

NOTICE OF WORKSHOP MEETING

Tuesday, April 14, 2020

6:00 p.m.

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

WORKSHOP MEETING AGENDA

Members of the public may view a live stream of the Workshop Meeting by clicking the Tuesday, April 14 Workshop 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 will be accepted until 5:45 p.m. on Tuesday, April 14. Email comments will be read aloud during the meeting.
- V. **ROSEWOOD BEACH UPDATE**
- VI. **POST-ISSUANCE TAX COMPLIANCE REPORT**
- VII. **APPROVAL OF RESOLUTION 2020-08 AUTHORIZING IMRF BENEFIT PROTECTION LEAVE SERVICE**
- VIII. **COVID-19 EMERGENCY OPERATIONS PLANNING UPDATE**
- IX. **REVIEW OF VOUCHERS**
- X. **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.
- XI. **ACTION FROM CLOSED SESSION IF ANY**

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Highland Park, IL 60035**

XII. ADJOURNMENT

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



Memorandum

To: Board of Park Commissioners

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

Date: April 14, 2020

Subject: **Rosewood Beach Update**

Summary

At the March 31 Board Meeting, the Park Board approved entering into contracts with John Keno and Company, Inc. for the Rosewood Beach Recreation Cove Protection Project. The focus of the project is sand nourishment of the Recreation Cove at the south end of the beach to provide protection of the cove, the adjacent boardwalk, and the playground. The cove will be replenished with Birdseye Sand and stone will be placed along the interior of the south breakwater to mitigate the passage of sand through this area. Staff will provide an update on the project.



Memorandum

To: Park Board of Commissioners
From: Mari-Lynn Peters, Director of Finance; Brian Romes, Executive Director
Date: April 14, 2020
Subject: **Post-Issuance Tax Compliance Report**

Summary

In conjunction with the Debt Certificates issued on June 18, 2012, the Bond Record-Keeping Policy was adopted by the board. Per the policy, the district agrees to keep and retain sufficient records to support the continued exclusion of interest paid on the Certificates 2012A and 2013 and General Obligation Limited Tax Park Bonds Series 2016, 2017 and 2020 from federal taxation.

The post-issuance tax rules fall into two categories: use of proceeds and other requirements related to the private activity bond tests; and arbitrage yield restriction and rebate requirements. Annually, until the Debt Certificates and Bonds mature plus 3 years, a review of all contracts and other records will be completed to determine whether each issue complies with the federal tax requirements.

To facilitate the review, Chapman and Cutler have provided the District with a checklist that provides a methodology for compliance. The attached report summarizes the findings for the reviews related to Debt Certificates 2012A, 2013, and Bonds 2016, 2017 and 2020. The District is currently in compliance with the applicable tax law requirements and no further action is necessary at this time.

Recommendation

No further action is necessary at this time.

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

POST-ISSUANCE TAX COMPLIANCE REPORT

To: Board of Park Commissioners of the Park District of Highland Park, Lake County, Illinois

Pursuant to my responsibilities as the Compliance Officer as set forth in a Bond Record Keeping Policy (the "*Policy*") adopted by the Board of Park Commissioners (the "*Board*") of the Park District of Highland Park, Lake County, Illinois (the "*District*"), on the 18th day of June, 2012, I have prepared a report reviewing the District's contracts and records to determine whether the Tax Advantaged Obligations (as defined in the Policy), comply with the applicable federal tax requirements. In accordance with the proceedings and agreements under which the Tax Advantaged Obligations were issued, the District has covenanted generally to take all action necessary to comply with the applicable federal tax rules and regulations relating to the Tax Advantaged Obligations, including covenants necessary to preserve the excludability of interest on the Tax Advantaged Obligations from gross income for federal income taxation purposes. The following sets forth a summary demonstrating the District's compliance with such covenants and expectations.

(a) *Records.* I have in my possession all of the records required under the Policy.

(b) *Arbitrage Rebate Liability.* I have reviewed the agreements of the District with respect to each issue of the Tax Advantaged Obligations. At this time, the District does not have any rebate liability to the U.S. Treasury.

(c) *Contract Review.* I have reviewed copies of all contracts and agreements of the District, including any leases, with respect to the use of any property owned by the District and acquired, constructed or otherwise financed or refinanced with the proceeds of the Tax Advantaged Obligations and other records. At this time, each issue of the Tax Advantaged Obligations complies with the federal tax requirements applicable to such issue, including restrictions on private business use, private payments and private loans.

(d) *IRS Examinations or Inquiries.* The Internal Revenue Service (the “IRS”) has not commenced an examination of any issue of the Tax Advantaged Obligations. The IRS has not requested a response to a compliance check, questionnaire or other inquiry.

Based upon the foregoing, I believe that the District is currently in compliance with the applicable tax law requirements and no further action is necessary at this time. This report will be entered into the records of the District and made available to all members of the Board at the next regular meeting thereof.

Respectfully submitted this 14 day of April , 2020.

By 

Compliance Officer



Memorandum

To: Park Board of Commissioners

From: Donna Dunn, Director of Human Resources & Risk Management; Brian Romes, Executive Director

Date: April 14, 2020

Subject: **Resolution 2020-08 Authorizing IMRF Benefit Protection Leave Service**

Background

Governor Pritzker issued Executive Orders to close certain facilities, businesses, and operations as part of the effort to fight the spread of COVID-19. As a result of the closing all park district facilities, Part-Time Class 2 and 3 employees were put on furlough. Such employees on furlough are in unpaid status, but their employment has not been severed from the Park District. Part-Time Class 2 employees are participating members of Illinois Municipal Retirement Fund (IMRF). To help combat the loss of service credit resulting from an unpaid leave, including a furlough, an IMRF employer can offer employees a "Benefit Protection Leave." Members who take an authorized IMRF Benefit Protection Leave may receive service credit for up to a maximum of 12 months over their entire career, provided they pay the IMRF member contributions plus applicable interest, and the governing body adopts an authorizing resolution. Benefit Protection Leave service is only for periods the member was on unpaid leave.

The Park District desires to adopt an authorizing resolution designating COVID-19 related unpaid furlough time as IMRF Benefit Protection Leave which will allow eligible furloughed employees to purchase up to 12 months of service credit over their career provided that they pay the IMRF member contribution plus applicable interest consistent with the terms and conditions set by IMRF for said purchase. Adoption of this resolution delegates authority to Secretary of the Park District Board of Commissioners.

Financial Impact

No immediate payment is required of the Park District when an employee elects an IMRF Benefit Protection Leave as the cost will be reflected in future contribution rates.

Recommendation

Staff recommends approval from the Park Board of Commissioners Resolution 2020-08 Authorizing IMRF Benefit Protection Leave Service, designating COVID-19 related unpaid furlough time as IMRF Benefit Protection Leave.

RESOLUTION 2020-08

**RESOLUTION AUTHORIZING BENEFIT PROTECTION LEAVE SERVICE
FOR COVID-19 RELATED FURLOUGH TIME**

WHEREAS, on March 9, 2020, J.B. Pritzker, Governor of the State of Illinois, issued a disaster proclamation declaring a state of emergency as a result of the spread of the COVID-19 virus; and

WHEREAS, Governor Pritzker has subsequently issued additional Executive Orders encouraging social distancing to fight the spread of COVID-19 and ordering the closure of certain facilities, businesses and operations as part of the effort to fight the spread of COVID-19; and

WHEREAS, the above referenced COVID-19 pandemic and necessary precautions to reduce exposure to the virus have caused the Park District of Highland Park (“the Park District”) to suspend many of its programs and temporarily close its worksites, resulting in the furlough many of its employees for lack of work; and

WHEREAS, employees on furlough are in unpaid status with the Park District but their employment is not severed; and

WHEREAS, the Park District is an Illinois Municipal Retirement Fund (“IMRF”) employer and many of the Park District’s furloughed employees are participating members of IMRF; and

WHEREAS, to help combat the loss of service credit resulting from an unpaid leave, including a furlough, an IMRF employer can offer employees a “Benefit Protection Leave;” and

WHEREAS, Section 6.40(7) of the Rules and Regulations for IMRF state as follows:

Members who take an authorized IMRF Benefit Protection Leave may receive service credit for up to a maximum of 12 months over their entire career, provided they pay the IMRF member contributions plus applicable interest, and the governing body adopts an authorizing resolution. Benefit Protection Leave service is only for periods the member was on unpaid leave.

and

WHEREAS, no immediate payment is required of the Park District when an employee elects an IMRF Benefit Protection Leave as the cost will be reflected in future contribution rates; and

WHEREAS, in order to establish the above referenced service credits, IMRF Form 6.32, attached hereto as **Exhibit 1**, or any successor Form required by IMRF, may be filed before, during or anytime after the leave period, provided the employee is still actively participating in IMRF or a reciprocal system, the Secretary of the Park District Board of Commissioners certifies

that a Resolution authorizing said leave was adopted, and the employee is otherwise eligible for IMRF Benefit Protection Leave as determined by IMRF.

WHEREAS, the Park District desires to adopt an authorizing resolution designating COVID-19 related unpaid furlough time as IMRF Benefit Protection Leave which will allow eligible furloughed employees to purchase up to 12 months of service credit over their career provided that they pay the IMRF member contribution plus applicable interest consistent with the terms and conditions set by IMRF for said purchase.

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

Section 1: Incorporation of Preambles. The facts and statements contained in the preambles to this resolution are found to be true and correct and are hereby adopted as part of this resolution.

Section 2: Adoption of Authorizing Resolution. The corporate authorities hereby adopt and designate this Resolution as authorizing the COVID-19 related unpaid furlough time of IMRF participating employees of the Park District as IMRF Benefit Protection Leave, allowing those employees the ability to apply for service credit for unpaid furlough time consistent with the terms, conditions and eligibility requirements of IMRF.

Section 3. Delegation of Authority to Secretary of the Park District Board of Commissioners. The Park District Board of Commissioners hereby delegates to its Secretary the authority to certify on any employee's application for IMRF Benefit Protection Leave that this Resolution was adopted.

Section 4. Effective Date. This Resolution shall be in full force and effect upon its passage and approval in accordance with law.

Passed and Approved this ____ day of _____, 2020, pursuant to a roll call vote as follows:

VOTES

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED

President

ATTEST:

Secretary



Memorandum

To: Park Board of Commissioners

From: Brian Romes, Executive Director

Date: April 14, 2020

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

Summary

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



To: Board of Park Commissioners

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

Date: April 14, 2020

Subject: Bills presented for the Board's review on April 14, 2020.
Checks written March 21, 2020 to April 8, 2020 .

BILLS

<u>DATE</u>	<u>AMOUNT</u>
April 8, 2020	\$ 309,718.42
Void Payments	\$ -
Bank Drafts	\$ 57,219.23
P-Card	\$ 130,903.77
TOTAL	\$ 497,841.42

PAYROLL DISBURSEMENTS

TOTAL	\$ -
GRAND TOTAL	\$ 497,841.42



Park District of Highland Park, IL

Check Register

Packet: APPKT02316 - 20200408 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: AP-AP BANK						
15147	ABC PRINTING COMPANY	04/08/2020	Regular	0.00	210.00	184569
<u>246334</u>	Invoice	04/01/2020	14 Closure signs	0.00	210.00	
10149	ANCEL, GLINK, DIAMOND, BUSH,	04/08/2020	Regular	0.00	5,195.00	184570
<u>74912</u>	Invoice	04/08/2020	Professional fees thru February 28, 2020	0.00	5,195.00	
10502	CITY OF HIGHLAND PARK	04/08/2020	Regular	0.00	12,853.47	184571
<u>000573 040120</u>	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 1801 S	0.00	198.94	
<u>000592 040120</u>	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 1801 S	0.00	176.76	
<u>000795 040120</u>	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 1801 S	0.00	176.76	
<u>000810 040120</u>	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 2627 St	0.00	32.04	
<u>001726 040120</u>	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 0 Ravin	0.00	62.69	
<u>002480 040120</u>	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 45 Rog	0.00	318.19	
<u>005210 040120</u>	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 125 Ce	0.00	330.34	
<u>005211 040120</u>	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 125 Ce	0.00	651.67	
<u>005221 040120</u>	Invoice	04/01/2020	Water/Sewer 1/1/20-3/31/20 1377 Deer	0.00	320.72	
<u>005222 040120</u>	Invoice	04/01/2020	Water/Sewer 1/1/20-3/31/20 1377 Deer	0.00	291.15	
<u>005246 040120</u>	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 1390 S	0.00	471.65	
<u>007491 040120</u>	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 3100 Tr	0.00	1,818.84	
<u>009806 040120</u>	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 1390 S	0.00	504.91	
<u>015005 040120</u>	Invoice	04/01/2020	Water/Sewer 1/1/20-3/31/20 486 Roger	0.00	25.50	
<u>015813 040120</u>	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 405 Pro	0.00	34.50	
<u>016770 040120</u>	Invoice	04/01/2020	Water/Sewer 1/1/20-3/31/20 1220 Fredri	0.00	848.77	
<u>016772 040120</u>	Invoice	04/01/2020	Water/Sewer 1/1/20-3/31/20 2205 Skoki	0.00	752.27	
<u>016883 040120</u>	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 19 St Jo	0.00	27.25	
<u>018000 040120</u>	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 1055 St	0.00	34.50	
<u>018647 040120</u>	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 3100 Tr	0.00	608.72	
<u>018829 040120</u>	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 2501 S	0.00	299.82	
<u>019308 040120</u>	Invoice	04/01/2020	Water/Sewer 1/1/20-3/31/20 1377 Deer	0.00	294.85	
<u>021030 040120</u>	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 2900 Tr	0.00	100.27	
<u>022091 040120</u>	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 1301 Hi	0.00	34.50	
<u>024593 040120</u>	Invoice	04/01/2020	Water/Sewer 03/01/20-03/31/20 1755 St	0.00	8.50	
<u>025539 040120</u>	Invoice	04/01/2020	Water/Sewer 1/1/20-3/31/20 1377 Deer	0.00	464.86	
<u>026407 040120</u>	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 1207 P	0.00	293.29	
<u>026425 040120</u>	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 31 Park	0.00	276.70	
<u>026451 040120</u>	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 335 Ro	0.00	25.50	
<u>029312 040120</u>	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 885 Sh	0.00	221.55	
<u>032271 040120</u>	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 1201 P	0.00	923.97	
<u>032272 040120</u>	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 1201 P	0.00	2,871.03	
<u>032272 40120</u>	Credit Memo	04/01/2020	20%credit applied from 10/1/19-12/31/1	0.00	-647.54	
	Void	04/08/2020	Regular	0.00	0.00	184572
	Void	04/08/2020	Regular	0.00	0.00	184573
10537	COMMONWEALTH EDISON COMPAI	04/08/2020	Regular	0.00	1,178.17	184574
<u>0203254004 031</u>	Invoice	03/17/2020	HPGLC/ Dog Park Lights 02/17/20-03/17/	0.00	1,178.17	
16142	CONSTELLATION NEWENERGY INC	04/08/2020	Regular	0.00	6,682.79	184575
<u>17065067001</u>	Invoice	03/26/2020	1201 Park Ave W 02/25/20-03/25/20	0.00	6,682.79	
18487	DAN PROCACCIO	04/08/2020	Regular	0.00	200.00	184576
<u>032320</u>	Invoice	03/23/2020	On site photography - Women's Tennis	0.00	200.00	
10624	DANIEL CREANEY COMPANY	04/08/2020	Regular	0.00	13,345.00	184577
<u>42982</u>	Invoice	03/19/2020	Moraine Park Path	0.00	13,345.00	

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	
17122	DYNEGY ENERGY SERVICES	04/08/2020	Regular	0.00	19,955.57	184578
<u>331665720031</u>	Invoice	03/27/2020	February-March 2020	0.00	19,955.57	
14505	ELIZABETH TANG	04/08/2020	Regular	0.00	12.00	184579
<u>1130285</u>	Invoice	04/07/2020	Refund	0.00	12.00	
18495	FALCONS HOCKEY ASSOC	04/08/2020	Regular	0.00	10,073.19	184580
<u>1130354</u>	Invoice	04/07/2020	Refund	0.00	178.59	
<u>1130354-1</u>	Invoice	04/07/2020	Refund	0.00	1,148.85	
<u>1130354-10</u>	Invoice	04/07/2020	Refund	0.00	748.65	
<u>1130354-2</u>	Invoice	04/07/2020	Refund	0.00	1,956.15	
<u>1130354-3</u>	Invoice	04/07/2020	Refund	0.00	1,380.00	
<u>1130354-4</u>	Invoice	04/07/2020	Refund	0.00	345.00	
<u>1130354-5</u>	Invoice	04/07/2020	Refund	0.00	403.65	
<u>1130354-6</u>	Invoice	04/07/2020	Refund	0.00	1,666.35	
<u>1130354-7</u>	Invoice	04/07/2020	Refund	0.00	748.65	
<u>1130354-8</u>	Invoice	04/07/2020	Refund	0.00	748.65	
<u>1130354-9</u>	Invoice	04/07/2020	Refund	0.00	748.65	
18494	GREENBRIAR ELEMENTARY	04/08/2020	Regular	0.00	308.00	184581
<u>1130336</u>	Invoice	04/07/2020	Refund	0.00	308.00	
16679	HIGHLAND PARK GIANTS HOCKEY	04/08/2020	Regular	0.00	3,570.00	184582
<u>1130352</u>	Invoice	04/07/2020	Refund	0.00	850.00	
<u>1130352-1</u>	Invoice	04/07/2020	Refund	0.00	850.00	
<u>1130352-2</u>	Invoice	04/07/2020	Refund	0.00	510.00	
<u>1130352-3</u>	Invoice	04/07/2020	Refund	0.00	425.00	
<u>1130352-4</u>	Invoice	04/07/2020	Refund	0.00	425.00	
<u>1130352-5</u>	Invoice	04/07/2020	Refund	0.00	510.00	
15152	ILLINOIS STATE TREASURER'S OFFICE	04/08/2020	Regular	0.00	898.87	184583
<u>UPD601.0407202</u>	Invoice	04/07/2020	Unclaimed property 09/2012 - 09/2014	0.00	898.87	
14158	LISSA NELSON	04/08/2020	Regular	0.00	41.19	184584
<u>1130287</u>	Invoice	04/07/2020	Refund	0.00	13.73	
<u>1130287-1</u>	Invoice	04/07/2020	Refund	0.00	13.73	
<u>1130287-2</u>	Invoice	04/07/2020	Refund	0.00	13.73	
18490	MAGGIE MIANI	04/08/2020	Regular	0.00	19.00	184585
<u>1130082</u>	Invoice	04/06/2020	Refund	0.00	19.00	
16928	E-QUANTUM CONSULTING, LLC	04/08/2020	Regular	0.00	330.00	184586
<u>6330</u>	Invoice	04/01/2020	Electric Consulting Service	0.00	330.00	
17106	MISS CATHY MUSIC INC	04/08/2020	Regular	0.00	819.00	184587
<u>040320</u>	Invoice	04/03/2020	2020 Winter class fee	0.00	819.00	
17710	MNJ TECHNOLOGIES DIRECT, INC	04/08/2020	Regular	0.00	2,452.55	184588
<u>0003705138</u>	Invoice	12/16/2019	3 Viewsonic 22" monitors	0.00	537.08	
<u>0003706402</u>	Invoice	12/23/2019	3 Display port cables with latches	0.00	42.75	
<u>0003715403</u>	Invoice	02/19/2020	1 Lenovo ThinkPad Touchscreen Noteboo	0.00	1,249.00	
<u>0003715691</u>	Invoice	02/20/2020	Subscription license 1 month	0.00	179.98	
<u>0003715958</u>	Invoice	02/22/2020	Lenovo 4-yr extended warranty	0.00	254.00	
<u>0003716217</u>	Invoice	02/20/2020	Lenovo ThinkPad docking station	0.00	189.74	
10006	NCPERS GROUP LIFE INSURANCE	04/08/2020	Regular	0.00	112.00	184589
<u>3301042020</u>	Invoice	03/13/2020	NCPERS Group Life Insurance	0.00	112.00	
13604	NORTH SHORE GAS	04/08/2020	Regular	0.00	4,439.70	184590
<u>0601145072-000</u>	Invoice	03/17/2020	Deer Creek 02/13/20-03/11/20	0.00	1,488.50	
<u>0601145072-000</u>	Invoice	03/17/2020	RCHP 02/14/20-03/10/20	0.00	1,278.53	
<u>0601145072-000</u>	Invoice	03/17/2020	1240 Fredrickson PI 02/13/20-03/10/20	0.00	1,121.67	
<u>0602225773-000</u>	Invoice	03/17/2020	1390 Sunset Rd 02/13/20-03/10/20	0.00	130.31	
<u>0602405421-000</u>	Invoice	03/16/2020	2900 TrailWay,Cunniff Park Shelter 2/13/	0.00	144.37	

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>0602405421-000</u>	Invoice	03/17/2020	1377 Clavey Rd 02/13/20-03/10/20	0.00	148.53	
<u>0602405421-000</u>	Invoice	03/17/2020	3100 Trail Way 02/13/20-03/11/20	0.00	127.79	
18492	NORTH SHORE RADIO CLUB	04/08/2020	Regular	0.00	120.00	184591
<u>1130315</u>	Invoice	04/07/2020	Refund	0.00	120.00	
11998	PARK DISTRICT RISK MGMT AGCY	04/08/2020	Regular	0.00	30,797.77	184592
<u>0320133</u>	Invoice	03/31/2020	Property/Liability/Workers Comp/Emp	0.00	30,797.77	
11998	PARK DISTRICT RISK MGMT AGCY	04/08/2020	Regular	0.00	154,656.48	184593
<u>0320133H</u>	Invoice	03/31/2020	Health Invoice	0.00	154,656.48	
11998	PARK DISTRICT RISK MGMT AGCY	04/08/2020	Regular	0.00	4,327.14	184594
<u>05012020</u>	Invoice	04/01/2020	Health Invoice	0.00	4,327.14	
16020	PAUL FOWLER	04/08/2020	Regular	0.00	26.00	184595
<u>1130301</u>	Invoice	04/07/2020	Refund	0.00	13.00	
<u>1130305</u>	Invoice	04/07/2020	Refund	0.00	13.00	
12053	PETER BAKER & SON CO.	04/08/2020	Regular	0.00	85.00	184596
<u>28407</u>	Invoice	12/22/2019	Dumping charge	0.00	85.00	
18493	PRAIRIE CROSSING CHARTER SCHOC	04/08/2020	Regular	0.00	312.00	184597
<u>1130316</u>	Invoice	04/07/2020	Refund	0.00	312.00	
12211	RICOH USA, INC	04/08/2020	Regular	0.00	747.75	184598
<u>5059111780</u>	Invoice	03/17/2020	Copies 02/17/20-03/16/20	0.00	747.75	
16459	SANTO SPORT STORE	04/08/2020	Regular	0.00	4,056.00	184599
<u>703819</u>	Invoice	03/09/2020	100 Caps	0.00	1,300.00	
<u>704244</u>	Invoice	03/03/2020	Jerseys,caps,socks,belts,pants	0.00	572.60	
<u>704255</u>	Invoice	03/05/2020	28 dozen baseballs	0.00	1,439.50	
<u>704353</u>	Invoice	03/05/2020	1 Basketball jersey	0.00	43.90	
<u>704378</u>	Invoice	03/11/2020	28 Hoodies	0.00	700.00	
16076	SARAH KOKES	04/08/2020	Regular	0.00	193.75	184600
<u>032420</u>	Invoice	03/24/2020	Photographic fee	0.00	193.75	
18491	SHEILA GUTMAN	04/08/2020	Regular	0.00	140.00	184601
<u>1130308</u>	Invoice	04/07/2020	Refund	0.00	140.00	
18410	SIKICH LLP	04/08/2020	Regular	0.00	16,200.00	184602
<u>433212</u>	Invoice	04/06/2020	Professional services thru 03/31/20	0.00	16,200.00	
12393	SMITHGROUP, INC.	04/08/2020	Regular	0.00	9,954.42	184603
<u>0145399</u>	Invoice	02/27/2020	Project# 10857 Professional Fees 01/01/2	0.00	8,204.42	
<u>0145403</u>	Invoice	02/27/2020	Prof Service 01/01/20-01/31/20 Beach M	0.00	1,750.00	
17189	W-T STRUCTURAL ENGINEERING LLC	04/08/2020	Regular	0.00	1,000.00	184604
<u>1913641A-03</u>	Invoice	03/30/2020	Hidden Creek-Filtration Renovation	0.00	1,000.00	
16409	TOTAL PARKING SOLUTIONS INC	04/08/2020	Regular	0.00	1,800.00	184605
<u>104916</u>	Invoice	03/25/2020	5/1/20-4/30/20 Parts/labor/prevent main	0.00	840.00	
<u>104917</u>	Invoice	03/25/2020	05/01/20-04/30/21 1yr WebOffice CMS	0.00	960.00	
12703	UNITED WAY OF METRO CHICAGO	04/08/2020	Regular	0.00	44.00	184606
<u>032620</u>	Invoice	04/07/2020	United Way	0.00	44.00	
17301	WILSON SPORTING GOODS	04/08/2020	Regular	0.00	94.60	184607
<u>4530614374</u>	Invoice	03/13/2020	7 Tennis racquets	0.00	94.60	
17515	WINDSTREAM	04/08/2020	Regular	0.00	2,468.01	184608

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>72408515</u>	Invoice	03/22/2020	March 2020	0.00	2,468.01	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	105	38	0.00	309,718.42
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	105	40	0.00	309,718.42



Park District of Highland Park, IL

Check Register

Packet: APPKT02307 - 20200330 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: PAYROLL-PAYROLL BANK						
10058	AFLAC	03/30/2020	Bank Draft	0.00	874.72	DFT0002541
<u>AFLAC 032720</u>	Invoice	03/27/2020	AFLAC 032720	0.00	874.72	
11161	ICMA RETIREMENT TRUST #302037	03/30/2020	Bank Draft	0.00	5,644.22	DFT0002542
<u>ICMA 457 03272</u>	Invoice	03/27/2020	Wire Transfer ICMA 457 Deferred Comp	0.00	5,644.22	
12825	ICMA RETIREMENT TRUST #705568	03/30/2020	Bank Draft	0.00	335.00	DFT0002543
<u>ICMA Roth 03272</u>	Invoice	03/27/2020	Wire Transfer ICMA Roth	0.00	335.00	
11177	ILL MUNICIPAL RETIREMENT FUND	03/30/2020	Bank Draft	0.00	50,256.29	DFT0002544
<u>IMRF March 202</u>	Invoice	03/27/2020	IMRF 03/27/20	0.00	50,256.29	

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	4	4	0.00	57,110.23
EFT's	0	0	0.00	0.00
	4	4	0.00	57,110.23



Park District of Highland Park, IL

Check Register

Packet: APPKT02315 - 20200408 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						
11188	ILLINOIS DEPT. OF REVENUE	04/08/2020	Bank Draft	0.00	109.00	DFT0002545
<u>March 2020</u>	Invoice	04/07/2020	March 2020	0.00	109.00	

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	109.00
EFT's	0	0	0.00	0.00
	1	1	0.00	109.00



Park District of Highland Park, IL

Check Register

Packet: APPKT02303 - 20200319 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						
10313	BOA P-CARD STATEMENTS	03/19/2020	Bank Draft	0.00	130,903.77	DFT0002528
030720	Invoice	03/07/2020	P-Card with PA	0.00	130,903.77	

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	130,903.77
EFT's	0	0	0.00	0.00
	1	1	0.00	130,903.77

P-Card Transactions
02/08/20 - 03/07/20

Vendor Name	Transaction Count	Amount Total
22ND CENTURY MEDIA	1	\$500.00
4IMPRINT	2	(\$120.52)
ACT Dupage Forest	1	\$60.00
ACT USTA TOURN	1	\$28.00
ADOBE ACROPRO SUBS	3	\$76.96
AEREX PEST CONTROL SER	2	\$195.00
ALAMO TOLL	1	\$5.20
ALBINO ENTERPRISE	1	\$1,242.55
ALPHA PRIME WIRELESS C	1	\$180.00
AMAZON.COM 2X3IL4HC3 A	1	\$178.10
AMAZON.COM 7D2XU0JN3 A	1	\$9.01
AMAZON.COM 7T3P66GJ3 A	1	\$51.00
AMAZON.COM 7T4237FB3 A	1	\$4.99
AMAZON.COM 9O46X4SD3 A	1	\$41.98
AMAZON.COM AMZN.COM/BI	1	(\$19.55)
AMAZON.COM O28MZ07F3 A	1	\$37.98
AMAZON.COM OS0EM2S73 A	1	\$8.99
AMAZON.COM UL0XR05G3 A	1	\$9.99
AMAZON.COM XD2639S33 A	1	\$5.99
AMAZON.COM Y002X7XK3 A	1	\$38.24
AMZN DIGITAL F95KY5X53	1	\$2.58
AMZN Mktp US 1872T5TH3	1	\$21.64
AMZN Mktp US 1E8EO7YU3	1	\$29.90
AMZN MKTP US 2453H8LR3	1	\$44.87
AMZN MKTP US 262YU6V93	1	\$74.48
AMZN Mktp US 3J9OR0LN3	1	\$13.99
AMZN Mktp US 3S4NE00Y3	1	\$7.99
AMZN Mktp US 3T7G925Z3	1	\$91.44
AMZN Mktp US 5Q5711493	1	\$152.00
AMZN Mktp US 5W3ZI34H3	1	\$107.99
AMZN MKTP US 6V7O543R3	1	\$24.17
AMZN MKTP US 8D71I2OP3	1	\$30.28
AMZN Mktp US AG1EU3GB3	1	\$8.50
AMZN Mktp US AI6TG5493	1	\$64.65
AMZN Mktp US CP62731A3	1	\$43.28
AMZN Mktp US E11ZQ4YG3	1	\$575.34
AMZN MKTP US F27J47P13	1	\$27.99
AMZN MKTP US FL5AI1J83	1	\$50.89
AMZN Mktp US G05F33VQ3	1	\$12.78
AMZN Mktp US HE9JA8CA3	1	\$22.05
AMZN MKTP US IW3N95S73	1	\$41.70
AMZN Mktp US JC82P1883	1	\$11.98
AMZN Mktp US JI9QB0VQ3	1	\$21.80
AMZN Mktp US JX7WB4963	1	\$67.40
AMZN MKTP US K24H544S3	1	\$50.34
AMZN Mktp US KY79P1923	1	\$17.84
AMZN MKTP US LL9LG4EQ3	1	\$26.25
AMZN Mktp US N249D3X53	1	\$39.97
AMZN Mktp US NW4L22L53	1	\$40.21
AMZN MKTP US OO6YB3JH3	1	\$48.97
AMZN MKTP US QI1L62593	1	\$28.69

P-Card Transactions

02/08/20 - 03/07/20

AMZN Mktp US QW7S00VR3	1	\$582.80
AMZN MKTP US RB7G34CW3	1	\$40.69
AMZN Mktp US RK83V1E73	1	\$44.95
AMZN MKTP US RW6VU96U3	1	\$77.99
AMZN MKTP US SW96Q72P3	1	\$43.94
AMZN MKTP US UO3IJ4VI3	1	\$62.59
AMZN MKTP US YB2WM1DU3	1	\$49.98
AMZN MKTP US ZO9VB9V43	1	\$23.96
ANDERSON LOCK CO	1	\$622.58
ANIMOTO INC	1	\$264.00
AQUATIC COUNCIL	1	\$345.00
ARLINGTONPARKDIST	1	\$68.00
AT&T PREMIER EBIL	1	\$1,024.61
ATT BUS PHONE PMT	2	\$180.42
AVALON PETROLEUM	1	\$6,236.01
BABOLAT VS NORTH AMERI	1	\$301.57
BATTERIES PLUS #0576	1	\$77.94
BHFX #10	1	\$30.00
BLN SPAMTITAN	2	\$180.00
BP#8935264J & S BP QPS	1	\$99.26
BUCK BROS INC LIBERTYV	1	\$563.34
BURRIS EQUIPMENT CO	6	\$3,091.02
CABLE WHOLESAL.COM	1	\$562.39
CANTEEN COFFEE78052560	1	\$218.59
CANVA 02606-23186681	1	\$3.00
CANVA 02619-22663196	1	\$1.00
CANVA 02619-22738924	1	\$1.00
CAROLINA BIOLOGIC SUPP	1	\$134.09
CERAMIC SUPPLY CHICAGO	2	\$1,409.65
CHICAGO AUDUBON SOCIET	2	\$136.00
CHICAGO DOGS I	1	\$50.00
CHICAGO TRIB SUBSCRIPT	2	\$31.92
CITY OF HIGHLAND PARK	1	\$8,171.75
CITY OF HIGHLAND PARK	2	\$200.00
CKO WWW.ISTOCKPHOTO.C	2	\$271.45
CLEANITSUPPLY.COM	1	\$207.56
CLUCKERS CHARCOAL CHIC	2	\$171.14
COLLEY ELEVATOR COMPAN	1	\$398.00
COMCAST	1	\$12,007.67
COMCAST CHICAGO	1	\$148.35
COMCAST CHICAGO CS 1X	7	\$1,577.00
COMFORT INN & SUITESIN	1	\$188.50
COMPLIANCE SIGNS.COM	1	(\$3.87)
CPI COLEPARMER INSTRUMT	1	\$89.92
CRAFTWOOD LUMBER & HAR	31	\$2,174.55
DAVIDS BRIDAL 117	1	\$159.90
DOG WASTE DEPOT	1	\$691.46
DOLLAR TREE	2	\$66.00
DOMESTIC UNIFORM 5	1	\$274.00
DOORDASH TONY CORNICIO	1	\$56.21
DROPBOX DM44GH8RV8W6	1	\$11.99
DTV DIRECTV SERVICE	2	\$440.97

P-Card Transactions

02/08/20 - 03/07/20

E.T. PADDOCK ENTERPRIS	1	\$768.00
EASTER EGG	1	\$3,300.00
EINSTEIN BROS BAGELS07	1	\$24.12
EMPIRE COOLER SERVICE	1	\$150.00
EMPOWER FUSION CHICAGO	3	\$63.00
EXTREME TOWING & RECOV	1	\$150.00
FACEBK 8NRM5R6WU2	1	\$100.00
FACEBK AVU3CREWU2	1	\$100.00
FACEBK BSKT2R6WU2	1	\$100.00
FACEBK E6QM8R6WU2	1	\$100.00
FACEBK EUKLER6WU2	1	\$28.18
FACEBK GYB7RQ2XU2	1	\$100.00
FACEBK SX7XHREWU2	1	\$100.00
FEDEX 507932296	1	\$21.47
FISH TECH	2	\$19.74
FLASHINGBLINKYLIGHTS.C	1	(\$578.00)
G&O THERMAL SUPPLY	3	\$290.81
GAME DAY USA	2	\$726.15
GLENVIEW PARK DISTRICT	1	\$10.00
Google LLC	1	\$350.00
Google LLC ADS4050332	1	\$500.00
Google LLC GSUITE_pdhp	1	\$4.28
GRAINGER	5	\$1,087.36
GROWER EQUIPMENT & SUP	2	\$399.05
HALOGEN SUPPLY COMPANY	3	\$979.32
HARBOR FREIGHT TOOLS 5	1	\$255.77
HARRELLS LLC	3	\$7,020.55
HEY AND ASSOCIATES INC	1	\$2,400.00
HIGHLAND PARK FORD LIN	2	\$681.16
HOBBY-LOBBY #0195	1	\$7.96
HOMEDEPOT.COM	3	\$797.69
HP CHAMBER OF COMMERCE	1	\$1,250.00
HTTP://WWW.GOGOAIR.COM	1	\$12.00
ID WHOLESALER	1	(\$10.79)
IDLEWOOD ELECTRIC SUPP	8	\$1,004.60
IL CAMPING OR MUSEUM	4	\$71.00
ILIPRA.ORG	4	\$760.00
ILLINOIS GOVERNMENT FI	1	\$300.00
IN ANTHONY'S BALLOONS	1	\$432.00
IN BULLDOG SECURITY,	1	\$221.00
IN CATERING BY MICHAEL	1	\$5,398.87
IN SOUND OF MUSIC SYS	1	\$38.00
IN THE LOCAL MOMS NET	1	\$150.00
IRON OAKS	1	\$420.00
JEWEL-OSCO	9	\$302.06
JOHNSTONE SUPPLY OF VH	2	\$1,709.92
JORSON AND CARLSON COM	1	\$464.78
JP SPORTS	1	\$649.38
KEYTH TECHNOLOGIES	1	\$15.00
LAKE GENEVA CANOPY TOU	1	\$534.92
LAKESHORE RECYCLING SY	6	\$1,277.36
LEVELUPPOTBELLY325827	1	\$137.88

P-Card Transactions

02/08/20 - 03/07/20

LIFE FITNESS	1	\$179.21
LIFE FITNESS LLC	1	\$24.34
LITTLE TOMMY S PLUMBIN	3	\$3,673.00
LOWES #02728	1	\$479.32
MAGISTO	1	\$15.00
MAILCHIMP MONTHLY	1	\$285.81
MARIANOS #533	1	\$14.95
MARIANOS #542	3	(\$34.16)
MARK VEND CO.	1	\$186.80
MASTER CLEANERS	1	\$70.00
MAX'S DELI OF HIGHLAND	1	\$37.41
MCDONALD'S F1369	1	\$6.53
MEETMAKER COM	1	\$703.80
MENARDS 3327	4	\$245.06
MEN'S JOURNAL	1	\$14.95
MGMT ASSC OF IL	1	\$5,760.00
MICHAELS STORES 2037	1	\$50.86
MICHAELS STORES 9961	1	\$25.71
MUSCLE & FITNESS	1	\$24.97
MUTUAL ACE HARDWARE &	28	\$985.75
NAPA AUTO PRTS HIGHLAN	48	\$3,013.31
NATIONAL RECREATION &	1	\$2,329.81
NORTHSHORE PHYSICIAN	1	\$222.00
OFFICEMAX/DEPOT 6182	1	\$34.99
OFFICESUPPLY.COM	12	\$2,695.85
PALOS SPORTS	1	\$43.50
PANERA BREAD #204019	1	\$120.85
PANERA BREAD 204412 O	1	\$100.76
PARK DISTRICT OF HIGHL	7	\$7.00
PARTSWAREHOUSE.COM	1	\$45.16
PARTY CITY 168	1	\$53.52
PAYPAL IADOREWHATI	1	\$375.00
PICKLEBALLCENTRAL	1	\$99.99
POTBELLY #42	1	\$93.00
PROFESSIONAL SKATERS A	1	\$425.00
PROSAFETY	2	\$346.50
R H WITT HEATING	1	\$532.00
RAL IN_DNR_CAMP	1	\$47.80
RED RIDGE RANCH	1	\$330.00
REVDANCE.TENTH HOUSE	4	\$1,349.92
ROGANS SHOES INC MUNDE	1	\$150.00
ROSATIS PIZZA - BANNOC	2	\$290.41
ROSE PEST SOLUTIONS	1	\$143.00
SAFELITE AUTO GLASS	1	(\$15.17)
SANTO SPORT STORE	8	\$1,626.71
SITEONE LANDSCAPE SUPP	1	\$2,248.48
SMITHEREEN PEST MANAGE	2	\$108.00
SP ACTIVE SPORTS	1	\$150.70
SUNSET FOODS #1	1	\$2.99
TAKEFORM	1	\$1,072.74
TARGET 00010702	1	\$27.00
TARGET 00011684	7	\$306.05

P-Card Transactions
02/08/20 - 03/07/20

TEAMSNAPE	1	\$119.88
THE HOME DEPOT #1926	7	\$753.93
THE HOME DEPOT #1941	1	\$64.97
THE HOME DEPOT 1926	2	\$377.87
THERM FLO INC	1	\$3,193.00
TRIBUNE PUBLISHING COM	1	\$223.72
U OF IL ONLINE PAYMENT	2	\$525.00
ULTIMATE NINJAS LIBERT	1	\$100.00
VERTICAL ENDEAVORS-GLE	2	\$100.00
VESCO MIDWEST	1	\$450.00
WAL-MART #1735	1	\$9.72
WAL-MART #2816	1	\$107.09
WAREHOUSE DIRECT	23	\$2,832.83
WASHBURN MACHINERY INC	1	\$206.32
WEISSMAN DESIGNS FOR D	2	\$1,199.60
WISCONSIN RIVERSIDE CA	1	\$512.73
WM SUPERCENTER #3893	4	\$238.79
WMS AQUATICS	1	\$192.44
WSG WILSON SPTG GDS	1	\$2,558.40
YOUR ADVANTAGE II LT	1	\$225.00
ZOHO-MANAGEENGINE SER	1	\$2,395.00
TOTAL		\$130,903.77