08	59,381.64	140,473.54
610 - SALARIES & WAGES	451,330.37	705,982.40	2,882,651.10	3,581,265.78	698,614.68	8,154,729.26	598,208.76	3,187,786.49
620 - CONTRACTUAL SERVICES	95,012.19	741,582.39	943,799.65	1,790,083.88	846,284.23	2,944,773.67	176,528.67	1,213,327.57
630 - INSURANCE	164,822.33	188,434.66	765,713.88	1,130,607.96	364,894.08	2,323,922.96	177,663.37	839,186.99
640 - MATERIALS & SUPPLIES	9,648.45	67,484.28	115,504.53	295,734.62	180,230.09	602,514.61	51,572.03	199,572.55
650 - MAINTENANCE & LANDSCAPING CONTRACTS	15,276.30	51,781.69	117,112.59	267,665.10	150,552.51	425,817.47	45,946.07	152,751.37
660 - UTILITIES	44,474.97	67,518.26	316,114.37	408,800.01	92,685.64	920,634.66	66,295.93	350,141.57
670 - PENSION CONTRIBUTIONS	50,418.74	70,787.45	321,938.92	409,941.51	88,002.59	891,036.45	49,382.82	270,648.60
680 - COST OF GOODS SOLD	725.16	1,776.80	6,635.98	23,860.80	17,224.82	42,427.50	1,590.12	24,614.88
710 - DEBT RETIREMENT	226,381.25	283,889.25	227,707.29	283,889.25	56,181.96	3,273,044.50	262,531.25	263,956.25
720 - CAPITAL OUTLAY	257,941.40	719,601.13	740,720.22	1,518,572.78	777,852.56	7,694,927.00	248,672.39	572,843.35
Total Expense:	1,353,874.92	3,277,543.16	7,114,615.40	11,235,121.71	4,120,506.31	30,480,423.36	1,945,443.82	8,125,397.74
Report Total:	4,392,924.88	3,634,728.72	9,429,944.49	7,364,398.65	2,065,545.84	1,060,801.53	6,562,708.45	4,019,035.43

Fund Summary

Fund	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
01 - GENERAL CORPORATE	1,811,588.12	2,113,029.28	693,598.09	422,462.66	271,135.43	312,539.98	2,246,127.29	905,629.38
25 - SPECIAL RECREATION	319,899.90	-308,572.56	201,535.77	-389,803.67	591,339.44	212,737.38	461,233.94	107,612.44
29 - RECREATION	2,138,446.25	2,428,742.59	1,102,519.89	1,432,412.98	-329,893.09	2,781,889.24	3,623,583.34	3,159,522.33
60 - DEBT SERVICE	379,260.87	111,274.25	451,766.09	242,942.72	208,823.37	-1,692,390.50	473,178.02	493,694.34
70 - CAPITAL PROJECTS	-256,270.26	-709,744.84	6,980,524.65	5,656,383.96	1,324,140.69	-553,974.57	-241,414.14	-647,423.06
Report Total:	4,392,924.88	3,634,728.72	9,429,944.49	7,364,398.65	2,065,545.84	1,060,801.53	6,562,708.45	4,019,035.43

Special Recreation: Budgeted tax receipts are trending favorably due to timing difference between June and July receipts. Variance should diminish by end of July. Contractual services payment for the NSSRA building of over \$300,000 were budgeted for June, but will not take place until July.

Capital Projects: Significantly under budget as projects have been delayed or eliminated due to COVID-19.

General Corporate: Showing a favorable variance from budget due to reduced payroll, reduced expenses due to closing, and timing difference in health insurance. Also, due to another \$518,000 in miscellaneous income for two grants receivable.

Debt Service: Budgeted tax receipts are trending favorably due to timing difference between June and July receipts. Variance should diminish by end of July. The favorable variance in debt retirement will be used in December when making debt certificate payments.

Recreation: Showing an unfavorable variance from budget due to closure related to COVID-19.



Park District of Highland Park, IL

01 - GENERAL FUND

Income Statement

Current Period Ending 06/30/2020

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
410 - TAX	2,103,883.22	2,571,520.00	2,448,531.91	2,919,998.00	-471,466.09	5,760,000.00	2,599,927.24	2,776,050.20
420 - FEES & CHARGES	1,399.45	5,417.58	11,848.27	17,909.28	-6,061.01	36,600.00	5,649.88	21,885.34
450 - RENTALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
460 - MERCHANDISING	18.83	68.90	153.19	163.59	-10.40	540.00	74.79	300.46
470 - INTEREST INCOME	16,678.40	14,161.00	72,691.21	84,966.00	-12,274.79	170,000.00	42,958.93	196,047.69
480 - MISCELLANEOUS INCOME	801.00	562.02	50,001.01	40,993.89	9,007.12	53,300.00	151.00	62,416.97
510 - OTHER INCOME	0.00	0.00	0.00	0.00	0.00	10,425.00	0.00	1,000.00
Total Revenue:	2,122,780.90	2,591,729.50	2,583,225.59	3,064,030.76	-480,805.17	6,030,865.00	2,648,761.84	3,057,700.66
Expense								
610 - SALARIES & WAGES	170,493.46	223,457.78	1,033,444.76	1,247,134.50	213,689.74	2,795,046.32	184,912.56	1,148,291.10
620 - CONTRACTUAL SERVICES	23,979.47	98,451.96	240,937.98	512,182.16	271,244.18	1,012,140.62	78,317.69	308,001.24
630 - INSURANCE	84,210.21	94,767.81	371,023.69	568,606.86	197,583.17	1,137,666.82	98,488.04	440,644.90
640 - MATERIALS & SUPPLIES	3,117.67	22,215.62	46,860.81	81,263.04	34,402.23	234,973.90	15,233.46	68,500.43
650 - MAINTENANCE & LANDSCAPING CONTRACTS	4,102.88	8,264.04	30,446.48	41,855.24	11,408.76	98,817.47	2,247.92	32,720.49
660 - UTILITIES	5,893.35	7,472.51	49,083.20	50,634.10	1,550.90	122,705.60	8,170.01	55,853.31
670 - PENSION CONTRIBUTIONS	19,395.74	24,070.50	117,830.58	139,892.20	22,061.62	316,974.29	15,264.87	98,059.81
720 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense:	311,192.78	478,700.22	1,889,627.50	2,641,568.10	751,940.60	5,718,325.02	402,634.55	2,152,071.28
Report Total:	1,811,588.12	2,113,029.28	693,598.09	422,462.66	271,135.43	312,539.98	2,246,127.29	905,629.38

Budgeted tax receipts are trending unfavorably due to timing difference between June and July receipts. Interest income is lagging as interest rates have plummeted since COVID 19. Salaries and pension contributions are down due to furloughing of staff, hiring freeze and open positions. Contractual services are down due to turf maintenance and landscape services contracts not being signed and work being performed in-house. Ecological restoration work was not completed. Also causing more than a \$180,000 variance is the absence of the Park District's Health and Risk Management Monthly Insurance premium payment to PDRMA. The June insurance was paid in July, while the budgeted amount is allocated evenly over the year. Additionally, there are less staff than originally budgeted for causing less insurance expense. Materials and supplies are trending favorably, as operations were nearly ceased during May and cuts to budgets were made. Spending is on essential work and necessary repairs only. Annuals, trees, and athletic field supplies were not purchased. Maintenance & Landscaping contracts were decreased as new trailers, equipment and large area mowers were purchased to do more work in-house.



Park District of Highland Park, IL

25 - SPECIAL RECREATION

Income Statement

Current Period Ending 06/30/2020

Typ...	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
Revenue								
410 - TAX	361,679.95	242,815.75	405,770.83	323,721.95	82,048.88	971,263.00	461,233.94	474,989.48
Total Revenue:	361,679.95	242,815.75	405,770.83	323,721.95	82,048.88	971,263.00	461,233.94	474,989.48
Expense								
620 - CONTRACTUAL SERVICES	41,780.05	551,388.31	204,235.06	713,525.62	509,290.56	758,525.62	0.00	367,377.04
Total Expense:	41,780.05	551,388.31	204,235.06	713,525.62	509,290.56	758,525.62	0.00	367,377.04
Report Total:	319,899.90	-308,572.56	201,535.77	-389,803.67	591,339.44	212,737.38	461,233.94	107,612.44

Budgeted tax receipts are trending favorably due to timing difference between June and July receipts. Variance should diminish by end of July. Contractual services payment for the NSSRA building were budgeted for June, but will not take place until July.



Park District of Highland Park, IL

29 - RECREATION FUND

Income Statement

Current Period Ending 06/30/2020

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
100 - PROGRAMS	86,790.46	230,465.93	965,143.60	1,689,027.10	-723,883.50	2,927,414.43	206,523.76	1,482,632.30
110 - CAMPS	32,493.60	1,464,609.54	34,876.10	1,473,257.14	-1,438,381.04	1,911,333.50	1,394,927.16	1,406,736.22
120 - LESSONS	35,667.80	28,797.00	138,426.42	195,168.87	-56,742.45	374,985.50	31,114.01	171,910.08
130 - SPECIAL EVENTS	0.00	1,434.64	10,850.00	64,117.66	-53,267.66	112,105.00	605.00	57,570.99
410 - TAX	1,989,140.26	1,302,820.50	2,231,627.95	1,736,920.29	494,707.66	5,211,282.00	2,458,125.52	2,531,435.06
420 - FEES & CHARGES	358,368.24	318,933.30	613,464.28	752,977.83	-139,513.55	1,833,637.00	274,071.26	624,440.64
440 - MEMBERSHIPS	19,772.77	158,034.45	392,648.88	796,217.73	-403,568.85	1,635,001.20	148,909.48	758,588.10
450 - RENTALS	90,679.00	111,483.27	428,166.62	684,635.11	-256,468.49	1,361,334.70	120,175.25	693,803.63
460 - MERCHANDISING	4,581.19	30,145.23	44,647.27	73,030.16	-28,382.89	174,979.00	22,018.18	67,157.17
480 - MISCELLANEOUS INCOME	8,439.50	2,611.50	44,950.08	26,099.97	18,850.11	108,145.00	1,558.72	41,459.87
510 - OTHER INCOME	22,333.87	21,176.56	30,846.68	21,176.56	9,670.12	63,553.13	4,418.88	14,858.38
Total Revenue:	2,648,266.69	3,670,511.92	4,935,647.88	7,512,628.42	-2,576,980.54	15,713,770.46	4,662,447.22	7,850,592.44
Expense								
100 - PROGRAMS	27,197.11	106,281.73	528,239.47	944,039.22	415,799.75	1,742,372.36	121,676.23	718,214.65
110 - CAMPS	-1,966.83	238,899.13	19,957.72	348,736.73	328,779.01	1,036,564.89	73,895.96	102,371.05
120 - LESSONS	12,629.87	12,561.86	65,602.08	97,482.96	31,880.88	191,345.95	12,098.58	89,508.88
130 - SPECIAL EVENTS	-16.39	20,962.13	62,917.60	134,441.11	71,523.51	236,312.08	59,381.64	140,473.54
610 - SALARIES & WAGES	280,836.91	482,524.62	1,849,206.34	2,334,131.28	484,924.94	5,359,682.94	413,296.20	2,039,495.39
620 - CONTRACTUAL SERVICES	22,493.67	82,870.67	275,374.04	511,147.40	235,773.36	1,006,607.43	71,223.78	416,132.99
630 - INSURANCE	80,612.12	93,666.85	394,690.19	562,001.10	167,310.91	1,186,256.14	79,175.33	398,542.09
640 - MATERIALS & SUPPLIES	6,530.78	45,268.66	68,643.72	214,471.58	145,827.86	367,540.71	36,338.57	131,072.12
650 - MAINTENANCE & LANDSCAPING CONTRACTS	11,173.42	43,517.65	86,666.11	225,809.86	139,143.75	327,000.00	43,698.15	120,030.88
660 - UTILITIES	38,581.62	60,045.75	267,031.17	358,165.91	91,134.74	797,929.06	58,125.92	294,288.26
670 - PENSION CONTRIBUTIONS	31,023.00	46,716.95	204,108.34	270,049.31	65,940.97	574,062.16	34,117.95	172,588.79
680 - COST OF GOODS SOLD	725.16	1,776.80	6,635.98	23,860.80	17,224.82	42,427.50	1,590.12	24,614.88
720 - CAPITAL OUTLAY	0.00	6,676.53	4,055.23	55,878.18	51,822.95	63,780.00	34,245.45	43,736.59
Total Expense:	509,820.44	1,241,769.33	3,833,127.99	6,080,215.44	2,247,087.45	12,931,881.22	1,038,863.88	4,691,070.11
Report Total:	2,138,446.25	2,428,742.59	1,102,519.89	1,432,412.98	-329,893.09	2,781,889.24	3,623,583.34	3,159,522.33

Fund Summary

Fund	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
29 - RECREATION	2,138,446.25	2,428,742.59	1,102,519.89	1,432,412.98	-329,893.09	2,781,889.24	3,623,583.34	3,159,522.33
Report Total:	2,138,446.25	2,428,742.59	1,102,519.89	1,432,412.98	-329,893.09	2,781,889.24	3,623,583.34	3,159,522.33

Taxes received in June were almost \$700,000 more than budgeted due to timing difference of budget between June and July. Programs, such as skating, and camps were greatly minimized due to COVID-19 and the ice being melted at Centennial. Lessons, while showing an overall unfavorable difference, were above budget as demand is strong for outdoor tennis lessons. All special events have been cancelled, including Breakfast with the bunny, Egg Hunt, Fourth Fest and Polar Express causing a greater than \$50,000 variance, thus far.

While fees and charges are trending unfavorably, June was very strong for golf learning, Park Avenue, and Sunset Valley. \$352,000 of the unfavorable variance in memberships is due to the fitness center being closed due to COVID-19 and refunds. Rentals are unfavorable due to COVID-19, however golf cart rentals and Park Avenue rentals accounted for much of the \$90,000 figure in June.

Merchandising in also unfavorable due to closure from COVID-19.

Miscellaneous income is trending favorable due to several sponsorships and the North Shore Amateur Golf Tournament.

Program and Camp expenses are favorable due to the cancellation and reduction in quantity due to COVID-19. Camps are negative for the month due to refunds given back to the Park District for cancelled outings.

Lesson expenses are reduced due to cancellation; however they are increasing as the demand for lessons is increasing.

All special events have been cancelled, including Breakfast with the bunny, Egg Hunt, Fourth Fest and Polar Express causing a greater than \$71,000 favorable variance, thus far.

Salaries and pension contributions are down due to furloughing of staff, hiring freeze and open positions.

Also causing more than a \$160,000 variance in the Recreation Fund is the absence of the Park District's Health and Risk Management Monthly Insurance premium payment to PDRMA. The June insurance was paid in July, while the budgeted amount is allocated evenly over the year.

Contractual services, materials and supplies, utilities and maintenance & landscaping contracts are all significantly underbudget due to closure due to COVID 19. Pension contributions are down due to fewer employees and payroll than budgeted for.

Cost of goods sold is favorable as merchandising is greatly reduced due to closure.

Capital outlay is favorable largely due to the \$37,000 for dredging that has not been spent.



Park District of Highland Park, IL

60 - DEBT SERVICE

Income Statement

Current Period Ending 06/30/2020

Typ...	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year		
	Actual	Budget	Actual	Budget			Month	YTD	
Revenue									
410 - TAX	605,642.12	395,163.50	679,473.38	526,831.97	152,641.41	1,580,654.00	735,709.27	757,650.59	
Total Revenue:	605,642.12	395,163.50	679,473.38	526,831.97	152,641.41	1,580,654.00	735,709.27	757,650.59	
Expense									
710 - DEBT RETIREMENT	226,381.25	283,889.25	227,707.29	283,889.25	56,181.96	3,273,044.50	262,531.25	263,956.25	
Total Expense:	226,381.25	283,889.25	227,707.29	283,889.25	56,181.96	3,273,044.50	262,531.25	263,956.25	
Report Total:	379,260.87	111,274.25	451,766.09	242,942.72	208,823.37	-1,692,390.50	473,178.02	493,694.34	

Budgeted tax receipts are trending favorably due to timing difference between June and July receipts. Variance should diminish by end of July. The favorable variance in debt retirement will be used in December when making debt certificate payments.



Park District of Highland Park, IL

70 - CAPITAL FUND

Income Statement

Current Period Ending 06/30/2020

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
480 - MISCELLANEOUS INCOME	0.00	12,051.21	518,698.45	72,307.26	446,391.19	144,672.43	0.00	3,500.00
510 - OTHER INCOME	6,009.00	0.00	956,489.50	0.00	956,489.50	0.00	0.00	0.00
520 - BOND/DEBT PROCEEDS	2,421.14	0.00	6,465,254.26	7,100,000.00	-634,745.74	7,100,000.00	0.00	0.00
Total Revenue:	8,430.14	12,051.21	7,940,442.21	7,172,307.26	768,134.95	7,244,672.43	0.00	3,500.00
Expense								
620 - CONTRACTUAL SERVICES	6,759.00	8,871.45	223,252.57	53,228.70	-170,023.87	167,500.00	26,987.20	121,816.30
720 - CAPITAL OUTLAY	257,941.40	712,924.60	736,664.99	1,462,694.60	726,029.61	7,631,147.00	214,426.94	529,106.76
Total Expense:	264,700.40	721,796.05	959,917.56	1,515,923.30	556,005.74	7,798,647.00	241,414.14	650,923.06
Report Total:	-256,270.26	-709,744.84	6,980,524.65	5,656,383.96	1,324,140.69	-553,974.57	-241,414.14	-647,423.06

The \$400,000 favorable variance in miscellaneous income is the recording of the receipt of the OSLAD grant for The Preserve. The Capital Outlay is significantly under budget as projects have been delayed or eliminated due to COVID-19. Contractual services are largely overbudget due to NSSRA payments being averaged over the year in the budget column and a large payment having been made in January.



RECREATION BY CENTER

Park District of Highland Park, IL

Y-T-D JUNE 2020

Account Type	2019 Total Budget	2019 YTD Activity	2020 Total Budget	2020 YTD Activity
Fund: 29 - RECREATION				
Center: 11 - ADMINISTRATIVE				
Revenue	5,240,000.00	2,547,042.68	5,271,282.00	2,248,127.95
Expense	5,162,801.24	740,798.05	5,569,944.00	760,357.54
Center: 11 - ADMINISTRATIVE Surplus (Deficit):	77,198.76	1,806,244.63	(298,662.00)	1,487,770.41
Center: 24 - WEST RIDGE CENTER				
Revenue	431,541.00	205,532.53	525,565.96	149,381.49
Expense	826,728.70	344,213.78	875,789.65	298,198.31
Center: 24 - WEST RIDGE CENTER Surplus (Deficit):	(395,187.70)	(138,681.25)	(350,223.69)	(148,816.82)
Center: 26 - ATHLETICS				
Revenue	958,379.00	586,008.86	955,092.97	332,201.19
Expense	922,942.28	339,326.21	914,819.32	257,383.35
Center: 26 - ATHLETICS Surplus (Deficit):	35,436.72	246,682.65	40,273.65	74,817.84
Center: 28 - CAMPS				
Revenue	808,416.00	776,544.80	987,541.00	400.50
Expense	587,252.22	104,756.67	657,076.00	41,914.02
Center: 28 - CAMPS Surplus (Deficit):	221,163.78	671,788.13	330,465.00	(41,513.52)
Center: 29 - SPECIAL EVENTS				
Revenue	60,305.00	24,622.50	64,285.00	23,490.00
Expense	210,304.34	115,066.67	190,993.66	55,192.78
Center: 29 - SPECIAL EVENTS Surplus (Deficit):	(149,999.34)	(90,444.17)	(126,708.66)	(31,702.78)
Center: 31 - HIDDEN CREEK AQUAPARK				
Revenue	387,467.00	89,471.24	427,880.00	3,073.23
Expense	471,161.18	118,027.79	563,474.68	61,271.39
Center: 31 - HIDDEN CREEK AQUAPARK Surplus (Deficit):	(83,694.18)	(28,556.55)	(135,594.68)	(58,198.16)
Center: 32 - ROSEWOOD INTERPRETIVE CENTER				
Revenue	121,237.50	59,001.50	143,640.50	5,761.17
Expense	99,583.28	35,365.28	134,451.45	26,609.60
Center: 32 - ROSEWOOD INTERPRETIVE CENTER Surplus (Deficit):	21,654.22	23,636.22	9,189.05	(20,848.43)
Center: 33 - ROSEWOOD BEACH				
Revenue	75,271.00	24,292.10	86,515.00	21,205.00
Expense	124,067.86	35,235.83	144,011.88	32,233.64
Center: 33 - ROSEWOOD BEACH Surplus (Deficit):	(48,796.86)	(10,943.73)	(57,496.88)	(11,028.64)

Account Type	2019 Total Budget	2019 YTD Activity	2020 Total Budget	2020 YTD Activity
Center: 34 - PARK AVENUE				
Revenue	106,068.00	107,902.89	104,681.00	104,753.16
Expense	112,812.05	68,246.14	120,079.51	26,266.38
Center: 34 - PARK AVENUE Surplus (Deficit):	(6,744.05)	39,656.75	(15,398.51)	78,486.78
Center: 38 - ICE ARENA				
Revenue	1,359,999.10	729,487.75	1,236,655.20	326,389.50
Expense	1,164,839.51	461,284.99	1,078,636.25	367,515.34
Center: 38 - ICE ARENA Surplus (Deficit):	195,159.59	268,202.76	158,018.95	(41,125.84)
Center: 41 - MAINTENANCE				
Revenue	-	-	-	-
Expense	806,560.88	306,183.87	776,887.19	250,439.01
Center: 41 - MAINTENANCE Surplus (Deficit):	(806,560.88)	(306,183.87)	(776,887.19)	(250,439.01)
Center: 42 - PRO SHOP				
Revenue	1,518,909.00	512,247.71	1,439,530.00	556,412.75
Expense	562,921.88	191,473.34	502,375.52	126,932.76
Center: 42 - PRO SHOP Surplus (Deficit):	955,987.12	320,774.37	937,154.48	429,479.99
Center: 49 - RECREATION CENTER ADMIN				
Revenue	201,753.00	87,686.33	173,222.00	44,146.79
Expense	1,243,782.86	476,882.99	1,208,314.98	414,034.97
Center: 49 - RECREATION CENTER ADMIN Surplus (Deficit):	(1,042,029.86)	(389,196.66)	(1,035,092.98)	(369,888.18)
Center: 51 - RECREATION CENTER FITNESS				
Revenue	1,877,352.00	875,506.69	1,839,560.20	438,887.04
Expense	739,066.44	345,896.08	875,679.55	276,819.10
Center: 51 - RECREATION CENTER FITNESS Surplus (Deficit):	1,138,285.56	529,610.61	963,880.65	162,067.94
Center: 53 - RECREATION CENTER AQUATICS				
Revenue	231,370.00	100,193.93	230,067.50	45,750.73
Expense	313,329.26	153,822.15	370,015.39	119,298.62
Center: 53 - RECREATION CENTER AQUATICS Surplus (Deficit):	(81,959.26)	(53,628.22)	(139,947.89)	(73,547.89)
Center: 55 - INDOOR TENNIS				
Revenue	1,311,978.60	670,364.86	1,274,182.50	401,893.72
Expense	1,055,274.71	484,563.18	1,124,363.62	377,764.07
Center: 55 - INDOOR TENNIS Surplus (Deficit):	256,703.89	185,801.68	149,818.88	24,129.65
Center: 56 - OUTDOOR TENNIS				
Revenue	215,880.00	170,049.15	247,742.50	78,937.95
Expense	166,066.75	19,764.82	171,679.04	21,160.52
Center: 56 - OUTDOOR TENNIS Surplus (Deficit):	49,813.25	150,284.33	76,063.46	57,777.43
Center: 61 - HELLER NATURE CENTER				
Revenue	308,047.90	165,518.41	305,280.00	14,142.85
Expense	668,307.31	239,826.30	662,626.22	206,369.84
Center: 61 - HELLER NATURE CENTER Surplus (Deficit):	(360,259.41)	(74,307.89)	(357,346.22)	(192,226.99)

Account Type	2019	2019	2020	2020
	Total Budget	YTD Activity	Total Budget	YTD Activity
Center: 74 - HPCC LEARNING CENTER				
Revenue	248,750.00	107,179.02	358,694.00	119,516.31
Expense	278,349.19	98,379.54	382,463.71	102,930.00
Center: 74 - HPCC LEARNING CENTER Surplus (Deficit):	(29,599.19)	8,799.48	(23,769.71)	16,586.31
Center: 76 - HPCC BUILDING				
Revenue	20,879.00	11,939.49	42,353.13	21,176.55
Expense	20,879.00	11,956.43	42,353.10	10,436.75
Center: 76 - HPCC BUILDING Surplus (Deficit):	-	(16.94)	0.03	10,739.80



Sunset Valley Golf Course

	2019 Budget	2019 YTD Activity	2020 Budget	2020 YTD Activity
Revenue	1,518,909.00	512,247.71	1,439,530.00	556,412.75
Expense	1,369,482.76	497,657.21	1,279,262.71	377,371.77
Report Surplus (Deficit):	149,426.24	14,590.50	160,267.29	179,040.98

Recreation Center of HP

	2019 Budget	2019 YTD Activity	2020 Budget	2020 YTD Activity
Revenue	2,310,475.00	1,063,386.95	2,242,849.70	528,784.56
Expense	2,296,178.56	976,601.22	2,454,009.92	810,152.69
Report Surplus (Deficit):	14,296.44	86,785.73	(211,160.22)	(281,368.13)

Deer Creek Raquet Club

	2019 Budget	2019 YTD Activity	2020 Budget	2020 YTD Activity
Revenue	1,530,558.60	840,414.01	1,521,925.00	480,831.67
Expense	1,221,341.46	504,328.00	1,296,042.66	398,924.59
Report Surplus (Deficit):	309,217.14	336,086.01	225,882.34	81,907.08

Park District of Highland Park
Investment Schedule
June 30, 2020

Security	Type		Purchase Date	Maturity Date	Interest Rate	Effective Yield to Mat	Purchase Price	Amortized Book Value	Par Value	Monthly Interest	Expected Interest
Citizens Bank National Association	CD	183	12/26/19	6/26/20	1.70%	1.70%	246,000.00	246,000.00	246,000.00	343.73	2,096.73
Millington Bank	CD	183	12/30/19	6/30/20	1.66%	1.66%	247,049.13	252,000.00	252,000.00	343.82	2,097.33
Bank of China	CD	270	11/7/19	8/3/20	1.78%	1.78%	246,700.00	246,700.00	246,700.00	360.93	3,248.33
Prudential Bank	CD	270	11/7/19	8/3/20	1.64%	1.64%	246,900.00	246,900.00	246,900.00	332.81	2,995.27
TBK Bank, SSB, The Nat'l Bank Savanna, IL	CD	285	12/18/19	9/28/20	1.68%	1.68%	246,700.00	249,937.02	249,937.02	345.12	3,278.63
Wells Fargo National Bank West	CD	276	1/17/20	10/19/20	1.66%	1.66%	249,074.79	249,074.79	249,000.00	339.73	3,125.53
Veritex Community Bank Dallas, TX	CD	270	9/20/19	6/16/20	1.80%	1.80%	246,000.00	246,000.00	246,000.00	351.81	3,275.51
First National Bank of McGregor	CD	270	11/7/19	8/3/20	1.60%	1.60%	246,000.00	246,000.00	246,000.00	323.51	2,911.56
First Internet Bank of Indiana	CD	271	2/26/20	11/23/20	1.50%	1.50%	246,000.00	246,000.00	246,000.00	293.18	2,739.70
Gateway First Bank, Cherokee OK	CD	365	12/23/19	12/22/20	1.80%	1.80%	245,000.00	245,000.00	245,000.00	362.47	4,410.00
							2,465,423.92		2,473,537.02	3,397.10	30,178.58

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF WORKSHOP MEETING
JUNE 9, 2020**

The Workshop Meeting of the Board of Park Commissioners of the Park District of Highland Park was conducted remotely due to the Governor's Declaration of Emergency as a result of the COVID-19 Pandemic. Members of the public were able to view a live stream of the Workshop Board Meeting.

The meeting was called to order at 6:00 p.m. by President Kaplan.

ROLL CALL

Present: Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores Weisskopf, Vice President Ruttenberg, President Kaplan

Absent: None

Staff Present: Executive Director Romes; Director Smith, Director Voss, Director Dunn, Director Peters, Director Gogola, Director Carr; Assistant Director Maliszewski; General Manager/Superintendent of Golf Operations Ochs; Executive Coordinator Hejnowski

ADDITIONS TO THE AGENDA – None

PUBLIC COMMENT FOR ITEMS ON THE AGENDA – None

APPROVAL OF RESOLUTION 2020-09 RECREATION CENTER OF HIGHLAND PARK INDOOR POOL EMERGENCY REPAIRS

Director Carr reported that as part of the maintenance plan for the Recreation Center of Highland Park indoor pool, staff annually drains the pool and provides necessary mechanical maintenance, cleaning, and inspections. Typically, this work is completed in August during the annual shutdown of the Recreation Center. However, due to the facility closure related to the COVID-19 Pandemic, staff decided to drain the pool and conduct annual maintenance in May.

During the 2020 inspection, staff found deep pits and several cracks along the base and walls of the shell. These cracks were significant enough that staff made the difficult decision to cease all operations and close the pool until repaired, due to the potential of water leaking through the cracks and into the foundation. He reported that the current pool shell is original to the Recreation Center which was built in 2005 and typical lifespan of a pool shell is approximately 15 years.

With this operational emergency, staff immediately contacted vendors in the local area that have the capability to replace commercial pool shells. After discussions with several vendors, Director Carr recommended a \$44,865 option provided by Aqua Blue Pools, INC in Highland Park. The product they would install is called Eco Finish Aqua Bright pool shell coating, which comes with a 10-year warranty, the finish has a slip resistant surface, and uses 40% less chemical than

traditional plaster. This product has been installed at large waterparks such as Kalahari Resort in Wisconsin Dells and Typhoon Texas in Katy, Texas. In addition, the Northmoor Country Club and the City of Denver recently installed this product in all their pools. He reported that the repairs should be completed within 6-8 weeks after the contract has been signed and executed.

Director Carr reported that staff are recommending approval from the Park Board of Commissioners for Resolution 2020-09 to waive the competitive bidding for the procurement of an emergency repair authorizing the Executive Director to enter into a contract with Aqua Blue Pools, INC for the replacement of the Recreation Center of Highland Park indoor pool shell in the amount of \$44,865.

Commissioner Bernstein would like to know what are the standards and procedure that need to be met in order for the Park Board to approve an emergency repair.

Director Carr reported by approving the resolution, the Park Board is waiving competitive bidding allowing staff to execute the agreement with Aqua Blue Pools, INC to expedite the repair process.

Executive Director Romes reported that the language in the resolution was reviewed by corporate counsel supporting such actions.

Motion was made by Commissioner Bernstein seconded by Vice President Kaplan to approve Resolution 2020-09 Recreation Center of Highland Park Indoor Pool Emergency Repairs.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores
Weisskopf, Vice President Kaplan, President Rutenberg

Nay: None

Absent: None

Abstain: None

Motion Carried

APPROVAL OF RESOLUTION 2020-10 AUTHORIZING A CONTRACT WITH THE LOWEST COST NATURAL GAS PROVIDER

Director Peters reported that the natural gas providers to Park District facilities are brokered via a few different companies. Presently, Alternative Utility Services, Inc. is the broker for natural gas at Deer Creek Racquet Club (DCRC) and the Recreation Center of Highland Park (RCHP). The present one-year agreement with Alternative Utility Services, Inc. is expiring June 30, 2020.

She reported that the District is happy with the current services provided by Alternative Utility Services, Inc. and they have offered a very competitive price. Additionally, they are presently our gas supplier for several other facilities and those agreements will not expire until June 30, 2022.

Staff recommends Alternative Utility Services, Inc. to serve as the Park District's broker relative to the acquisition of natural gas for RCHP and DCRC due to their extensive experience and ability to leverage competitive pricing. The amount of compensation that Alternative Utility Services, Inc. receives is included in the natural gas prices from the supplier (less than \$.01/therm), so there will be no direct payment made to Alternative Utility Services, Inc. by the Park District. The District presently pays \$.327/therm and the new rate will be index plus \$0.014/therm for a two-year agreement. The June index is \$0.18/therm. If prices hold, the District will be paying substantially less per therm. The District averages 40,000 therms per year at the two facilities, which would be a savings of \$5,000 annually.

Director Peters reported that staff recommends approval from the Park Board of Commissioners of Resolution 2020-10 to allow the purchase of natural gas for the Recreation Center of Highland Park and Deer Creek Racquet Club from Alternative Utility Services, Inc.

Commissioner Bernstein asked a question unrelated to this resolution, he would like to know if staff will need to amend the budget to reflect the expenses for the emergency pool repair at the RCHP.

Director Peters reported that the budget will be amended in August or September to include those costs.

Commissioner Grossberg would like to know how much the district would save annually.

Director Peters reported that the savings would be around \$5,000 annually.

Motion was made by Commissioner Bernstein seconded by Vice President Kaplan to approve Resolution 2020-10 Authorizing a Contract with the Lowest Cost Natural Gas Provider.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores
Weisskopf, Vice President Kaplan, President Ruttenberg

Nay: None

Absent: None

Abstain: None

Motion Carried

APPROVAL OF 2020 ROUTINE GROUNDS MAINTENANCE SERVICES BID

Director Voss reported that Parks Staff seeks annual approval for two maintenance contracts, one is for landscape services budgeted at \$101,000 and the second for routine grounds maintenance services budgeted at \$70,000. Both contracts were not approved at the March 31 Board Meeting, so for the last 9 weeks, parks staff have been managing routine grounds maintenance and landscaping. As areas and facilities re-open staff are seeking approval from the Park Board of

Commissioners acceptance of the base bid proposal for 14 weeks and alternates 1-2, 5-6, and 8-9 from Balanced Environments, Inc. in the amount of \$36,979.74.

The Park District of Highland Park received four bids on March 17, 2020, for the Routine Grounds Maintenance Services Bid. The bid proposal specifies weekly mowing and string trimming at 22 park sites and 9 alternate sites. The work specified in the bid was scheduled to take place primarily over 26 weeks, beginning approximately the third week of April and continuing through the second week of October.

Director Voss reported that due to COVID-19 and resulting temporary closures throughout the District, Park Staff has not had its annual tasks to perform including daily maintenance and preparation of athletic fields, Hidden Creek Aquapark, lakefront sites, playgrounds, and general park cleanup. From April to early June, Park staff has been reassigned to mowing and string trimming on a weekly basis at all the sites. Also, during this time, four Park Staff have been assigned to Golf Maintenance. These staff members are anticipated to remain with Golf Maintenance through the turf growing season.

Following the guidelines in Phase 3 of the Governor's Restore Illinois plan, the Park District is beginning to allow the use of the aforementioned facilities and increase programming. As a result, Park Staff will need to resume typical annual tasks and assignments, and staff will need assistance from a third-party contractor. Therefore, staff is recommending approval from the Park Board of Commissioners acceptance of the base bid proposal for 14 weeks and alternates 1-2, 5-6, and 8-9 from Balanced Environments, Inc. in the amount of \$36,979.74.

Since the Park Board of Commissioners did not have questions, a Motion was made by Commissioner Bernstein seconded by Vice President Kaplan to approve the Routine Grounds Maintenance Service Bid.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores Weisskopf, Vice President Kaplan, President Ruttenberg

Nay: None

Absent: None

Abstain: None

Motion Carried

COVID-19 EMERGENCY OPERATIONS PLANNING UPDATE

Director Romes reported that staff has entered Phase 3 of the *Restore Illinois Plan* which permits outdoor activities to resume so long as group sizes are kept to 10 participants and one-on-one indoor activities. As a result, staff are transitioning and preparing to re-introduce such programs and are working to deliver those programs in a fiscally responsible manner while keeping safety as a top priority.

Summer Camp, Outdoor Programming and Virtual Programming Update

Assistant Director Maliszewski reported that staff has been working diligently to put the District's best foot forward in offering both virtual and in person programming for the month of June. He reported that there are 109 participants registered for an array of virtual programs including overnight camp outs, athletic instruction, and nature classes vs. the 180 participants registered during the previous month. Director Maliszewski suggests the decrease is due the transition into outdoor programs, for classes such as tennis and athletic mini camps as well as gymnastics classes. Staff are pleased to announce that as of today there are 767 participants registered for June in-person programs. Additionally, staff is offering 35 outdoor fitness and there are 170 participants registered amongst those classes. Lastly, Assistant Director Maliszewski reported that registration for Camp Hometown begins tomorrow. This is a transition into the District's traditional summer camp with various modifications based on the state's reopening guidelines. There are 150 spots available and the camp will be offered throughout various sites of the Park District and possibly Lincoln School. Should there be a greater need, staff are meeting with District 112 to discuss their location as an alternative summer camp site.

Indoor Facilities and Lakefront Update

Director Carr reported that he will provide a brief update on the Recreation Center of Highland Park, Deer Creek Racquet Club, Rosewood Beach, and Park Avenue. He began with the Recreation Center of Highland Park reporting that the facility re-opened last week, strictly for one-on-one personal training sessions. Since the re-opening 32 private sessions have been conducted. The lobby of the facility is open from 6:00 a.m. to 6:00 p.m. Monday through Thursday and 6:00 a.m. to 2:00 p.m. Friday through Sunday.

As for Deer Creek Racquet Club, Director Carr reported that the facility has re-opened for one-on-one private lessons, adult group classes, and court reservations for singles and doubles, so long as staff are alternating the courts being used after each reservation. As a result, only four of the six indoor courts are available to comply with the guidelines provided by the Department of Economic Opportunity (DCEO). All lessons and court reservations must be made in advance, walk-ins are not permitted.

Moving onto the lakefront, Director Carr reported that Rosewood beach is still in its preseason, however staff are preparing to enter the regular season which begins June 20th and runs through August 16th. Lifeguards completed their virtual training last week, and in person skills and rescue training will commence this week. As of June 20th, the beach will be open for swimming so the restrooms and upper and lower parking lots will be open for visitor use. Director Carr reported that as of this weekend the Park Ambassadors will be monitoring all beachfront locations and will be responsible for gate openings/closures. Staff plan on opening the gates daily at 7:00 a.m. and closing them at 9:00 p.m.

As for Park Avenue, Director Carr reported that the site will be open for small craft sailing, kayaking, stand up paddling, and personal watercrafts as of this weekend. As for the required dredging project of the boat channel, John Keno confirmed operations could occur without dredging after reviewing the results from their recent sound test. As a result, Park District staff began installing the dock and hope to open the power boat season before July 3. Power boat season

will begin sooner than July 3rd. An official opening date will be communicated with the boating community once determined.

Commissioner Grossberg had a question regarding Park Avenue. He would like to know how many people have rented spots and if we have met our previously discussed quota.

Director Carr reported that as of today, the District has sold 23 launch only permits and 26 storage and launch permits. The Park District's goal was to sell 24 launch only permits and 32 storage and launch permits.

Commissioner Grossberg would like to know why residents are using Millard Beach since the pathway is closed.

Executive Director Romes reported that Millard Beach is closed and there's signs are the site notifying residents. He will have staff check the site and further measures will be put in place to prevent residents from accessing the beach.

Commissioner Flores Weisskopf would like to know when facilities be fully staffed.

Executive Director Romes reported that staff are returning based on the state's guidelines, so there is no official return date.

Commissioner Flores Weisskopf would like to know when the registration counter will reopen at West Ridge Center.

Executive Director Romes reported that West Ridge Center is location for Camp Hometown so staff will be encouraged to work from home to limit interactions between camp participants and employees, so the registration counter will not be open, however the hotline team will still be available and patrons can register for programs at the Recreation Center of Highland Park. Staff are developing a Phase 4 transition for more employees to return to working at West Ridge Center.

Virtual Firecracker 5k

Director Gogola reported that the Foundation and Park District will be holding a virtual version of the firecracker 5k, which will be a run, walk, and bike event, open to all ages. Participants will compete July 1st through 5th at any location they desire, such as their personal treadmill or a park path. She reported that the fee is \$25 per person or \$40 per family and all proceeds will benefit the SMILE grant-in-aid fund. She thanked the two presenting sponsors, First Bank and Trust in Highland Park and Edward Jones Scott Burns, who have covered most of the minor costs for the virtual event. Lastly, she reported that the first 100 participants will receive a t-shirt, and all participants will be entered to win additional prizes. Her and the Parks Foundation are hoping several residents will take advantage of the event and enjoy the healthy pursuit, while raising money for a good cause.

REVIEW OF VOUCHERS

Director Peters reported that the voucher packet is from May 21st through June 4th, which contains about 100 refunds for various canceled programs, plus two purchases of John Deere Equipment for \$67,000, the HVAC replacement for \$22,000, and \$6000 spent towards Sunset Valley Golf Club Short Game Area project. She reported that the expenses for the SVGC Short Game Area project will be reimbursed by the Parks Foundation.

President Ruttenberg would like to know what is the extent that the District might still have refunds to process.

Director Carr reported that summer camp refunds are currently being processed, however those refunds are being returned as Park District credit, which allows families to use that credit should they wish to register for Camp Hometown. If the credits are not used, the credit will be refunded back to the families as of next month.

President Ruttenberg would like to know if the District received a significant amount of money from property taxes.

Director Peters reported that the District received two payments, one in May and another the first week in June. Staff are expecting another payment to be received before the end of the month.

CLOSED SESSION

Motion was made Vice President Kaplan, and seconded by Commissioner Grossberg to adjourn into Closed Session for discussion of 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; – for discussions between internal or external auditors and the Board.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores
Weisskopf, Vice President Ruttenberg, President Kaplan

Nay: None

Absent: None

Abstain: None

Motion Carried

The meeting adjourned into Closed Session at 6:38 p.m.

The meeting reconvened into Open Session at 6:57p.m.

ACTION FROM CLOSED SESSION IF ANY

President Ruttenberg reported that the Board met in Closed Session 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; – for discussions between internal or external auditors and the Board.

ADJOURNMENT

A motion was made by Commissioner Bernstein and seconded by Vice President Kaplan and approved by a unanimous vote. The Board Meeting adjourned at 6:58 p.m.

Respectfully submitted,

Brian Romes, Secretary

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF REGULAR MEETING
JUNE 23, 2020**

The Regular Meeting of the Board of Park Commissioners of the Park District of Highland Park was conducted remotely due to the Governor's Declaration of Emergency as a result of the COVID-19 Pandemic. Members of the public were able to view a live stream of the Regular Board Meeting.

The meeting was called to order at 6:00 p.m. by President Ruttenberg.

Roll Call:

Present: Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores Weisskopf, Vice President Kaplan, President Ruttenberg

Absent: None

Staff Present: Executive Director Romes; Director Smith; Director Voss; Director Peters; Director Gogola, Director Dunn; Director Carr; General Manager/Superintendent of Golf Operations Ochs, Assistant Director Maliszewski; Manager Johnson; Executive Coordinator Hejnowski

DISASTER DECLARATION

President Ruttenberg reported that 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. As President of the Board of Park Commissioners, I have 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.

ADDITIONS TO THE AGENDA – None

PUBLIC COMMENT FOR ITEMS ON THE AGENDA – None

CONSENT AGENDA

Minutes from the May 12, 2020, Workshop Meeting; Minutes from the May 26, 2020 Annual Meeting; Minutes from the May 26 Regular Board Meeting; Approval of the Intergovernmental Agreement Between the Bloomingdale Park District, The Park District of Highland Park, and the Medinah Park District Providing for the Shared use of Loss Prevention and Safety Coordinator Services; Bills and Payroll in the Amount of \$1,475,257.43

Motion was made by Commissioner Grossberg to approve items on the Consent Agenda seconded by Commissioner Bernstein.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores Weisskopf, Vice President Kaplan, President Ruttenberg

Nay: None

Absent: None

Abstain: None

Motion Carried

UNFINISHED BUSINESS

A. 2019 Comprehensive Annual Financial Report

Director Peters reported that on May 28, 2020, Dan Berg from the accounting firm of Sikich LLP presented to the Finance Committee, a draft version of the Park District of Highland Park's audited financial statements for 2019. In accordance with state statute, the CAFR must be approved by the Park Board of Commissioners and filed with Lake County by June 30, 2020. The 2019 Annual Financial Report must then be filed with the State of Illinois Comptroller's office. As a result, staff are recommending the Park Board of Commissioners approve the 2019 Comprehensive Annual Financial Report of the Park District of Highland Park and she introduced Mr. Berg to provide a brief presentation.

Mr. Berg thanked Director Peters and the District for allowing Sikich to come in while the facility was closed to conduct and accomplish the first-year audit in a timely and efficient manner. The District was very responsive and kept safety as a top priority. Mr. Berg highlighted key items from the recent audit beginning with Sikich's opinion, which states the basic financial statements referred to in this document, present fairly, in all material respects, the respective financial position of the governmental activities, each major fund and the aggregate remaining fund information of the Park District of Highland Park as of December 31, 2019, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The next item reviewed was the District's statement of net position, which represents the full accrual of the District. The District has \$37,782,923 as a net investment in capital assets. The

District has \$487,832 of restricted funds to be used towards the debt service and the special recreation fund vs. \$17,711,036 of unrestricted funds. The total net position of the District as of December 31, 2019 was \$55,981,791. He congratulated the District's total net equity.

Next item is the statement of activities, which shows that the District's net position increased by nearly \$3 million. As for the District's fund balances, which are based on a modified accrual basis. The District has \$3,304,258 in the general fund, \$4,644,727 in the recreation fund, \$7,118,928 for capital projects, and \$164,892 is set aside for the debt service fund.

The next item reviewed was the statement of revenues, expenditures, and changes in fund balance based on a modified accrual basis. Mr. Berg reported that the District has an excess of \$1,546,600 of revenue in the general fund and \$3,489,631 of revenue in the recreation fund over expenditures. Several of which was transferred out to fund capital expenditures. After those transfers there was \$923,975 left in the general fund and \$55,693 in the recreation fund. Additionally, the Park District received \$838,333 in grant funds which were placed into the general fund which helped support the excess of revenue over expenditures. Lastly, he reported there was a \$4,169 change in the fund balance to support the debt service and \$271,742 to support capital projects.

The next items reviewed were the Districts financial statements, which examines the budget to actual figures and how the Park District is in compliance with the budget appropriations ordinance. Mr. Berg reported that the general fund was original set to reduce the fund balance by \$404,205, but in actuality there was \$923,975 increase. As for the recreation fund the budget was set for a \$50,728 reduction in the fund balance, however in actuality there was \$55,693 increase.

Looking at the District's IMRF figures, Mr. Berg reported that the District has been over 100% funded because of a bond issuance which occurred several year ago. He reported that the net investment income fluctuates year-to-year from 105% - 117%. This is a market driven and point in time measurement.

Director Peters presented the District's actual contribution from IMRF from 2010 – 2019, revealing that the District's contribution has decreased from 13% - 1% as of last year. In 2010, the District paid \$645,996 in IMRF contributions, which increased to a little over \$900,000 in 2014, which decreased to \$73,033 as of 2019. Mr. Berg reported that the Park District of Highland Park is one of the few clients of Sikich LLP whose pension dollars are over funded.

Commissioner Grossberg would like to know what the optimal amount is the District should have in its fund balance.

Mr. Berg reported the District has a fund balance policy that requires a floor of funding that the District has predetermined is a comfortable amount. Both the general and recreation funds are currently over their floor of 25%. Additionally, staff should always align their fund balances with their multi-year capital plan since most Park District's fund capital expenses through these funds.

The effort is to try to maintain a level property tax rate from year to year. He advised looking at the outside measurements and rating provided by Moody's since those numbers would provide a better indication of an ideal fund balance.

Director Peters reported that Moody's reviewed over 10 years' worth of financials and examined the District's recent capital expenses, and we are pleased with their findings, so they provided the District with a triple A bond rating.

Executive Director Romes reported that the District has a strict and very detailed 5-year capital plan, ensuring the District always has enough funds to repair and replace current infrastructures.

Commissioner Bernstein asked Mr. Berg to review the District's net position.

Mr. Berg reported that as of December 31, 2019 the Park District net positions was \$55,981,79, but due to the \$2,907,071 change in the net position, the District would have \$53,011,720 as of January 1, 2020.

Commissioner Bernstein would like to know if the change in \$2.9 million net position includes transfers to the capital fund.

Mr. Berg reported that the net position was calculated after transfers were made to the capital fund.

Commissioner Bernstein would like to know if deferring capital funds would increase the equity in the net position.

Mr. Berg reported that deferring capital funds will not change the equity in the net position.

Commissioner Bernstein would like to know how the change in net position is calculated.

Mr. Berg reported the net position is a calculation of the change from a modified accrual to a full accrual. The full accrual includes the impact of increasing or decreasing capital assets, depreciation, increasing debt, and debt payments. He briefly reviewed the figures which generated the full accrual highlighting on key amounts including, a \$1.8million increase in capital assets plus a \$27,744 disposal of those same assets, a \$2,743,772 depreciation, a \$96,068 change in liability of the IMRF pension fund, and \$2.5million debt payment.

Commissioner Bernstein would like to know what the net profit from operations is.

Mr. Berg reported that those numbers are represented in the fund balances since they exclude effects from capital assets and debt payments. He reported the District added around \$1.3million to the fund balance from operations. This is a short-term view vs. a long-term view and the \$1.3million includes the \$800,000 impact fee.

The final items reviewed were the auditor's communication and management letter to the Park Board. In conclusion, three minor adjustments were recommended to journal entries, two deficiencies were discussed but Sikich LLP did not feel any significant changes were needed, and no material weaknesses were reported.

Commissioner Bernstein reported that he would like the Finance Committee to review those deficiencies at an upcoming meeting to better understand how staff are addressing those issues.

Commissioner Grossberg reported that the deficiency related to the Parks Foundation is currently being addresses. Finances generated from the Park Foundation are will be kept separate from the Districts operational funds.

Mr. Berg reported that the deficiency regarding segregation of duties is not a material weakness. While Sikich LLP prefers payroll operations be the responsibility of Finance instead of Human Resources, he feels comfortable with the policies the District has in place allowing those operations to remain under Human Resources.

Motion was made by Vice President Kaplan and seconded by Commissioner Grossberg to approve the 2019 Comprehensive Annual Financial Report (CAFR).

Roll Call:

Aye: Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores Weisskopf, Vice President Kaplan, President Ruttenberg

Nay: None

Absent: None

Abstain: None

Motion Carried

ROSEWOOD BEACH BOARDWALK

Director Smith reported that at the May 12 Workshop Meeting staff reported on conditions at Rosewood Beach, including the boardwalk along the south side of the Rosewood Beach parking lot showing signs of leaning towards the ravine. Staff received a proposal SmithGroup to investigate the reason for the leaning, design a solution, and prepare construction documents for the repair.

He reported that the proposal is divided into two Phases. In Phase One SmithGroup would conduct site observations, review existing records, and work with Park District staff to identify the cause. SmithGroup would then develop potential solutions, including concept level opinions of probable construction cost. The proposed fee for Phase One is \$16,850.

Director Smith reported that in Phase Two SmithGroup would create construction documents, including plans and technical specifications, for the approved solution. SmithGroup would also provide an updated opinion of probable construction cost.

Staff recommends that the Park Board of Commissioners approve authorization for Executive Director Romes to enter into an agreement with SmithGroup for Phase One of the Rosewood Beach Boardwalk Review and Repair Proposal in the amount of \$16,850.

Commissioner Bernstein would like to know if there is anything hazardous that needs immediate attention.

Director Smith reported that the boardwalk is not in immediate danger.

Commissioner Bernstein would like to know if Phase One includes a recommendation from SmithGroup.

Director Smith reported that Phase One will allow for SmithGroup to provide multiple solutions. At which point the Park District will select one of those options and move into Phase Two. He mentioned that a fee has not been provided for Phase Two since it is dependent upon the selected solution.

Commissioner Bernstein feels \$16,850 is an excessive amount for investigation work.

Director Smith reported that the proposal aligns with similar work which has been completed by SmithGroup and other consultants.

Commissioner Grossberg would like to know if any of the costs for Phase One would be applied to Phase Two for a possible reduction in the total cost.

Director Smith reported that these are two separate projects, so the costs associated with each are separate.

Vice President Kaplan would like to know if staff receives the proposals, but the Park Board of Commissioners declines the project for 2020, would those proposals become stale and the cost increase overtime.

Director Smith reported that the Park District should be able to implement those proposals at a later date depending on the cause and the solution, should the Park Board of Commissioners decide to differ the project.

President Ruttenberg would like to know if the investigative report will indicate if there is an urgency for such repairs.

Director Smith reported that the investigative report will indicate if an emergency repair is needed.

Motion was made by Vice President Kaplan and seconded by Commissioner Flores Weisskopf to approve Phase One of the Rosewood Beach Boardwalk Review and Repair Proposal from SmithGroup.

Roll Call:

Aye: Commissioner Flores Weisskopf, Vice President Kaplan, and President Ruttenberg

Nay: Commissioner Bernstein and Commissioner Grossberg

Absent: None

Abstain: None

Motion Carried

CONDUCT ORDINANCE REVIEW

President Ruttenberg withdrew this item from the agenda, reporting it will be discussed at a future Board Meeting.

EMERGENCY OPERATIONS PLANNING AND RESPONSE TO COVID-19

Executive Director Romes reported that the Illinois Department of Commerce and Economic Opportunity (DCEO) released Phase 4 guidelines of the Restore Illinois Plan, which has new standards in place for facilities and programs. Staff will be providing an update on the Recreation Center of Highland Park and Rosewood Beach since these areas offer new opportunities and staff have been working around the clock to prepare for the transition.

Rosewood Beach Update

Director Carr reported that the swim season began on Wednesday, June 17. The capacity was originally set to 225 visitors, based on recommendations from the DCEO guidelines. However, that capacity was being met each day, so staff re-evaluated and decided to increase the beach capacity to 275 visitors. Staff felt the increased capacity would still permit social distancing. Unfortunately, even with the increased capacity, staff were forced to turn visitors away all three days this past weekend. As a result, the District is increasing staffing levels to better assist managers and provide more access control. Moving forward three park ambassadors will be monitoring the upper parking lot to inform and enforce parking and entry fees for non-residents. Additionally, all visitors must provide proof of residency before accessing the beach. Park ambassadors will be conducting residency checks along the stairwell and the ravine trail.

Director Reported that as of July 3, non-residents will no longer be able to purchase a daily fee to access the beach. Instead, non-residents will have to purchase a seasonal beach pass. The non-resident seasonal beach pass is \$100 for an individual and \$25 per each additional family member. Children under 3 years will not be charged. Passes can be purchased at Recreation Center of

Highland Park. The non-resident seasonal beach pass does not include parking, so non-residents may still utilize the upper parking lot after 12:00 p.m. and will be required to pay the hourly fees. Lastly, Director Carr reported that residents who would like to avoid showing proof of residency each visit, can receive seasonal pass at no charge from the guard house.

Commissioner Bernstein would like to know if the District is violating any grant covenants by charging non-residents to access Rosewood Beach.

Director Carr reported that the non-resident fee structures, both daily and the seasonal pass are within the OSLAD grant guidelines.

Executive Director Romes reported that staff spoke with corporate council to confirm that the fee structures are within the OSLAD grant guidelines and the District is in compliance with the grant covenants.

Commissioner Flores Weisskopf would like to know if staff could offer more restrictions and provide tax paying residents a higher priority. She feels the current limitations may still result in residents being turned away.

Director Carr reported that the beach managers are keeping count of the number of visitors, however once the 275-person threshold is reached, staff no longer allow visitors to access the beach. Due to the OSLAD grant covenants the Park District cannot deny beach access to non-residents, so staff have set the following limitations to offer an advantage and priority to residents; residents can access the beach free of charge vs. non-residents who are required to purchase a seasonal pass, both parking lots are available for resident use vs. non-residents who are restricted to the upper parking lot, lastly, residents are able to access the beach daily at 10:00 a.m. vs. non-residents who have to wait till 12:00 p.m.

Commissioner Flores Weisskopf would like to know if parking in the lower lot secures beach access.

Director Carr advised checking the rain out line, when arriving after 12:00pm, since non-residents are accessing the beach. There is no guarantee unless you arrive upon opening.

Commissioner Flores Weisskopf would like to know if the District can we limit the amount of time visitors are spending at the beach.

Executive Director Romes reported that time limitations can be implemented but it would apply to both residents and non-residents visiting the beach.

Commissioner Grossberg is pleased to hear staffing levels are being increased.

Vice President Kaplan would like the District to hire people with more authority to monitor the beaches since his concerns are more focused on safe use of the beach and ensuring all visitors are following the health guidelines. Additionally, he would like to know if the shuttle busses from Ravinia School are available this summer, which is additional parking for non-residents.

Director Carr reported that the shuttle service is not being offered, however non-residents are still utilizing the lot and walking down to the beach.

Vice President Kaplan would like to know if a park ambassador can monitor the Ravinia parking lot to collect fees. can someone be at Ravinia School and collect parking fees.

Director Carr reported that park ambassadors are not monitoring the Ravinia school parking lot.

President Ruttenberg would like to see if the non-resident seasonal beach pass reduces the amount of traffic at the beach and advised against staffing anyone at Ravinia school for the time being.

Commissioner Bernstein advised staff to make it very clear that the purchasing of a non-resident seasonal beach pass does not guarantee daily access to the beach.

Recreation Center of Highland Park

Director Carr reported that the Phase 4 guidelines of Restore Illinois allows the building to operate at 50% capacity and 50% capacity within each area of that building. For example, the fitness floor can only operate at 50%. To better utilize the facility and allow social distancing, staff are relocating the cardio equipment to the gymnasium on the lower level while keeping the weight training machines on the upper levels. This provides larger areas to better space equipment and individual stations. Both the cardio and weight training areas can accommodate 70 patrons at a time. Additionally, face masks will be required when entering or exiting the facility and when traveling through common areas. Once a patron has entered the cardio or weight training fitness areas, they are no longer required to wear a mask, but its encouraged.

Patrons will be required to register in advance to use the facility, so staff can control capacity limits. Reservations can be made daily and up to 7 days in advance. Reservations are limited to a 90-minute time block. 15-minute breaks are scheduled between reservations for cleaning and to reduce patron mingling when entering and exiting the facility. Director Carr reported that patrons will be required to wipe down their own equipment, so additional wipes will be supplied throughout the facility. Lastly, Director Carr reported an attendant must be present for every 4000sq. ft. to ensure patrons are following the cleaning guidelines and social distancing. As a result, staffing levels will be increased at the RCHP, since 2 staff will be required to monitor the cardio floor and the weight training floor.

Director Carr provided the facility hours, which will be open Monday through Thursday from 6:00 a.m. to 7:00 p.m. and Friday through Sunday from 6:00 a.m. to 2:00 p.m. During this time deep cleanings will occur mid-day and after the facility closes. He reported that the locker rooms will

remain closed, even though the guidelines permit those areas to open. Staff made the decision to keep the locker rooms closed since the indoor pool is closed and being repaired. Staff will re-evaluate once the pool repairs are complete, but the strict guidelines, which require the locker rooms to be sanitized every hour will require an increase in staffing levels.

As for memberships, Director Carr reported that those will remain suspended. As a result, staff have implemented a reduced fee schedule. Current Members are required to pay a \$5.00 daily fee. Residents who do not have a fitness membership are required to pay a \$7.00 daily fee, and non-residents are required to pay a \$10.00 daily fee.

As for group fitness classes, Director Carr reported that the majority will continue to be held outdoors and some will resume indoors. The Fee structure mimics the daily fitness center schedule. He reported that there is no longer an all-inclusive option, patrons will have to pay to use the fitness center and/or a group fitness class. The official re-opening will be July 6; however, staff are offering limited capacity trial dates next week to get feedback from members and adjust as needed.

Commissioner Bernstein would like to a breakdown of the capacity limits.

Director Carr reported that both the cardio floor on the lower level and the weight training floor on the upper level have a limited capacity of 70 patrons. Group fitness classes have a limited capacity of 30 people, and personal training studios permits another 20 guests. If the full capacity is met 120 patrons would be in the building.

Commissioner Bernstein would like to know what the average amount of guests in those areas are pre-COVID.

Director Carr reported that during peak hours there is typically 70 people in the fitness center, however the greatest sacrifice is losing one of the gymnasiums.

Vice President Kaplan would like clarification on the mask policy.

Director Carr reported that masks need to be worn when entering or exiting the facility and when traveling through common areas. Once a patron has entered the designated fitness area, they no longer are required to wear their mask.

Vice President Kaplan would like to know if staff are monitoring the reservation system, suggesting patrons may complain if they are unable to reserve the same time slot daily.

Director Carr reported that staff will monitor reservations and evaluate as needed.

President Ruttenberg would like to know if patrons can reserve machines and equipment.

Director Carr reported that the reservation is strictly for a date and time block to utilize the center, however staff can enforce 30min time limits on machines and equipment if needed.

Commissioner Flores Weisskopf does not foresee the machines and equipment backing up since most people prefer to workout outdoors during the summer season.

President Ruttenberg would like to know if staff could institute a designated walk-in time for seniors. This timeframe would allow seniors to use the fitness center with out a reservation.

Director Carr reported that staff are considering a timeframe after the mid-day deep cleaning, which is Monday through Thursday from 2:00 p.m. to 3:30p.m.

TREASURER'S REPORT

Director Peters provided a brief presentation regarding the District's Financial Forecasts before reviewing the standard treasures report.

Special Disclaimer

Director Peters shared the District's special disclaimer, reporting that the research and any forecasts are based on current information as of June 4, 2020 as is considered to be reliable, but the District does not represent it is accurate or complete, and it should not be relied on as such. The information, opinions, estimates, and forecasts contained herein are also as of the date hereof and are subject to change without prior notification.

Projections & Assumptions

Directors Peters presented a list of key assumptions staff used to create the 2020 worst case-scenario financial projections. These assumptions include: delay of tax collections and a 94% collection rate, impact fees are budgeted at \$16,881, an employee hiring freeze which is saving the District roughly \$318,000, unemployment costs are estimated at \$250,000, the District reduced staff development, job advertising, and pre-employment physicals, the District reduced Parks Maintenance Contracts for a savings of \$150,000, all special events have been canceled, Hidden Creek AquaPark is closed for the season, the District is budgeting Fall programming at 50%, the Recreation Center of Highland is expecting 50% capacity, Summer Camp is being offered at a 10% capacity, and the brochures for Fall 2020, Camp 2021, and Winter 2021 will remain digital.

Commissioner Flores Weisskopf had a question related to the hiring freeze, asking if the District hired anyone this year, and if so, when did those individuals begin.

Executive Director Romes reported that the hiring freeze went into effect on March 13, however the freeze only applies to full time employees and opportunities, so those 10 budgeted positions are to remain vacant. The District has hired 8 seasonal staff; however, they are only hired as needed.

Commissioner Flores Weisskopf would like furloughed employees to be contacted before hiring new employees.

Executive Director Romes reported that furloughed staff are a priority and if any of those who are furloughed can fulfill those positions they are contacted.

Gross Revenue and Expense Projections

Director Peters shared a graph of the District's gross revenue and expenses for 2020. She reported that the data in this graph includes year to date budgeted revenue and expenses vs. the actual year to date revenue and expenses as well as the projected revenue and expenses. Staff budgeted for a little over \$21 million in revenue as of December and \$19 million in expenses. As staff continue to review the budget each month and cut expenses, the projected expenses have been reduced to \$13.6 million as of December and as of late May the District has spent almost \$5million. As for revenue, the District was aligning with our projections till March when COVID-19 hit. As a result, the District has seen a decrease in revenue from the actual vs. the projected. As of May 31, the district generated \$2.7million vs. the projected \$4.3million so the projected revenue for the end of the year has been reduced to \$15.5 million. Director Peters reported that the budgeted net difference was a little over \$3million, whereas the projected net difference is \$1.9 million. In total the net difference between budgeted vs. projected is -\$1,234,842 assuming the worst-case scenario figures are accurate.

Commissioner Bernstein reported that this graph will be updated monthly and discussed during the Finance Committee Meetings and Board Meetings.

Cash Flow Projections

Director Peters shared a report of the District's cash flow projections, indicating the actual cash on hand available at the beginning of each month vs. the projected amount. Additionally, the chart examines the actual cash on hand and applies a monthly 25% reduction, since the general and recreation funds have a 25% reserve policy. Director Peters reported it is crucial that the District pay attention to actual amount once the 25% reduction is applied. Lastly, Director Peters reported that the District's Auditors, Sikich LLP, feels that the District has an adequate cash flow and will not fall below the reserve policy for the remainder of 2020.

Standard Treasurers Report

Director Peters reviewed key highlights from the monthly treasures reported. She reported that that special recreation and the debt service funds are trending negative. These funds are based largely on property tax revenue, so the grace period and payment extension from Lake County has caused the negative trend. As for capital projects she reported there is a large variance due to the delay and elimination of several 2020 projects. Lastly the general corporate and recreation funds are trending favorably, due to the payroll reductions and cuts to operating expenses.

NEW BUSINESS

A. Parks Foundation Update

Commissioner Grossberg reported that the major discussions amongst the Parks Foundation are regarding the Black Lives Matter movement and trying to determine what are the most proactive things being offered to support this movement. The foundation is examining ways to allocate funds from the SMILE and FYI programs to better support people of color, the foundation youth initiative, and families in need.

Another topic of discussion is the upcoming event, the Firecracker 5K. Director Gogola reported that the Firecracker 5K is a virtual event, running July 1 through 5, which participants can walk, run, and/or bike in from any location. The foundation has secured 5 sponsors and is pleased to announce that all participants will be entered into a drawing for restaurant gift certificates. She reported that the fee is \$25.00 per person or \$40.00 per family. All proceeds go to the SMILE grant-in-aid fund.

B. Director's Report

Executive Director Romes reported that he is pleased to see the participation numbers have significantly increased due to the introduction of in-person programs for the month of June. The programs which participation is excelling include tennis and golf. Director Romes is pleased to announce that Sunset Valley Golf Club has already met its projected budgeted for the month of June. Additionally, nature and athletic programming are receiving a strong response, which staff has decided against canceling travel baseball. Additionally, trainings are being conducted for Camp Hometown and several mini camps. Lastly, Executive Director Romes reported that Park Avenue Facility is open. He and staff are pleased to see the District is exceeding those worst-case scenario projections.

C. Board Comments

Commissioner Bernstein would like a registration update for Camp Hometown.

Executive Director Romes reported that Camp Hometown is intended to serve essential workers offering spots for 150 participants, however only 40 families took advantage of the program, in which 10 families requested assistance from the grant-in-aid. He reported

that the big hit this summer is the mini camps, specifically tennis and the PGA golf camps. Anytime capacities are met, staff are offering alternative options.

Commissioner Grossberg would like to know how the District is being proactive with inclusion and racial impacts.

Executive Director Romes reported that he has been in discussions with Park District Associations, the City of Highland Park, and organizes from the Black Lives Matters movement, to better understand what the District can do to provide more inclusion and better meet the needs of affected families.

ADJOURNMENT

A motion was made by Commissioner Bernstein and seconded by Vice President Kaplan and approved by a unanimous vote. The Board Meeting adjourned at 7:58 p.m.

Respectfully submitted,

Brian Romes, Secretary



Memorandum

To: Park Board of Commissioners

From: Dan Johnson, IT Manager; Jeff Smith, Director of Planning and Projects; Brian Romes, Executive Director

Date: July 28, 2020

Subject: **Heartland Business Systems for Palo Alto Renewal, Wildfire Add-ons, and XDR**

Summary

In 2016 the Park District made an investment to improve the Technology Infrastructure at all facilities. Part of the infrastructure improvement was to provide greater security from cyber threats local and afar. The attached quote is for the renewal of subscriptions that allows our current equipment to download the latest threat prevention software including malware, spyware, antivirus, and ransomware. This renewal also includes software updates for equipment, VPN access for staff, warranty, and technical support.

Financial Impact

\$50,766.24 was budgeted in the FY 2020 Operations Budget for the Palo Alto Renewal. The actual cost is \$44,009.46, for a savings of \$6,756.78.

Recommendation

Staff recommends approval by the Park Board of Commissioners of the attached quote (224410 v1) from Heartland Business Systems for Palo Alto Renewal, Wildfire Add-ons & XDR in the amount of \$44,009.46

Palo Alto Renewal, Wildfire Add-ons & XDR

Quote #224410 v1

Prepared For:

Park District of Highland Park

Dan Johnson
636 Ridge Rd
Highland Park, IL 60035

P: (847) 579-3115

E: djohnson@pdhp.org

Prepared By:

Chicago Illinois Office

Mike Carroll
5400 Patton Drive Suite 4B
Lisle, IL 60532

P: 608-444-7994

E: mcarroll@hbs.net

Date Issued:

06.19.2020

Expires:

07.09.2020

Palo Alto 1 year option		Price	Qty	Ext. Price
Serial Number: '000702854665 Renewal Coverage: 8/17/2020 - 8/17/2021				
PAN-SVC-PREM -PRA-25-R	Palo Alto Premium Premium support renewal, Panorama 25 devicesSupport Program - 1 Year Renewal - Service - 24 x 7 - Technical - Electronic Service	\$1,835.23	1	\$1,835.23
Serial Number: '001801018862 Renewal Coverage: 8/17/2020 - 8/17/2021				
PAN-PA-3020-TP -R	Palo Alto Threat Prevention - Palo Alto Networks PA-3020 Next-generation Firewall - Subscription (Renewal) - 1 Year License Validation Period	\$2,131.82	1	\$2,131.82
PAN-SVC-PREM -3020-R	Palo Alto Premium Support Program - 1 Year Extended Service (Renewal) - Service - Exchange - Physical Service	\$2,946.02	1	\$2,946.02
PAN-PA-3020- URL4-R	Palo Alto URL Filtering - Subscription License (Renewal) - 1 Firewall - 1 Year - Standard - PC	\$2,131.82	1	\$2,131.82
PAN-PA-3020-GF -HA2-R	Palo Alto GlobalProtect Gateway - Subscription License (Renewal) - 1 Device - Standard - Mac, PC	\$2,301.77	1	\$2,301.77
Serial Number: '001801036149 Renewal Coverage: 8/17/2020 - 8/17/2021				
PAN-PA-3020- URL4-HA2-R	Palo Alto PANDB URL Filtering - Palo Alto PA-3020 Next-generation Firewall HA Pair - Subscription (Renewal) 1 Device in HA Pair - 1 Year License Validation Period	\$1,492.27	1	\$1,492.27
PAN-PA-3020-TP -HA2-R	Palo Alto Threat Prevention - Palo Alto Networks PA-3020 Next-generation Firewall - Subscription (Renewal) 1 Device in HA Pair - 1 Year License Validation Period	\$1,492.27	1	\$1,492.27
PAN-SVC-PREM -3020-R	Palo Alto Premium Support Program - 1 Year Extended Service (Renewal) - Service - Exchange - Physical Service	\$2,946.02	1	\$2,946.02
Serial Number: '001801036176 Renewal Coverage: 8/17/2020 - 8/17/2021				
PAN-PA-3020-TP -HA2-R	Palo Alto Threat Prevention - Palo Alto Networks PA-3020 Next-generation Firewall - Subscription (Renewal) 1 Device in HA Pair - 1 Year License Validation Period	\$1,492.27	1	\$1,492.27
PAN-SVC-PREM -3020-R	Palo Alto Premium Support Program - 1 Year Extended Service (Renewal) - Service - Exchange - Physical Service	\$2,946.02	1	\$2,946.02
PAN-PA-3020-GF -HA2-R	Palo Alto GlobalProtect Gateway - Subscription License (Renewal) - 1 Device - Standard - Mac, PC	\$2,301.77	1	\$2,301.77
PAN-PA-3020- URL4-HA2-R	Palo Alto PANDB URL Filtering - Palo Alto PA-3020 Next-generation Firewall HA Pair - Subscription (Renewal) 1 Device in HA Pair - 1 Year License Validation Period	\$1,492.27	1	\$1,492.27
Serial Number: '009401028172 Renewal Coverage: 8/17/2020 - 8/17/2021				
PAN-PA-500- URL4-R	Palo Alto URL Filtering - Subscription License (Renewal) - 1 Firewall - 1 Year - Standard - PC	\$685.23	1	\$685.23

Palo Alto 1 year option		Price	Qty	Ext. Price
PAN-PA-500-TP-R	Palo Alto Threat Prevention Subscription Renewal - Service - Technical - Electronic Service	\$685.23	1	\$685.23
PAN-SVC-PREM-500-R	Palo Alto Premium Support Program - 1 Year Extended Service (Renewal) - Service - Exchange - Physical Service	\$946.59	1	\$946.59
Serial Number: '009401028207 Renewal Coverage: 8/17/2020 - 8/17/2021				
PAN-SVC-PREM-500-R	Palo Alto Premium Support Program - 1 Year Extended Service (Renewal) - Service - Exchange - Physical Service	\$946.59	1	\$946.59
PAN-PA-500-TP-R	Palo Alto Threat Prevention Subscription Renewal - Service - Technical - Electronic Service	\$685.23	1	\$685.23
PAN-PA-500-URL4-R	Palo Alto URL Filtering - Subscription License (Renewal) - 1 Firewall - 1 Year - Standard - PC	\$685.23	1	\$685.23
Subtotal				\$30,143.65

Wildfire 1 year Add-on		Price	Qty	Ext. Price
Serial #001801036176 - add Wildfire subscription Serial #001801018862 - add Wildfire subscription Serial #001801036149 - add Wildfire subscription				
PAN-PA-3020-WF	Palo Alto WildFire - Palo Alto PA-3020 Next-generation Firewall - Subscription - 1 Year License Validation Period	\$1,877.27	3	\$5,631.81
Subtotal				\$5,631.81

Cortex XDR Prevent		Price	Qty	Ext. Price
PAN-XDR-PRVT	CORTEX XDR ENDPOINT PROTECTION 30 DAY	\$41.17	200	\$8,234.00
Subtotal				\$8,234.00

Quote Summary	Amount
Palo Alto 1 year option	\$30,143.65
Wildfire 1 year Add-on	\$5,631.81
Cortex XDR Prevent	\$8,234.00
Total:	\$44,009.46

This quote may not include applicable sales tax, shipping, handling and/or delivery charges. Final applicable sales tax, shipping, handling and/or delivery charges are calculated and applied at invoice. The above prices are for hardware/software only, and do not include delivery, setup or installation by Heartland ("HBS") unless otherwise noted. Installation by HBS is available at our regular hourly rates, or pursuant to a prepaid HBSFlex Agreement. This configuration is presented for convenience only. HBS is not responsible for typographical or other errors/omissions regarding prices or other information. Prices and configurations are subject to change without notice. HBS may modify or cancel this quote if the pricing is impacted by a tariff. A 15% restocking fee will be charged on any returned part. Customer is responsible for all costs associated with return of product and a \$25.00 processing fee. No returns are accepted by HBS without prior written approval. This quote expressly limits acceptance to the terms of this quote, and HBS disclaims any additional terms. By providing your "E-Signature," you acknowledge that your electronic signature is the legal equivalent of your manual signature, and you warrant that you have express authority to execute this agreement and legally bind your organization to this proposal and all attached documents. Any purchase that the customer makes from HBS is governed by HBS' Standard Terms and Conditions ("ST&Cs") located at <http://www.hbs.net/standard-terms-and-conditions>, which are incorporated herein by reference. The ST&Cs are subject to change. When a new order is placed, the ST&Cs on the above-stated website at that time shall apply. If customer has signed HBS' ST&Cs version 2018.v2.0 or later, or the parties have executed a current master services agreement, the signed agreement shall supersede the version on the website. QT.2020.v1.0

Acceptance	
Chicago Illinois Office	Park District of Highland Park
Mike Carroll	
Signature / Name	Signature / Name Initials
06/19/2020	
Date	Date

HTG Standard Terms & Conditions

STANDARD TERMS AND CONDITIONS

The parties to this agreement are Heartland Business Systems, LLC., ("Heartland" or "Seller"), with corporate headquarters located at 1700 Stephen Street, Little Chute WI 54140, and customer ("Buyer") who purchases products and/or services from Heartland.

1. **ACCEPTANCE.** Buyer accepts these Standard Terms and Conditions as a condition of Buyer's purchase of services and/or products from Heartland.
2. **PAYMENT AND TERMS.** All invoices provided by Seller to Buyer shall be paid within 30 days of the invoice date with the exception of HBSFLEX Agreement invoices. HBSFLEX Agreement invoices shall be paid upon receipt of the invoice. A service charge of \$35.00 will be assessed for each check that is returned for insufficient funds.
3. **FORCE MAJEURE.** Heartland's performance hereunder shall be excused if such nonperformance or delay of performance is due to causes beyond the reasonable control of Heartland and is the direct or indirect result of, but not limited to, acts of God, acts of the public enemy, acts of the United States of America, or any state, territory or political subdivision thereof or of the State of Wisconsin, fires, war, riots, terrorism, floods, epidemics, quarantine restrictions, insurrection, strikes, labor shortage, materials shortage or freight embargoes. Any delay in performance due to the force majeure occurrence shall extend the period for performance for the duration of the delay.
4. **SHIPPING.** With respect to any products that are to be shipped, shipment shall be FOB Seller's place of business, by common or contract carrier, or, in the case of drop shipment, FOB a manufacturer's or distributor's place of business, by common or contract carrier. Freight charges shall be Buyer's responsibility. "Delivery," as that term is used in this proposal and any resulting contract, shall be deemed completed when the goods have been placed into the hands of the common or contract carrier.
5. **WARRANTY.** Any hardware, software, or parts sold to Buyer may be subject to a warranty made by the manufacturer or other third party to Buyer and, if so, the terms and conditions of such warranty are embodied in other documents. Buyer acknowledges that Seller is not a party to any such warranty, and that any rights or remedies that Buyer may have pursuant to said warranty are against the manufacturer or other third party directly, and is not assertable against the Seller. SELLER MAKES NO WARRANTY WITH RESPECT TO THE PRODUCTS OR SERVICES SOLD HEREUNDER. BUYER ACKNOWLEDGES THAT IT HAS NOT RELIED ON ANY WARRANTY OR REPRESENTATION BY THE SELLER WITH RESPECT TO THE PRODUCTS OR SERVICES SOLD HEREUNDER, EXCEPT AS ARE EXPRESSLY CONTAINED HEREIN. ANY IMPLIED WARRANTY OF MERCHANTABILITY, AND ANY IMPLIED WARRANTY THAT THE PRODUCTS OR SERVICES SOLD HEREUNDER ARE FIT FOR A PARTICULAR PURPOSE, ARE HEREBY DISCLAIMED.
6. **PROFESSIONAL SERVICES.** Heartland may provide professional services as requested by the Buyer. All services provided by Heartland, which include labor and travel charges, are subject to the terms and conditions as set forth in this Agreement. Services provided by Seller to Buyer may be covered under a manufacturer or other third party warranty, may be applied to a pre-paid HBSFLEX Agreement purchased by the Buyer, at the rates set forth in the most current version of the HBSFLEX Volume Service Schedule, as updated from time to time, or may be billed out to the Buyer at the then-prevailing hourly rate. Regardless whether the services are covered under warranty, applied to a HBSFLEX Agreement or billed out at an hourly rate, all terms of this Agreement apply. Heartland's records shall be the sole measurement of professional services and/or time expended by Heartland. HBSFLEX Agreements may not be used to purchase products, and each HBSFLEX Agreement shall automatically expire eighteen months after the date of invoice for that HBSFLEX Agreement.
 1. **Warranty.** If services provided are in connection with a problem that is covered by a manufacturer or other third party warranty, then such services shall not be counted against a HBSFLEX Agreement or billed out at the then-prevailing hourly rate, to the extent of the warranty coverage. Please refer to your manufacturer or third party provided documentation which will define what is covered under warranty. Any labor or travel provided that is not covered under the manufacturer or third party warranty will be applied to a HBSFLEX Agreement or billed out at the then-prevailing hourly rate, whichever applies.
 2. **HBSFLEX Agreements.** Buyer may choose to purchase a pre-paid HBSFLEX Agreement from Seller. When a HBSFLEX Agreement is purchased, labor and travel charges incurred will be applied against the HBSFLEX Agreement. Buyer will receive informational invoices detailing the services as they are provided.
 1. When a pre-paid HBSFLEX Agreement is exhausted an additional HBSFLEX Agreement may be purchased. If an additional HBSFLEX Agreement is not purchased, then services will be billed out at the then-prevailing hourly rate.
 2. Either party may terminate a pre-paid HBSFLEX Agreement by giving notice to the other, in writing by mail to the party's last known address, of such intent. If this Agreement is terminated before the HBSFLEX Agreement is expended, then Heartland shall refund 75% of the unused portion of the fee and may retain the balance.
 3. **Hourly Rate.** Should services provided not be covered under a manufacturer or third party warranty or should the Buyer not have purchased or not have time available on a HBSFLEX Agreement then all labor and travel will be billed out at Heartland's then-prevailing hourly rate.
7. **PROFESSIONAL SERVICE ESTIMATES.** At times, Buyer may request time estimates for service situations. Heartland will provide a best estimate based upon the information that is known at the time of the request. This is to be considered an estimate for service only and not a guarantee. Actual service hours may be less or may be more than the estimate provided.
8. **FOUR-HOUR RESPONSE.** For calls received on normal business days, excluding holidays, Heartland will use its best effort to respond to the Buyer's request for service within four business hours (the hours between 8:00 a.m. and 5:00 p.m. CT) of the Buyer's request.
9. **ASSIGNABILITY.** Heartland may delegate all, or any part of, its duties hereunder to a subcontractor.
10. **EXCLUDED EQUIPMENT.** Heartland may discontinue providing services with respect to any hardware for which it can no longer readily obtain repair parts or technical assistance.
11. **BUYER'S RESPONSIBILITY.** Buyer shall use its best efforts to cooperate with Heartland in connection with Seller's carrying out its duties hereunder, and Buyer shall refrain from any act or omission that could frustrate Heartland's performance. In that regard, but not by way of limitation, Buyer shall designate one employee for each location at which services are expected to be rendered under this Agreement, with full authority to act for Buyer in the event that Buyer's input is required in order to affect any aspect of the services provided hereunder.
12. **BUYER'S WARRANTY AS TO PROPER LICENSING.** Buyer warrants and represents to Seller that it possesses a proper license for all software being used by Buyer's organization and shall hold Heartland harmless from any claims or suits premised upon breach of any third party's proprietary rights with respect to such software.
13. **BUYER'S WARRANTY AS TO PROPER BACKUP.** Buyer warrants and represents to Seller that Buyer's data and system has been properly backed up prior to the commencement of any services provided by Heartland and understands that the Seller shall have no liability whatsoever, under any circumstances, for any damages suffered by Buyer as a result of improper backup situations or data which has not been backed up and that is lost, for any reason, in connection with the services or use of the products sold hereunder.
14. **NON-SOLICITATION OF HEARTLAND PERSONNEL.** During the term of this Agreement, and for a period of one (1) year after the termination of this Agreement by either party for whatever reason, Buyer shall not, directly or indirectly, encourage any employee of Heartland, who became known to Buyer by virtue of such employee's providing services under this Agreement, to terminate his or her employment with Heartland. In addition, during the term of this Agreement, and for a period of one (1) year after the termination of this Agreement by either party for whatever reason, Buyer shall not, directly or

indirectly, solicit any employee of Heartland, who became known to Buyer by virtue of such employee's providing services under this Agreement, for employment which would end or diminish that employee's service with Heartland. Buyer acknowledges that Heartland will suffer irreparable harm as a result of Buyer's violation of this paragraph and that Heartland may bring an action for injunctive relief and/or actual damages to enforce this provision.

15. **SUSPENSION OF PRODUCTS AND/OR SERVICES.** Heartland may, at its option, suspend providing products and/or services hereunder in the event that the Buyer is delinquent on payment of any outstanding invoices.
16. **EXCLUSIVE REMEDY/LIMITATION OF LIABILITY.** Notwithstanding any other provision herein, Seller's sole and exclusive liability to Buyer for any breach of this Agreement, or breach of any warranty, express or implied, found to have been made in connection with this Agreement, shall be to repair or replace, at its option, any defective hardware, software, or parts sold hereunder; Seller shall have no liability for any other damages, consequential or otherwise. Seller shall have no liability whatsoever to Buyer if computer software or computer hardware sold hereunder is subsequently upgraded, or is otherwise used with software or hardware that was not used with the software and/or hardware sold hereunder at the time of installation, or if any such software or hardware has been serviced by anyone other than Seller. Seller shall have no liability whatsoever, under any circumstances, for any damages suffered by Buyer as a result of data which has not been backed up and that is lost, for any reason, in connection with the services or use of the products sold hereunder.
17. **ACCEPTANCE OF PRODUCTS.** Buyer shall be deemed to have irrevocably accepted the products and services sold hereunder if Buyer has not given to Seller a written notice of rejection, describing the basis for rejection, within 10 business days after delivery. All data and intellectual property provided by Seller in connection with this Agreement shall belong to Seller ("Heartland Materials"). Seller shall retain all rights and interests in and to the Heartland Materials after the completion of this Agreement.
18. **CLOUD SERVICES.** Buyer agrees and acknowledges that in order to provide a high level of service, Seller may store Buyer's information in the public cloud. This information may include but is not limited to drawings, pictures, equipment layouts, passwords, backups, or configuration files. Buyer agrees and acknowledges that the cloud is a separate and independent network, which is not controlled by Seller, and that Seller shall have no liability whatsoever, under any circumstances, for any damages arising out of or relating to the use of the public cloud, including but not limited to the loss of any information.
19. **CHOICE OF LAW.** This Agreement, and any claim arising under it, or related to the transaction evidenced by it, shall be construed and determined under the laws of Wisconsin.
20. **ATTORNEY FEES.** In the event that legal action is taken by either party upon any claim arising from this Agreement or in any way related to the transaction that is evidenced by this Agreement, Seller shall, if it prevails, be entitled to recover from Buyer its actual reasonable attorney fees incurred in connection therewith.
21. **SEVERABILITY.** If any portion of this Agreement is determined by a court or government agency having competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall remain in full force and effect to the extent permitted by law.
22. **BINDING EFFECT.** This Agreement shall bind and inure to the benefit of the parties, and their respective heirs, successors, personal representatives, beneficiaries and assigns.
23. **ADDITIONAL WORK.** In the event that Seller agrees to provide additional products or service not specifically covered by this Agreement, the terms and conditions of this Agreement shall govern, unless otherwise provided in writing.
24. **ENTIRE AGREEMENT.** This is the entire agreement of the parties respecting the sale of the products or services, sold by Seller to Buyer. No modification, addition, or amendment shall be binding unless in writing and signed by both parties.

Buyer accepts these Standard Terms and Conditions as a condition of Buyer's purchase of services and/or products from Heartland.



Memorandum

To: Park Board of Commissioners

From: Chris Maliszewski, Assistant Director of Recreation and Facilities, Mitch Carr, Director of Recreation and Facilities, Brian Romes, Executive Director

Date: July 20, 2020

Subject: **Revision to Policy #7.12 Video Surveillance System**

Summary

Due to the Covid-19 pandemic, staff has recommended no spectators be present during activities on the ice inside Centennial Ice Arena. For families to be able to view their child on the ice, staff is recommending entering into an agreement with LiveBarn, a live streaming subscription service designed for ice arenas. This practice is common among many local rinks and has been requested by both the Highland Park High School Giants Hockey Club and the Falcons Hockey Association.

Prior to recommending approval, LiveBarn's venue agreement was sent to legal counsel for review. A revision of the current Surveillance Policy was recommended to coincide with the new video camera utilization at CIA. A redlined version of this policy, with recommended changes, is attached. Revisions include that video surveillance may be used in collaboration with a third-party vendor to provide a platform for hosting a livestream subscription service of athletic activities in designated locations. Additionally, the revised policy requires us to post signage in the facility to state: "This area may be subject to live stream video surveillance and recording for security, safety and entertainment purposes. All employees and patrons are notified that the Park District of Highland Park engages third party contractors to host livestream subscription services in this area."

Recommendation

Staff recommends approval from the Park Board of Commissioners the attached revisions to the Park District's Video Surveillance Policy.



PARK DISTRICT OF HIGHLAND PARK

DEPT: IT

Policy #: 7.12

APPROVED: 7/23/2019

REVISED: 7/28/2020

Video Surveillance System

7.12.01 Purpose:

The Park District of Highland Park makes limited use of video surveillance systems at its facilities. Video surveillance systems can be used to provide a safe and secure environment for its patrons and staff. Video surveillance is primarily used to record access at building entrances as well as hallways and areas where monetary exchange takes place. Video surveillance may be used in collaboration with a third party vendor to provide a platform for hosting a livestream subscription service of athletic activities in designated locations.

Video surveillance cameras can be used to observe employee work areas and are never used in areas where employees would have an expectation of privacy, such as restrooms or locker rooms.

The primary purpose of the video surveillance system is either to investigate or for investigation of misconduct or crimes committed against the Park District of Highland Park. The system may also be used to investigate injuries allegedly suffered on Park District properties. The system can also be used to assist in the investigation of certain types of employee habits, occupational health and safety violations. The video surveillance system can be used as a method of security and tracking the work habits or productivity of individual employees. The video surveillance system can be used for the enjoyment and promotion of athletic activities in designated locations as part of a contract with a third party subscription service.

7.12.02 Scope: This policy applies to all Park District of Highland Park facilities and staff.

7.12.03 Policy:

Public signage must be displayed on all facility entrances within the Park District of Highland Park where video surveillance is available. The signage should state:

THIS AREA MAY BE SUBJECT TO VIDEO SURVEILLANCE AND RECORDING FOR SECURITY PURPOSES, UNDER THE AUTHORITY OF THE PARK DISTRICT OF HIGHLAND PARK.

In areas designated as subject to third-party hosting of live stream services, public signage must be displayed on all entrances. The signage should state:

THIS AREA MAY BE SUBJECT TO LIVE STREAM VIDEO SURVEILLANCE AND RECORDING FOR SECURITY, SAFETY AND ENTERTAINMENT PURPOSES. ALL EMPLOYEES AND PATRONS ARE NOTIFIED THAT THE PARK DISTRICT OF HIGHLAND PARK ENGAGES THIRD PARTY CONTRACTORS TO HOST LIVESTREAM SUBSCRIPTION SERVICES IN THIS AREA.

| The Executive Director or designee must approve the review and/or download of surveillance footage prior to Information Technology staff accessing surveillance systems.



Memorandum

To: Park Board of Commissioners

From: Chris Maliszewski, Assistant Director of Recreation and Facilities, Mitch Carr, Director of Recreation and Facilities, Brian Romes, Executive Director

Date: July 28, 2020

Subject: **LiveBarn Live Streaming Service Subscription Agreement**

Summary

Due to the COVID-19 pandemic, staff at Centennial Ice Arena (CIA) are recommending no spectators be present during activities on the ice inside the facility. In order for families to be able to view their child on the ice, staff is recommending entering into an agreement with LiveBarn, a live streaming subscription service designed for ice arenas. This practice is common among many local rinks and has been requested by both the Highland Park High School Giants Hockey Club and the Falcons Hockey Association. This service comes at no cost to Park District and will provide valuable opportunities for families to watch their child perform on the ice at Centennial Ice Arena.

The agreement allows for termination, at any time, with 90 days' notice. The agreement does mandate a five-year exclusivity meaning that upon termination of the agreement staff could not enter into a separate agreement with a like service for a term of five years. Staff is not concerned with this exclusivity as LiveBarn is the market leader in this industry.

Prior to recommending the agreement to the Board, LiveBarn's venue agreement was sent to legal counsel for review. Counsel provided feedback on the terms of the agreement and made suggested revisions which were all accepted by LiveBarn. The revised agreement is attached.

Recommendation

Staff recommends approval by the Park Board of Commissioners to authorize the Executive Director to enter into the agreement with LiveBarn to provide streaming services at CIA.

DATE:

BETWEEN: LIVEBARN INC. (“LiveBarn”)

and

 (“Venue Owner”)

WHEREAS LiveBarn Inc. and Venue Owner wish to enter into this Agreement pursuant to which LiveBarn will install at Venue Owner’s Ice Rink Sheet described in the attached Schedule “A” (each being an “Ice Rink Sheet”) a fully automated sports broadcasting system for the delivery of live and/or on demand video streaming to internet connected devices such as smartphones, computers or tablets (the “Automated Online Broadcast Service”);

NOW, THEREFORE, in consideration for the mutual promises set out below, and for other good and valuable consideration acknowledged by the parties, LiveBarn and Venue Owner agree as follows:

1 AUTOMATED ONLINE BROADCAST SERVICE

1.1 LiveBarn shall, at its own expense, install and maintain all hardware, software and internet bandwidth required for the operation and maintenance of the Automated Online Broadcast Service in regards to each Ice Rink Sheet. The initial installation will occur within six months from the date of this Agreement (such six month date being herein referred to as the "Latest Install Date"); it will be scheduled with the written approval (including email) of Venue Owner, and concurrently with the installation, LiveBarn will specifically explain to Venue Owner representative onsite exactly where any hardware or other components will be installed. Installation will then only proceed with the consent of Venue Owner. The initial installation for each Ice Rink Sheet shall include one (1) computer, one (1) router, one (1) modem, between one (1) and three (3) power converters, and up to two (2) cameras to be placed on the side walls or on the beams or columns extending from the walls. The internet connection and computer shall be located adjacent to the respective Ice Rink Sheet in a secure location with electrical power outlets. The exact selection of camera locations will be made after consideration for optimal broadcast quality and avoidance of any obstruction. Any modification to the installation will only be undertaken with the permission and process with Venue Owner as outlined above. Venue Owner shall assume the cost of electricity for the components installed in connection with

this Agreement.

1.2 In addition LiveBarn shall, at its expense and upon Venue Owner’s request, install one advertising management box adjacent to a TV screen that is provided by the Venue. The LiveBarn advertising management box will continuously display a combination of LiveBarn highlights and a Live feed, as well as additional

information, including Venue Owner’s own unique code described in Subsection 1.5.

1.3 Title to all hardware, software, and wiring shall remain in the name of LiveBarn.

1.4 All content broadcast using the Automated Online Broadcast Service, including the video relating to all sports and recreational activities occurring on each Ice Rink Sheet (collectively, the “Content”), will be made available to LiveBarn’s subscribers on a monthly subscription basis, subject to sections 1.7 and 1.8 below. LiveBarn will determine the pricing for its offerings of the Automated Online Broadcast Service. From time to time LiveBarn may provide a free trial at its discretion, provided LiveBarn shall consult with the Venue Owner regarding the schedule for any free trials.

1.5 Revenue generated from the Automated Online Broadcast Service will be the property of LiveBarn; however, LiveBarn will supply Venue Owner with a unique code to enable it to market and solicit new memberships for LiveBarn, for which LiveBarn will pay Venue Owner thirty percent (30%) of the revenues generated from these memberships over the full lifetime of these memberships - until such membership is discontinued. The above code will enable Venue Owner to solicit LiveBarn memberships by providing potential members with the attraction of a 10% discount. This code will track the memberships generated by Venue Owner on a quarterly basis. The above payments to Venue Owner will only apply to LiveBarn memberships originated with the unique code allocated to Venue Owner. LiveBarn will pay Venue Owner its revenue share within 30 days of the end of each calendar quarter together with a corresponding revenue statement. Venue Owner will provide a staff person to communicate with and receive LiveBarn’s various local marketing initiatives (including social media) as described below.

1.6 LiveBarn shall be the exclusive owner of all rights in and to the Content, and subject to sections 1.7 and 1.8 shall have the exclusive right to broadcast the Content for all purposes and in any manner it determines in its sole discretion, including by providing its broadcast signal to national broadcasters and digital media distributors. Without limiting the foregoing, the Venue Owner acknowledges that online distributions of the Content from each Ice Rink Sheet will be made available to all subscribers of the Automated Online Broadcast Service, subject to sections 1.7 and 1.8 below.

1.7 LiveBarn will provide Venue Owner with an exclusive online administrative password to enable Venue Owner in its discretion to “blackout” any particular dates or time periods from being broadcast on any selected Ice Rink Sheet (the “Blackout Restrictions”).

1.8 LiveBarn will also provide Venue Owner with the ability in its discretion to restrict viewer access to any broadcasts from its Venue to a pre-selected potential audience for privacy purposes.

1.9 During the Term (as defined below), LiveBarn will provide Venue Owner with three (3) complimentary LiveBarn accounts for each Ice Rink Sheet.

1.10 LiveBarn will hold Venue Owner harmless for any injuries to LiveBarn employees and agents in connection with their work.

2 TERM AND TERMINATION

2.1 The term of this Agreement commences on the date hereof and continues until the five year anniversary of the Latest Install Date (the "Term"), and it may renew for successive terms of two (2) years, upon the mutual written consent of each party at least ninety (90) days before the expiration of the then current term.

2.2 Notwithstanding the foregoing, but subject to Subsection 3.1 below, either party shall have the right to terminate this Agreement for any reason upon giving (90) days written notice to the other party.

2.3 Upon termination of this Agreement by expiration of the term or for any other cause, LiveBarn shall, at its own cost and expense, remove all hardware, software and wiring from Venue Owner's location and restore Venue Owner's premises where installation or removal of LiveBarn's hardware or wiring caused damage beyond reasonable wear and tear.

2.4 Venue Owner shall have the right to terminate this Agreement if LiveBarn materially breaches this Agreement and the material breach is not cured to within twenty one (21) days after Venue Owner provides written notice which outlines such breach to LiveBarn.

3 EXCLUSIVITY

3.1 In consideration for the investment of time and expense incurred by LiveBarn to fulfill its obligations under this Agreement, the receipt and sufficiency of which is hereby acknowledged, the Venue Owner hereby declares and agrees that for a period of five (5) years from the commencement date of the Term, and notwithstanding the termination of this Agreement by the Venue Owner, for any reason, LiveBarn shall have the absolute exclusivity to broadcast Content from each of the Ice Rink Sheets using an automated (without individuals operating cameras) online broadcasting system. For greater certainty, the said exclusivity shall apply for the five (5) year period even if the Venue Owner elects to terminate this Agreement pursuant to Subsection 2.2 above prior to the expiration of the Term.

3.2 The Venue Owner hereby declares and acknowledges that the foregoing exclusivity, including the term thereof, is reasonable in the circumstances, and that LiveBarn is relying upon such exclusivity in connection with the provision of the Automated Online Broadcast Service and that LiveBarn would not have entered into this Agreement without such exclusivity. However, the foregoing exclusivity shall not apply should LiveBarn cease

operations or to the extent Venue Owner terminates this agreement in accordance with section 2.4.

3.3 In no event will Venue Owner or LiveBarn, or their respective agents, officers, directors, or employees be liable for indirect, exemplary, punitive, special, or consequential damages in connection with the Agreement under any theory of law or equity (whether in contract, tort, negligence, strict liability, by statute, or otherwise).

4 SUPPLY OF AUTOMATED ONLINE BROADCAST SERVICE

4.1 LiveBarn will use reasonable skill and care to make the Automated Online Broadcast Service available throughout the Term. Notwithstanding the foregoing, LiveBarn shall have no responsibility, liability, or obligation whatsoever to Venue Owner for any interruptions of the Automated Online Broadcast Service.

4.2 The Venue Owner agrees to notify LiveBarn by email to venuesupport@livebarn.com as soon as it becomes aware of any interruption or malfunction with the Automated Online Broadcast Service. Venue Owner will not be responsible for damage or malfunction of any equipment and LiveBarn will repair or replace at its cost any malfunctioning components which is required. Any required service visit by LiveBarn will be scheduled with the written approval (including email) of Venue Owner. LiveBarn will specifically explain the repair, replacement or service work to Venue Owner representative onsite and this work will only proceed with the consent of Venue Owner.

4.3 From time to time there will be on site adjustments requiring assistance from a technically proficient person at the Venue. Venue Owner will be responsible to supply such person when necessary.

5 NOTICE TO PUBLIC

5.1 The Venue Owner agrees to post a notice at the entrance to its venue and inside each Ice Rink Sheet, advising the public that the venue is monitored by video cameras for security, safety and commercial purposes, and participants waive any claim relating to the capture or public transmission of his/her participation while at the venue. Venue Owner will supply and post these notices on or before initial installation and reserves the right to modify the language contained therein from time to time, in its sole discretion, to satisfy its legal obligations.

5.2 In all new agreements with parties for usage of the Venue, Venue Owner will include provisions both disclosing the existence of LiveBarn broadcasting at the Venue and requiring such parties to notify all their users of the Venue of this.



VENUE AGREEMENT

6 MARKETING

6.1 Venue Owner agrees to promote LiveBarn through all available avenues discussed in this section, understanding that it is in Venue's best interest financially to market LiveBarn to their customers and patrons. LiveBarn will also provide, at its expense, a minimum of one (1) 2.5 x 6' color printed standing banner, branded with Venue Owner's unique code described in Subsection 1.5, to be displayed within Venue Owner's lobby in a prominent location. Venue Owner understands that failure to comply and make reasonable promotion and marketing efforts will result in lower revenue share payments to Venue Owner.

6.2 Venue Owner will provide a marketing contact person (s) who will be responsible for interacting with LiveBarn and becoming knowledgeable about the various LiveBarn marketing and promotion initiatives. Upon installation of LiveBarn, Venue Owner will make said contact available for a 30 minute video web session, serving as an orientation into all of the best practices for introducing and promoting LiveBarn. This person will subsequently be responsible for implementing promotion and marketing initiatives to Venue's customers and patrons.

6.3 Venue Owner will place a LiveBarn banner or link on their website with a backlink and embedded demo video where possible.

6.4 Venue Owner will announce the LiveBarn installation as well as embed any demo video on all of their social media networks. Venue Owner will also like and follow LiveBarn on said social media networks as well as share content when tagged, acknowledging that this will only be used when venue is directly involved with any video shared. Venue Owner will do the same with any organizations, associations, clubs, affiliates that it owns that use their facility.

6.5 A failure by Venue Owner to comply with any of the obligations described in this Section 6 shall not give rise to any notice of violation, a default or any penalties or damages under this Agreement. The Venue Owner acknowledges that its commitment to marketing the LiveBarn system may result in greater revenue to the Venue Owner.

7 GENERAL

7.1 Any amendment to this Agreement must be in writing and signed by both parties.

7.2 Although LiveBarn will remain liable for its obligations hereunder, LiveBarn shall be permitted to use agents and subcontracts to perform its installation, maintenance and repair obligations hereunder.

7.3 The waiver of a breach of any provision of this Agreement will not operate or be interpreted as a waiver of any other or subsequent breach. Any waiver must be in writing and specify the section of this Agreement to which the waiver applies.

7.4 If any part of this Agreement is held to be invalid or unenforceable, that part will be severed and the rest of the Agreement will remain in force. Headings herein are for reference only.

7.5 LiveBarn hereby represents that it maintains, and will maintain for the duration of the Term, \$2,000,000 of General Liability Insurance, \$2,000,000 in Media Coverage Insurance and \$2,000,000 in Cyber Insurance, and that upon execution of this Agreement Venue Owner will become an additional insured, with its name and location included in such liability insurance policies.

7.6 All notices required under this Agreement must be given in writing and by email to LiveBarn at venuesupport@livebarn.com, fmiller@livebarn.com, ray@livebarn.com, martin@livebarn.com and to Venue Owner at its address listed herein. Either party may change its address from time to time by providing notice of such change to the other party.

7.7 This Agreement describes the entire understanding and agreement of the parties, and supersedes all oral and written agreements or understandings between them related to its subject matter.

7.8 This Agreement may be executed in one or more counterparts, each of which will be deemed an original, and all of which taken together will be deemed to be one instrument.

7.9 This Agreement is governed by and will be interpreted under the laws of the State of Illinois. Any disputes shall be heard in the courts of the County of Lake, Illinois.

7.10 Venue Owner will not be liable to LiveBarn by reason of inconvenience or annoyance for any damages or lost revenue due to power loss or shortage, mechanical breakdown, structural damage, roof collapse, fire, flood, renovations, improvements, alterations, or closure of the facility by it or any regulatory agency.

7.11 LiveBarn consents to Venue Owner promoting in its marketing materials that LiveBarn supplies it with the LiveBarn installed product.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date and at the place first above mentioned.

LIVEBARN INC.

Per: _____

VENUE OWNER

Per: _____

Print Name: _____



VENUE AGREEMENT

PLEASE FILL OUT SCHEDULE A

Venue Name and Address:

**Primary Contact - Venue General
Manager or Decision Maker:**

Name:

Work Number:

Cell Phone:

Email Address:

Name of Each Rink:

(i.e. Rink #1 or Main Rink)

Secondary Contact or On-Site Manager:

Name:

Work Number:

Cell Phone:

Email Address:

Venue Marketing Contact:

Name:

Work Number:

Cell Phone:

Email Address:

Venue Technical Contact:

Name:

Work Number:

Cell Phone:

Email Address:

Revenue Share Payment Information:

Payee Name (name of entity depositing
check):

Attention (name of individual receiving check
and statement):

Street Address:

City:

State/Province:

Zip/Postal Code:

Additional Special Instructions:



Memorandum

To: Board of Park Commissioners

From: Brian Romes, Executive Director

Date: July 28, 2020

Subject: **Resolution 2020-11 A resolution Ratifying and Adopting Emergency Regulations at Millard Beach**

Background

The Park District of Highland Park has taken several steps to proactively protect community health and safety across our lakefront properties by establishing guidelines consistent with the State of Illinois Emergency Orders and Department of Commerce and Economic Opportunity. Still, many lakefront visitors have failed to adhere to state, city and park district ordinances, policies and state orders including adherence to capacity limitations, social distancing, swimming, wearing face coverings, following beach closing curfew, trespassing onto private property, creating open fires and illegal parking at Millard Beach. On Wednesday, July 15, 2020, the Park Board President and Executive Director issued an Emergency Order, pursuant to the Resolution 2020-06, Granting Emergency Powers to the Board President and Executive Director During the Governor's Declaration of Emergency, directing that Millard beach shall be available only for use by residents of the Park District of Highland Park. Additional measures have also put into place such as closing the gate to access the parking area, which is very limited, and staffing the facility every day to monitor beach activity and enforce guidelines.

Emergency Order 2020-01 states:

In recognition of (a) Millard Beach's small area, (b) the social distancing requirements and capacity limitations prescribed in the Outdoor Recreation guidelines promulgated by the Illinois Department of Commerce and Economic Opportunity, under the authority of the Governor of the State of Illinois, and (c) the availability of alternative Park District beaches for non-resident use, Millard Beach shall be available only for use by residents of the Park District of Highland Park. Non-residents of the Park District of Highland Park shall be prohibited from using Millard Beach unless they are personally accompanied by a resident of the Park District who remains with them during the use of the beach. Signs shall be posted at Millard Beach to inform the public of this emergency order.

Nonresidents can still access Rosewood Beach by purchasing a seasonal pass, and Park Avenue for no charge. Approval of the attached Resolution 2020-11, will ratify the formal adoption of this Emergency Order.

Recommendation

Staff recommends approval from the Park Board of Commissioners to adopt Resolution 2020-11 A Resolution Ratifying and Adopting Emergency Regulations and Millard Beach. By approving this resolution, the Park Board of Commissioners formally adopt the temporary Emergency Order 2020-1 for Millard Beach.

**PARK DISTRICT OF HIGHLAND PARK
LAKE COUNTY, ILLINOIS**

RESOLUTION No. 2020-11

**A RESOLUTION RATIFYING AND ADOPTING EMERGENCY REGULATIONS AT
MILLARD BEACH**

WHEREAS, the Park District of Highland Park is an Illinois unit of local government operating under the Constitution and laws of the State of Illinois; and

WHEREAS, on March 31, 2020, the Board of Park Commissioners adopted Resolution 2020-06, A Resolution Granting Emergency Powers to the Board President and Executive Director During the Governor’s Declaration of Emergency (the “**Emergency Powers Resolution**”); and

WHEREAS, in response to the continuing and evolving impacts from the Covid-19 pandemic on the State’s social, economic and health care resources, on April 30, 2020, the Governor issued a new Gubernatorial Disaster Proclamation effective through May 29, 2020; and

WHEREAS, in response to the continuing and evolving impacts from the Covid-19 pandemic on the State’s social, economic and health care resources, on May 29, 2020, the Governor issued a new statewide Disaster Declaration effective through June 28, 2020; and

WHEREAS, in response to the continuing and evolving impacts from the Covid-19 pandemic on the State’s social, economic and health care resources, on June 26, 2020, the Governor issued a new statewide Disaster Declaration, which shall be effective for 30 days, and corresponding Executive Orders to implement Phase IV of the Restore Illinois Plan; and

WHEREAS, on July 15, 2020, the Board President and Executive Director exercised the authority delegated in the Emergency Powers Resolution and issued Emergency Order 2020-1, a copy of which is attached hereto as **Exhibit A**, for the purpose of issuing emergency regulations

affecting the use of Park District property and facilities reasonably related to the protection of life and property as affected by the state of emergency; and

WHEREAS, it is the intent of the Board of Park Commissioners to ratify and adopt the emergency regulations described in Emergency Order 2020-1 and enforce the same as though they had originally been adopted by the Board.

NOW, THEREFORE, BE IT RESOLVED by the Board of Park Commissioners of the Park District of Highland Park, as follows:

Section 1. Recitals; Findings.

A. The Board of Park Commissioners incorporate the foregoing recitals as through fully restated herein and adopt them as an expression of the legislative intent for this Resolution.

B. Legislative Findings.

(1) The United States Center for Disease Control and Prevention (CDC), the United States Department of Health and Human Services (HHS), and the World Health Organization (WHO) have each determined that the SARS-CoV-2 virus causes the COVID-19 respiratory disease. The SARS-CoV-2 virus is a new strain of coronavirus not been previously identified in humans and is easily spread from person to person. The COVID-19 disease can result in serious illness and death.

(2) Thousands of confirmed cases of COVID-19 have been identified in the State of Illinois to date, and many of the cases in Illinois are in the greater Chicagoland area. On January 31, 2020, the Secretary of HHS declared a public health emergency for the entire United States of America concerning COVID-19. On March 9, 2020, Governor Pritzker issued a disaster proclamation concerning the spread of COVID-19 in Illinois. On March 11, 2020, WHO declared that the spread of COVID-19 is a global pandemic. On March 13, 2020, President Trump declared a national emergency concerning the COVID-19 pandemic.

(3) The Illinois Department of Public Health has now confirmed localized community person-to-person transmission of COVID-19 in Illinois, significantly increasing the risk of exposure and infection to Illinois' general public and creating an extreme public health risk in the Village and throughout the State. As has been experienced in other locales in the United States and around the world, the SARS-CoV-2 virus has the potential to infect large numbers of people in a short amount of time, placing extreme burdens on the health care system and the economy.

(4) In order to prevent the spread of COVID-19 in the community, the State of Illinois has adopted social distancing requirements and capacity limitations on outdoor recreation facilities and the Board desires to ratify and adopt these regulations for the purpose of implementing such guidelines at Millard Beach.

Section 2. Emergency Regulations. The Board hereby amends the Use of Parks Ordinance by adopting the temporary emergency regulations described below:

I. Millard Beach.

A. In recognition of (a) Millard Beach's small area, (b) the social distancing requirements and capacity limitations prescribed in the Outdoor Recreation guidelines promulgated by the Illinois Department of Commerce and Economic Opportunity, under the authority of the Governor of the State of Illinois, and (c) the availability of alternative Park District beaches for non-resident use, Millard Beach shall be available only for use by residents of the Park District of Highland Park.

B. Non-residents of the Park District of Highland Park shall be prohibited from using Millard Beach unless they are personally accompanied by a resident of the Park District who remains with them during the use of the beach.

C. Signs shall be posted at Millard Beach to inform the public of this emergency order.

Section 3. Severability. It is the Board’s intent for the emergency regulations adopted hereby to be enforced to the fullest extent permitted by law, notwithstanding whether any individual provision or application of these regulations is found invalid or unenforceable. In such event, that provision or application shall be excised from the regulations and the remainder shall remain in full force and effect.

Section 4. Conflicts. Any provision of the Use of Parks Ordinance in conflict herewith shall be suspended for the term of this Resolution.

Section 5. Effective Date; Term. This Resolution shall become effective immediately upon passage and approval in the manner provided by law. The Resolution and the regulations adopted hereby shall sunset and expire automatically upon the earlier of (a) the seasonal closure of Millard Beach, (b) the expiration and non-renewal of the Gubernatorial Disaster Proclamation, or (c) the State of Illinois designating the City of Highland Park to be in Phase 5 of the Restore Illinois Plan.

SO RESOLVED this _____th Day of July, 2020.

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED:

Board President

ATTEST:

Board Secretary

EXHIBIT A
EMERGENCY ORDER 2020-1

[SEE ATTACHED]

**PARK DISTRICT OF HIGHLAND PARK
EMERGENCY ORDER 2020-1**

Under the authority delegated by the Board of Park Commissioners by Resolution 2020-06, A Resolution Granting Emergency Powers to the Board President and Executive Director During the Governor's Declaration of Emergency, we, Barnett Ruttenberg, Board President, and Brian Romes, Executive Director, issue the following emergency regulation affecting the use of Park District property and facilities reasonably related to the protection of life and property as affected by the state of emergency:

I. Millard Beach.

A. In recognition of (a) Millard Beach's small area, (b) the social distancing requirements and capacity limitations prescribed in the Outdoor Recreation guidelines promulgated by the Illinois Department of Commerce and Economic Opportunity, under the authority of the Governor of the State of Illinois, and (c) the availability of alternative Park District beaches for non-resident use, Millard Beach shall be available only for use by residents of the Park District of Highland Park.

B. Non-residents of the Park District of Highland Park shall be prohibited from using Millard Beach unless they are personally accompanied by a resident of the Park District who remains with them during the use of the beach.

C. Signs shall be posted at Millard Beach to inform the public of this emergency order.

This Emergency Order will be effective as of this 15th day of July, 2020, at 12:01 a.m., and shall expire automatically upon the earlier of (a) the seasonal closure of Millard Beach, (b) the expiration and non-renewal of the Gubernatorial Disaster Proclamation, or (c) the State of Illinois designating the City of Highland Park to be in Phase 5 of the Restore Illinois Plan.

The Executive Order will be filed with the Board Secretary as soon as practicable.

DocuSigned by:



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Barnett Ruttenberg, Board President
Board of Park Commissioners
Park District of Highland Park

DocuSigned by:



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Brian Romes, Executive Director
Park District of Highland Park



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 28, 2020

Subject: **Sunset Woods Playground Renovation Design and Park Master Plan Services**

Summary

The Park District's Master Plan, GreenPrint 2024, identifies the development of a Sunset Woods Park Master Plan and replacement 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.

Hitchcock Design Group has included Sunset Woods Park Master Planning as an optional service in the attached proposal. The intent of the plan would be to consider the existing and possible future amenities and develop recommendations that provide a recreational experience that meets the current needs of the community. The plan would also evaluate and provide recommendations for improved access and connectivity. Conducting this work alongside the Playground Renovation Design Service would provide a

cost savings as Master Planning would follow the Playground Renovation Design schedule concurrently and the planned meetings would be utilized for both projects.

Recommendation

Staff recommends 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 \$51,800 with Hitchcock Design Group for Playground Renovation Design and Park Master Plan Services.



July 21, 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 and Park Master Plan Services

Dear Amalia,

We appreciate this opportunity to submit a proposal for your Sunset Woods Playground Renovation project and provide optional services to expand the project for a full Park Master Plan! 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 *better experience, resources, and the 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 nine-person 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 specific to the playground area.

Please see the Scope of Services for our step-by-step approach for both the Playground Renovation Preliminary Design and the Optional Park Master Plan services. Thanks, again, for considering the Hitchcock Design Group team for the Sunset Woods Playground Renovation project.

Sincerely,

Hitchcock Design Group

Steve Konters
Senior Principal



July 21, 2020
Park District of Highland Park

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)** 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
6. Prepare **Base Maps** at Appropriate Scales using the inventoried data and the topographic survey.
7. **[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



July 21, 2020
Park District of Highland Park

- 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
8. Prepare a written **Project Program** that includes:
 - a. Project design program and preferences
 - b. Jurisdictional factors
 - c. Budget information
 - d. Project Schedule
 9. **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.



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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.



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Scope of Services 2020 Sunset Woods Park Master Plan

Based on our discussion with Park District staff, we offer the following scope of services outline as an optional service to add to the Sunset Woods Playground Renovation planning project. If the Park District chooses to include the Park Master Plan services, the below scope of services will follow the Playground Renovation Preliminary Design schedule concurrently with the meetings/milestones outlined for that project. Available aerial photography will be used as the base map during preliminary design for the Park Master Plan with site surveying remaining limited to the playground renovation boundary.

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
 - a. Combined with Playground Renovation Preliminary Design meeting.
2. Directly following the kick-off meeting, **expand our site walk through** with the team and photograph documentation of existing conditions to include the full park limits and not just the Playground Renovation project boundary.
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 **expanded project area** in coordination with the data being collected and reviewed for the Playground Renovation project.
5. Prepare **Base Maps** for the Park Master Plan limits using available aerial photography at Appropriate Scales in combination with the site survey being conducted for the Playground Renovation project.
6. **[Meeting #2: Community]** **Expand the agenda, content, and summary** of the Playground Renovation Project **Community Input Meeting** (or online forum) to include the Park Master Plan limits and objectives.
7. **Review the Program and Analysis** information by forwarding the written Project Program and discussing with owner representative via phone conference.
 - a. Combined with Playground Renovation Preliminary Design 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. In coordination with the Playground Renovation design, prepare two (2) **Schematic Design Alternatives** for the Park Master Plan illustrating site geometry and the scale, type and organization of the project elements including:
 - a. Evaluation of amenities within each park zone
 - b. Improved vehicular and pedestrian access and connections
 - c. Parking improvements



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- d. Potential re-purposing of clay courts, north ballfield, and skate park
 - e. Potential new amenities including paddle tennis, pickleball, splash pad, fitness equipment, and basketball court expansion
 - f. Potential re-use of the existing park building (*Architectural analysis not included*)
 - g. Improvements for summer camp operations and special events
 - h. Site furnishings and other support amenities as defined during the Program Phase
 - i. Landscape improvements
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 park improvements
 3. Prepare a preliminary **Construction Cost Opinion** using recognized systems and unit costs in the Construction Specification Institute format.
 4. **[Meetings #3: Staff]** Review the Schematic Design Documents with you to obtain your input and direction for presentation to the Board of Commissioners.
 - a. Combined with Playground Renovation Preliminary Design meeting
 5. Prepare **Revised Schematic Designs and Color Renderings** and provide digital PDF copies to you for approval.
 6. **[Meeting #4: Board]** Present the Schematic Design Options to elected officials for input and approval to proceed with Community Engagement.
 - a. Combined with Playground Renovation Preliminary Design meeting
 7. **[Meeting #5: Public]** In a facility designated by you, present the Schematic Design Options to the Community from attendees that are invited by you.
 - a. Combined with Playground Renovation Preliminary Design meeting (or online forum).
 8. Review Board and Community input with you via video conference, and based on your direction, prepare a **Final Preferred Schematic Design**, and provide digital PDF copies to you for approval.
 9. **[Meeting #6: Board]** Present the Preferred Schematic Design to elected officials for final input and approval to proceed with Community Engagement.
 - a. Combined with Playground Renovation Preliminary Design meeting
 10. **[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. Combined with Playground Renovation Preliminary Design meeting (or online forum).

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



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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.

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.

Playground Renovations 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

Playground Renovations Other Services:

1. Tree Inventory and Site Survey (playground area only)	\$7,500
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Park Master Plan Optional Services:

1. Preliminary Design Services	\$14,200
Program and Analysis, and Schematic Design Phases <i>Concurrent with Playground Renovations Scope of Services</i>	



To: Board of Park Commissioners

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

Date: July 28, 2020

Subject: Bills and Payroll Disbursements authorized by Finance Committee Member(s). Checks written June 18, 2020 through July 23, 2020 to be presented to the Board for approval on July 28, 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
July 23, 2020	\$ 585,795.12
Void Payments	\$ (20,828.00)
Bank Drafts	\$ 57,624.53
P-Card	\$ 58,026.18
TOTAL	\$ 1,214,140.99

PAYROLL DISBURSEMENTS

June 5, 2020	\$ 210,621.64
June 19, 2020	\$ 244,187.14
TOTAL	\$ 454,808.78

GRAND TOTAL \$ **1,668,949.77**

To the Treasurer:

The payment of the above listed accounts is hereby approved by the below named Finance Committee member as of 07-28-20 and you are hereby authorized to release the checks from the appropriate funds.

Finance Committee Member

ATTEST: _____
Secretary



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
<u>2027</u>	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



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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	
Bank Code: AP-AP BANK						
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
062620	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



Park District of Highland Park, IL

Check Register

Packet: APPKT02417 - 20200709 1

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	
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 COMPAI	07/09/2020	Regular	0.00	352.41	185093
<u>0203254004 061</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 Payable #	Vendor DBA Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
14938 <u>1143687</u>	DAVE HARACZ Invoice	07/09/2020 06/19/2020	Regular Refund 3 @ \$499.00 ea	0.00 0.00	1,497.00 1,497.00	185097
14939 <u>1143662</u> <u>1143662-1</u>	DEERFIELD YOUTH BASEBALL ASSOC Invoice Invoice	07/09/2020 06/19/2020 06/19/2020	Regular Refund 2 @ \$550 ea Refund 2 @ \$499.00 ea	0.00 0.00 0.00	2,098.00 1,100.00 998.00	185098
18726 <u>1144607</u>	DIANA ROGERS Invoice	07/09/2020 06/22/2020	Regular Refund	0.00 0.00	88.65 88.65	185099
18718 <u>1143709</u>	DUGOUT NORTHBROOK LLC Invoice	07/09/2020 06/19/2020	Regular Refund	0.00 0.00	550.00 550.00	185100
10762 <u>5955344 SO</u>	DUNLOP SPORTS GROUP AMERICAS Invoice	07/09/2020 06/04/2020	Regular Tennis balls	0.00 0.00	1,015.20 1,015.20	185101
17122 <u>331665720061</u>	DYNEGY ENERGY SERVICES Invoice	07/09/2020 06/26/2020	Regular May-June 2020	0.00 0.00	15,859.65 15,859.65	185102
18716 <u>1144825</u>	ELIZABETH EBRIGHT Invoice	07/09/2020 06/23/2020	Regular Refund	0.00 0.00	2,150.00 2,150.00	185103
18733 <u>1144583</u>	ELIZABETH MILLAN BRUSSIAN Invoice	07/09/2020 06/22/2020	Regular Refund	0.00 0.00	1,176.00 1,176.00	185104
18170 <u>1144567</u>	ERIC SCHREIBER Invoice	07/09/2020 06/22/2020	Regular Refund	0.00 0.00	865.75 865.75	185105
18715 <u>1144820</u>	ERIK PEDERSEN Invoice	07/09/2020 06/23/2020	Regular Refund	0.00 0.00	1,387.00 1,387.00	185106
18730 <u>1144556</u> <u>1144556-1</u>	ERIKA LARSON Invoice Invoice	07/09/2020 06/22/2020 06/22/2020	Regular Refund 2 @ \$195.00 ea Refund	0.00 0.00 0.00	659.50 390.00 269.50	185107
18719 <u>1143694</u>	GURNEE YOUTH BASEBALL Invoice	07/09/2020 06/19/2020	Regular Refund 2 @ \$499.00 ea	0.00 0.00	998.00 998.00	185108
11062 <u>00549614</u> <u>00550986</u>	HALOGEN SUPPLY COMPANY, INC. Invoice Invoice	07/09/2020 05/26/2020 06/15/2020	Regular Hidden Creek - 2 Turbine Pumps Hidden Creek - Pool Filter System	0.00 0.00 0.00	193,847.00 56,100.00 137,747.00	185109
15888 <u>379392-H</u>	HEARTLAND BUSINESS SYSTEMS LLC Invoice	07/09/2020 06/03/2020	Regular 1yr Warranty and support renewal	0.00 0.00	9,577.15 9,577.15	185110
11106 <u>1390</u>	HIGHLAND PARK FIELD HOUSE Invoice	07/09/2020 05/20/2020	Regular Jan/Feb/Mar 2020 Field Rental	0.00 0.00	11,440.00 11,440.00	185111
13401 <u>1145792</u>	HIGHLAND PARK MONTESSORI SCH Invoice	07/09/2020 06/26/2020	Regular Refund	0.00 0.00	340.00 340.00	185112
17003 <u>1140577-1</u>	HOLLEB GROUP Invoice	07/09/2020 06/08/2020	Regular Refund 5 @ \$200.00 ea.	0.00 0.00	1,000.00 1,000.00	185113
11184 <u>000TQM 0022NV</u>	ILLINOIS DEPT OF AGRICULTURE Invoice	07/09/2020 07/06/2020	Regular 2020 Pest Control Lic App - H. Pierson	0.00 0.00	60.00 60.00	185114
15152 <u>UPD601 0702202</u>	ILLINOIS STATE TREASURER'S OFFICE Invoice	07/09/2020 07/02/2020	Regular Unclaimed property 07/01/16-06/30/17	0.00 0.00	745.61 745.61	185115
17952 <u>1144476</u> <u>1144476-1</u>	IVY SUKENIK Invoice Invoice	07/09/2020 06/22/2020 06/22/2020	Regular Refund Refund	0.00 0.00 0.00	284.40 154.20 130.20	185116
18046 <u>1144388</u>	JANE ATLAS Invoice	07/09/2020 06/22/2020	Regular Refund	0.00 0.00	51.43 16.81	185117

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	MNJ 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	MUTUALACE 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 5/9/2	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	

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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	

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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

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By Check Number

Vendor Number Payable #	Vendor DBA Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP-AP BANK						
15147 <u>248045</u>	ABC PRINTING COMPANY Invoice	07/23/2020 07/06/2020	Regular 25 Playground Sanitized yard signs	0.00 0.00	375.00 375.00	185152
10034 <u>1.071520</u>	ABSOLUTE HOME IMPROVEMENTS Invoice	07/23/2020 07/15/2020	Regular Moraine Park Concrete Pad	0.00 0.00	1,250.00 1,250.00	185153
17997 <u>29305-IN</u>	AD-WEAR & SPECIALTY OF TEXAS IN Invoice	07/23/2020 05/22/2020	Regular Summer adult & youth apparel	0.00 0.00	5,049.32 5,049.32	185154
18745 <u>1149543</u>	ALEXANDRA FREUNDLICH Invoice	07/23/2020 07/09/2020	Regular Refund	0.00 0.00	46.26 46.26	185155
15215 <u>1149569</u>	ALEXANDRA WENDT Invoice	07/23/2020 07/09/2020	Regular Refund	0.00 0.00	47.20 47.20	185156
18750 <u>1151720</u>	ALICIA KELLY Invoice	07/23/2020 07/16/2020	Regular Refund	0.00 0.00	47.00 47.00	185157
10111 <u>1854944008 070</u>	AMALGAMATED BANK OF CHICAGO Invoice	07/23/2020 07/01/2020	Regular Annual Administrative Fee	0.00 0.00	475.00 475.00	185158
10149 <u>76992</u>	ANCEL, GLINK, DIAMOND, BUSH, Invoice	07/23/2020 07/13/2020	Regular Professional fees thru June 30, 2020	0.00 0.00	4,715.00 4,715.00	185159
16904 <u>002337</u>	APPLIED ECOLOGICAL SERVICES INC Invoice	07/23/2020 06/30/2020	Regular Cleaning of target species & herbicide tre	0.00 0.00	1,717.25 1,717.25	185160
18752 <u>1151843</u>	AUDREY WEINBERG Invoice	07/23/2020 07/16/2020	Regular Refund	0.00 0.00	383.12 383.12	185161
18759 <u>84028</u> <u>84053</u>	BALANCED ENVIRONMENTS, INC Invoice Credit Memo	07/23/2020 06/30/2020 06/30/2020	Regular June contracted mowing Credit - June contracted mowing	0.00 0.00 0.00	5,282.82 7,924.23 -2,641.41	185162
16600 <u>1151866</u>	BETH AVRAHAM Invoice	07/23/2020 07/16/2020	Regular Refund	0.00 0.00	134.37 134.37	185163
18747 <u>1149556</u>	BYRON LANUZA Invoice	07/23/2020 07/09/2020	Regular Refund	0.00 0.00	7.44 7.44	185164
10378 <u>1210674 071520</u>	CALL ONE Invoice	07/23/2020 07/15/2020	Regular 07/15/20-08/14/20	0.00 0.00	67.51 67.51	185165
18746 <u>1149553</u>	CHARLES HEBERT Invoice	07/23/2020 07/09/2020	Regular Refund	0.00 0.00	30.10 30.10	185166
10502 <u>000573 070120</u> <u>000592 070120</u> <u>000795 070120</u> <u>000810 070120</u> <u>001725 070120</u> <u>002480 070120</u> <u>003875 050120</u> <u>004546 050120</u> <u>005210 070120</u> <u>005211 070120</u> <u>005221 070120</u>	CITY OF HIGHLAND PARK Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	07/23/2020 07/01/2020 07/01/2020 07/01/2020 07/01/2020 07/01/2020 05/01/2020 05/01/2020 07/01/2020 07/01/2020 07/01/2020	Regular Water/Sewer 04/01/20-06/30/20 1801 S Water/Sewer 04/01/20-06/30/20 1801 S Water/Sewer 04/01/20-06/30/20 1801 S Water/Sewer 04/01/20-06/30/20 2627 St Water/Sewer 04/01/20-06/30/20 0 Ravin Water/Sewer 04/01/20-06/30/20 45 Rog Water/Sewer 02/01/20-04/30/20 0 Burto Water/Sewer 02/01/20-04/30/20 750 Lin Water/Sewer 04/01/20-06/30/20 125 Ce Water/Sewer 04/01/20-06/30/20 125 Ce Water/Sewer 04/01/20-06/30/20 1377 D	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	15,151.54 328.30 176.76 176.76 32.04 62.69 318.19 12.75 135.96 334.88 651.67 302.24	185167

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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	
005222 070120	Invoice	07/01/2020	Water/Sewer 04/01/20-06/30/20 1377 D	0.00	291.15	
005246 070120	Invoice	07/01/2020	Water/Sewer 04/01/20-06/30/20 1390 S	0.00	471.65	
005735 050120	Invoice	05/01/2020	Water/Sewer 02/01/20-04/30/20 0 Cavell	0.00	34.50	
006468 060120	Invoice	06/01/2020	Water/Sewer 03/01/20-05/31/20 0 Clove	0.00	63.10	
006536 050120	Invoice	05/01/2020	Water/Sewer 02/01/20-04/30/20 1800 S	0.00	26.34	
007039 060120	Invoice	06/01/2020	Water/Sewer 03/01/20-05/31/20 3420 Kr	0.00	62.77	
007271 060120	Invoice	06/01/2020	Water/Sewer 03/01/20-05/31/20 0 Kent	0.00	25.50	
007491 070120	Invoice	07/01/2020	Water/Sewer 04/01/20-06/30/20 3100 Tr	0.00	366.31	
008032 060120	Invoice	06/01/2020	Water/Sewer 03/01/20-05/31/20 636 Rid	0.00	1,642.48	
008037 060120	Invoice	06/01/2020	Water/Sewer 03/01/20-05/31/20 636 Rid	0.00	657.74	
008912 060120	Invoice	06/01/2020	Water/Sewer 03/01/20-05/31/20 150 Bar	0.00	144.26	
009261 060120	Invoice	06/01/2020	Water/Sewer 03/01/20-05/31/20 2821 Ri	0.00	620.21	
009806 070120	Invoice	07/01/2020	Water/Sewer 04/01/20-06/30/20 1390 S	0.00	508.61	
015005 070120	Invoice	07/01/2020	Water/Sewer 04/01/20-06/30/20 486 Ro	0.00	25.50	
015813 070120	Invoice	07/01/2020	Water/Sewer 04/01/20-06/30/20 405 Pro	0.00	34.50	
016770 070120	Invoice	07/01/2020	Water/Sewer 04/01/20-06/30/20 1220 Fr	0.00	848.77	
016772 070120	Invoice	07/01/2020	Water/Sewer 04/01/20-6/30/20 2205 Sko	0.00	755.96	
016883 070120	Invoice	07/01/2020	Water/Sewer 04/01/20-06/30/20 19 St Jo	0.00	27.25	
018000 070120	Invoice	07/01/2020	Water/Sewer 04/01/20-06/30/20 1055 St	0.00	34.50	
018647 070120	Invoice	07/01/2020	Water/Sewer 04/01/20-06/30/20 3100 Tr	0.00	586.55	
018829 070120	Invoice	07/01/2020	Water/Sewer 04/01/20-06/30/20 2501 S	0.00	299.82	
019308 070120	Invoice	07/01/2020	Water/Sewer 04/01/20-06/30/20 1377 D	0.00	291.15	
021030 070120	Invoice	07/01/2020	Water/Sewer 04/01/20-06/30/20 2900 Tr	0.00	92.88	
022091 070120	Invoice	07/01/2020	Water/Sewer 04/01/20-06/30/20 1301 HI	0.00	34.50	
025539 070120	Invoice	07/01/2020	Water/Sewer 04/01/20-06/30/20 1377 D	0.00	298.54	
026141 070120	Invoice	07/01/2020	Water/Sewer 04/01/20-06/30/20 1390 S	0.00	4.79	
026407 070120	Invoice	07/01/2020	Water/Sewer 04/01/20-06/30/20 1207 P	0.00	293.29	
026451 070120	Invoice	07/01/2020	Water/Sewer 04/01/20-06/30/20 335 Ro	0.00	25.50	
026489 050120	Invoice	05/01/2020	Water/Sewer 02/01/20-04/30/20 2255 Ri	0.00	25.50	
026496 050120	Invoice	05/01/2020	Water/Sewer 02/01/20-04/30/20 1160 C	0.00	149.84	
026500 050120	Invoice	05/01/2020	Water/Sewer 02/01/20-04/30/20 1435 Ar	0.00	25.50	
026564 060120	Invoice	06/01/2020	Water/Sewer 03/01/20-05/31/20 2755 Tr	0.00	25.50	
026583 060120	Invoice	06/01/2020	Water/Sewer 03/01/20-05/31/20 1556 G	0.00	25.50	
026585 060120	Invoice	06/01/2020	Water/Sewer 03/01/20-05/31/20 1240 Fr	0.00	1,825.88	
026603 060120	Invoice	06/01/2020	Water/Sewer 03/01/20-05/31/20 850 Cla	0.00	25.50	
029312 070120	Invoice	07/01/2020	Water/Sewer 04/01/20-06/30/20 885 Sh	0.00	197.59	
032271 070120	Invoice	07/01/2020	Water/Sewer 04/01/20-06/30/20 1201 P	0.00	887.01	
032272 070120	Invoice	07/01/2020	Water/Sewer 04/01/20-06/30/20 1201 P	0.00	863.36	
	Void	07/23/2020	Regular	0.00	0.00	185168
	Void	07/23/2020	Regular	0.00	0.00	185169
	Void	07/23/2020	Regular	0.00	0.00	185170
10502	CITY OF HIGHLAND PARK	07/23/2020	Regular	0.00	8.50	185171
024593 070120	Invoice	07/01/2020	Water/Sewer 06/01/20-06/30/20 1755 St	0.00	8.50	
10502	CITY OF HIGHLAND PARK	07/23/2020	Regular	0.00	5.14	185172
063020	Invoice	06/30/2020	Jan/Feb/Mar/Apr/May/June 2020 Food &	0.00	5.14	
16142	CONSTELLATION NEWENERGY INC	07/23/2020	Regular	0.00	6,122.09	185173
17756703001	Invoice	06/29/2020	1201 Park Ave W 05/22/20-06/25/20	0.00	6,122.09	
18562	DAVIS BANCORP INC	07/23/2020	Regular	0.00	1,288.00	185174
89708	Invoice	06/30/2020	June 2020	0.00	1,288.00	
10762	DUNLOP SPORTS GROUP AMERICAS	07/23/2020	Regular	0.00	633.60	185175
6011088 50	Invoice	07/02/2020	Cart balls	0.00	633.60	
17719	CONSTELLATION NEWENERGY - GAS	07/23/2020	Regular	0.00	2,145.12	185176
2946197	Invoice	07/14/2020	June 2020	0.00	478.27	
2951860	Invoice	07/20/2020	06/01/20-06/30/20	0.00	1,666.85	
10868	FAULKS BROS. CONSTRUCTION, INC	07/23/2020	Regular	0.00	1,055.04	185177

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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>334813</u>	Invoice	05/27/2020	Sand topdressing	0.00	1,055.04	
18757	HELEN LEITH	07/23/2020	Regular	0.00	17.02	185178
<u>1151928</u>	Invoice	07/16/2020	Refund	0.00	17.02	
18368	I.B. STOREY US INC	07/23/2020	Regular	0.00	37,800.00	185179
<u>2020-07</u>	Invoice	07/22/2020	Rink engineering compressor replacemen	0.00	37,800.00	
15152	ILLINOIS STATE TREASURER'S OFFICE	07/23/2020	Regular	0.00	1,855.00	185180
<u>UPD601 070120</u>	Invoice	07/01/2020	Unclaimed payroll checks 07/01/18-06/3	0.00	1,855.00	
17879	JANICE WRIGHT	07/23/2020	Regular	0.00	29.79	185181
<u>1152062</u>	Invoice	07/17/2020	Refund	0.00	29.79	
18748	JOHANNA WELSH	07/23/2020	Regular	0.00	22.11	185182
<u>1149566</u>	Invoice	07/09/2020	Refund	0.00	22.11	
18749	LISA ZAROV	07/23/2020	Regular	0.00	18.75	185183
<u>1149571</u>	Invoice	07/09/2020	Refund	0.00	18.75	
16709	MG MECHANICAL SERVICE	07/23/2020	Regular	0.00	106,100.00	185184
<u>29623</u>	Invoice	07/14/2020	Condenser	0.00	1,200.00	
<u>60331-2</u>	Invoice	07/16/2020	DCRC HVAC Replacement	0.00	104,900.00	
18754	NANCY FALCON	07/23/2020	Regular	0.00	14.70	185185
<u>1151880</u>	Invoice	07/16/2020	Refund	0.00	14.70	
18753	NATASHA ALEX	07/23/2020	Regular	0.00	106.40	185186
<u>1151858</u>	Invoice	07/16/2020	Refund	0.00	106.40	
16753	NICHOLAS ALATZAKIS	07/23/2020	Regular	0.00	17.24	185187
<u>1151851</u>	Invoice	07/16/2020	Refund	0.00	17.24	
18756	NICKOLETTE KARABUSH	07/23/2020	Regular	0.00	55.14	185188
<u>1151885</u>	Invoice	07/16/2020	Refund	0.00	55.14	
13604	NORTH SHORE GAS	07/23/2020	Regular	0.00	61.43	185189
<u>0608197647-000</u>	Invoice	07/02/2020	Sunset Rd N of Bldg 06/02/20-07/01/20	0.00	61.43	
18492	NORTH SHORE RADIO CLUB	07/23/2020	Regular	0.00	240.00	185190
<u>1149510</u>	Invoice	07/09/2020	Refund 2 @ \$120.00	0.00	240.00	
11998	PARK DISTRICT RISK MGMT AGCY	07/23/2020	Regular	0.00	4,327.14	185191
<u>080120</u>	Invoice	07/22/2020	Health Invoice	0.00	4,327.14	
17425	PNC EQUIPMENT FINANCE	07/23/2020	Regular	0.00	1,309.70	185192
<u>858345</u>	Invoice	06/30/2020	Lease August Utility Carts	0.00	1,309.70	
17425	PNC EQUIPMENT FINANCE	07/23/2020	Regular	0.00	10,561.00	185193
<u>858346</u>	Invoice	06/30/2020	Lease July Golf Carts	0.00	10,561.00	
16239	RICOH USA, INC.	07/23/2020	Regular	0.00	3,337.90	185194
<u>103872525</u>	Invoice	07/06/2020	Ricoh Lease 07/25/20-08/24/20	0.00	3,337.90	
13863	ROBIN ALTSCHUL	07/23/2020	Regular	0.00	63.98	185195
<u>1149541</u>	Invoice	07/09/2020	Refund	0.00	63.98	
15334	ROCHELLE ROSENBLUM	07/23/2020	Regular	0.00	97.53	185196
<u>1151931</u>	Invoice	07/16/2020	Refund	0.00	97.53	
12264	ROTARY CLUB OF HIGHLAND PARK	07/23/2020	Regular	0.00	201.00	185197
<u>8456</u>	Invoice	07/01/2020	Qtrly dues	0.00	201.00	
16459	SANTO SPORT STORE	07/23/2020	Regular	0.00	1,212.05	185198
<u>704737</u>	Invoice	07/08/2020	2 Youth jerseys	0.00	64.00	
<u>704779</u>	Invoice	07/13/2020	14 Large all-purpose bags	0.00	294.00	
<u>704787</u>	Invoice	07/13/2020	3 Catchers gloves	0.00	132.00	

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	
<u>704993</u>	Invoice	07/06/2020	Youth & adult jerseys,caps,socks,belts,pa	0.00	722.05	
18744	SARAH CALLOW	07/23/2020	Regular	0.00	13.78	185199
<u>1149531</u>	Invoice	07/09/2020	Refund	0.00	13.78	
12393	SMITHGROUP, INC.	07/23/2020	Regular	0.00	1,750.00	185200
<u>0147270</u>	Invoice	05/29/2020	Prof Servces 03/25/20-04/24/20 Beach	0.00	1,750.00	
18743	SOCIETA MODENESE DI MUTUO SOX	07/23/2020	Regular	0.00	280.00	185201
<u>1149824</u>	Invoice	07/10/2020	Refund	0.00	150.00	
<u>1149824-1</u>	Invoice	07/10/2020	Refund	0.00	130.00	
18758	SP DESIGNS & MGF, INC	07/23/2020	Regular	0.00	4,717.95	185202
<u>042420</u>	Invoice	04/24/2020	Uniforms	0.00	4,717.95	
18694	STELLAR INDUSTRIAL SOLUTIONS, IN	07/23/2020	Regular	0.00	341,535.60	185203
<u>2</u>	Invoice	06/25/2020	Centennial Ice Arena Renovation	0.00	341,535.60	
18755	STEPHANIE ERIKSEN	07/23/2020	Regular	0.00	12.00	185204
<u>1151882</u>	Invoice	07/16/2020	Refund	0.00	12.00	
18751	TOBI PINSKY	07/23/2020	Regular	0.00	191.00	185205
<u>1151748</u>	Invoice	07/16/2020	Refund	0.00	191.00	
12703	UNITED WAY OF METRO CHICAGO	07/23/2020	Regular	0.00	44.00	185206
<u>070220</u>	Invoice	07/02/2020	United Way	0.00	44.00	
17590	V3 CONSTRUCTION GROUP LTD	07/23/2020	Regular	0.00	2,205.00	185207
<u>2.063020</u>	Invoice	06/30/2020	HPCC Golf Course Conversion	0.00	2,205.00	
16823	WELLS FARGO EQUIPMENT FINANCI	07/23/2020	Regular	0.00	515.26	185208
<u>5011021245</u>	Invoice	07/03/2020	Walking green's mower lease	0.00	515.26	
16823	WELLS FARGO EQUIPMENT FINANCI	07/23/2020	Regular	0.00	1,046.23	185209
<u>5011021244</u>	Invoice	07/03/2020	Walking green's mower lease	0.00	1,046.23	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	110	55	0.00	565,795.12
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	110	58	0.00	565,795.12



Park District of Highland Park, IL

Check Register

Packet: APPKT02387 - 20200624 1

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

Packet: APPKT02392 - 20200626 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 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

Packet: APPKT02402 - 20200630 1

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

Packet: APPKT02414 - 20200708 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	
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

Packet: APPKT02396 - 20200526 6

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

Packet: APPKT02397 - 20200626 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	
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
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	43,526.08
EFF's	0	0	0.00	0.00
	2	2	0.00	43,526.08



Park District of Highland Park, IL

Check Register

Packet: APPKT02398 - 20200626 8

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	DFT0002630
<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

Packet: APPKT02415 - 20200708 4

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

Packet: APPKT02422 - 20200722 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						
11188	ILLINOIS DEPT OF REVENUE	07/22/2020	Bank Draft	0.00	748.00	DFT0002658
June 2020	Invoice	07/21/2020	June 2020	0.00	748.00	

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	748.00
EFT's	0	0	0.00	0.00
	1	1	0.00	748.00



Park District of Highland Park, IL

Check Register

Packet: APPKT02423 - 20200722 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	
Bank Code: PAYROLL-PAYROLL BANK						
11161	ICMA RETIREMENT TRUST #302037	07/22/2020	Bank Draft	0.00	3,462.55	DFT0002659
<u>ICMA 457 07172</u>	Invoice	07/17/2020	Wire Transfer ICMA 457 Deferred Comp	0.00	3,462.55	
12825	ICMA RETIREMENT TRUST #705568	07/22/2020	Bank Draft	0.00	255.00	DFT0002660
<u>ICMA Roth 07172</u>	Invoice	07/17/2020	Wire Transfer ICMA Roth	0.00	255.00	

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	3,717.55
EFT's	0	0	0.00	0.00
	2	2	0.00	3,717.55



Park District of Highland Park, IL

Check Register

Packet: APPKT02401 - 20200626 10

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	05/07/2020	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 Count	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
GUITARCENTER.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 & MOCOJNI, 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



Memorandum

To: Park Board of Commissioners

From: Brian Romes, Executive Director

Date: July 28, 2020

Subject: **Conduct Ordinance Revision Regarding First Amendment Locations**

Summary

The Park District's Conduct Ordinance was last updated July of 2015. As it relates to First Amendment Locations under sections 2.08, 2.16, 2.25, 2.36, staff recommends specific locations for First Amendment Rights be added to the Conduct Ordinance under CHAPTER V - PERMITS AND OTHER AUTHORITY. The Park District Conduct Ordinance is attached with revisions highlighted in yellow.

"First Amendment Location" shall mean each of the following locations with respect to the type of First Amendment Activity described:

- (1) For Section 2.08, Charitable, Religious, Political, or Nonprofit Activities:
 - **Outdoors** - Park Pavilions at Danny Cunniff or Sunset Woods Park subject to each pavilion's capacity limitations.
 - **Indoors** - Multi-Purpose Rooms at West Ridge Center or Heller Nature Center subject to each room's capacity limitations.

- (2) For Section 2,16, Sale and Distribution of Merchandise or Soliciting Contributions during Festivals/Special Events:
 - 8'x8' area located in a designated area specific to each event.

- (3) For Section 2,25, Parades, Public Assemblies or Meetings:
 - **Outdoors** - Sunset Woods Park, West Ridge Park or Olson Park.
 - **Indoors** - Multi-Purpose Room at Heller Nature Center or West Ridge Center subject to each room's capacity limitations.

(4) For Section 2.36, Selling or Distributing Non-Commercial Printed or Written Material:

- **Outdoors** -Designated community bulletin boards
- **Indoors** – Designated community bulletin boards at West Ridge Center and the Recreation Center of Highland Park.

Recommendation

Staff recommends approval from the Park Board of Commissioners approval of the attached revised Conduct Ordinance, specifically adding first amendment locations.

**AN ORDINANCE REGULATING THE USE
OF THE PARKS AND PROPERTY OWNED OR CONTROLLED
BY THE PARK DISTRICT OF HIGHLAND PARK
("CONDUCT ORDINANCE")**

**Adopted October 25, 2001
Revised January 18, 2007
Revised June, 2013
Revised July 2015**



**By Authority of the Executive Director
of the Park District of Highland Park**

**AN ORDINANCE REGULATING THE USE OF THE PARKS
AND PROPERTY OWNED OR CONTROLLED BY THE
PARK DISTRICT OF HIGHLAND PARK
("CONDUCT ORDINANCE")**

CHAPTER I - DEFINITIONS, CONSTRUCTION, AND SCOPE

Section 1.01. Short Title. This Ordinance regulating the use of the parks and property owned, operated, maintained or controlled by the Park District of Highland Park shall be known and may be cited as the "Conduct Ordinance of the Park District of Highland Park."

Section 1.02. Definitions. Unless otherwise expressly stated elsewhere in this Ordinance, for purposes of this Ordinance, the following words, terms, and phrases shall have the meanings given herein:

1. "Aircraft" means any man-made device that is used or intended to be used for flight in the air or is capable of flight in the air, including without limitation powerless flight.

2. "Alcoholic Liquor" is defined as provided in the Illinois Liquor Control Act of 1934 (235 ILCS 5/1-3.05) as now or hereafter amended.

3. "Aquatic Life" means all fish, reptiles, amphibians, crayfish, mussels, mollusks, and crustaceans.

4. "Board" means the Board of Park Commissioners of the Park District of Highland Park.

5. "Camping" shall include, separately or in combination, the erecting of a tent or shelter of natural or synthetic material, preparing a sleeping bag, hammock, or other bedding material for use, setting up any temporary or permanent camping equipment including without limitation food preparation equipment, and parking of a motor vehicle, motor home or trailer, or mooring of a vessel, for the apparent purpose of overnight occupancy.

6. "Cannabis" is defined as provided in the Illinois Cannabis Control Act (720 ILCS 550/3(a)) as amended hereafter.

7. "Carry" means to wear, bear, or have on or about the person.

8. "Controlled Substance" is defined as provided in the Illinois Controlled Substance Act (720 ILCS 570/102 (f), 204, 206, 208, 210 and 212) as amended hereafter.

9. "District" is the Park District of Highland Park, Lake County, Illinois.

10. "District Police Force" shall include the members of the Lake County Sheriff's Police and City of Highland Park Police Department and such members of the Board, District employees and other police officers as shall be appointed by the Board and shall be qualified in accordance with applicable Illinois law.

11. "District Property" is all of the property, real and personal, of every kind and description located within the jurisdiction of, or owned, administered, leased or licensed by, or otherwise in the possession or under the control of the District, including without limitation every building, shelter, street, sidewalk, trail, path, beach, park, playground, wilderness or open space, or other public place or facility and all District Waters, located on or adjacent to or flowing over property located within the jurisdiction of, or owned, administered, leased or licensed by, or otherwise in the possession or under the control of the District.

12. "District Waters" shall include all water located on or adjacent to or flowing over land owned, leased, or generally administered or operated by the District, including without limitation all natural or man-made lakes, rivers, creeks, streams, ponds, lagoons, bays, and drainage ways. This definition includes such District Waters whether in a frozen or liquid state.

13. "Department Head" is the person immediately in charge of a given District department and its activities and to whom all employees of such department are directly responsible (e.g., Director of Parks and Planning, Director of Facilities and Recreation Services, Director of Finance and Personnel).

14. "Executive Director" is the Executive Director of the District.

15. "Facility" means any District Property other than a building, park or playground and includes, without limitation, swimming pools, golf courses, tennis courts and basketball courts.

16. "Fish" or "Fishing" means taking or attempting to take aquatic life in or from any District Waters by any method, and all other acts such as placing, setting, drawing or using any device commonly used for the taking of aquatic life whether resulting in such taking or not. Ice fishing is included in this definition.

17. "ILCS" is the Illinois Compiled Statutes.

18. "Obscene" is defined as set forth in 70 ILCS 5/11-20.

19. "Operator" means a person who operates, drives, controls, otherwise has charge of, or is in actual physical control of any mode of transportation or any other mechanical equipment.

20. "Ordinance" means the Conduct Ordinance of the District.

21. "Permit" is the written authorization issued by or under the authority of the District, by a District officer or employee empowered to grant said authorization, to a Person to do or engage in a particular act or acts on District Property. Said authorization is subject to the terms and conditions specified in the Permit as well as all applicable federal, state, local, and District laws, ordinances, rules, and regulations.

22. "Person" is every natural person and every organization, firm, partnership, association, corporation, unit of government or entity of any kind or any employee, agent or officer thereof. This definition shall not include the District and any authorized officer, employee (full- or part-time, regular or short-term), or agent of the District when acting within the scope of his authority.

23. "Possess" or "Possession" means exercising direct physical control or dominion, with or without ownership, over any kind of property, or archeological, cultural or natural resource.

24. "Refuse" includes without limitation trash, garbage, rubbish, waste, papers, bottles or cans, debris, litter, oil, solvents, liquid waste, or other discarded material whether solid or liquid.

25. "Services" shall include but not be limited to labor, professional services, transportation, leasing or renting any article, object, privilege, or service, giving of instructions or lessons, admission to exhibits, use of telephone or other utilities, or any act for which payment is customarily received.

26. "Smoking" means the lighting of cigarettes, cigars or pipes, the carrying of lighted cigarettes, cigars or pipes, or the intentional and direct inhalation of smoke from these objects. The use of electronic cigarettes shall not be considered smoking for the purpose of this Ordinance.

27. "Take" or "Taking" means to pursue, hunt, harass, lure, harm, shoot, trap or ensnare, gig or spear, net, capture, collect, kill, destroy, wound, or attempt to do any of the above.

28. "Vehicle" means every device in, upon, or by which a person or property is transported or drawn on land, whether motor powered or self-propelled, except baby carriages or strollers, bicycles when properly used on walks or trails, and vehicles in the service of the District.

29. "Vessel" means every type or description of craft, other than a seaplane on water, used or capable of being used as a means of transportation on water, including without limitation boats, rafts, canoes, kayaks, jet skis, inflated devices, or any buoyant device permitting or capable of free flotation.

30. "Wildlife" shall include any waterfowl, mammal, animal, amphibian, reptile, or bird or the young or eggs thereof. Wildlife does not include any animal that is specifically permitted to be on District Property by a section of this Ordinance, but such presence shall be in strict accordance with any conditions or restrictions provided in such section.

Section 1.03. Construction and Scope.

(a) In the interpretation of this Ordinance, its provisions shall be construed as follows: (1) Where the context permits, words in the masculine gender shall include the feminine and neuter genders and words in the singular number shall include the plural number; (2) The word "shall" is always mandatory and not merely directory; (3) The word "may" is always permissive and upon the discretion of the District; (4) This Ordinance is in addition to and supplemental to all applicable state, federal, local, and District laws, ordinances, rules, and regulations including without limitation the Park District Code (70 ILCS 1205/1-1 *et seq.*); (5) The meaning of any term, phrase, or word not otherwise defined in this Ordinance shall be construed and interpreted to mean the same as said term, phrase, or word is otherwise defined, construed or interpreted in such applicable federal, state, local, or District laws, ordinances, rules, or regulations; (6) The meaning of any term, phrase, or word not otherwise defined in this Ordinance or in such applicable federal, state, local, or District laws, ordinances, rules, or regulations shall retain its ordinary and properly understood meaning; (7) The descriptive headings of the various sections or parts of this Ordinance are for convenience only and shall not affect the meaning or construction, nor be used in the interpretation of any provision of this Ordinance; and, (8) An attempt or conspiracy to commit an act or engage in an activity prohibited under this Ordinance shall likewise be deemed prohibited in the same manner as the commission of such act or the engaging in such activity and subject to the same penalties.

(b) This Ordinance shall apply to and be enforceable within and upon all District Property, and shall regulate the use thereof by all Persons. However, no provision hereof shall make unlawful any act necessarily performed by any officer, employee or agent of the District, member of the District Police Force when acting within the scope of his authority or in his line of duty, or any other Person summoned by such person to assist him.

CHAPTER II - SPECIFIC RESTRICTIONS ON CONDUCT AND BEHAVIOR

Section 2.01. Aircraft/Model Aircraft.

(a) No Person shall fly, cause to be flown or permit or authorize the flying of any Aircraft of any kind at any time over District Property at an elevation lower than the minimum safety requirements established by the Federal Aviation Administration or other governmental authority, at an elevation which is lower than is reasonably safe under the circumstances, or in a manner that endangers the safety of any Person on District Property.

(b) No Person shall land, cause to be landed, or permit or authorize the landing of any Aircraft on District Property, except when necessitated by unavoidable emergency.

(c) No Person shall fly or cause to be flown or permit or authorize the flying of model Aircraft or rocket on or over District Property unless a Permit therefor has first been obtained from the District in accordance with Chapter V of this Ordinance.

(d) No Person shall parachute or otherwise descend from an Aircraft into or onto District Property or cause, permit or authorize another Person to parachute or otherwise descend from an Aircraft into or onto District Property, except when necessitated by unavoidable emergency.

Section 2.02. Alcoholic Liquor.

(a) No Person, other than the District or its agent, shall sell or deliver any Alcoholic Liquor on District Property, unless said Person has first obtained a Permit therefor from the District.

(c) No Person shall bring into, possess, drink, consume, take, use, or transfer any Alcoholic Liquor on District Property without having first obtained a Permit therefor from the District unless he is in or on District Property where the possession, consumption, use, or transfer of Alcoholic Liquor is permitted. Please refer to Section 5.08 of the Board Policy Manual for the regulations defining where Alcoholic Liquor is permitted to be possessed, used, consumed or sold on District Property.

(d) Every Person possessing, using, consuming, or transferring Alcoholic Liquor pursuant to this section shall be subject to and shall comply with all applicable federal, state, local, and District laws, ordinances, rules, and regulations regarding the possession, use, consumption, or transfer of Alcoholic Liquor.

Section 2.03. Animals and Pets.

(a) No Person shall bring or release onto District Property any Wildlife including without limitation any animal the capture or killing of which is authorized by the fish and game laws of the State of Illinois, except for domesticated dogs, cats or other domesticated animals subject to the restrictions contained in this section. Provided, however, that the District may bring or release, or permit another Person to bring or release such proscribed animals onto District Property in conjunction with an activity or event conducted or sponsored by the District or in conjunction with a zoo, museum, nature center, or similar facility controlled, maintained, permitted or licensed by the District.

(b) No owner or agent of the owner having control of any domesticated dog, cat, or other domesticated animal shall cause or permit such animal to be on District Property unless the pet is on a leash which shall not exceed six (6) feet in length, except at those off-leash areas (e.g., dog beach, Beitler Dog Park, et.al.) designated by the District for such use, and such Person has in his immediate possession a device for removal, and a depository for the transportation, of animal excrement from such Property.

(c) All owners or agents of the owner having control of any domesticated dog, cat, or other domesticated animal, shall immediately remove any excrement from District Property left by such animal.

(d) No Person shall bring a domesticated dog, cat, or any other animal onto or permit any animal to remain on any portion of District Property where the presence of animals is prohibited, except (i) in conjunction with an activity or event conducted or sponsored by the District; or (ii) as provided in subsection (g) below.

(e) No person shall bring a domesticated dog, cat or any other animal onto or across or permit any animal to remain on any portion of Rosewood Beach Park. The Beach Park is defined as any area east of the west parking lot border at the north property and any area east of the bluff staircase landing on the south property and includes all land, beach, boardwalk and waterfront.

(f) Any animal found on District Property in violation of subsections (a) or (d) may be apprehended, removed to an animal shelter, public pound, or other place provided for that purpose, and disposed of pursuant to the laws or ordinances of Lake County. The owner or Person responsible for such animal shall be responsible for all costs and expenses incurred or encumbered in the removal and housing of such animal and such charge shall be in addition to and not in lieu of any other penalties

provided for in this Ordinance and any other applicable federal, state, local or District laws, ordinances, rules or regulations.

(g) Dogs for the visually impaired and other domesticated animals specially trained to assist Persons with disabilities are excluded from the prohibitions of this section when they are accompanying Persons with disabilities for purposes of providing such assistance.

Section 2.04. Assault or Bodily Injury.

(a) No Person shall, without lawful authority, engage in conduct on District Property that places another Person in reasonable apprehension of receiving bodily harm or physical contact of an insulting or provoking nature.

(b) No Person shall intentionally or knowingly by any means cause bodily harm or make physical contact of an insulting or provoking nature with another Person on District Property.

Section 2.05. Begging and Panhandling.

(a) No Person shall beg or panhandle in District buildings or facilities or the entrances or stairways of such buildings or facilities.

(b) No Person begging or panhandling on District Property shall intentionally obstruct or impede District employees, pedestrians or Vehicles; harass employees or park visitors with physical contact or persistent demands; misrepresent his affiliations; misrepresent what the solicited funds will be used for; or interfere, interrupt, or engage in conduct incompatible with the purpose of any program, activity, function, and/or special event conducted, sponsored, licensed or otherwise permitted by the District; or coerce or intimidate another Person into giving money, goods or services.

Section 2.06. Boating/Model Boats.

(a) No Person shall launch any Vessel in District Waters, except from such places as may be designated by the District therefor, and then only in compliance with applicable federal, state, local and District laws, ordinances, rules, and regulations.

(b) No Person shall use, employ, or be in or upon any District launching ramp or facility for the launching or removal of Vessels except on dates and during hours established by the District.

(c) No Person shall use or employ any District Property designated by the District for launching or removal of Vessels, unless he has purchased and is displaying a current daily fee ticket or a current season Vessel launching permit.

(d) No Person shall allow any Vessel or watercraft equipment or accessories to remain on District Property after the close of the boating season designated by the District, other than in a storage area designated by the District.

(e) No Person may launch or remove a Vessel on or from District Property unless said Vessel has successfully passed a United States Coast Guard safety inspection.

(f) No Person shall operate or cause to be operated or permit or authorize the operation of model boats on or over District Property unless a Permit therefor has first been obtained from the District in accordance with Chapter V of this Ordinance.

Section 2.07. Camping. No Person shall place, erect, or use any hammock, swing, tent, shelter or any other type of temporary or permanent housing or camping equipment on District Property, nor otherwise engage in Camping on District Property unless a Permit therefor has first been obtained from the District.

Section 2.08. Charitable, Religious, Political, or Nonprofit Activities.

(a) For purposes of this section, charitable, religious, political, or nonprofit activities shall include, without limitation, an exclusively in a First Amendment Location, the solicitation of contributions, the sale or distribution of merchandise, solicitation of votes or circulation of petitions for or against any candidate for election to public office or with respect to any referendum or other public question. For any

solicitation or sale to be considered within the scope of this Section 2.08, not less than 90% of the proceeds of the solicitation or sale must be conveyed exclusively to the sponsoring organization.

(b) Soliciting contributions for charitable, religious, political, or nonprofit organizations is permitted in First Amendment Locations provided that a Permit therefor has first been obtained from the District in accordance with Chapter V of this Ordinance.

(c) The sale or distribution of merchandise by charitable, religious, political, or nonprofit organizations is permitted in First Amendment Locations provided that a Permit has therefor first been obtained from the District in accordance with Chapter V of this Ordinance.

(d) Soliciting votes and circulating petitions for or against any candidate for election to public office or with respect to any referendum or other public question is permitted in First Amendment Locations without a Permit, subject to the limitations set forth in paragraphs (e) and (f) of this Section 2.08.

(e) No Person shall engage in any activity described in subsections (a) through (d) of this Section 2.08 in any room of a District building, or on District athletic fields or other facilities in or on which any program, activity, class, function or special event conducted, sponsored, licensed or otherwise permitted by the District is in progress, notwithstanding whether it is otherwise a First Amendment Location.

(f) No Person engaged in any activity described in subsections (a) through (d) of this Section 2.08 shall obstruct or impede District employees, pedestrians or Vehicles, harass District employees or park visitors with physical contact or persistent demands, misrepresent the affiliations of those engaged in such activities, misrepresent what solicited funds will be used for or whether merchandise offered for sale or distribution is available without cost or donation, or interfere, interrupt, or engage in conduct incompatible with the purpose of, any program, activity, function, and/or special event conducted, sponsored, licensed or otherwise permitted by the District.

Section 2.09. Commercial Sale, Rental, Exhibition, or Distribution of Goods or Services.

(a) No peddler, vendor or any other Person involved in an endeavor for profit shall engage in the commercial sale, rental, exhibition, or distribution of goods or services, including without limitation the giving of instruction or lessons for a fee, including without limitation tennis, golf, ice skating or other athletic lessons, upon District Property unless he has received a contract therefor from the District. See Section 4.06 of the Board Policy Manual.

(b) No Person engaged in the sale or distribution of goods or services under this section shall obstruct or impede District employees, pedestrians or Vehicles, harass employees or park visitors with physical contact or persistent demands, misrepresent the affiliations of those engaged in such activities, misrepresent whether the goods or services are available without cost or donation, or interfere, interrupt, or engage in conduct incompatible with the purpose of, any program, activity, function, and/or special event conducted, sponsored, licensed or otherwise permitted by the District.

Section 2.10. Controlled Substances and Cannabis. No Person shall bring into, possess, take, use, sell, or transfer any Controlled Substance or Cannabis on District Property regardless of whether the Person is a Cardholder, as defined in the Compassionate Use of Medical Cannabis Pilot Program Act.

Section 2.11. Cooperation with Authorities.

(a) No Person shall physically hinder, threaten, resist, intimidate, disobey, or otherwise intentionally interfere with any member of the District Police Force or any District employee or agent in the performance of his duties.

(b) No Person shall falsely represent that he is, or otherwise pretend to be, a District officer or employee, a member of the District Police Force, or an agent or other representative of the District.

(c) No Person shall knowingly give a false report or false information (including, without limitation, information requested in a Permit application) for the purpose of misleading the Board, a District employee or agent, or a member of the District Police Force in the conduct of his official duties.

Section 2.12. Disorderly Conduct.

A Person commits the offense of disorderly conduct when he knowingly:

(a) Does any act in such unreasonable manner as to alarm or disturb another and to provoke a breach of the peace; or

(b) Makes or causes to be made any excessively loud or unreasonable noise which disturbs the peace. For purposes of this subsection 2.12 (b), excessively loud or unreasonable noise is defined as noise inconsistent with or not reasonably attendant to appropriate and customary park and recreational activities, considering the nature and purpose of the actor's conduct, location, time of day or night, and other factors that would govern the conduct of a reasonably prudent Person under the circumstances. This section shall include, without limitation, the loud or amplified playing of any type of audio equipment, noisemaker, musical instrument or sound equipment. This section shall not apply to the playing of any musical instrument, public speaking, or the amplification thereof, in conjunction with activities conducted, sponsored, licensed or otherwise permitted by the District; or

(c) Uses obscene or abusive language or gestures, or threatens violence or injury to the Person or property of others, in a manner intended and likely to incite or produce an immediate breach of the peace or violent or disorderly response; or,

(d) Congregates with other Persons on District Property with the intent to restrict vehicular or pedestrian traffic or with the intent to restrict free ingress to and egress from District Property and fails to comply with a lawful order of the District Police Force to disperse; or

(e) Refuses or fails to cease and desist any peaceful conduct or activity likely to produce a breach of peace where there is an imminent threat of violence, and where the District Police Force has made all reasonable efforts to protect the otherwise peaceful conduct and activity, and has requested that said conduct and activity be stopped and explained the request if there be time; or

(f) Fails to obey a lawful order of dispersal by a person known to him to be a peace officer or member of the District Police Force under circumstances where Persons are committing acts of disorderly conduct in the immediate vicinity, which acts are likely to cause substantial harm or serious inconvenience, annoyance or alarm; or

(g) Appears on District Property manifestly under the influence of Alcoholic Liquor, Cannabis or a Controlled Substance, or other drug not therapeutically administered, to the degree that he may endanger himself or other Persons or property, or unreasonably annoy Persons in his vicinity; or

(h) Transmits in any manner to the District or to the District Police Force, or to any officer, employee or member thereof, a false alarm or report of fire, explosion, bomb, chemical or biological hazard, or act of terrorism, or a threat of a fire, explosion, bomb, chemical or biological hazard or act of terrorism, or a report of the commission or threat of a commission of any offense, knowing at the time of such transmission that there is no reasonable grounds for believing that such fire, explosion, bomb, chemical or biological hazard or act of terrorism exists or has been threatened, or that such offense has been committed or threatened; or

(i) Engages in fighting, loud shouting, making threats of physical harm, or other tumultuous or disruptive behavior, or refuses or fails after repeated requests to sit down or to be quiet when asked to do so by the Board President or other presiding officer of the District, during any regularly or specially convened meeting of the Board or any committee, subcommittee or advisory body thereof.

Section 2.13. Display of Permit or Pass. Every Person shall produce or display a Permit, contract or pass when requested to do so by any authorized Person for the purpose of enforcing compliance with any federal, state, local, or District law, ordinance, rule, or regulation, when such Permit, contract or pass is required to engage in an activity on District Property.

Section 2.14. Dumping, Polluting, Sanitation, and Litter.

(a) No Person shall litter, cast, throw, drop, leave, scatter, place, pile or otherwise dump, leave, or deposit in any manner any kind of dirt, rubbish, placard, handbill, pamphlet, circular, book, notice, paper of any kind, ashes, garbage, waste material, snow, ice, or other substance, whether liquid or solid, or any other Refuse in or upon District Property except as specifically permitted by the District. Provided, however, that paper, glass, cans, garbage and other Refuse resulting from picnics or other lawful use of District Property may and shall be deposited in receptacles provided by the District for that purpose. Where receptacles are not provided, are missing, or are full to capacity, all such garbage, Refuse, or other material shall be carried away from the area of use by the Person responsible for its creation and presence, and properly disposed of elsewhere.

(b) No Person shall spit upon District Property.

(c) No Person shall urinate or defecate on District Property other than in toilets in restroom facilities expressly provided for such purposes.

(d) No Person shall drain Refuse from a trailer or other Vehicle on District Property.

(e) No Person shall bathe or wash himself or food, clothing, dishes, or other property at water outlets, fixtures or pools in District Waters or on District Property, except at those areas designated by the District for such use.

(f) No Person shall pollute or contaminate District Property or District Waters.

(g) No Person shall dispose of fish remains on District Property, or in District Waters within 200 feet of boat docks or designated swimming beaches and areas, or within any park area of the District except as permitted by the District.

(h) No Person shall dispose of human or animal waste on District Property or in District Waters except at designated locations or in receptacles provided for that purpose.

(i) Any Person violating this section may be assessed the cost of removing any such improperly deposited substance or material and such charge shall be in addition to and not in lieu of any other penalties provided for in this Ordinance or applicable federal, state, local, and/or District laws, ordinances, rules, and regulations.

Section 2.15. Erection of Structure/Wires. No Person shall construct, build, erect, or otherwise place any building, tent, stand, scaffold, platform or other structure of whatever kind, whether stationary or moveable and whether permanent or temporary in character, or construct, run, string, or otherwise place any electrical wire, conduit or pipe, or any public service or private utility, into, upon, above, across or beneath District Property, unless a Permit, license, or contract therefor has first been obtained from the District.

Section 2.16. Fairs and Special Events: Sale and Distribution of Merchandise; Soliciting Contributions. No Person shall exercise any authority under Sections 2.08, 2.09 and 2.25 during fairs or special events conducted or sponsored by the District except at a fixed location designated by the District and unless a Permit or contract therefor has first been obtained from the District. The District shall allocate space at the fixed location to applicants on a first-come, first-served basis until no more space remains available.

Section 2.17. Fires.

(a) No Person shall permit, light, maintain, or make use of any fire on District Property, except at such places and at such times as the District may designate for such purpose and under such rules as may be prescribed by the District.

(b) No fire shall ever be left unattended. Every fire shall be under the continuous care and direction of a competent adult from the time it is kindled until the time it is completely extinguished. All fires must be properly and completely extinguished prior to any Person leaving the site of the fire. Any charcoals used in the course of lighting or maintaining the fire shall be properly disposed of in a safe waste container.

(c) No Person shall throw or otherwise discard lighted or smoldering material in any manner that threatens, causes damage to, or results in the burning of District Property or park resources, or creates a safety hazard.

Section 2.18. Fishing.

(a) No Person shall Fish or otherwise take aquatic life from District Waters except in areas designated by the District for such purposes.

(b) Every Person Fishing in District Waters shall comply with all applicable federal, state, local, and District laws, ordinances, rules, and regulations including, without limitation, conservation laws and licensing requirements.

(c) Fishing in District Waters shall be conducted by means of a hook and line, with the rod or line being closely attended. No Person shall use drugs, poisons, explosives, electricity, spears or missiles of any kind to District Waters.

(d) No Person shall dig, scratch, or otherwise disturb District Property in order to locate or take bait.

(e) Every Person shall carefully and immediately return to the water from which it was taken any fish that does not conform to size or species restrictions imposed by any applicable federal, state, local or District law, ordinance, rule or regulation, or that the Person chooses not to retain. This provision does not apply to common carp species.

Section 2.19. Gambling and Games of Chance. No Person shall play or engage in selling fortunes or futures, games of chance or in any other device or game of chance, hazard or skill, either as bookmaker, dealer, player or otherwise, for the purpose of gaming or gambling for money or other valuable things on District Property, except at a fair, or other organized event conducted, sponsored or authorized by the District.

Section 2.20. Hunting or Trapping. No Person shall hunt or trap, on or in or bring any device for hunting or trapping into or onto, District Property or District Waters, except under the authorization and approval of the District, or its agents, in designated areas.

Section 2.21. Interference with Other Users.

(a) No Person shall walk, act, or conduct himself upon any portion of District Property designated for a particular game, sport, event, amusement or other use in such a way as to interfere with the use of such portion by other Persons who are properly using the same for the particular game, sport, event, amusement or other use for which it has been designated.

(b) No Person shall unreasonably disturb or interfere with any Person occupying an area or participating in any activity on District Property under the authority of a Permit.

(c) No Person shall engage in any activity on District Property in a manner calculated or which is reasonably likely to endanger, injure, or damage Persons or property in any way.

(d) No Person shall remain in any District building or facility in such a manner that: (1) unreasonably obstructs the usual use of entrances, hallways, corridors, stairways, or rooms designated for specific purposes; (2) impedes or disrupts the performance of official duties by District employees; or, (3) prevents the general public from obtaining the administrative, recreational or other services provided in the building or facility in a timely manner, after being requested to relocate or leave by any member of the District Police Force.

Section 2.22. Loitering in District Buildings. No Person shall loiter or remain in any District building or facility in such a manner that: (1) unreasonably obstructs the usual use of entrances, hallways, corridors, stairways, or rooms designated for specific purposes; (2) impedes or disrupts the performance of official duties by District employees; or, (3) prevents the general public from obtaining the administrative, recreational or other services provided in the building or facility in a timely manner, after being requested to leave by any member of the District Police Force, or where the District has posted a sign or signs that prohibit loitering.

Section 2.23. Misappropriation of Property. No Person on Park District Property shall knowingly:

- (a) Obtain or exercise unauthorized control over the property of another.
- (b) Obtain by deception control over property of another.
- (c) Obtain by threat control over property of another.
- (d) Obtain control over stolen property knowing the property to have been stolen or under such circumstances as would reasonably induce him to believe that the property was stolen, where he:
 - (1) Intends to deprive the owner permanently of the use or benefit of the property; or,
 - (2) Knowingly uses, conceals, or abandons the property in such a manner as to deprive the owner permanently of such use or benefit; or,
 - (3) Uses, conceals, or abandons the property knowing such use, concealment, or abandonment probably will deprive the owner permanently of such use or benefit.

Section 2.24. Mob Action.

- (a) No Person shall act together with any other Person(s) to use force or violence disturbing the public peace without authority of law, or to commit any unlawful act.
- (b) No Person shall knowingly commit an act or engage in conduct that urges or incites other Persons to riot, engage in immediate violence or lawlessness, or commit any unlawful act.
- (c) No Person shall organize, promote, encourage, or otherwise participate in a riot or other breach of the peace involving crowds of two (2) or more Persons gathered, without authority of law, for unlawful purposes or any purposes of disturbance or obstruction of the lawful activities of other Persons.

Section 2.25. Parades, Public Assemblies or Meetings.

- (a) Public parades, processions, theatrical or dramatic presentations, meetings, assemblies, gatherings, and demonstrations are permitted in First Amendment Locations provided that where the number of participants and/or spectators is reasonably expected to exceed twelve (12) or more Persons and/or Vehicles a Permit therefor must first be obtained from the District in accordance with Chapter V of this Ordinance.

(b) This section shall not apply to students going to and from school classes or participating in educational activities under the immediate direction and supervision of school authorities or their agents, a governmental agency acting within the scope of its functions, or normal or scheduled District programs or activities.

Section 2.26. Posting Printed or Written Material in Designated Area.

(a) The District may designate an area for the posting of printed or written public information material ("Community Bulletin Board"). Except on the Community Bulletin Board, no Person shall post any printed or written material on District Property except to the extent it is incidental to the exercise of authority under Sections 2.08, 2.09 and 2.25 and it is removed upon the cessation of such event.

(b) No Person shall post, place, display, or cause to be posted, placed, or displayed any printed or written material on the Community Bulletin Board without presenting the material to the District. The District shall stamp and date the material as received and confirm it meets the size requirements described in paragraph (c). The District shall post the material, space permitting, on the Community Bulletin Board unless the said material is Obscene. The material may remain posted for a period not to exceed one (1) week after which a Person may resubmit his public information notice for posting, space permitting.

(c) Space on the Community Bulletin Board shall be allocated on a first-come, first-served basis (as conclusively determined by reference to the date stamp), except that the District's own printed or written public information may be given priority. The printed or written material shall be no larger than 8 ½ inches x 11 inches and only one copy of each public information notice shall be posted. Material rejected for lack of space shall not be held in a queue for later display and must be resubmitted at a later time.

(d) The District may remove printed or written material that has not been posted in accordance with this section. The Person responsible for said posting shall be liable for the cost incurred in the removal thereof. The provisions of the Illinois Parental Responsibility Law (740 ILCS 115/1 *et seq.*) are specifically incorporated in this Ordinance by reference for purposes of this section.

Section 2.27. Posting Printed or Written Material on Public Places and Objects.

(a) Except as provided in Section 2.26 of this Ordinance, no Person shall paint, write on, or in any way mark or deface, or post or otherwise affix, any printed or written words, symbols, materials, or other marks to or upon District Property or any thing or object located on District Property.

(b) The District may remove any printed or written word, symbol, material, or other mark found posted or otherwise affixed upon any District Property or any thing or object located on District Property in violation of the provisions of this section. The Person responsible for any such defacing, writing, or posting shall be liable for the cost incurred in the removal thereof. The provisions of the Illinois Parental Responsibility Law (740 ILCS 115/1 *et seq.*) are specifically incorporated in this Ordinance by reference for purposes of this section.

Section 2.28. Protection of Wildlife.

(a) No Person shall hunt, pursue, hurt, molest, wound, kill, trap, catch, poison, abuse, chase, shoot, touch, throw or propel objects at, endanger in any way, remove or cause to be removed, have in his possession, or release or cause to be released, any Wildlife on or upon District Property, except under the authorization and approval of the District, or its agents, in designated areas.

(b) No Person shall give or offer to any Wildlife any harmful, poisonous, or noxious substance on or upon District Property.

(c) No Person shall touch, tease, frighten, disturb, or otherwise intentionally interfere with any Wildlife while feeding, nesting, breeding, sleeping, resting, flying or engaging in any other activity on, upon, over or under District Property, except under the authorization and approval of the District, or its agents, in designated areas.

(d) No Person shall molest, touch, throw or propel an object at, destroy, dig up, crush, shake, or in any way tamper with or damage the nest, lair, den, burrow, or home of any Wildlife found on, upon, over or under District Property.

Section 2.29. Protection of Property.

(a) No Person shall mark, carve, bend, cut, paint, deface, affix any sticker or sign to, break down, destroy, damage, alter, change, sever, uproot, dig, excavate or otherwise remove, or attach or suspend any rope, wire, or other material or contrivance to, on, or from, District Property or any thing or object on or upon District Property, or otherwise take, damage or destroy such Property, thing or object unless a Permit, license or contract therefor has first been obtained from the District.

(b) No Person shall climb upon, walk on, hang from or stand or sit on, any plant, fence, structure, or other District Property of any kind except such benches or other property designated or customarily used for such purposes, or recreational equipment installed for such purposes.

(c) No Person shall bring into, throw, cast, drop, deposit, or otherwise leave or lay down any smoke bomb, stink bomb, or other offensive smelling compound on District Property.

(d) No Person shall bring any non-native or diseased plant or portion of a plant or plant product onto District Property.

(e) The District may give rewards to the Person(s) (other than District employees or agents) who furnish information to the District, directly resulting in the arrest and conviction of any Person who unlawfully takes, damages, or destroys District Property. All claims for said reward must be made to the District within thirty (30) days after conviction and the District shall be the sole judge of any dispute arising over a reward, if any, and the Person(s) entitled to share therein. The District's decision on any matter connected with the reward shall be final, conclusive, and binding and shall not be subject to judicial review.

Section 2.30. Nudity. No person shall appear or be on any portion of District Property (other than in shower, locker or dressing rooms) in a state of nudity or undress.

Section 2.31. Reporting Incident. A Person involved in an incident on District Property resulting in personal injury or property damage, other than an accident reportable under Section 3.06 of this Ordinance, shall report the incident to the District within twenty-four (24) hours after the incident.

Section 2.32. Restricted Areas.

(a) No Person shall enter or remain in any facility, building or other portion of District Property where Persons are prohibited by the District from entering, or, except as provided in Section 2.34 (c) of this Ordinance, where use is restricted to Persons of the opposite sex as indicated by a sign or notice posted by the District.

(b) No Person shall enter or remain in any District Property when it is closed to the public.

(c) No Person shall enter any District Property that is reserved or scheduled for a specific group or activity, unless the individual, group, or agency responsible for such activity invites such Person, or unless such Person has paid any applicable admission and/or registration fees.

(d) No Person whose admission privileges to all or any part of District Property have been terminated, revoked, forfeited or suspended by the District pursuant to Section 7.01 of this Ordinance shall enter or remain in any District Property that is the subject of the termination, revocation, forfeiture or suspension.

Section 2.33. Restrictions Applicable to Specific Recreational Activities.

(a) Golf. No Person shall play or practice golf on District Property, except when involved in an established golf class under the supervision and direction of the District, or in an area designated by the District for the playing or practicing of golf and the Person has satisfied all requisites before playing or practicing, including without limitation the paying of any applicable fees.

(b) Athletic Field Play, Baseball, Softball, Football, Soccer, Lacrosse or Volleyball Playing.

(1) No Person shall engage in Athletic Field Play, Baseball, Softball, Football, Soccer, Lacrosse or Volleyball games except in those parks on which goals, diamonds and backstops or other appropriate fields of play have been constructed for that purpose, or such other areas as may be specifically designated by the District.

(2) In those parks having established athletic play areas, participation in Athletic Field Play, Baseball, Softball, Football, Soccer, Lacrosse or Volleyball in areas other than on such goals, diamonds and backstops, or other designated athletic fields is limited in accordance with signs or notices posted by the District.

(3) In those parks having established athletic play areas, the type of recreation on said athletic play areas shall be in accordance with posted signs or notices posted by the District.

(4) No group of Persons exceeding twelve (12) in number shall participate in Athletic Field Play, Baseball, Softball, Football, Soccer, Lacrosse or Volleyball on District Property unless a Permit therefor has first been obtained from the District in accordance with Chapter V of this Ordinance.

(c) Picnics.

(1) Picnics requiring fires shall be held only in those areas where fireplaces, stoves, grills, or pits have been provided for that purpose and upon issuance of a Permit by the District in accordance with Chapter V of this Ordinance.

(2) No group of Persons exceeding twelve (12) in number shall picnic on District Property unless a Permit therefor has first been obtained from the District in accordance with Chapter V of this Ordinance. The District may designate areas for preparing, consuming, and dispensing food, beverages and other products. Persons holding a Permit and dispensing any such products may do so only in the area designated in the Permit. In the event that dispensing of the permitted products is by sale, the Person also must comply with Section 2.09 of this Ordinance. No Person may dispense, prepare, consume, sell or otherwise use products, items or things otherwise prohibited in this Ordinance or any other federal, state, local, or District law, ordinance, rule, or regulation. Please refer to Section 4.05 of the Board Policy Manual for additional rules related to picnic permits.

(d) Classes, Camps, and Lessons. No Person shall bring or cause to be brought onto District Property any class, play class, day camp, or similar organized group activity of any kind or conduct lessons for monetary or other consideration unless a contract allowing such use or activity has first been obtained from the District.

(e) Tournaments, Leagues, or Other Organized Recreational Activities. No Person shall utilize any District Property, including without limitation playing fields and other District facilities, for tournaments, leagues, or other organized recreational activities and outings unless a contract allowing such use or activity has first been obtained from the District. This subsection does not apply to programs or activities conducted, sponsored, licensed or permitted by the District. Where a conflict between District programs or activities conducted, sponsored, licensed or permitted by the District and a requested activity occurs, District programs and activities shall take precedence.

Section 2.34. Restrooms, Washrooms, Shower Rooms, Changing Rooms, Locker Rooms.

(a) Every Person shall cooperate in maintaining restrooms, washrooms, shower rooms, changing rooms, and locker rooms on District Property in a neat and sanitary condition.

(b) No Person shall deposit inappropriate objects of any kind in the toilets or plumbing fixtures of a restroom or washroom, shower room, changing room, or locker room facility on District Property.

(c) Only Persons under the age of four (4) years may use restrooms, washrooms, changing rooms and locker rooms designated for the opposite sex on District Property.

(d) No Person shall bring or use (i) any still camera, television or movie camera, camcorder, video recorder or transmitter or any other device capable of recording, filming or transmitting visual images, into any restroom, locker room or washroom facility anywhere on District Property. No person shall operate any cellular phone or mobile electronic device as a video recorder or transmitter in any restroom, locker room or washroom facility anywhere on District Property.

Section 2.35. Roller Skates, Skateboards, and Other Similar Devices; Helmets.

(a) No Person using roller skates, in-line skates, skateboards, roller skis, coasting vehicles, or similar devices on District Property shall interfere with pedestrian use of sidewalks or use of the streets by Vehicles, or otherwise act negligently, recklessly or without due caution, or in any manner so as to endanger any Person or property. No Person shall use such devices on any District Property where such use has been posted as prohibited.

(b) Every Person under the age of sixteen (16) years shall wear a protective helmet that meets the standards promulgated by the American National Standards Institute or the American Society for Testing and Materials or the Snell Memorials Foundation, Inc., whenever that Person is upon any street, sidewalk, bicycle path, other public right-of-way or recreational facility owned or leased by the District, or under the control of the District, or used by the District for its parks or recreational programs pursuant to an intergovernmental agreement or otherwise, and is riding or being carried on any bicycle or any carrier attached to or pulled by a bicycle, or is skateboarding or using in-line skates or any other non-motorized user-propelled wheeled device.

Section 2.36. Selling or Distributing Printed or Written Material.

(a) The distribution by political, religious or charitable organizations of printed or written material available without cost or donation is permitted in relevant First Amendment Locations, provided it is performed in compliance with Section 2.14.

(b) The sale or distribution for donation for commercial purposes of printed or written material is permitted on District Property provided that a Permit therefor has first been obtained from the District in accordance with Chapter V of this Ordinance.

(c) Any Person engaged in the sale or distribution of printed or written materials under this Section 2.36 shall not obstruct or impede District employees, pedestrians or Vehicles, harass employees or park visitors with physical contact or persistent demands, misrepresent the affiliations of those engaged

in such activities, misrepresent whether the materials are available without cost or donation, or interfere, interrupt, or engage in conduct incompatible with the purpose of any program, activity, function, and/or special event conducted, sponsored, licensed or otherwise permitted by the District.

Section 2.37. Sledding, Ice Skating, and Snowmobiling.

(a) No Person shall skate, sled, toboggan, inner tube, ski, slide, or engage in similar activities on District Property except at such places and at such times as the District may designate for such purposes.

(b) No Person shall engage in any such activity in a reckless manner that endangers himself or others or at a speed greater than is safe and proper under the circumstances.

(c) No Person shall erect or build man-made jumps on District Property.

(d) No Person shall tow, push, pull, or otherwise propel another Person on skis, sled, or other sliding device by use of any Vehicle on District Property.

(e) No Person shall drive, ride, or otherwise operate a snowmobile on District Property. For purposes of this subsection, a snowmobile shall be defined as any self-propelled vehicle intended for travel primarily on snow, driven by a track or tracks in contact with the snow, and steered by ski or skis in contact with the snow.

Section 2.38. Sleeping on District Property. Except to the extent permitted under Section 2.07, no Person shall sleep on benches, sidewalks, parking lots, picnic grounds or tables, playgrounds or playground equipment, stairways or in doorways of District buildings or other District Property. No Person may do so as to unreasonably obstruct or hinder the movement of other Persons or the use of any such facility.

Section 2.39. Smoking. Smoking or any use of a tobacco product, including smokeless tobacco, is prohibited in all District buildings, facilities and vehicles. Smoking is also prohibited in all wooded areas on District Property and Rosewood Beach. Park visitors are also advised to be familiar with the Smoke Free ordinance adopted by the City of Highland Park. The Park District shall comply with the Smoke Free Illinois Act and in the event of a conflict between this Ordinance and the Act the more restrictive rule shall apply.

Section 2.40. Swimming. No Person shall bathe, swim, wade, float, splash, or otherwise enter District Waters except at such times and places and in compliance with all policies, rules, and regulations as the District may designate for such activities.

Section 2.41. Firearms. The Park District shall comply with the Firearm Concealed Carry Act, P.A. 98-63. In addition, no person shall carry any firearm, loaded or unloaded, on or into: any District building or portion of a building; any public gathering or special event conducted on District Property open to the public that requires the issuance of a permit from the District or City of Highland Park; any public playground; and any District park, athletic area, or athletic facility, provided nothing in this Section shall prohibit the carrying a concealed firearm while on a trail or bikeway if only a portion of the trail or bikeway includes a public park.

Section 2.42. Service Animals. The Park District shall comply with the Service Animal Policy, as amended from time to time. A copy of the Service Animal Policy is available for copying, review and inspection at the Administrative Offices of the District.

CHAPTER III - MOTORIZED VEHICLES, PARKING, AND TRAFFIC CONTROL

Section 3.01. All-Terrain Vehicles; Golf Carts; Mopeds.

(a) No Person shall drive, ride, or otherwise operate an all-terrain Vehicle on District Property. For purposes of this section, an all-terrain Vehicle shall be defined as any motorized off-highway device designed to travel primarily off-highway, 50 inches or less in width, having a manufacturer's dry weight of 1,500 pounds or less, traveling on 3 or more non-highway tires, designed with a seat or saddle for operator use, and handlebars or steering wheel for steering control, except equipment such as lawnmowers.

(b) No Person shall drive, ride, or otherwise operate a golf cart on District Property except where and when it is expressly permitted. For purposes of this section, a golf cart shall be defined as a vehicle specifically designed and intended for the purposes of transporting one or more persons and their golf clubs or maintenance equipment while engaged in the playing of golf, supervising the play of golf, or maintaining the condition of the grounds on a golf course.

(c) No Person shall drive, ride, or otherwise operate any moped on District Property. For purposes of this section, a moped shall be defined as a motor-driven cycle, with or without optional power derived from manually operated pedals, whose speed attainable in one mile is at least 20 mph but not greater than 30 mph, and is equipped with a motor that produces 2 brake horsepower or less. If an internal combustion engine is used, the displacement shall not exceed 50 cubic centimeter displacement and the power drive system shall not require the operator to shift gears.

Section 3.02. Bicycles.

(a) When two (2) or more Persons in a group are operating bicycles on District Property, they shall not ride abreast, but shall ride in single file.

(b) No Person operating a bicycle on District Property shall cling or attach himself or his bicycle to any other moving Vehicle.

(c) The operator of a bicycle emerging from an alley, driveway or building on District Property shall, upon approaching a sidewalk or the sidewalk area extending across any alley or driveway, yield the right-of-way to all pedestrians approaching on said sidewalk or sidewalk area, and, upon entering the roadway, shall yield the right-of-way to all Vehicles approaching on said roadway.

(d) No Person operating a bicycle on District Property shall carry another Person on the same bicycle. This restriction does not apply to tandem bicycles equipped with two or more seats or saddles or an ordinary bicycle equipped with a seat or saddle for an infant or small child if used properly. In that event, there shall be only the number of Persons on the bicycle that shall not exceed the number of seats or saddles available.

(e) No Person shall operate a bicycle on District Property between 30 minutes after sunset and 30 minutes before sunrise, without a clear, white, properly lighted headlight, visible under normal atmospheric conditions from the front thereof for not less than 500 feet and firmly attached to the bicycle, and without a red reflector firmly attached to the bicycle, which is clearly visible in the headlight beam of an automobile for a distance of 500 feet to the rear of the bicycle.

(f) No Person shall operate a bicycle on District playgrounds, ball fields, tennis courts, skate parks, or sidewalks except that children under the age of 4 years old riding three- or more-wheeled cycles may operate such cycles on sidewalks while under the supervision and control of an adult.

(g) No Person shall ride a bicycle on any District street or path where signs are posted prohibiting riding bicycles.

(h) Bicycles shall not, at any time, in any place, be indiscriminately parked on District Property in such manner as to interfere with pedestrian or vehicular traffic, or with Persons getting into or out of Vehicles. No Person shall leave a bicycle on District Property lying on the ground or paving or set against trees or otherwise in a place other than a bicycle rack when such is provided and there is space available.

No Person other than the owner or user shall move or in any manner interfere with any bicycle that is properly parked on District Property, nor shall any Person interfere with or in any manner hinder any Person from properly parking a bicycle.

(i) All bicycles, when operated on District roadways, shall be kept to the right and shall be operated as nearly as practicable to the right-hand edge of the roadway.

(j) No Person shall operate a bicycle on District Property unless the bicycle is equipped with a signaling device (e.g., bell or horn) in good working order and audible at a distance of 100 feet when sounded.

(k) No Person shall operate a bicycle on District Property at a speed faster than is reasonable and proper under the circumstances, and every bicycle shall be operated with reasonable regard for the safety of the rider and of other Persons and property.

(l) Every Person under the age of sixteen (16) years shall wear a protective helmet that meets the standards promulgated by the American National Standards Institute or the American Society for Testing and Materials or the Snell Memorials Foundation, Inc., whenever that Person is upon any street, sidewalk, bicycle path, other public right-of-way or recreational facility owned or leased by the District, or under the control of the District, or used by the District for its parks or recreational programs pursuant to an intergovernmental agreement or otherwise, and is riding or being carried on any bicycle or any carrier attached to or pulled by a bicycle.

(m) Every Person operating a bicycle on District Property shall obey all federal, state, local, and District traffic laws, ordinances, rules, and regulations applicable to motor Vehicles, except those provisions which by their nature can have no application to the operation of a bicycle and except as otherwise provided by this section. In the event of a conflict between this Ordinance and any other applicable law, the more restrictive rule shall apply.

Section 3.03. Change of Oil/Cleaning. No Person shall change the oil or grease of, or wash, clean or polish Vehicles on District Property, unless a Permit therefor has first been obtained from the District in accordance with Chapter V of this Ordinance.

Section 3.04. Commercial Vehicles.

(a) The term "commercial vehicles" as used in this section shall include, but not be limited to, any Vehicles when used in transporting Persons or movable property for a fee or profit, either as a direct charge to another Person, or otherwise, or used as incident to providing services to another Person, or used in connection with any business.

(b) All roadways on District Property shall be used for pleasure driving only. No Person other than District employees shall drive any commercial vehicle of any kind on District Property without first obtaining a Permit, license or contract therefor from the District.

(c) This section shall not apply to commercial vehicles making authorized deliveries to or performing authorized services for the District.

Section 3.05. Driving Areas. No motor Vehicle shall be driven or otherwise operated upon District Property except over and upon such roadways, parking lots, or other areas designated or marked by the District for use by motor Vehicles. A bicycle path shall not be deemed a roadway for the use of motor Vehicles under this section.

Section 3.06. Duty of Operator in Accidents. No Person shall leave the scene of a Vehicle collision with another Vehicle, Person or property occurring on District Property, without giving his true name and residence address to the injured Person or any other Person or member of the District Police Force

requesting same, and in the event no public officer is present, he must immediately report the occurrence to the nearest police station or police headquarters.

Section 3.07. Emergency Vehicles.

(a) For purposes of this section, emergency Vehicles shall include all ambulances, fire trucks and other firefighting equipment, police, fire, and ranger cars, and other Vehicles used to protect the public health, safety, and welfare.

(b) The provisions of this Chapter regulating the movement or parking of Vehicles on District Property shall not apply to the operator of any emergency Vehicle when responding to an emergency call or pursuing an actual or suspected violator of the law. However, such operator shall exercise extreme caution when on or approaching District Property including, without limitation, slowing down as necessary for safety, cautiously proceeding through intersections protected by traffic lights or stop signs, and utilizing the Vehicle's warning signals (e.g., siren, lights).

(c) The operator of an emergency Vehicle shall obey all provisions of this Chapter when not responding to an emergency call or in pursuit of an actual or suspected violator of the law.

(d) Every Person operating a Vehicle on District Property shall, at the immediate approach of an emergency Vehicle making use of its warning signals, yield the right-of-way and shall stop, if possible, and pull to the side of the road and remain in such position until the emergency Vehicle has passed, unless otherwise directed by a member of the District Police Force.

Section 3.08. Enforcement of Traffic Regulations. No Person shall fail to obey a member of the City of Highland Park Police Force or other District employee who is directing traffic or enforcing sections of this Chapter on District Property.

Section 3.09. Fleeing or Attempting to Elude the District Police Force. No Person driving or otherwise operating a motor Vehicle on District Property shall willfully fail or refuse to obey a visual or audible signal by a member of the District Police Force to bring his Vehicle to a stop. The signal given by a member of the District Police Force may be by hand, voice, siren, or red or blue light. The member of the District Police Force giving such signal shall be in uniform or driving a Vehicle appropriately marked showing it to be an official District Vehicle.

Section 3.10. Gas and Smoke. No Person shall drive or otherwise operate a Vehicle on District Property which emits excessively noxious fumes or dense smoke.

Section 3.11. Hitchhiking. No Person shall solicit a ride nor stand in or near a roadway on District Property for the purpose of soliciting a ride from the operator of any Vehicle.

Section 3.12. Incorporation of State Statutes. In addition to the provisions of this Chapter, and to the extent not inconsistent therewith, no Person shall drive or otherwise operate a Vehicle or perform any act in any manner on District Property in violation of Chapters 11 and 12 of the Illinois Vehicle Code (625 ILCS 5/11-100 *et seq.* and 625 ILCS 5/12-100 *et seq.*) which provisions are specifically incorporated in this Ordinance by reference.

Section 3.13. Intoxicated Operators.

(a) No Person shall drive or otherwise operate nor attempt to drive or otherwise operate a Vehicle on District Property while under the influence of intoxicating liquor, drugs, or a combination of liquor and drugs, as defined in Section 11-501 of the Illinois Vehicle Code (625 ILCS 5/11-501).

(b) Upon trial for such offense, in addition to other evidence, evidence of the amount of alcohol in the Person at the time of the act alleged, as shown by a chemical analysis of his breath, blood, urine, saliva, or other bodily substances, is admissible, and the result of such analysis shall give rise to the

presumptions set forth in Section 11-501.2 (b) of the Illinois Vehicle Code (625 ILCS 5/11-501.2 (b)) which provision is specifically incorporated in this Ordinance by reference.

Section 3.14. Minibikes, Trail Bikes and Scooters. No Person shall drive, ride, or otherwise operate any minibike, trail bike or scooter on District Property. For purposes of this section, every motor Vehicle which is self-propelled by power obtained by the combustion of gasoline which is designed with a seat or a saddle for the use of the rider, and is designed to travel on not more than three (3) wheels shall be deemed to be a minibike or trail bike or scooter.

Section 3.15. Negligent Driving. No Person shall drive or otherwise operate a Vehicle on District Property negligently, recklessly or without due caution, or in any manner so as to endanger any Person or property. All Vehicles shall be driven or otherwise operated on the right side of any roadway open to travel, except when passing other Vehicles.

Section 3.16. Parking.

(a) No Person shall park a motor Vehicle on District Property other than in established or designated parking areas, and in accordance with posted directions and markings or with the directions of any attendant who may be present.

(b) No Person shall park any motor Vehicle or allow any motor Vehicle to remain parked in any area of District Property beyond the normal closing hour of the park system, except when a different closing hour has been designated by the District for that area or unless permission therefor has first been obtained from the District. In no event shall any motor Vehicle except District Vehicles be parked on District Property later than 11:00 p.m., except with the approval of the District which approval shall automatically be deemed given in connection with activities conducted, sponsored, licensed or otherwise permitted by the District.

(c) No Person shall park a Vehicle upon District Property for any of the following purposes:

(1) To display such Vehicle for sale; or,

(2) To perform maintenance or repair of such Vehicle, except for repairs necessitated by an emergency; or,

(3) To sell goods or services from such Vehicle.

(d) The operator of an authorized emergency Vehicle, as defined in Section 3.07 of this Ordinance, may park or stand irrespective of the provisions of this Ordinance.

(e) Penalty Provisions for Parking Violations.

(1) Whenever any Vehicle shall have been parked in violation of any section of this Ordinance prohibiting or restricting vehicular standing or parking, the Person in whose name the Vehicle is registered with the Secretary of State of Illinois shall be prima facie responsible for the violation and subject to the penalty therefor, except as provided in Section 3.16 (f) of this Ordinance.

(2) Any Person who violates or fails to comply with any provision of this section at Rosewood Park and Beach, Millard Park and Beach, Central Park, Park Avenue Beach, and Moraine Park and Dog Beach, shall be fined \$75.00 for each offense. Any Person who violates or fails to comply with any provision of this section at any and all other Park District property shall be fined \$25.00 for each offense.

(6) Any Person on whom a parking violation notice has been served shall within fourteen (14) days from the date of the notice either pay the indicated fine or, in the

manner indicated on the notice, request a court hearing to contest the charge, violation, or violations.

Section 3.17. Riding Outside Vehicles.

(a) No Person shall ride upon the fenders, running boards, bumpers, hood, or any other exterior part of any Vehicle on District Property.

(b) No Person shall cling or attach himself, his Vehicle, or any other object, to any other Vehicle on District Property except for lawful towing operations.

Section 3.18. Right-of-Way.

(a) Every operator of a Vehicle shall yield the right-of-way to a pedestrian at any marked crosswalk or within any unmarked crosswalk at any intersection on District Property.

(b) Every operator of a Vehicle shall exercise due care to avoid colliding with pedestrians upon any roadway on District Property, shall give warning to any pedestrian in the roadway by sounding the horn when necessary, and shall exercise proper precaution upon observing any child, confused Person, or disabled Person upon a roadway.

(c) Every pedestrian crossing at a roadway on District Property at any point other than within a marked crosswalk or within an unmarked crosswalk at any intersection shall yield the right-of-way to Vehicles upon the roadway.

(d) Except as otherwise provided herein, the operator of a Vehicle approaching an intersection on District Property shall yield the right-of-way to a Vehicle that has already entered the intersection from a different roadway. When two (2) Vehicles approach an unmarked intersection from different roadways at approximately the same time, the operator of the Vehicle on the left shall yield the right-of-way to the Vehicle on the right.

Section 3.19. Siren Devices. No Person shall utilize any siren-sounding device or other type of signaling device that makes unusually loud or unnecessary noise on District Property unless that Person is driving or operating an authorized emergency Vehicle, as defined under Section 3.07, responding to an emergency call, or pursuing an actual or suspected violator of the law.

Section 3.20. Speeding.

Except as provided in Section 3.07 (b) of this Ordinance:

(a) No Person shall drive or otherwise operate a Vehicle on District Property at a speed greater than is reasonable and safe under the circumstances, having due regard for traffic, pedestrians, weather conditions and the intended use of the roadway and at no time at a speed greater than 20 miles per hour.

(b) No Person shall drive or otherwise operate a Vehicle on District Property at a speed that endangers the safety of any Person or property.

Section 3.21. Traffic Signs and Signals.

(a) No Person shall fail to observe any traffic sign indicating speed limit, direction of travel, caution, stopping, parking, crosswalk lanes, traffic lane markers, and any other sign posted by the District for safeguarding life or property.

(b) No Person shall deface, injure, move, or otherwise interfere with any traffic sign or signal on District Property.

Section 3.22. Unattended Motor Vehicles. No Person driving, operating, or otherwise in charge of a motor Vehicle on District Property shall permit it to stand unattended without first stopping the engine, locking the ignition and removing the keys. When the motor Vehicle is standing upon any perceptible grade, the Person shall set the parking brake thereon and turn the front wheels to the curb or side of the roadway.

Section 3.23. Unauthorized Use of Parking Places Reserved for Handicapped Persons.

(a) For purposes of this section, handicapped Person means every natural Person who qualifies as a "person with disabilities" as defined in Section 1-159.1 of the Illinois Vehicle Code.

(b) No Person shall park on District Property any motor Vehicle which is not bearing registration plates or decals issued to a handicapped Person, pursuant to 625 ILCS 5/3-616, 11-1301.1, 11-1301.2, or to a disabled veteran pursuant to 625 ILCS 5/3-609, which provisions are specifically incorporated in this Ordinance by reference, as evidence that the Vehicle is operated by or for a handicapped Person or disabled veteran, in any parking place, including without limitation any private or public off-street parking facility, specifically reserved by the District, by the posting of an official sign as designated under 625 ILCS 5/11-301, for motor Vehicles bearing such registration plates. Any motor Vehicle bearing a handicapped license plate or a handicapped parking decal or device containing the international symbol of access issued to handicapped Persons by any local authority, state, district, territory or foreign country shall be recognized by the District as a valid license plate or device and receive the same parking privileges as handicapped residents of this State.

(c) The District may remove or cause to be removed to the nearest garage or other place of safety any Vehicle parked within a stall or space reserved for use by the handicapped which does not display handicapped registration plates or a special decal or device as required by this section.

(d) Any Person found guilty of violating the provisions of this section shall be fined \$250.00 in addition to any costs or charges connected with the removal or storage of any motor Vehicle authorized under this section.

Section 3.24. Mobility Assistance Devices. Notwithstanding anything in this Ordinance to the contrary, the District shall enforce the Mobility Device Use Policy, as amended from time to time. A copy of the Mobility Device Use Policy is available for copying, review and inspection at the Administrative Offices of the District.

CHAPTER IV - PARK HOURS, CLOSING, AND GENERAL OPERATION POLICIES

Section 4.01. Hours.

(a) Except as otherwise provided in this Section 4.01, District parks shall be open to the public from sunrise in the morning until sunset in the evening of that same day and District parks shall be closed to the public from sunset each day until sunrise the following day.

(b) The Board may establish other hours during which District Property or any parts thereof shall be closed to the public. The Board may periodically revise these hours.

Section 4.02. Special Closings. The Board or the Executive Director may close one or more District parks, buildings, and facilities or any part thereof to the public at any time and for any interval of time, either temporarily or at regular intervals, and either entirely or merely to certain uses, as deemed advisable and in the best interest of the public and District.

Section 4.03. Use of Closed Property Prohibited. No Person shall use, occupy, be in, or remain upon District Property or leave any personal property in or upon District Property which is closed to the public, or after closing hours, unless permission therefor has first been obtained from the District.

Section 4.04. Schedules, Fees, Rules, and Regulations. Time schedules for the operation of, and the activities to be conducted on, District Property and the amount of facility, Permit and program fees, may be reviewed and approved periodically by the Board. As permitted by law, fees charged nonresidents of the District need not be the same as fees charged residents of the District. Specific policies, rules and regulations pertaining to District Property and programs may be posted at or on the applicable District Property and/or published in District program brochures or otherwise made available to the users of District Property, who shall be charged with actual knowledge thereof. All Persons shall abide by all District policies, rules and regulations and with the direct orders or requests of employees and agents of the District when using District Property.

Section 4.05. Admission/Identification. No Person shall enter into, be, or remain in or upon District Property without paying any applicable admission fees, without complying with registration requirements that may be established by the District, or without displaying the required admission identification. All admission identification cards, papers and tickets are nontransferable and must be individually registered, unless otherwise specifically noted thereon. The District may make a charge for replacing lost admission identification cards, papers and tickets.

Section 4.06. Lost, Found, and Abandoned Property.

(a) For the purpose of this Ordinance, property is "lost" when it is unintentionally separated from the possession or control of its owner and property is "abandoned" when the owner, intending to relinquish all rights to the property, leaves it free to be appropriated by any other person.

(b) No Person shall abandon property on District Property.

(b) Property left unattended for longer than twenty-four (24) hours or unattended property that interferes with any park employee's or visitor's safety, orderly management of the park area, or presents a threat to park resources shall be considered lost. Lost property may be impounded or removed by the District at any time. The owner of such property shall be responsible and liable for all costs and expenses associated with the impounding, removal, storage, or other disposal of the property.

(c) Any Person finding lost or unattended property on District Property shall report the discovery to the District as soon as is practicable. Whenever a District employee or agent finds lost property on District Property he shall report the discovery to his Department or Division Head. The District will attempt to make every reasonable effort to locate the property's owner(s).

(d) Lost property that has been impounded shall be disposed of in accordance with the Estrays and Lost Property Act, 765 ILCS 1020/1, et seq.

Section 4.07. Building Use. No Person shall use any District building or facility for an event or activity that is not conducted or sponsored by the District unless a Permit therefor has first been obtained from the District in accordance with Chapter V of this Ordinance and/or an agreement has been executed with the District. All Persons using District buildings or facilities shall comply with the provisions of this Ordinance and with the provisions and conditions of the Permit and/or license agreement and with all other applicable policies, rules, and regulations of the District regarding the use of District property.

CHAPTER V - PERMITS AND OTHER AUTHORITY

Section 5.01. Permits.

(a) Permits may be granted upon proper application and approval where the applicable section of this Ordinance or any other District ordinance, policy, rule, or regulation requires a Permit in order to engage in a particular use.

(b) Every Person requesting a Permit shall complete and file a written application with the Executive Director, on forms provided by the District, and pay applicable application fees at the District's administrative offices located at 636 Ridge Road, Highland Park, Illinois. The application shall be dated and stamped only when a complete application is received and a receipt issued to the applicant.

(c) Application Deadlines.

(1) Applications for Permits under Sections 2.08, 2.16, 2.25 and 2.36 must be received by the District at least forty-eight (48) hours prior to the use for which a Permit is sought but not more than ninety (90) days before the date on which the applicant seeks to conduct the activity.

(2) Applications for Permits under any other section of this Ordinance or any other District ordinance, rule, or regulation not involving the exercise of First Amendment rights must be received by the District at least twenty-one (21) calendar days prior to the requested use, but not more than ninety (90) days before the date on which the applicant seeks to conduct the activity.

(d) For applications for Permits under Sections 2.08, 2.16, 2.25 and 2.36, which comply with the terms and conditions of this Ordinance, the District shall issue the requested Permit without unreasonable delay unless:

(1) The proposed activity violates any federal, state, local, or District law, rule, or regulation; or,

(2) A prior application for a Permit for the same date, time, and location has been or will be granted and the use authorized by that Permit do not reasonably allow multiple occupancy of that particular location by more than one permittee; or,

(3) The proposed location is not a First Amendment Location for such use; or

(4) The proposed use would substantially impair the operation or use of facilities or services of District concessionaires or contractors; or,

(5) The proposed use would so dominate the use of District Property as to preclude other Persons from using and enjoying the park.

(6) This subsection 5.01 (d) is not applicable to applications under any other section of this Ordinance or any other District ordinance, rule, or regulation not involving the exercise of First Amendment rights.

(e) The District shall approve or deny any complete application received pursuant to Sections 2.08, 2.16, 2.25 or 2.36 of this Ordinance within twenty-four (24) hours from its receipt. For complete applications any other section of this Ordinance or any other District ordinance, rule, or regulation not involving the exercise of First Amendment rights, the District shall approve or deny the application within fourteen (14) calendar days from its receipt. However, the District may extend the time for such action provided that it notifies the applicant within twenty-four (24) hours after the District's receipt of the application. Such notice shall specify the time within which the District will approve or deny the application.

(f) If the application is approved and the applicant has paid all applicable fees, the District shall issue a written Permit to the applicant. If the application is denied, the District shall issue to the applicant written reasons for denying the application.

(g) If an application is denied on the basis of a scheduling conflict or inappropriateness of the location, duration, or time of the activity, the District will make a reasonable effort to arrange for a reasonable alternative location, duration or time. If the District denies an application pursuant to Sections 2.08, 2.16, 2.25 or 2.36, or the applicant is dissatisfied with such Permit as issued, he may appeal the decision to the Board within ten (10) calendar days after the decision is rendered. If the Board rejects the appeal after full review, or if time for full review is not available, the applicant may appeal the decision to the appropriate state or federal court. All other decisions on the issuance of Permits by the District are final.

(h) Any Permit granted by the District may contain lawful prerequisites to the issuing of the Permit and restrictions on the conduct of the permitted use including without limitation: payment of a reasonable fee; general liability insurance coverage; an agreement to fully indemnify and hold the District harmless from any liability or costs resulting from the use; a requirement that the Persons involved in the use observe all federal, state, local, and District laws, ordinances, rules, and regulations; time, duration, and location restrictions; restoration deposit; a written agreement by the applicant to fully restore any District Property soiled or damaged by the use; and, any reasonable restriction necessary for the efficient and orderly contemporaneous administration of the use, other activities with a Permit, and regular District uses, functions, programs, and activities.

(i) Any Person holding a valid Permit issued by the District for use of District Property may use the District Property identified on the Permit to the exclusion of any other Person except the District.

(j) Subject to the terms of subsection (g) above, the District may make necessary changes or place necessary additional restrictions on any Permit after it has been issued.

(k) Violation of the terms, restrictions and conditions contained in the Permit may result in the suspension or revocation of the Permit.

(l) No Permit shall be issued for a period in excess of seven (7) consecutive calendar days. A Permit may be extended for like periods of time pursuant to a new application, unless another Person has requested use of the same location and use of that location by more than one permittee is not reasonably possible. This subsection shall not apply to Permits granted under Section 2.36 of this Ordinance for news racks or newsstands. Such Permits shall be issued for a period of six (6) months.

(m) For uses involving the exercise of First Amendment rights, the District may waive any application or permit fees if the applicant demonstrates that the cost of such fees is prohibitive. An applicant must request such a waiver in writing.

(n) For purposes of this Section 5.01, the term "exercise of First Amendment rights" shall include, without limitation, uses described in sections 2.08, 2.16, 2.25 and 2.36 and which comply with the terms and conditions of this Ordinance.

(o) "First Amendment Location" shall mean each of the following locations with respect to the type of First Amendment Activity described:

- (1) For Section 2.08, Charitable, Religious, Political, or Nonprofit Activities:
 - Outdoors - Park Pavilions at Danny Cunniff or Sunset Woods Park subject to each pavilion's capacity limitations
 - Indoors - Multi-Purpose Rooms at West Ridge Center or Heller Nature Center subject to each room's capacity limitations
- (2) For Section 2.16, Sale and Distribution of Merchandise or Soliciting Contributions during Festivals/Special Events:
 - 8'x8' area located in a designated area specific to each event
- (3) For Section 2.25, Parades, Public Assemblies or Meetings:
 - Outdoors - Sunset Woods Park, West Ridge Park or Olson Park
 - Indoors - Multi-Purpose Room at Heller Nature Center or West Ridge Center subject to each room's capacity limitations

- (4) For Section 2.36, Selling or Distributing Non-Commercial Printed or Written Material:
- Outdoors -Designated community bulletin boards at Sunset Woods Park, the Preserve of Highland Park, Larry Fink Park and Danny Cunniff Park,
 - Indoors – Designated community bulletin boards at West Ridge Center and the Recreation Center of Highland Park.

Section 5.02. Insurance and Hold Harmless Agreement.

(a) Except as provided in subsection 5.02 (a) (1), every applicant for a Permit shall acquire general liability insurance to protect himself and the District from liability resulting from his use of District Property and provide proof of such insurance to the District before the District will issue a Permit to an otherwise acceptable applicant. The District must be named on such policy as an additional insured. Where possible, an applicant may acquire a rider to the District's insurance policy at the applicant's cost and expense. Applicants should contact the District's administrative office for more information. The General Liability Insurance required hereby shall provide coverage for personal injury, property damage,

and automobile liability (for owned and non-owned vehicles) with limits of not less than \$1,000,000 per occurrence, \$2,000,000 aggregate, and deductibles not to exceed \$5,000.

(1) For activities involving the exercise of First Amendment rights, including uses described in sections 2.08, 2.16, 2.25 and 2.36 and which comply with the terms and conditions of this Ordinance, the District may waive the requirement of insurance if the applicant demonstrates that he or his organization cannot procure general liability insurance or that the cost of procuring such insurance or acquiring a rider to the District's insurance policy is cost prohibitive. An applicant must request such a waiver in writing which describes how the applicant qualifies for a waiver.

(b) Every applicant must execute and deliver to the Park District an agreement to indemnify and hold the District harmless from any liability, of whatever kind, nature or amount, caused by the negligent or unlawful acts of the applicant or any member, volunteer, employee, agent, participant, or other Person associated with the applicant or his group or organization.

Section 5.03. Restoration Deposit.

(a) The District may require payment of a restoration deposit as a prerequisite to the issuance of a Permit involving any use with greater than _____ participants, invitees and/or guests. The District shall refund the deposit if the Person responsible for the permitted use cleans any refuse caused or left by the use or the use's participants and restores District Property to the condition it was in prior to the use to the District's satisfaction. If the District is required to clean up or restore District Property after the permitted use, the Person responsible for the permitted use shall reimburse the District for all costs and expenses associated with the clean-up and restoration. The cost of the cleanup and restoration shall be deducted from the restoration deposit. If there are any funds remaining after the cleanup and restoration costs have been paid, they shall be returned to the permittee. If the costs and expenses for the cleanup and restoration exceed the amount of the restoration deposit, the District reserves the right to bill the permittee and to pursue any and all legal options.

(b) The District may accept a written agreement to clean up and restore District Property after the permitted use if the applicant can demonstrate that payment of a restoration deposit would create an undue financial hardship. If the permittee does not satisfactorily perform according to the agreement, the District reserves the right to bill the permittee and pursue any and all legal remedies.

Section 5.04. Other Authority. Activities otherwise prohibited under this Ordinance, or any other District ordinance, policy, rule, or regulation may be conducted or engaged in by a Person, his agents and/or employees, if done in strict conformance with the provisions of an agreement with the District that has been duly authorized by the Board.

CHAPTER VI - ENFORCEMENT

Section 6.01. Police/Security Force.

(a) The District Police Force shall be the conservators of the peace on District Property, and shall be responsible for the enforcement of all federal, state, local and District laws, ordinances, rules, and regulations on District Property.

(b) The members of the District Police Force shall have the authority to eject from District Property, arrest, or issue citations to any Person who violates any applicable federal, state, local, or District law, ordinance, rule, or regulation on District Property.

Section 6.02. Rules to be Obeyed. No Person shall violate or disobey any provision of this Ordinance or any other District ordinance, policy, rule or regulation of general applicability regulating conduct or activities on District Property even though the same may not have been posted. No Person shall violate or disobey the directions or instructions contained in any notice or sign posted by the District relating to the

use of District Property, or the directions or instructions of any member of the District Police Force, or any employee of the District seeking to enforce compliance with federal, state, local or District laws, ordinances, rules, or regulations.

Section 6.03. Parties to Ordinance Violation.

(a) Every Person who commits, attempts to commit, conspires to commit, or aids or abets in the commission of any act in violation of this Ordinance or other ordinance, rule or regulation of the District, as principal, agent, or accessory, shall be guilty of such offense, and every Person who falsely, fraudulently, forcibly or willfully induces, causes, coerces, requires, permits, or directs another to violate any provision of this Ordinance is likewise guilty of such offense.

(b) Any Person who is the owner, registered owner, or Person in control of any animal, Vehicle or other property of any kind brought, placed, parked or allowed to remain on District Property in violation of this Ordinance or other District ordinance, rule, or regulation, shall be deemed prima facie responsible for such violation and shall be subject to the penalties provided herein.

(c) It is unlawful for the owner or any other Person employing or otherwise directing the operator of any Vehicle, to request or knowingly permit operation of any such Vehicle on District Property in any manner contrary to this Ordinance.

CHAPTER VII - PENALTIES

Section 7.01. Revocation of Privileges, Fines. Any Person violating or disobeying any section or part thereof of this Ordinance, or any other ordinance, rule or regulation of the District may be fined not less than \$25 nor more than \$1,000 for each offense, may be forthwith evicted from District Property, or may have his admission rights to District Property suspended, terminated or revoked. Fines may be recovered by an action in the name of the District in the Circuit Court for the Nineteenth Judicial Circuit, Lake County, Illinois, if not voluntarily paid by the Person committing the offense within ten (10) days of the issuance by the District or its agent of a notice of violation, specifying the amount of the fine(s). The procedure in such actions shall be the same as that provided by law for like actions for the violation of ordinances in cities organized under the general laws of the State of Illinois.

Section 7.02. Restitution. In addition to, or instead of, the fines and penalties provided for in Section 7.01, any Person violating or disobeying any section or part of this Ordinance, or any other federal, state, local, or District law, rule, or regulation, may be required to make restitution for damages resulting from such violation(s). The provisions of the Illinois Parental Responsibility Law (740 ILCS 115/1 *et seq.*) are specifically incorporated in this Ordinance by reference for purposes of this section.

Section 7.03. Seizure/Removal/impoundment of Property. Any property, substance or thing brought into, utilized, placed, or left on District Property in violation of this Ordinance, or any other District ordinance, rule or regulation may be removed, seized, and destroyed in the case of property and substances referred to in Section 2.02, Alcoholic Liquors, 2.03, Animals and Pets, 2.10, Controlled Substances and Cannabis, and 2.41, Weapons, Firearms, Explosives, Rockets, or seized and impounded in the case of any other property, substance or thing (including without limitation Vehicles and bicycles). Property so impounded shall not be returned to the owner(s) thereof until such Person(s) shall have provided the District with acceptable proof of evidence of ownership and until such Person(s) shall have reimbursed the District in full for all costs and expenses to the District of such impoundment including without limitation any removal and storage charges. Property not claimed by the rightful owner(s) thereof within sixty (6) days after such impoundment may be sold by the District which shall be entitled to the entire proceeds thereof, or otherwise disposed of, provided that any motor Vehicle towed and/or impounded shall be disposed of according to the applicable laws of the State of Illinois.

Section 7.04. Non-Exclusivity of Penalties. The penalties provided for in this Chapter VII are in addition to and not exclusive of any other remedies available to the District as provided by applicable law. Each of the penalties provided for in this Chapter is not exclusive of any of the other penalties provided in this Chapter and such penalties may be imposed singly or in any combination permitted by law.

CHAPTER VIII - REPEAL

All District ordinances, resolutions, policies, rules and regulations in conflict or inconsistent with any of the provisions of this Ordinance are hereby repealed.

CHAPTER IX - SEVERABILITY

Provisions of this Ordinance shall be deemed to be severable. Should any section or part of this Ordinance be declared invalid by a court of competent jurisdiction, the remaining part or parts of such section and/or the other sections, as the case may be, of this Ordinance shall nevertheless be valid, binding and subsisting.



Memorandum

To: Board of Park Commissioners

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

Date: July 28, 2020

Subject: **Centennial Ice Arena Compressor Replacement Project Progress Update**

Background

The compressors at Centennial Ice Arena (CIA) had been in operation for 47 years. The useful life of a compressor system ranges between 30 and 50 years. The age of the system, along with the phase-out of R-22 (refrigerant) and the United States' commitment to the Montreal Protocol, prompted the replacement project.

The Park Board approved the contract for engineering services from I.B. Storey on December 12, 2019, and the contract for construction from Stellar Industrial Inc. on March 31, 2020. The CIA Compressor Replacement Project includes engineering design, removal of the existing compressor, installation of a new compressor, and upgrading the system controllers. A two-stage mag bearing Trane compressor system using Opteon XP10 will be installed. The benefits of this two-stage system include a minimal footprint which eliminates the need for additional construction, an industry-leading warranty of 10 years for parts and labor, the capacity to add a second sheet of ice in the future, and superior efficiency when compared to other models that are one-stage systems.

Staff will provide a progress report to the Park Board of Commissioners. Construction began on May 18, 2020 and the project currently is on schedule, within budget and anticipated to be completed by August 28.

Financial Impact

	Contract Award	Actual (to date)	Remaining
Soft Costs	\$84,000	\$33,600	\$50,400
Construction Costs	\$1,828,000	\$437,431.60	\$1,390,578.40
Total	\$1,912,000	\$471,021.60	\$1,400,978.40



Memorandum

To: Park Board of Commissioners
From: Brian Romes, Executive Director
Date: July 28, 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.

EXECUTIVE DIRECTOR'S MONTHLY REPORT

JULY 14, 2020

UPCOMING EVENTS & HIGHLIGHTS

- Residents can enjoy old-fashioned Drive-In Movies this summer in the parking lot of the Recreation Center of Highland Park. Tickets provide each vehicle one parking space. Patrons are welcome to watch the movie from their car or camp out next to their vehicle, so long as you stay within your assigned space. Parking spots between cars will be blocked off to allow for social distancing. Movie-time snacks will be available for purchase before and during the show. Additionally, one of the sponsor's, Judy's Pizza, is offering pre-ordered pizza deliveries.
 - The first movie featured was *Angels in the Outfield* on Thursday, July 23. Parking spots sold out!
 - Join us Thursday, August 6 for *Honey I Shrunk the Kids*. There are 2 parking spots are still available.
 - Thursday, August 20 for *Ferris Bueller's Day Off*. There are 5 parking spots still available.
 - Come out Friday, October 6 for *Hocus Pocus*. There are 6 parking spots still available.
- Since 1956, thousands of Chicagoland's greatest amateur golfers have competed at the annual North Shore Amateur Golf Tournament. The tournament is next Wednesday, July 29 and Thursday, July 30. 121 players will be divided into three separate divisions, championship with a recommended handicap of 8 or less, open/senior division, or the women's division. Tee Times and pairing were posted an emailed-on Friday, July 24.

DEER CREEK RACQUET CLUB PROGRAMS

VIRTUAL PROGRAMS	MAY	JUNE	JULY (projected)	AUG (projected)
Free Virtual Classes Conducted	0	0	0	0
Paid Virtual Classes Conducted	1	0	0	0
Total Virtual Classes Conducted	1	0	0	0
Total Virtual Programming Revenue	\$35	0	0	0

IN-PERSON RECREATION	MAY	JUNE	JULY (projected)	AUG (projected)
Daily Court Rentals (Hours)				
Tennis	0	4	10	10
Racquetball	NA	NA	NA	NA
Private Lessons (Hours)	141.25	345.25	345	300
Drop-Ins	NA	NA	NA	NA
Memberships	601	601	601	601
Total In-Person Revenue	\$14,573.75	\$56,272	\$79,507	\$63,000

News & Events

- June mini camps were a huge success. Every week for morning and afternoon session had a waitlist.
- Outdoor classes for adults and juniors began June 15 with similar enrollment to previous years.

CIA PROGRAMS

VIRTUAL RECREATION	MAY	JUNE	JULY	AUG (projected)
Free Virtual Classes Conducted	0	0	0	0
Paid Virtual Classes Conducted	0	0	0	0
Total Virtual Classes Conducted	0	0	0	0
Total Virtual Programming Revenue	0	0	0	0

IN-PERSON RECREATION	MAY	JUNE	JULY	AUG (projected)
Daily Drop in Fees				
Public Skate	0	0	0	0
Freestyle	0	0	0	0
Open Hockey	0	0	0	0
Open Gymnastics	0	0	0	0
Skate Rental	0	0	0	0
Punch Passes				
Public Skate	0	0	0	0
Freestyle	0	0	0	0
Skate Rental	0	0	0	0
Facility Rentals (hours)	0	0	0	0
Facility Rentals Revenue	0	0	0	0
Gymnastics Program Participation	0	35	45	48
Gymnastics Programming Revenue	0	\$3122	\$5506	\$5700

News & Events

- Live gymnastics classes are increasing in enrollment. We are offering indoor gymnastics classes, as well as conditioning and dance for gymnasts' classes. July session added 2 Beginner 1 & 2 level classes.
- Offering gymnastics private lessons.
- Planning on continuing with same schedule in August.
- Due to compressor replacement project there is no ice until September.

RECREATION CENTER OF HIGHLAND PARK

RECREATION	MAY	JUNE	JULY (projected)	AUG (projected)
Free Virtual Classes Conducted	56	0	2	0
Paid Classes Conducted	0	110	135	136
Free Group Exercise Participation/Visits	3,880 views 10,900 engagement	1,940 views 6,600 engagement	970 views 3,330 engagement	550 views 1,800 engagement
Paid Group Exercise Participation	0	866	945	950
Group Exercise Revenue	\$0	\$8,660	\$6,142	\$6,150
Personal Training Participation	0	290	320	325
Personal Training Sales (Units)	0	211	250	245
Personal Training Revenue	\$0	\$12,084	\$14,250	\$14,535
Virtual Programing Participation	39	1	0	0
Virtual Programming Revenue	\$815	\$20	\$0	\$0
Fitness Center Reservations	0	15	792	887
Fitness Center Reservation Revenue	\$0	\$21	\$3,754	\$4,251
Total Revenue (Virtual/In-Person)	\$815	\$41	\$3,754	\$4,251

Memberships	2018	2019	2020 (approximate)
Annual	1995	1911	1715
Non-Annual	122	131	40
Total Memberships	2117	2042	1755
Kid Fit Memberships	56	53	45

Members	2018	2019	2020 (approximate)
Annual	3224	3125	2708
Non-Annual	122	131	40
Total Members	3346	3256	2748
Kid Fit Members	153	156	74

News & Events

- Members and Memberships for 2020 are an approximation based on deducting the canceled memberships from our active membership base as of 3/13/2020 and making additional adjustments based on transfers and account modifications taken in during the closure. As of June 30th, there were 134 memberships/214 members canceled from 30 previous requests and 104 new requests. All cancellations and transfers were made effective March 13th and will continue to be until membership services resume.

- We are offering Fitness Center Access beginning July 6th for 90-minute reservations for \$5 for members, \$7 for non-member residents, and \$10 non-member non-residents. We expect attendance to be lower with an average of 37 visits per day Mondays-Thursdays and an average of 20 visits per day Fridays-Sundays throughout the month of July. A majority of our revenue will likely come from the member fee, as people are still learning of our reopening and getting comfortable coming back into the facility.
- We will always begin implementing mandatory mask usage, including while working out at the end of July, while also adjusting our time blocks to be a 4 ½ hour morning reservation time and a 3 hour evening reservation time to allow more flexibility for patrons. We predict that this will make more people comfortable to come into the facility and expect a slight rise in participation to an average of 40 visits per day Mondays - Thursdays and an average of 23 visits per day Fridays-Saturdays. We will also be closing the fitness floor on Sundays. We expect to continue having most of our revenue come from the member fee of \$5/visit.
- As staffing levels increased more group fitness classes were introduced with a variety of formats. Classes that did not reach a minimum of 5 participants were canceled the night prior and refunds were issued to participants who didn't want to transfer. 25 classes were canceled due to low attendance and 4 were canceled due to inclement weather. A total of 110 classes were conducted, for a total of 866 participants paying \$10/class, averaging 8 participants per class. In July, we expect to see a similar level of participation as we continue to expand our offerings but are taking into account the holiday weekend and the fee change from \$10 for all participants to \$5/member, \$7/non-member resident, and \$10/non-member non-resident.
- Free virtual classes were offered throughout April and May. New content creation and publication ceased when outdoor in-person classes were offered in June, but the videos remain on our social media for virtual viewing/engagement. 2 new virtual classes will be posted over the holiday weekend for the Fourth of July. We predict a 50% decrease each month with the additional group exercise classes and other membership options.
- Personal training began the 2nd week of June, with 3 class-two trainers available for private sessions. 4 additional trainers were available as of the 3rd week of June. 4 rooms were reserved strictly for personal training sessions. 78 training clients used the facility in June for a total of 290 visits, which is 43% of the 689 visits we had in June 2019. We expect a slight increase in personal training sessions for July since we permitted trainers to access the fitness floors, staffing levels will continue increasing, and we're adding a 5th private training space. We are predicting 45% of the 801 visits we had in July 2019 for July 2020 considering the holiday weekend and changes made surrounding our opening. We typically have a week shut down in August that causes a decrease in numbers. Since we will not have the shutdown or any holidays, we expect a slight increase in personal training visits in August as patrons continue to return.
- Most personal training clients used previously purchased packages, including some Kick Start Training Sessions still from our January promotion, so we did not have many personal training sales until the end of June. With many of our clients still returning and using these packages, we are predicting to sell 15% of the 504 units we sold in July 2019 in July 2020 with a slight increase in sales in August as our usage increases.

HELLER NATURE CENTER PROGRAMS

RECREATION	MAY	JUNE	JULY	AUG (projected)
Free Virtual Classes Conducted	9videos	0	0	2-3
Paid Virtual Classes Conducted	1	1	0	0
Total Virtual Classes Conducted	10	1	0	2-3
Free In-Person Program Participation	0	0	0	0
Paid In-Person Program Participation	0	36persons / 4 programs	28 persons/ 3 programs	30person /3 programs
Total Participation	0	36	28	30
Virtual Programming Revenue	\$413	\$ 288	0	0
In-Person Programming Revenue	0	\$1580	\$470	\$380
Total Revenue	\$413	\$1868	\$470	\$380

*Excludes 2 Camp Hometown groups

ROSEWOOD INTERPRETIVE CENTER PROGRAMS

RECREATION	MAY	JUNE	JULY	AUG (projected)
Free In-Person Program Participation	0	0	0	0
Paid In-Person Program Participation	0	0	23-heller	20 persons/2 programs
Total Participation	0	0	23	20
In-Person Programming Revenue			\$1665	\$200
Total Revenue		\$\$	\$1,665	\$200

HELLER NATURE CENTER & ROSEWOOD INTERPRETIVE CENTER RENTALS

RENTALS	2018	2019	2020*
Heller Nature Center Rentals	48	24	11
Heller Nature Center Birthday Party Package	19	14	3
Rosewood Interpretive Center Rentals	76	73	3

*As of March 2020

News & Events

- Possible Rentals at Rosewood.
- Minicamps at Rosewood Full – 10 participants.
- Summer programs for July at capacity with 10 participants (Archery, fishing, shipwrecks).

SUNSET VALLEY GOLF CLUB

GOLF	2019 Actual	2020 Budget	2020 Actual
Golf Shop Sales	626	450	832
Golf Balls	477	315	650
Accessories	149	135	182
Golf Rentals	2955	3216	3897
Carts	2955		3897
Golf Greens Fees	5417	5581	7482
Resident	2308		4078
Nonresident	2792		3295
Outing	173		52
Other	144		57
Misc. Sales	9	8	116
Sapphire Club	8	8	45
Permanent Tee Time	1	0	71

News & Events

- Golf restrictions revised on May 29, 2020. The updated restrictions (Phase 3), which include the following modifications to the original guidelines:
 - Online or telephone bookings are encouraged. Players may be grouped in foursomes and tee times will be spaced 10 minutes apart.
 - Golf carts are permitted. Individuals, not members of the same household, must use individual carts. Golf carts will be sanitized after each use.
 - Putting green will operate at 50% capacity and 13Nintey Restaurant is open for carryout and outdoor seating.
- Permanent tee times began on the weekend of June 6, 2020.
- 7482 rounds for the month most ever since SVGC started tracking rounds in 2006
 - Previous high 6964 rounds in July 2009.
 - Reached 300 rounds on June 25, 2020.
- Tuesday night 9-hole ladies league started on June 16, 2020 and 24 players signed up.
- High numbers for Sapphire due to:
 - Many residents are returning from their winter homes.
 - More people are playing golf due to the pandemic.
 - Northbrook residents are playing here during the Sportsman’s renovation.
- Golf restrictions revised on June 26. The Phase 4 modifications include:
 - Dual-rider motorized golf carts are permitted. If two people who do not live in the same household share a cart, they should both wear face coverings while in the cart.
 - 13ninety Restaurant & Bar to reopen with limited indoor seating.
- Sunset Valley Golf App launched on May 1, 2020
 - 716 downloads through July 4, 2020. Search “Sunset Valley Golf” on iOS or Android.

HIGHLAND PARK LEARNING CENTER

Driving Range Monthly Sales Report (buckets sold)

	2019 Actual	2020 Budget	2020 Actual
January	0	500	501
February	0	584	588
March	0	584	179
April	625	681	0
May	1,168	2,556	174
June	1,678	3,727	2,547
July	1,914	4,581	
August	1,795	3,917	
September	1,104	1,993	
October	644	736	
November	93	125	
December	267	208	
Totals	9,288	20,192	3,989

Mini Golf Monthly Sales Report (rounds sold)

	2019 Actual	2020 Budget	2020 Actual
March			
April	167	167	0
May	401	717	59
June	913	1,400	1,004
July	1,266	1,800	
August	1,448	1,833	
September	576	1,667	
October	316	416	
November			
Totals	5,087	8,000	1,063

News & Events

- Facility opened without restriction on June 26th.
- Held 3 PGA Junior camps in June. July camps begin on the 6th.
- Great weather has brought record numbers to the range and causing most programs to hit max enrollment.

Park Avenue Boating Facility

	2018	2019	2020
Season Launch Only Pass			
Power Boat	10	11	14
Personal Watercraft (PWC)	14	12	22
Sailboat	0	0	1
Boat Storage w/ Launch Privileges			
Power Boat / PWC	28 / 5	34 / 3	23 / 4
Non-Motorized / Stand Up Paddleboard (SUP)	52 / 7	56 / 14	42 / 14
Season Parking Decals	175	130	124

News & Events

- Launch only passes are very popular this year.
- Spaces are still available for motorized and non-motorized storage.
- Lower quantity non-motorized spaces are available this season due to space on sand and south pad.

ROSEWOOD BEACH / AQUATIC PROGRAMS

	MAY	JUNE	JULY	AUG (projected)
NON-RESIDENT				
Daily Fee Beach Access	\$0	\$4,150	\$6,390 as of 7/16/20	
Daily Parking Fee	\$0	\$17,025	\$3,685 as of 7/16/20	
Season Passes	NA	NA	329 passes sold as of 7/16/20 \$16,920	
Total Revenue		\$21,175	\$26,995	

News & Events

- The Open Water Swimming class led by Tim Johnson began July 13th with 7 enrolled.
- Due to beach usage hitting capacity every day in June for the regular season, additional parking attendants and park ambassadors have been hired for access control. Rosewood Beach has seen a significant change in daily usage with the enforcement of seasonal passes and id checks.

WEST RIDGE CENTER RENTALS

	2018	2019	2020
Rental Bookings (hrs.)	30.5	13	0
Garden Plot	12	12	9

News & Events

- West Ridge Center is not currently accepting rentals with the exception of garden plots.

ATHLETIC PROGRAMS

ATHLETICS	MAY	JUNE	JULY	AUG (projected)
Free Virtual Classes Conducted	0	0	0	0
Paid Virtual Classes Conducted	5	1	1	0
Total Virtual Classes Conducted	5	1	1	0
Free Virtual Program Visits per day	0	0	0	0
Paid Virtual Program Visits per day	70	14	4	0
Total Virtual Participation	70	14	4	0
Virtual Programming Revenue	700	274	100	0
In-Person Participation				
Classes Youth	0	23	45	39
Camps Youth	0	120	99	115
Leagues Youth	0	0	213	213
Leagues Adult	0	0	0	0
In-Person Revenue				
Youth Programming	0	\$25,466	\$64,774.40	\$68,230
Adult Programming	0	0	0	0
Total Revenue	700	\$25,740	\$64,774.40	\$68,230

News & Events:

- Baseball League Return: Sluggers, Double-A, Triple-A, Majors, and Pony.
- Mini-Sports Camps: JV and Girls Play Strong.
- Classes: Parent Tot Tee ball and Basketball Clinics.

RECREATION PROGRAMS

RECREATION	MAY	JUNE	JULY	AUG (projected)
Free Virtual Classes Conducted	0	0	0	
Paid Virtual Classes Conducted	9	8	2	
Total Virtual Classes Conducted	9	8	2	
Free Virtual Program Visits per day	0	0	0	
Paid Virtual Program Visits per day	49	58	11	
Total Virtual Participation	49	58	11	
Virtual Programming Revenue	\$4,206	\$3892	\$665	
Total Revenue (Virtual & In-Person)			\$96,360	

News & Events:

- In-person programs began July 1 at West Ridge Center.
- Camp Hometown began July 6 at West Ridge Center and Heller Nature Center.
- Summer ParkSchool was offered in lieu of camps for pre-k students to continue their preparation for returning to school in the Fall.

CAMP HOMETOWN

CAMP LOCATION	# OF CAMPERS ENROLLED	REVENUE
Camp Hometown at West Ridge Center	23	\$49,497.00
Camp Hometown at Heller Nature Center	16	\$34,433.00
After Camp Care at West Ridge Center	0	\$0
Camp Hometown- Specialty – Golf Camp	9	\$27,900.00
Camp Hometown – Specialty – Tennis Camp	249	\$60,037.00
Total	297	\$171,867.00

GRANT-IN-AID

	2019	2020
Total YTD Subsidy	\$56,325	\$15,342
Households		
100% Subsidy YTD	50	43
50% Subsidy YTD	11	4
Total YTD	61	47

News & Events:

- Total subsidy has decreased \$12,588 since April due to COVID-related program cancellations.
- There have been 25 new registrations for summer programs using scholarship funds, including 3 Camp Hometown enrollments and 17 mini-camp enrollments.

PARKS & NATURAL AREAS

News & Events

- Staff continuing essential park maintenance work, mowing, basic landscaping, and refuse collection.
- Balanced Environments began contracted mowing 28 locations.
- Playgrounds and basketball courts re-opened.
- Staff worked on Fink, Cunniff, Sunset and West Ridge 1 ballfields to begin preparing for typical league use.
- Staff prepared Park Ave. Boating Facility and Rosewood Beach for openings.
- Staff and Contractors continuing restoration work at Rosewood Park and Skokie River Woods.
- Staff and Contractor, V3, continuing establishment maintenance at The Preserve including pond shoreline maintenance, sand trap plantings monitoring and locating underground water and electrical services.
- Staff submitted The Preserve construction documents for permitting to Lake County Stormwater Management Commission and the City of Highland Park.

PLANNING

News & Events

- Staff are currently working with SmithGroup to investigate the leaning portion of boardwalk at Rosewood Beach and develop potential solutions.
- The Centennial Ice Arena Compressor Replacement Project is currently in progress. The project remains on schedule with an expected completion of September 1st.
- Staff continues to work with SmithGroup in the develop a Beach Management Plan which will provide management recommendations and strategies for the Park District's four lakefront locations. Funding for this plan was provided, in part, by a grant from the Illinois Department of Natural Resources Costal Management Program.
- The District has received and is currently reviewing bids for a roof replacement at Deer Creek Racquet Club and roof repairs at the Recreation Center of Highland Park.
- An Invitation for Bid is currently being developed for the Sunset Valley Youth Gold Development Brick Paver Walkway.

COMMUNICATIONS AND MARKETING

Social Media			
			
3,977 Likes	855 Followers	1,416 Followers	43 Views

Email			
47,052 Total Audience	97,663 Emails Delivered	24,561 Emails Opened	2,255 Clicks to pdhp.org

pdhp.org		
28,848 Visitors	40,967 Visits	74,805 Pageviews

Digital Brochures	
May	
1,589 Views	54 Clicks to Register

Updates

- Traffic to our website continues to increase as the summer progresses. Traffic is over 30% higher than it was this time last year. Most visited pages include our beaches, COVID-19 updates, Rec Center and golf.
- In the past 30 days, 18 emails were sent our residents and customers to keep them informed of new PDHP information, news, and opportunities.
- Followers to our social media sites continue to stay strong as residents connect to their friends, family, and the community. This month, there were over 6,000 engagements with PDHP social media. Events remain most popular with our audiences including the Firecracker 5K and the upcoming Drive-In Movie Nights.

- The July program and camp digital brochures were developed and marketed via the website, email, and social media outlets.
- The Marketing Team oversaw the Firecracker 5K race with the Foundation. Approximately 100 people participated and \$3,350 was raised for the SMILE Grant-in Aid. The team also promoted the Youth Golf Development Center ground-breaking event and assisted in writing the submission of a Highland Park Community Foundation grant application for the FYI Grant-in-Aid program.
- A Recreation Center video was produced and provides an overview of the changes at the Center and guidelines visitors must follow on their visits. The video will be available on social media and the website.
- Work started on a digital fall brochure (Sept, Oct, Nov). Most fall programming will be offered in two separate sessions. This format will provide residents the flexibility to plan their fall activities for a shorter session or the entire three-month season. Fall program run Sept 9 – Nov. The digital fall brochure is distributed Monday, Aug. 10.

Graphics



Page ?	Pageviews ? ↓
	74,805 % of Total: 100.00% (74,805)
1. /rosewood-beach-2/	18,615 (24.88%)
2. /	10,121 (13.53%)
3. /beaches/	4,105 (5.49%)
4. /recreation-center-highland-park-fitness-center-health-club-aquatics/	2,332 (3.12%)
5. /golf-learning-center/	2,192 (2.93%)
6. /moraine-park-beach/	1,650 (2.21%)
7. /hidden-creek-aquatic-park-outdoor-pool/	1,647 (2.20%)
8. /programs/	1,483 (1.98%)
9. /2020/05/covid-19-community-health-preparedness/	1,460 (1.95%)
10. /millard-park-beach/	1,451 (1.94%)
11. /2020/06/covid-19-community-health-preparedness/	1,315 (1.76%)
12. /2020/06/recreation-center-of-highland-park-reopens-july-6/	1,266 (1.69%)
13. /2020/06/rosewood-beach-information-and-frequently-asked-questions/	1,258 (1.68%)
14. /boating/	1,115 (1.49%)
15. /rainout-line-weather-cancellation-status-sign-up/	1,086 (1.45%)
16. /beaches/parking-2/	1,062 (1.42%)
17. /deer-creek-racquet-club/	958 (1.28%)
18. /heller-nature-center/	936 (1.25%)
19. /rainout-line-weather-cancellation-status-sign-up/?mc_cid=6ec57f3c3f&mc_eid=[UNIQID]	777 (1.04%)
20. /recreation-center-highland-park-fitness-center-health-club-aquatics/group-fitness/	695 (0.93%)
21. /parks/	601 (0.80%)
22. /youth-sports/youth-baseball/	562 (0.75%)
23. /find-listing/	561 (0.75%)
24. /program-guides/	552 (0.74%)
25. /event/4th-of-july/	508 (0.68%)
26. /parties-rentals/	485 (0.65%)
27. /parks/dog-exercise-areas/	481 (0.64%)
28. /camps/	468 (0.63%)
29. /centennial-ice-arena/	410 (0.55%)
30. /join-our-team/	394 (0.53%)
31. /bids-rfps/	383 (0.51%)