

NOTICE OF REGULAR MEETING

Tuesday, March 30, 2021

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, March 30 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 can attend the virtual meeting so they may have the opportunity to speak during the public comment period.

If you wish to speak during the virtual meeting you will need to register at the link below.

https://us02web.zoom.us/join/register/WN_bVczOkp4SWGdaZxnvES7BA

Registrants will receive an email with meeting access information from it@pdhp.org.

Anyone wishing to speak during the public comment period of the virtual meeting will need to use the "Raise Hand" function in Zoom to indicate that they would like to speak. The Board President or Board Secretary will call on registrants who have activated the "Raise Hand" feature in alphabetical order.

V. CONSENT AGENDA

A. Approval of the Minutes from the February 9, 2021 Workshop Meeting

B. Approval of the Minutes from the February 23, 2021 Regular Board Meeting

C. Approval of the Hidden Creek AquaPark Slide Resurfacing Bid

D. Approval of the 2021 American Youth Soccer Organization (AYSO) Affiliate Group Agreement

E. Approval of the First Student Transportation Services Contract Extension for Summer Camp

F. Approval of the Renewal of the 2020 Routine Grounds Maintenance Services Bid

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G. Approval to Renew the V3 Seed Installation Monitoring and Management Agreement for the Preserve of Highland Park

H. Approval of Purchasing Two Capital Replacement Vehicles

I. Bills and Payroll in the amount of \$1,082,449.80

VI. FINANCIAL FORECASTS TREASURER'S REPORT

VII. UNFINISHED BUSINESS

A. Beach Management Plan

VIII. NEW BUSINESS

A. Parks Foundation Update

B. Deer Creek Racquet Club Update

C. Director's Report

D. Board Comments

IX. OPEN TO PUBLIC TO ADDRESS THE BOARD

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

XII. ADJOURNMENT

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF WORKSHOP MEETING
FEBRUARY 9, 2021**

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 Ruttenberg.

ROLL CALL

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

Absent: Commissioner Flores Weisskopf

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; Manager Johnson, Manager Schwartz; Coordinator Hejnowski

Commissioner Flores Weisskopf joined the meeting at 6:52 p.m.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA – None

ADDITIONS TO THE AGENDA – None

CONSENT AGENDA

A motion was made by Commissioner Grossberg and seconded by Vice President Kaplan to approve the Minutes from the December 8, 2020 Workshop Meeting; the Minutes from the December 15, 2020 Regular Board Meeting; Resolution 2021-01 Adopting a Temporary Personnel Policy Related to COVID-19 Benefits; Temporary Telecommuting Policy; and the Northern Suburban Special Recreation Association (NSSRA) Capital Renovation Contribution.

Roll Call:

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

Nay: None

Absent: Commissioner Flores Weisskopf

Abstain: None

Motion Carried

SUNSET WOODS PARK

A. Schematic Design for Playground Renovation and Site Park Master Plan Update

Manager Schwartz reported that a draft of the preliminary plans for the playground renovation and master plan was presented to the Park Board of Commissioners and the community in December of 2020. Following the public meeting, the community received a survey to gather feedback related to the proposed plans. The responses guided the refinements for the updated schematic designs for the playground renovation and the master plan.

Playground Renovations

Mr. Konters of Hitchcock Design Group reported that a draft of the final concept plans will be shared after tonight's discussion with the community to gather final input until February 18. From there, Hitchcock Design Group and Park District staff will finalize the designs for the playground, begin the bidding process, and gather construction documents. Construction of the playground is scheduled to begin in the late summer or early fall.

Staff received 353 responses from the community survey related to the preliminary plans for the playground renovation and the master plan. Regarding the master plan, the most supported elements include renovations to the fieldhouse, a Park Avenue seating plaza with a memorial garden and an Oak Tree seating plaza, a splash pad, a bandshell structure with seating, an adult fitness area, a wheel friendly skate area, and seating plaza, along with improvements to the existing parking lot, pedestrian crossing, and entrances to the park. Additionally, the top five elements ranked as a priority include a splash pad, an adult fitness area, a bandshell with seating, and renovations to the field house, and the shelter with restrooms. As for the playground renovations, 41% of the respondents preferred the nature-inspired theme vs. the 34% who preferred the solar system-inspired theme. The top five elements ranked as a priority for the playground renovations include a tower structure with slides, climbers, and similar activities for the 5-12 age area, a multi-deck structure for the 2-5 age group, along with a sand play station, hillside embankment slides, and climbers. Overall, most respondents asked that the Park District maintain the natural and open character of the park, keep the current tennis courts and clay surfaces, and opposed an additional parking lot on the northside of the site. Mr. Konters reported that since the Park District currently has four unique playgrounds and since the community supports both themes Hitchcock Design Group recommends that the 5-12 age group have a solar system inspired theme with a rocket shop tower structure for their playground and the 2-5 age group have a nature-inspired theme for their playground.

Phase One of the playground renovation will improve pathways and connectivity between the playgrounds and parking lot. Additionally, there is a future phase being proposed for the master plan that will incorporate a seating area between the two playgrounds. This will anchor the two play areas and provide a gathering space for families. As for the proposed playground renovation, Mr. Konters shared conceptual images for the play equipment, reporting that the solar system inspired theme (5-12

age group) area includes a rocket ship tower, a large space net climber and spin structure, group swings, and belt swings, and climbers and slides along the embankment. For the nature-inspired theme (2-5 age group) the play area includes a sand play station, balancing rails, belt, and tandem swings, a multi-deck structure, and play domes.

As for the playground renovation budget, Mr. Konters provided a brief overview, reporting that site construction is estimated at \$450,000, which includes all the drainage, pavement, support elements, and removals. Testing and soil analysis is estimated at \$20,000. The purchasing of the play equipment is estimated at \$400,000, which covers custom and semi-custom features. There is \$150,000 set aside for project contingencies to cover any unknowns and \$130,000 to cover the final designs and engineering costs. Overall, the total estimated budget is \$1,150,000.

Park Master Plan

As for the park master plan, Mr. Konters briefly reviewed the changes to the plan since it was last presented to the Park Board of Commissioners on December 9 reporting that the additional north parking lot has been omitted, the seating plaza and splash pad has been relocated near the playgrounds, the adult fitness area has been relocated to the southwest corner next to the tennis and clay courts, a pump track for scooters and bikes is being constructed in the southeast corner along with renovations to the existing skate park, an amphitheater or bandshell will be constructed in the central area along with renovations to the existing field house and pathways, and a seating plaza will be constructed in the northeast corner along with pathway renovations providing access to the parking lot and surrounding neighborhoods. Additionally, Hitchcock Design Group will expand the width of the current parking lot to permit two-way traffic flow, additional parking spaces will be added along with a drop-off zone, and significant improvements will be made to the entrance and exit for vehicles and pedestrians. As for construction phases, Mr. Konters reported that based on community input and staff guidance the parking lot improvements, enhancements to the sports courts and construction of an adult fitness area, a plaza in between the playgrounds, and splash pad are high priorities. The fieldhouse and restroom renovations, construction of an amphitheater or bandshell, and improvements to the pathways are moderate priorities. The construction of a pump track and renovations to the existing skate park along with the north area path improvements and seating plaza are a low priority. Overall, the estimated total cost is \$4,848,821, however, this does not include interior renovations for the field house or the north restroom shelter.

President Ruttenberg asked Park District staff to provide commentary regarding the schematic design for the playground renovation and the master plan.

Manager Schwartz reported that tonight's presentation from Hitchcock Design Group was guided by community feedback and input from the staff task force. Some of the key changes included finding creative ways to address the parking challenges while preserving open space, so Hitchcock Design Group presented a solution that addresses access, safety, and traffic control while increasing the number of parking lanes and adding a drop-off zone without increasing the original footprint. Additionally,

Hitchcock Design Group proposed new amenities such as a splash pad and amphitheater along with existing building renovations to increase programming capacities while enhancing the experience. Overall, Sunset Woods Park is intended to be an intergenerational attraction and Hitchcock Design Group has offered elements for every generation from the playgrounds and splash pad, the sports courts and adult fitness area, the wheel friendly plaza, to the amphitheater and seating plazas, this park has something to attract everyone while preserving open spaces and the natural areas. Lastly, Hitchcock Design Group proposed significant improvements to pathways and access points to address the connectivity challenges for pedestrians.

Commissioner Bernstein reported that since the park is located in downtown Highland Park the community has a kinship to it, and what makes the park unique is it offers active recreation while preserving open spaces and natural areas, so he is concerned that the updated designs for the master plan might be too ambitious. He is concerned that the proposed changes for the southeast corner, with the introduction of a pump track and the renovations to the existing skate park, may detract from the overall ambiance of open space. As for the southwest corner, he is concerned that there is too much active recreation with the introduction of the adult fitness area as this tends to be a wet area. As for constructing a splash pad, he understands that this is a high priority however such a structure might not be practical as it is costly to maintain. However, he strongly supports the connectivity and access point renovations so that all the trails become one inter-connective park that offers active and passive recreation while preserving open space and natural areas.

Commissioner Grossberg requested that the third ball field remains in the southeast corner, if possible.

Executive Director Romes reported that from a utilization standpoint, the third ball field is currently underutilized, and will continue to be if the Park District installs turf fields. However, this is one of the final phases of the site master plan so the Park District can reevaluate this area.

Commissioner Grossberg was originally concerned that the southwest corner may have too much active recreation, however, he felt Manager Schwartz did a great job of addressing during the staff task force meetings, so he asked her to share those discussions.

Manager Schwartz reported that the community preferred the relocation of the basketball court to the southwest corner since the current location is hidden amongst the trees and tends to attract negative behavior, so the southwest corner made the most sense since there is ample lighting.

Commissioner Grossberg would like to know what the water retention area will look like after a severe storm.

Mr. Konters reported that the intent is a dry rain garden with plantings, so there should not be standing water. However, their area could be marshy for up to 48hours after a severe storm.

Commissioner Grossberg would like to the type of construction needed for the splash pad, specifically where the water will come from.

Mr. Konters reported that a splash pad requires water service, a storm drainage connection, and power. Storm drainage will be constructed within close proximity, and since the Park District had water service in the past staff will have to determine if the water for the splash pad could utilize those pipes.

Vice President Kaplan commended Mr. Konters and the Park District on the plan reporting that they have done a great job. However, he would like to know if the plan increases the number of play features and amenities within the park site.

Manager Schwartz reported that the community is strongly opposed to overbuilding the park, so the volume and square footage has not increased, instead, staff are re-purposing existing spaces but are recommending new amenities in some of those footprints such as the adult fitness area and the pump track.

Vice President Kaplan is opposed to the removal of the third ball field as he feels it is highly utilized by the community.

Manager Schwartz reported that the third ball field would not be removed until the Athletic Field Master Plan is implemented.

Assistant Director Maliszewski reported that the third ball field is underutilized for programming since it is a grass infield. If the Park District decides to keep the third ball field staff would recommend re-purposing it into a skinned field.

Vice President Kaplan supports relocating the basketball court to the southwest corner; however, he is concerned that the adults utilizing the fitness area, tennis, and clay courts may complain about the noise.

Manager Schwartz reported that staff and Hitchcock Design Group took that into consideration, so we are constructing a landscape buffer in between the courts.

Vice President Kaplan reported that the fields near the water retention area in the southwest corner are heavily utilized for pick-up soccer games, so he is concerned the community may be opposed to that area being re-purposed with a basketball court.

Manager Schwartz reported that staff are proposing that the basketball court be a multi-use court so that it could support futsal and different types of soccer activities.

Mr. Konters reported that as the Park District moves through the phasing of improvements throughout the park, it is highly likely that the District will need additional stormwater retention regardless to meet

the updated codes. When the park was originally built there were few areas reserved for stormwater retention.

Vice President Kaplan thanked Mr. Konters and Manager Schwartz for a well-done job and tonight's presentation.

Commissioner Flores Weisskopf joined the meeting at 6:52 p.m.

Commissioner Flores Weisskopf reported that one of the most crucial aspects of this plan is increasing parking and improving access to the park. It was suggested in the community survey to add 18 lanes to the current parking lot, however, after further examination of the site staff found there is a large tree in the area where Hitchcock Design Group would potentially expand the parking lot, so the staff task force recommends finding other creative alternatives to increase parking spots while preserving trees.

President Ruttenberg requested an overlay of tonight's updated plans with the preliminary plans presented in December so that the Park Board of Commissioners can get a better idea of how much the proposed amenities will impact open space. Additionally, he requested that the Park Board of Commissioners receive a copy of the community survey as he is undecided whether the pump track, splash pad, and adult fitness areas are worth the cost.

Commissioner Bernstein asked if additional rain guards or drains could be installed in the southwest corner along the path near the ballfields.

President Ruttenberg proposed an overflow parking area along Park Avenue for special events since the task force is opposed to expanding the current parking lot at the expense of tree loss. He also requested a copy of the master plan, so the Park Board of Commissioners could better understand how much open space is being impacted by the proposed changes.

Executive Director Romes reported there are a total of 26 parking spaces that would be added to the current parking lot.

President Ruttenberg would like to know which items require approval from the Park Board of Commissioners at this time.

Manager Schwartz reported that nothing requires approval this evening, instead staff was looking for recommendations and feedback from the Park Board of Commissioners for the schematic design of the playground renovation. The final design for the playground renovation will be presented to the Park Board of Commissioners at the February 23 Regular Board Meeting. If approved, the next step for the playground renovation project is to develop construction documents and release an invitation for bid, so that construction can begin this Summer. As for the schematic design discussions related to the master plan and the seating plaza between the playgrounds, this is a separate component of the project

which is not included in phase one of the approved and budgeted playground renovation. However, since connectivity between the playgrounds is a crucial component staff have requested cost opinions for that area to see if this portion of the master plan could be completed during the playground renovation.

Commissioner Bernstein would like to know how staff plan to fund the master plan.

Manager Schwartz reported that none of the elements related to the master plan are funded in the five-year capital plan, however, a design process will be determined for those elements when funding becomes available.

COVID-19 EMERGENCY OPERATIONS PLANNING UPDATE

Executive Director Romes reported that our region of the state entered Phase 4 of the Restore Illinois Plan as of last week, which permits gatherings of 50 people or less for indoor and outdoor programs and events. As a result, the Park District has resumed winter programming which was paused due to the mitigation measures.

Winter Programming

At Centennial Ice Arena, ice hockey is able to host games, so the Park District's primary rental groups including the Falcons Hockey Association and the Highland Park Giants Hockey Association are updating their schedules. Additionally, gymnastics and figure skating programs have resumed. At Deer Creek Racquet Club, travel tennis teams and USTA tournaments can resume, and doubles play is permitted for youth and adult programming along with permanent team times. As for Heller Nature Center, outdoor programming and ski rentals are in high demand. Additionally, indoor rentals can resume. At West Ridge Center, ParkSchool is continuing to provide extraordinary enrichment services and other general recreation programs are resuming, including martial arts, dance, theater, and art classes. As for athletics, team play can resume so baseball practices are occurring at the Highland Park Fieldhouse and basketball teams are scrimmaging at the Recreation Center of Highland Park and West Ridge Center. At the Recreation Center of Highland Park, indoor floor usage is increasing, so staff has decided to extend the facility hours over the weekends. Group exercise classes have transitioned indoors. Staff are offering 18 classes per week, with a maximum of 25 participants per class. Even though the mitigation measures have been lifted, the Recreation Center of Highland Park is still requiring patrons to wear face coverings even while exercising. However, if the community is uncomfortable returning to the facility, staff created a virtual alternative, RC On the Go Fitness, offering almost 100 on-demand videos for \$5 per month. All proceeds support the Parks Foundation. Overall, the District has over 2,000 active participants in programs and 1,200 fitness memberships, which put the District at a 50% capacity when compared to pre-covid. He is pleased to report that this is on track with the 2021 budget.

Summer Programming

As for summer camp, Executive Director Romes reported that registration opened last week, and as of this evening there are a little over 300 enrollments. The early registration discount will be available until February 28, however some camps have already sold out, so staff are looking at ways to provide additional opportunities for residents to enjoy our summer camps.

Spring Programming

As for spring registration, Executive Director Romes reported that registration for spring tennis begins tomorrow for programs beginning in March and the spring brochure will be available next week which promotes programs beginning in April.

Lastly, Executive Director Romes reported that Sunset Valley Golf Club came off a record year in 2020 and they have recently been named one of the top ten clubhouses in all the Chicagoland area according to the Chicago Golf Report.

President Ruttenberg thanked staff and the commissioners who participated in the renovation for Sunset Valley Golf Club.

REVIEW OF VOUCHERS

Commissioner Bernstein and President Ruttenberg reviewed the vouchers and had no questions or issues related to the vouchers.

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 7:18 p.m.

Respectfully submitted,

Brian Romes, Secretary

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF REGULAR MEETING
FEBRUARY 23, 2021**

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 Dunn, Director Peters, Director Gogola, Director Carr; Assistant Director Maliszewski; General Manager/Superintendent of Golf Operations Ochs; Manager Johnson; Manager Schwartz; Coordinator Hejnowski

ADDITIONS TO THE AGENDA

None

PUBLIC HEARING ON THE 2021 BUDGET

President Ruttenberg called a public hearing for the proposed Budget and Appropriation Ordinance for a twelve-month period ending December 31, 2021 for the Park District of Highland Park to order.

Roll Call:

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

Nay: None

Absent: None

Abstain: None

As required by law, the budget was, with the Board's consensus, laid down for a period of 30 days. The document was available to be reviewed by the public at the Recreation Center of Highland Park and the Park District's web site. Also, in accordance with the law, notification of the Public Hearing was posted in the Highland Park News on February 11, 2021.

Regular Board Meeting Minutes
February 23, 2021

Executive Director Romes reported that no written comments were submitted, nor did any members of the community register to attend the virtual meeting.

President Ruttenberg called for a motion to adjourn the public hearing.

A motion was made by Vice President Kaplan to close the public hearing, seconded by Commissioner Grossberg.

Roll Call:

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

Nay: None

Absent: None

Abstain: None

Motion Carried.

CONSENT AGENDA

President Ruttenberg requested that Item B Resolution 2021-02 Granting Utility Easements be removed from the Consent Agenda so Commissioner Bernstein could recuse himself from the Meeting.

A motion was made by Vice President Kaplan and seconded by Commissioner Grossberg to approve Items A, C, and D the Minutes from January 12, 2021 Workshop Meeting; Bills and Payroll through January 21, 2021 in the amount of \$1,269,296.75; and Bills and Payroll through February 18, 2021 in the amount of \$1,339,793.38, from the Consent Agenda.

Roll Call:

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

Nay: None

Absent: None

Abstain: None

Motion Carried.

Commissioner Bernstein recused himself and left the meeting at 6:08 p.m.

A motion was made by Vice President Kaplan and seconded by Commissioner Grossberg to approve item B Approval of Resolution 2021-02 – Granting Utility Easements.

Roll Call:

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

Nay: None

Absent: Commissioner Bernstein

Abstain: None

Motion Carried.

Commissioner Bernstein returned to the meeting at 6:10 p.m.

TREASURERS REPORT

Director Peters reported that as of 2021 staff combined the financial forecasts with treasures reports so the monthly presentations will be slightly different from the 2020 discussions.

Projected Cash Flow/Operations (Operations General and Recreation Fund)

Director Peters presented the District's chart of 2021 operations which examines the General and Recreation Funds comparing the budgeted vs. projected cash on hand at the end of each month. She reminded the Park Board that the General and Recreation Funds have a 25% reserve policy, which based on the 2021 expenditures is about a \$4.1 million reserve balance. As of December 31, 2021, the Park District budgeted to have about \$12.2 million in cash on hand vs. projected which is currently at \$11.8 million.

Operations (General and Recreation Funds) Budget vs. Actual

Director Peters reported that staff budgeted for a \$2.2 million surplus as of December 31, 2021. However, the actual revenue and expenses for January were less than budgeted since programs and services were limited due to the mitigation measures enforced by the governor. The actual revenue vs. budgeted was \$100,000 less, which resulted in a \$200,000 savings in expenses. Even though there was a reduction in revenue, Director Peters is pleased to report that the Park District currently has a \$121,404 operating surplus due to reductions in payroll and similar expenses.

General Fund

Director Peters reported that the Park District budgeted a \$145,968 net surplus as of December 31, 2021. As for revenue and expenses, she reported that the actual revenue nearly mirrored the budgeted figure. However, the actual expenses were significantly less than budgeted, which is attributed to the payroll reductions as a result of the mitigation measures. Overall, the year to date actual vs. budgeted is a surplus of \$79,403.

Special Recreation Fund

As a reminder, the Park District budgeted a \$254,793 net deficit and recommended a flat tax levy since a significant amount of unused funds from 2020 were transferred into the 2021 budget. As a result, the Park District plans to spend a little over \$730,000 in 2021 and has reduced the budgeted revenue to \$480,000. Lastly, the Park District made a \$346,741 contribution to the Northern Suburban Special Recreation Association (NSSRA) for the development of a new facility.

Recreation Fund

The Park District is budgeting a surplus of a little over \$2 million as of December 31, 2021. Like the General Fund, the actual revenue was \$120,000 less than budgeted and the actual expenses were \$160,000 less than budgeted for January. Currently, the Park District has a surplus of \$42,001 in the Recreation Fund.

Debt Service Fund

The Park District strives to have a zero-balance at the end of the year since this fund is solely used to pay the Park District's debt. The first of two interest payments for those debts will be made in June. Additionally, staff expects to receive revenue from property taxes right around that time.

Capital Fund

Director Peters reported that the Park District budgeted a \$5.4 million deficit and has \$5.7 million in expenditures in 2021. She is pleased to report that the Park District received \$200,000 of the \$400,000 award from the OSLAD Grant to help cover some of those expenditures.

Monthly Payroll Actual vs. Budget

Director Peters reported that the Park District budgeted roughly \$10 million in payroll expenses for 2020, however, as for the 2021 budget, the Park District reduced payroll expenses by 10%. Additionally, she is pleased to report that the Park District budgeted \$470,000 in payroll expenses for January, but the reduction in services resulted in \$68,243 savings, so the actual expenses for January were \$402,593.

Conclusion

Director Peters reported that Lake County was in the tier mitigation measures of the Restore Illinois Plan throughout most of January which reduced, or temporarily restricted programming so the actual revenue vs. the budgeted revenue was reduced. However, the net operating income was \$192,000, which surpassed

the budgeted income by \$121,000, and payroll expenses came in \$68,243 under budget. Overall, the Park District is starting the new year ahead of budget and programs are trending favorably.

Commissioner Bernstein reported that the Finance Committee liaisons spent a lot of time discussing these charts at the February 18 meeting, so he has no further questions. He appreciates the charts as it allows the liaisons to keep close tabs on the District's finances, and he is looking forward to looks forward to entering Phase 5 of the Restore Illinois Plan.

Commissioner Grossberg thanked would like to know if staff has plans for Phase 5 or further reductions within Phase 4 of the Restore Illinois Plan.

Executive Director Romes reported that the reason staff requested delayed approval of the 2021 budget as it helped to determine the most accurate predictions related to finances. The 2021 budget assumes our region of the country will remain in Phase 4 of the Restore Illinois Plan throughout the year. If things significantly change, and our region enters Phase 5 prior to 2022, staff may need to amend the budget.

Vice president Kaplan would like to know which programs and facilities are currently generating the most revenue for the Park District.

Executive Director Romes reported that the first two weeks in January programming was reduced to private lessons, so tennis and athletics generated the most revenue.

Vice President Kaplan thanked staff for tonight's discussion.

UNFINISHED BUSINESS

A. Approval of the 2021 Budget and Ordinance 2021-01, 2021 Combined Budget and Appropriation Ordinance

Director Peters reported that the 2021 proposed budget was presented to the Finance Committee on November 24, 2020, December 3, 2020, and December 17, 2020. After review and revisions, a final draft was presented to the Park Board at the January 12 Workshop Meeting. At that time, the Park Board provided consensus to make the draft budget document available for public inspection for thirty days. The budget was made available for public review at the Recreation Center of Highland Park and on the District's website during this timeframe. No comments from the public have been received by the District. In accordance with the Park District Code, tonight's public hearing regarding the budget was posted in the Highland Park News on Thursday, February 11, 2021. The proposed budget for fiscal year 2021 includes operating revenues of \$19,205,570, additional revenues of \$1,976,881 and total estimated expenditures, district-wide, of \$26,173,009 resulting in an anticipated deficit, of \$4,990,557. This is a planned use of reserves for capital projects related to master planning. Staff recommends approval from the Park Board for the 2021 Budget and 2021 Budget and Appropriation Ordinance for the fiscal year ending December 31, 2021.

A motion was made by Commissioner Bernstein and seconded by Vice President Kaplan to approve the 2021 Budget and Appropriation Ordinance 2021-01 for the period beginning January 1, 2021 – December 31, 2021.

Roll Call:

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

Nay: None

Absent: None

Abstain: None

Motion Carried.

B. Sunset Woods Park Playground Renovation Final Design Contract

On February 9, staff presented the final preliminary design and concept plan for the playground renovation and the master plan. This evening, staff are only focusing on the playground renovation and reviewed the five-phases of the project.

- **Phase 1: Design Development**

Managers Schwartz reported that staff are currently in this phase, as they are working with Hitchcock Design Group to refine the playground design details and design developmental plans.

- **Phase 2: Construction Documentation**

Once designs plans are finalized, staff and Hitchcock Design Group will prepare construction documents.

- **Phase 3: Permitting**

Hitchcock Design Group will prepare and submit permit documents.

- **Phase 4: Bid/Award**

Park District staff will manage the bidding process; however, Hitchcock Design Group will be responsible for recommending contractors, attending pre-bid meetings, be available to answer questions as they arise, and issue addendums if needed.

- **Phase 5: Construction Services**

Once a contractor is determined, Hitchcock Design Group will only provide services as needed for an hourly fee. The hourly fee will not exceed the figure written in the proposal. These services could include construction administration, answering any questions that the contractor may have, assisting with change orders, reviewing payouts, and occasional construction observation.

Manager Schwartz reported that the playground final design and construction services proposal aligns with staffs estimated expenses, which is \$82,100 for final design services, \$26,200 for construction-based services, plus additional services for \$14,100, which includes reimbursable expenses, 3D graphics and renderings, and structural engineering, totaling \$122,400. Staff also requested Hitchcock Design Group provide an alternate proposal which includes the play area plaza with the playground final design and construction services. Staff are pleased to report that the original design estimate provided by Hitchcock Design group was \$130,000 and the alternate proposal which includes the play area plaza is \$129,600, so both proposals came in under budget. Manager Schwartz reported that staff feels there is a benefit to including the play area plaza with the design of the playground since there is cohesion between the areas. If the alternate proposal is approved, staff could bid out the play area plaza, and depending on quotes, the Park District may have the opportunity to include the construction of the play area plaza with the playground renovation vs. waiting until funds become available for the site master plan.

President Ruttenberg would like confirmation regarding what is being requested from the Park Board of Commissioners.

Executive Director Romes reported that staff are recommending approval from the Park Board of Commissioners authorizing staff to enter into an agreement that will not exceed \$130,00.

Commissioner Bernstein reported that the Finance Committee liaisons discussed this project, and it is recommended by the Finance Committee that the Park Board of Commissioners authorizes staff to enter into an agreement that will not exceed \$130,000.

Commissioner Grossberg reported that the Sunset Woods Park liaisons discussed this project at length, so he supports staff entering into an agreement that will not exceed \$130,000.

Commissioner Flores Weisskopf reported that staff understands the goal is to keep this area organic, so she supports staff entering into an agreement that will not exceed \$130,000.

Vice President Kaplan supports staff entering into an agreement that will not exceed \$130,000, so long as the design of the gathering area provided by Hitchcock Design Group does not exceed the construction budget \$182,000.

Manager Schwartz reported that the first step of the final design is to explore design and finalize a budget that the Park Board of Commissioners and staff are comfortable with. Additionally, staff has presented alternatives to understand what the area could look like at lower price points. Staff are not recommending Hitchcock Design Group to create a design in which construction would meet or exceed the budgeted amount.

Vice President Kaplan supports staff entering into an agreement that will not exceed \$130,000.

A motion was made by Vice President Kaplan and seconded by Commissioner Grossberg to accept the negotiated fee with Hitchcock Design Group and authorize the Executive Director to enter into an agreement in the total amount of \$129,600, which is the total of \$122,400 for playground renovation final design and construction administration and \$7,200 for the playground plaza final design and construction administration.

Roll Call:

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

Nay: None

Absent: None

Abstain: None

Motion Carried.

C. Rory David Deutsch Tot Lot Update

Director Smith reported that the Rory David Deutsch Tot Lot was constructed in 2001 with the support of a donation from the Deutsch family. The property is owned by the Highland Lakes Property Owners Association, which is the neighborhood in which the tot lot is located. The Park District maintains the site per an agreement between the Park District, the Property Owners Association, and the City of Highland Park. The City is responsible for providing access through the tot lot to the adjacent body of water. The twenty-year term of the agreement will end on July 9, 2021. If not terminated, the agreement will renew for a twelve-month term.

The tot lot is reaching its useful life, so Park District staff have been looking at funding opportunities to support the replacement costs. However, staff have determined that there are no outside funds available. Therefore, staff considered the option of terminating the agreement with the Property Owners Association and not replacing the playground equipment. In the instance that the Park District terminates the agreement the Park District is required to remove all the playground equipment and other structures on the property, as well as restore the site to its original condition prior to construction of the tot lot. This would require parks staff to remove the play equipment, water fountain, gazebo, and patio area while re-grading the site. Staff has yet to determine what the cost would be to restore the site to its original condition and instead met with Property Owners Association to discuss the termination of the agreement, which the Property Owners Association proposed the Park District remove play equipment that poses safety issues and provide small improvements vs. restoring the site to its original condition.

Currently, staff are working with the Property Owners Association to determine what condition the Park District will leave the site in so that the Property Owners Association could maintain and manage it moving forward. Additionally, the Property Owner Association requested extending the current agreement twelve-months so both parties can determine an appropriate plan.

Director Smith reported that staff recommends consensus from the Park Board of Commissioners to allow a twelve-month renewal of the Highland Lakes Playground Agreement to provide for adequate time for planning and negotiation regarding the future of the site.

Commissioner Bernstein appreciated the level of care staff has exercised and supports extending the agreement twelve-months to provide for adequate time for planning and negotiation regarding the future of the site.

Vice President Kaplan would like to know the current state of the property and the play equipment.

Director Smith reported that Property Owners Association removing play equipment over the next twelve months if the equipment poses a safety issue. Currently, there are a couple of swings that may need to be removed over the twelve months.

President Ruttenberg requested that staff share the removal and restoration costs once determined, and in the meantime supports extending the agreement twelve-months to provide for adequate time for planning and negotiation regarding the future of the site.

NEW BUSINESS

A. Parks Foundation Update

Commissioner Grossberg reported that the Parks Foundation is trying to coordinate sponsorship for the Youth Golf Development Center to address the current shortcomings. Likewise, The Parks Foundation is exploring partnerships to support the playground renovation for Sunset Woods Park around the play area plaza and the northeast corner. He is pleased to report a new board member is heading up the development of the FYI Program. Currently, five Highwood families have requested camp scholarships, so the Foundation is dividing the FYI dollars amongst those families. Lastly, the Parks Foundation President has founded the Kids helping Kid's proposal, in which local high school students would be involved with fundraising efforts.

B. Communications and Marketing Update

Executive Director Romes reported that the Park District is continuing to deliver essential programs and services which are keeping the community safe, healthy, and enriched. While staff are making tremendous impacts on the community through programs and services, he wanted to remind the Park Board that an important aspect of providing these services and programs is due to the to the work of the marketing and communications department.

Director Gogola provided an overview of the initiatives and projects which the marketing and communications team has been working on over the last several months to keep the community informed of changes related to programming, services, facilities, parks, and beaches related to COVID-19. Staff has also been working closely with the City of Highland Park to share information across multiple channels. Staff has found that email has been an essential channel during the pandemic, along with social media and website updates. Additionally, staff has utilized videos to effectively communicate to the Park Districts safety measures and program expectations.

Director Gogola is pleased to report that the Park District's Facebook and Instagram followers have increased by 25%. Website visits have increased by 20%, which is a total of 250,000 visits over the past twelve months. Email marketing is averaging 12 – 18 newsletters per month. Lastly, staff printed over 350 banners in the last twelve-months specific to COVID impacts.

Director Gogola reported that with our region being in Phase 4 and hopefully entering Phase 5 or the Restore Illinois Plan, the marketing team can focus on key programming areas and facilities.

a) *Summer Camp*

This is a five-phase plan, which the team is currently in the second phase promoting camp registration and encouraging the early bird discount.

b) *Sunset Valley Golf Club*

This is a very detailed plan since the golf course attracts a regional audience from the north side of Chicago to northern Lake County. As a result, staff has developed targeted tv, radio, and social media advertising, along with an advertising package through the CDGA. TV and streaming advertising will also be aired at PGA events, on Golf TV, ESPN, Marquee TV, CNN, MSNBC, and NBC Sports.

c) *Fitness of the Go*

Staff built the website, developed the app, and branding for the digital alternative to fitness.

d) *Upcoming Grand Openings Ceremonies*

Staff are working on the marketing materials and sponsorship opportunities for the grand opening of the Youth Golf Development Center, Sunset Woods Playgrounds, and the Preserve of Highland Park.

As for sponsorship, Director Gogola reported that the Park District sold \$35,000 in sponsorship and advertising in 2019, however, staff are anticipating selling about \$117,000 in sponsorship and advertising this year. Currently, the Park District has over 300 companies on their prospect list and has sold \$45,595 of sponsorship which is 39% of that goal.

Regarding upcoming projects, Director Gogola reported that the team is working on a customer-centric technology master plan to better identify gaps and opportunities which will improve customers' digital experience when navigating through our website and registration software. The plan should be completed within the next month. The team is also looking to improve relationships with state and federal legislators and launch a podcast series to highlight programs, events, parks, facilities, staff, and board members.

President Ruttenberg was very impressed by Director Gogola's presentation as it was very informative.

Commissioner Grossberg is eager to see the TV advertisements.

Commissioner Flores Weisskopf appreciated the presentation so she could better understand how the marketing team's efforts have helped the Park District throughout these challenging times.

Vice President Kaplan applauded Director Gogola for her presentation and the development of Fitness on the Go, as he visits the fitness center and utilizes the app.

Commissioner Flores Weisskopf would like to know what the goal behind the golf commercials is as she feels tee-times are already limited.

Director Gogola reported that the golf course was in high demand last summer, however, this summer and moving forward the course will be competing with other family activities and courses so the Park District wants to maintain the market share and the relationships built.

C. Director's Report

Executive Director Rome reported that while the ice shelves along the lakefront properties may be beautiful, they are extremely dangerous, so staff has placed warning signs along all the lakefront properties and shared digital communications regarding the dangers. He urged the community to stay away from the water and reported that staff are checking the sites to prevent incidents from occurring.

D. Board Comments

None.

CLOSED SESSION

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

Roll Call:

Regular Board Meeting Minutes
February 23, 2021

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

Nay: None

Absent: None

Abstain: None

Motion Carried

The meeting adjourned into Closed Session at 7:18 p.m.

The meeting reconvened into Open Session at 7:21 p.m.

ACTION FROM CLOSED SESSION IF ANY

A motion was made by Commissioner Bernstein and seconded by Vice President Kaplan President that the Closed Session Minutes from August 5, 2020, August 25, 2020, October 13, 2020, October 27, 2020, November 17, 2020 along with Closed Session Minutes which we are reviewed and withheld in the past, not be released for public inspection.

Roll Call:

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

Nay: None

Absent: None

Abstain: None

Motion Carried

ADJOURNMENT

A motion was made by Commissioner Grossberg and seconded by Vice President Kaplan and approved by a unanimous vote. The Board Meeting adjourned at 7:23 p.m.

Respectfully submitted,

Regular Board Meeting Minutes
February 23, 2021

Brian Romes, Secretary



Memorandum

To: Park Board of Commissioners
From: Mitch Carr, Director of Recreation and Facilities; Brian Romes, Executive Director
Date: March 30, 2021
Subject: **Hidden Creek AquaPark Slide Resurfacing Bid**

Summary/Background

The slides at the Hidden Creek AquaPark undergo routine daily, weekly, and annual inspections and maintenance. Every 4-5 years, the Park District budgets to resurface these slides as a routine maintenance schedule. The specific slide surfaces in this project, the Drop Slide, and the Spiral Slide were evaluated by an outside contractor in 2019. At that time, they were deemed as “recommended” for resurfacing. Originally budgeted in the 2020 capital plan, these two slides were deferred to 2021, due to the Covid-19 Pandemic, which resulted in Hidden Creek AquaPark not opening in 2020.

Financial Impact

The anticipated project expense in the 2021 capital budget is \$29,000. Due to the specialized nature of this project, there are limited contractors qualified to perform this work. Staff received two registered bidders, with one of those meeting all the qualifications needed upon bid submittal.

The single bid was received from Slide Pros restoration for a total of \$26,205, which is \$2,795 under budget. This project was presented to the Finance Committee on March 17 and received consensus from the committee to move forward with approval from the Park Board at the March 30, 2021 Park Board Meeting.

Timeline

March 30, 2021	Approval by Board of Commissioners for equipment installation
April 2021	Resurfacing work
May 14, 2021	Substantial completion of project
May 29, 2021	Hidden Creek Aqua Park Opening day

Recommendation

Staff recommends approval from the Park Board of Commissioners the Hidden Creek Aqua Park slide resurfacing bid by Slide Pros Restoration in the amount of \$26,205.

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT entered into by and between 8 Blocks Maintenance Co LLC dba SlidePros (hereafter "CONTRACTOR") and the PARK DISTRICT OF HIGHLAND PARK (hereafter "AGENCY").

WHEREAS, CONTRACTOR will be performing services and work for AGENCY in accordance with the following: Advertisement for Bid including Bid Form 2021 HCAP Slide Resurfacing dated March 12th, 2021; the documents referenced therein; CONTRACTOR's Bid in response to the Advertisement for Bid for 2021 HCAP Slide Resurfacing (hereafter "Proposal"); all of which are attached hereto and incorporated herein as **Exhibit A**;

WHEREAS, Exhibit A, together with this document, collectively comprise the agreement of the parties and are hereafter referred to as the "Agreement"; and

WHEREAS, CONTRACTOR may have subcontractors, material suppliers and one or more employees engaged in the performance of said work; and

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, and other good and valuable consideration received and to be received, the CONTRACTOR hereby agrees:

1. To comply with all applicable laws, regulations, and rules promulgated by any Federal, State, County, Municipal and or other governmental unit or regulatory body now in effect during the performance of the work. By way of example, the following are included within the scope of the laws, regulations and rules referred to in this paragraph, but in no way to operate as a limitation on the laws, regulations and rules with which CONTRACTOR must comply, are all forms of Workers Compensation Laws, all terms of the Equal Employment Opportunity Clause of the Illinois Fair Employment Practices Commission, the Illinois Preference Act, the Social Security Act, Statutes relating to contracts let by units of government, all applicable Civil Rights and Anti-Discrimination Laws and Regulations, and traffic and public utility regulations.
2. To the fullest extent permitted by law, to waive any and all rights of contribution against AGENCY and to indemnify and hold harmless AGENCY and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including, but not limited to, legal fees (attorney's and paralegal's fees, expert fees and court costs) arising out of or resulting from the performance of the CONTRACTOR's work, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of property, other than the work itself, including the loss of use resulting therefrom, or is attributable to misuse or improper use of trademark or copyright protected material or otherwise protected intellectual property, to the extent it is caused in whole or in part by any wrongful or negligent act or omission of the CONTRACTOR, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right to indemnity which AGENCY would otherwise have. CONTRACTOR shall similarly, protect, indemnify and hold and save harmless, AGENCY, its officers, officials, employee, volunteers and agents against and from any

and all claims, costs, causes, actions and expenses, including, but not limited to, legal fees, incurred by reason of CONTRACTOR's breach of any of its obligations under, or CONTRACTOR's default of any provisions of the Contract. The indemnification obligations under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for CONTRACTOR or any subcontractor under Workers' Compensation or Disability Benefit Acts or Employee Benefit Acts.

3. To keep in force, to the satisfaction of AGENCY, at all times during the performance of any work referred to above, Workers Compensation and Employer's Liability Insurance, Commercial General Liability Insurance, and Automobile Insurance in at least the type and amounts as follows:
 - a. Workers' Compensation:
 - i. State: Statutory
 - ii. Applicable Federal (e.g., Longshoremen's): Statutory
 - iii. Employer's Liability
 - \$1,000,000.00 Per Accident
 - \$1,000,000.00 Disease, Policy Limit
 - \$1,000,000.00 Disease, Each Employee
 - b. Commercial General Liability:
 - \$2,000,000.00 General Aggregate
 - \$1,000,000.00 Products Completed Operations Aggregate
 - \$1,000,000.00 Personal and Advertising Injury
 - \$1,000,000.00 Each Occurrence
 - \$ 50,000.00 Fire Damage (any one fire)
 - \$ 5,000.00 Medical Expense (any one person)
 - c. Business Automobile Liability (including owned, non-owned and hired vehicles):
 - i. Bodily Injury:
 - \$1,000,000.00 Per Person
 - \$1,000,000.00 Per Accident
 - ii. Property Damage
 - \$1,000,000.00 Per Occurrence
 - iii. Umbrella Excess Liability:
 - \$2,000,000.00 over Primary Insurance
4. To have all policies of insurance purchased or maintained in fulfillment hereof name AGENCY as an additional insured thereunder and the CONTRACTOR shall provide AGENCY with Certificates of Insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. No such policy of insurance shall have a deductible or self-insurance retention amount in excess of \$5,000.00 per occurrence. All insurance shall be written on an "occurrence" basis rather than a "claims-made" basis. Failure of AGENCY to demand any certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of AGENCY to identify a deficiency from evidence that is provided shall not be construed as a waiver of CONTRACTOR's obligation to maintain such insurance. The CONTRACTOR agrees that the obligation to provide the insurance required by these documents is solely its responsibility and that this is a requirement which cannot be waived by any conduct, action, inaction or omission by the AGENCY. Upon

request, the CONTRACTOR will provide copies of any or all policies of insurance maintained in fulfillment hereof.

AGENCY shall have the right, but not the obligation, of prohibiting CONTRACTOR or any subcontractor from entering the project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by AGENCY.

Failure to maintain the required insurance may result in termination of this Contract at AGENCY's option.

5. CONTRACTOR shall cause each consultant employed by CONTRACTOR to purchase and maintain insurance of the type specified above. When requested by the AGENCY, CONTRACTOR shall furnish copies of certificates of insurance evidencing coverage for each consultant.
6. For any claims related to this contract, CONTRACTOR insurance coverage shall be primary insurance as respects the AGENCY, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the AGENCY, its officers, officials, employees, or volunteers shall be excess of the CONTRACTOR insurance and shall not contribute with it.
7. Nothing contained in this contract is to be construed as limiting the liability of the CONTRACTOR, the liability of any Subcontractor or any tier or either of their respective insurance carriers. The AGENCY does not, in any way, represent that the coverages or limits of insurance specified is sufficient or adequate to protect the AGENCY, or CONTRACTOR, but are merely minimums. The obligations of CONTRACTOR to purchase insurance shall not, in any way, limit its obligations to the AGENCY in the event that the AGENCY should suffer an injury or loss in excess of the amount recoverable through insurance, or any loss or portion of a loss which is not covered by FIRM's insurance.
8. CONTRACTOR shall maintain commercial general liability (CGL) and commercial umbrella liability insurance with a limit of not less than limits outlined herein for at least three years following substantial completion of the work.
9. All insurance provided by CONTRACTOR shall be placed with insurers with a current A.M. Best's rating of no less than A: VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, AGENCY has the right to reject insurance written by an insurer it deems unacceptable.
10. All certificates shall provide for 30 days written notice to owner prior to the cancellation or material change of any insurance referred to therein written notice to AGENCY shall be certified mail, return receipt requested.
11. AGENCY reserves the right to modify these requirements herein, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstance.

12. CONTRACTOR hereby grants to AGENCY a waiver of any right to subrogation which any insurer of said CONTRACTOR may acquire against the AGENCY by virtue of the payment of any loss under such insurance. CONTRACTOR agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the AGENCY has received a waiver of subrogation endorsement from the insurer.
13. To furnish any affidavit or Certificate in connection with the work covered by this agreement as required by law.
14. AGENCY may terminate this Agreement for cause upon 24 hours written notice of breach to CONTRACTOR and for convenience and without cause upon not less than seven days' written notice to CONTRACTOR. In the event of termination for other than cause, CONTRACTOR shall be compensated for services performed prior to termination (applying a pro-rata apportionment to the anticipated schedule of services) together with Reimbursable Expenses then due.
15. To the extent that the Prevailing Wage Act applies, CONTRACTOR agrees to pay and require every Subcontractor to pay prevailing wages as established by the Illinois Department of Labor for each craft or type of work needed to execute the contract in accordance with 820 ILCS 130/.01 et seq. The Illinois Department of Labor publishes the prevailing wage rates on its website at: <https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/Rates.aspx> CONTRACTOR is advised that the Department revises the prevailing wage rates and the CONTRACTOR has an obligation to check the Department's web site for revisions. The CONTRACTOR shall prominently post the current schedule of prevailing wages at the Contract site and shall notify immediately in writing all of its Subcontractors, of all changes in the schedule of prevailing wages. Any increases in costs to the CONTRACTOR due to changes in the prevailing rate of wage during the terms of any contract shall be at the expense of the CONTRACTOR and not at the expense of the Owner. The change order shall be computed using the prevailing wage rates applicable at the time the change order work is scheduled to be performed. The CONTRACTOR shall be solely responsible to maintain accurate records as required by the prevailing wage statute and to obtain and submit all such certified records to the Illinois Department of Labor Certified Transcript of Payroll Portal at <https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/CertifiedTranscriptOfPayroll.aspx> as required by Statute. CONTRACTOR shall furnish AGENCY confirmation that certified payroll was submitted. In lieu of certified payroll, CONTRACTOR shall submit a letter setting forth the basis upon which CONTRACTOR has concluded the Act does not apply. The CONTRACTOR shall be solely liable for paying the difference between prevailing wages and any wages actually received by laborers, workmen and/or mechanics engaged in the Work and in every way defend and indemnify the AGENCY against any claims arising under or related to the payment of wages in accordance with the Prevailing Wage Act.
16. CONTRACTOR agrees to maintain, without charge to the AGENCY, all records and documents for projects of the AGENCY in compliance with the Freedom of Information Act, 5 ILCS 140/1 et seq. In addition, CONTRACTOR shall produce records which are responsive to a request received by the AGENCY under the Freedom of Information Act so that the Owner may provide records to those requesting them within the time frames required. If additional time is necessary

to compile records in response to a request, then CONTRACTOR shall so notify the AGENCY and if possible, the AGENCY shall request an extension so as to comply with the Act. In the event that the AGENCY is found to have not complied with the Freedom of Information Act due to CONTRACTOR's failure to produce documents or otherwise appropriately respond to a request under the Act, then CONTRACTOR shall indemnify and hold the AGENCY harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorneys' fees and penalties.

IT IS MUTUALLY UNDERSTOOD AND AGREED that the CONTRACTOR shall have the full control of the ways and means of performing the work referred to above and that the CONTRACTOR or its employees, representatives or subcontractors are in no sense employees of the AGENCY, it being specifically agreed that the CONTRACTOR bears the relationship of an independent contractor to the AGENCY.

This agreement shall be in full force and effect from the _____ day of _____, 20____ until such time as it is terminated by the AGENCY.

PARK DISTRICT OF HIGHLAND PARK

8 BLOCKS MAINTENANCE CO LLC
dba SLIDEPROS

Print Name

Print Name

Signature

Signature

Title

Date

Title

Date



Invitation for Bid

Labor and Materials

2/10/2020

2021 Hidden Creek Aquapark Slide Resurfacing

**Site Location: Hidden Creek Aquapark
1220 Fredrickson Pl.
Highland Park, IL 60035**

**MANDATORY PRE-BID MEETING
Tuesday, March 2nd, 10:00am
1220 Fredrickson Place
Highland Park, IL 60035**

**BID OPENING:
Tuesday, March 16th, 1:00pm
636 Ridge Road
Highland Park, IL 60035**

**Tony Matzke
Park District of Highland Park
636 Ridge Road
Highland Park, IL 60035
tmatzke@pdhp.org**

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ADVERTISEMENT FOR BID

The Park District of Highland Park is accepting sealed bids for the 2021 Hidden Creek Aquapark Slide Resurfacing Project. Questions regarding this bid should be directed to Tony Matzke at 847.579.4063 or tmatzke@pdhp.org.

The bid packet, specifications and plans are available on our website at <http://www.pdhp.org/bids-rfps/>. Please note that if you intend to submit a bid for this project, then it is your responsibility to register with Tony Matzke via tmatzke@pdhp.org or (847) 579.4063. This will identify that you have downloaded the bid documents, and you will then be considered a registered plan holder. Sealed bids for these items will be received no later than 1:00pm on Tuesday, March 16th, at which time they will be publicly opened and read aloud.

There is a MANDATORY PRE-BID MEETING at 10:00am on Tuesday, March 2nd. The pre-bid meeting will be held at: Hidden Creek Aquapark, 1220 Fredrickson Place. Highland Park, IL 60035.

Completed bids must be submitted in sealed opaque envelopes marked “2021 HCAP Slide Resurfacing” and mailed or brought into the Park District of Highland Park, 636 Ridge Road, Highland Park, IL 60035; Attn: Brian Romes, Secretary.

The Park Board of the Park District of Highland Park reserves the right to reject any or all bids in full or in part, if it shall deem it in the public interest to do so. In submitting a bid, Contractor acknowledges that Contractor must, to the extent that it applies, comply with all requirements of the Illinois Prevailing Wage Act and all other applicable Illinois laws.

PARK DISTRICT OF HIGHLAND PARK
/s/ Brian Romes
Secretary of the Board of
Park Commissioners

Published: Lake County News Sun

INVITATION FOR BID

The Park District of Highland Park is seeking sealed bids for the following scope of work: Provide Labor and Materials for the Resurfacing/Restoration of 1 Drop Slide and 1 Speed Slide to OEM specifications at Hidden Creek Aquapark (HCAP), Highland Park, Illinois. The scope of work includes all necessary workmanship to satisfactorily complete the work as required by the contract documents. Work will start Monday, April 12th and conclude by May 15th, 2021.

Refer to the following site schedule/scope of work:

- Slide prep work shall begin on Monday, April 12th.
- Finish work shall be completed by Friday, May 15th.
- All work shall be completed in compliance with the Scope of Work outlined later in this document.

Contractors bidding on the project must have a minimum of 5 years of experience in the work or similar.

The bid packet, specifications and plans are available on our website at <http://www.pdhp.org/bids-rfps/>. Please note that if you intend to submit a bid for this project, then it is your responsibility to register with Tony Matzke via tmatzke@pdhp.org or (847) 579-4063. This will identify that you have downloaded the bid documents, and you will then be considered a registered plan holder. Sealed bids for these items will be received no later than 1:00p, Tuesday, March 16th at which time they will be publicly opened and read aloud.

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Completed bids must be submitted in sealed opaque envelopes marked “2021 HCAP Slide Resurfacing” and mailed or brought into the Park District of Highland Park, 636 Ridge Road, Highland Park, Illinois; Attn: Brian Romes, Secretary.

All bids must be submitted on the forms included in the bid.

All contracts for work herein are subject to the provisions of all Park District of Highland Park regulations.

To the extent that the Illinois Prevailing Wage Act applies, Contractor must pay and require all subcontractors to pay the prevailing rate of wages to all related laborers, workers, and mechanics involved in the project. As established by the Illinois Department of Labor for each craft or type of work needed to execute the contract in accordance with 820 ILCS 130/.01 et seq. Current prevailing wage rates are published at: <http://www.state.il.us/agency/idol/rates/Rates.htm>. Contractor shall prominently post the current schedule of prevailing wages at the Contract site and shall notify immediately in writing all of its Subcontractors, of all changes in the schedule of prevailing wages. Any increases in costs to Contractor due to changes in the prevailing rate of wage during the terms of any contract shall be at the expense of Contractor and not at the expense of the Owner. The change order shall be computed using the prevailing wage rates applicable at the time the change order work is scheduled to be performed. Contractor shall be solely responsible

to maintain accurate records as required by the prevailing wage statute and to obtain and furnish all such certified records to the District as required by Statute. In lieu of certified payroll, Contractor shall submit a letter setting forth the basis upon which Contractor has concluded the Act does not apply. Contractor shall be solely liable for paying the difference between prevailing wages and any wages actually received by laborers, workmen and/or mechanics engaged in the Work and in every way defend and indemnify the District against any claims arising under or related to the payment of wages in accordance with the Prevailing Wage Act. Likewise, Contractor shall comply with all applicable laws, regulations, and rules promulgated by any Federal, State, County, Municipal and or other governmental unit or regulatory body now in effect during the performance of the work. By way of example, the following are included within the scope of the laws, regulations and rules referred to in this paragraph, but in no way to operate as a limitation on the laws, regulations and rules with which Contractor must comply, are all forms of Workers Compensation Laws, all terms of the Equal Employment Opportunity Clause of the Illinois Fair Employment Practices Commission, the Illinois Preference Act, the Social Security Act, Statutes relating to contracts let by units of government, all applicable Civil Rights and Anti-Discrimination Laws and Regulations, and traffic and public utility regulations.

All bids will remain firm for 90 calendar days after the bid opening. The Park District of Highland Park reserves the right to reject any or all bids or to accept any bid, which in its judgment, will be in the best interest of the public or to waive any informalities in bidding. Only bids in compliance with the provisions of the Contract Documents will be considered. No bids shall be withdrawn after the opening of the bids for a period of ninety (90) calendar days after the bid date opening.

The Park District of Highland Park encourages small and minority businesses and women's business firms to submit bids on the approved project and successful contract bidders to utilize small and minority businesses and women's businesses as sub-contractors for supplies, equipment, services, and construction.

INSTRUCTIONS TO BIDDERS

For the purpose of these specifications, "Owner" shall refer to the Park District of Highland Park, and "Contractor" shall refer to the party entering into the contract for the performance of the specified work, and his or her legal representatives or agents. Upon award of the Contract, these instructions shall become a part of the Contract Documents.

PLANS AND SPECIFICATIONS

The bid packet, specifications and plans are available on our website at <https://www.pdhp.org/bids-rfps/>. Please note that if you intend to submit a bid for this project, then it is your responsibility as a potential contractor to register with Tony Matzke via tmatzke@pdhp.org or (847) 579-4063. This will identify that you have downloaded the bid documents, and you will then be considered a registered plan holder.

BID FORM

Bidders shall submit the bid form provided which shall be filled out completely and addressed as follows: Park District of Highland Park, 636 Ridge Rd., Highland Park, IL 60035.

On the outside of the bid envelope, each sealed bid shall also contain the notation "SEALED BID" along with

- A) "2021 HCAP Slide Resurfacing"
- B) Bidder's Company Name
- C) Date and Time of Bid Opening

Bids for "2021 HCAP Slide Resurfacing" shall be received at or before 1:00pm on Tuesday, March 16th at which time they will be opened and read publicly.

ACCEPTANCE OR REJECTION OF BID

Owner will accept or reject bids within sixty (60) calendar days after analysis of the bids, and reserves the right to accept or reject any or all bids. In determining the lowest responsive and responsible bidder, Owner further reserves the right to combine or separate or delete any section of work or alternates or items in the bid if it is in the best interest of Owner.

BIDDER EXPERIENCE

Contractor bidding the project shall be actively engaged in work of the nature described in the plans and specifications, must have a minimum of 5 years' experience in that work or similar, and must be able to demonstrate that adequate persons and materials are available to perform the work. Contractor shall submit with the bid no less than three (3) references for which Contractor has completed work similar to that described in the plans and specifications.

NON-BARRED BIDDING

Contractor must certify that it is not barred from bidding on this contract as a result of a conviction for the violation of state laws prohibiting bid-rigging or bid-rotating by executing the included certification.

EXAMINATION OF SITE AND DRAWINGS

Before submitting a bid, Contractors shall carefully examine the drawings and specifications, visit the site, and fully inform themselves as to all conditions and limitations. The failure or omission of any Contractor to receive or examine any form or document, or to visit the site and become acquainted with existing conditions shall in no way relieve Contractor from any obligation with respect to their bid. By submitting a bid, Contractor warrants that he / she has examined the site, specifications, and drawings, and that where the specifications require that a given result be produced, the specifications and drawings are adequate, and the required result can be produced using the specifications and drawings. If applicable, Contractor shall also attend any mandatory pre-bid meetings.

LIENS

Waivers of lien shall be submitted with all payment applications. Waivers shall be supplied from all subcontractors and suppliers involved in the contract work. Neither final payment nor any part of the retained percentages shall become due until Contractor delivers to Owner a complete release of all liens arising out of this contract. Waivers of Lien must include the following language "All Materials taken from fully paid for stock and delivered by our own trucks to the project site" AND "All wages paid according to Prevailing Wage Act".

ASSIGNMENT AND SUBCONTRACTORS

Contractor shall not assign any part of this contract, or award any work under this contract to any Subcontractor without prior written approval from the Owner. Nothing contained in the contract documents shall create any contractual relation between any Subcontractor and the Owner.

INSURANCE

NOTE: Contractors' attention is directed to the insurance requirements set forth in the Contract Documents and below. It is highly recommended that Contractors confer with their respective insurance carriers or brokers to determine in advance of bid submission, the availability of insurance certificates and endorsements as prescribed and provided herein. If an apparent low bidder fails to comply strictly with the insurance requirements, that Contractor may be disqualified from award of the contract.

FEDERAL LABOR STANDARDS AND EQUAL EMPLOYMENT REQUIREMENTS

In the event Contractor does not comply with any provision of the Illinois Prevailing Wage Act, Equal Employment Opportunity Clause, the Illinois Fair Employment Practices Act or the Fair Employment Practices Commission's Rules and Regulations for Public Contracts, Contractor may be declared non-responsible and therefore ineligible for future contracts with the State of Illinois or any of its political subdivisions, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

Contractor agrees to the following:

A. Contractor shall not discriminate against any employee or applicant for employment because of race, creed, color, or national origin. Contractor shall take affirmative action to insure applicants are employed, and the employees are treated during employment, without regard to race, creed, color, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment advertising, layoff or

termination, rates of pay or other forms of compensation, and selection for training including apprenticeship.

B. Solicitation or advertisements for employees placed by or on behalf of Contractor shall state that applicants receive consideration for employment without regard to race, creed, color, or national origin.

PREVAILING WAGE LAW

The Park District of Highland Park is a public body that is subject to the Prevailing Wage Act, Illinois Revised Statutes, Chapter 48, Paragraph 39s-1, et seq. Current prevailing wage rates are published at: <https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/Rates.aspx>. The successful Contractor shall comply at all times with the provisions of the Act to the extent that the Act applies. Failure of Contractor to comply with the Act, including, but not limited to the inspection of records, and any rules or regulations promulgated by the State of Illinois with regard to the Act, will result in the cancellation of the Contract. Contractor expressly waives any right for recovering damages due to Contract cancellation. Contractor's bonds shall include such provision and will guarantee the faithful performance of such prevailing wage clause as provided by this contract.

Contractor shall maintain accurate records of the names, occupations, and wages paid to each laborer, worker, and mechanic employed in connection with the work. Contractor shall allow Owner access to these records for inspection purposes at any reasonable hour and upon reasonable notice.

CERTIFIED PAYROLL

Where the Prevailing Wage Act applies, Contractor and each subcontractor shall follow Illinois Public Act 094-0515 concerning Certified Payroll. This includes making and keeping records for a period of 3 years of all laborers, mechanics, and other workers employed by them on the project; the records shall include each worker's name, address, telephone number when available, social security number, classification or classifications, the hourly wages paid in each pay period, the number of hours worked each day and the starting and ending times of work each day; and submit monthly, in person, by mail, or electronically a certified payroll to the public body in charge of the project (Park District of Highland Park at 636 Ridge Road, Highland Park, Illinois, 60035, Attn. Director of Planning and Projects). The certified payroll shall consist of a complete copy of the records identified above. The certified payroll shall be accompanied by a statement signed by Contractor or subcontractor which avers that (i) such records are true and accurate; (ii) the hourly rate paid to each worker is not less than the general prevailing rate of hourly wages required by the Prevailing Wage Act; and (iii) Contractor or Subcontractor is aware that filing a certified payroll that he or she knows to be false is a Class B misdemeanor.

Upon two (2) business days' notice, the Contractor and each subcontractor shall make available for inspection the records identified above to the public body in charge of the project, its officers and agents, and to the Director of Labor and his deputies and agents.

Where the Prevailing Wage Act does not apply, Contractor or Subcontractor shall provide a letter in lieu of certified payroll stating that the Act does not apply.

COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA)

Contractor shall not discriminate on the basis of disability, and shall comply with pertinent sections of the Americans with Disabilities Act.

COMPLIANCE WITH ALL APPLICABLE LAWS

Contractor shall comply with all applicable laws, regulations, and rules promulgated by any Federal, State, County, Municipal and or other governmental unit or regulatory body now in effect during the performance of the work. By way of example, the following are included within the scope of the laws, regulations and rules referred to in this paragraph, but in no way to operate as a limitation on the laws, regulations and rules with which Contractor must comply, are all forms of Workers Compensation Laws, all terms of the Equal Employment Opportunity Clause of the Illinois Fair Employment Practices Commission, the Social Security Act, the Substance Abuse Prevention on Public Works Act, Statutes relating to contracts let by units of government, all applicable Civil Rights and Anti-Discrimination Laws and Regulations, Americans with Disabilities Act and traffic and public utility regulations. Contractor shall also furnish without charge any affidavit or Certificate in connection with the work covered by this agreement as required by law.

CHANGES IN THE WORK

After the award of the contract, Contractor shall be advised who the Owner's Representative shall be on this project. Minor field changes that are in the best interest of the Owner may be made by the Owner's Representative, with the understanding of both parties that no change in contract price is involved. Where adjustment of contract price is made, a written "Change Order" shall be submitted to and accepted by the Owner before any change is made.

PAYMENT

For projects extending longer than a month, payment request shall be made monthly for that portion of the project which has been completed. Payment request are due no later than the 1st of the month with all necessary documentation to the Owner's Representative. An amount equal to ten percent (10%) shall be withheld from each payment until sixty (60) calendar days after final acceptance by the Owner. Payment by the Owner may be by credit card.

SCHEDULE OF WORK

Contractor shall commence work on or just prior to April 13th and work shall be completed by May 15th. The Owner shall pre-approve start date of project. Work shall be completed in accordance with the following site schedule:

Invitation for Bid Release	2/10/2021
Mandatory Pre-Bid Meeting	3/2/2021
Sealed Bids Due No Later Than 1:00pm	3/16/2021
Anticipated Contract Award	4/5/2021
Construction Start	4/12/2021
Project Completion	5/15/2021

GUARANTEE

Except as otherwise specified, Contractor shall guarantee all workmanship and materials, including plant material for a period of one (1) year from date of final completion and acceptance. Neither the final payment nor termination of the guarantee period, nor any provision in the contract document, shall relieve Contractor of the responsibility for negligence, faulty materials or workmanship within the extent and period provided by law. Upon written notice, Contractor shall remedy any defects, and shall pay all expenses for damage to other work resulting from that defect.

If the drawings and/or specifications provide for methods of construction and installation, or materials which cannot be guaranteed by Contractor for the indicated period, Contractor shall so inform the Owner in writing prior to submitting a bid. Otherwise, Contractor shall guarantee all methods of construction and installation, and materials for the indicated period of time.

GENERAL TERMS

In addition to all other requirements of the Contract Documents (including but not limited to the General and Supplementary Conditions that may be contained within or referred to in other Contract Documents (e.g., AIA A201, General Conditions, as modified by Park District “Supplementary Conditions”) and the Drawings and Specifications and other portions of the Project Manual), the following general terms also apply:

TERMS

"Owner" shall refer to the Park District of Highland Park. "Contractor" shall refer to the party entering into the contract for the performance of the specified work, and his or her legal representatives or agents.

LAWS AND PERMITS

Contractor shall at all times observe and comply with federal, state and local laws, regulations and ordinances which in any manner affect the conduct of the work. Complaints, claims or actions brought against Contractor for failure to observe or comply with any law, ordinance or regulation shall be the sole responsibility of Contractor and shall in no way extend to or expose the Owner or to liability. Contractor shall perform all work and use only those materials conforming to city, county, state and federal codes regarding health, safety and welfare. The Owner shall not be held responsible for failure of work or materials that do not conform to codes. Prior to beginning the work, Contractor shall obtain permits and licenses, pay charges and fees, and give notices necessary and incident to the due and lawful prosecution of the work.

INTENT OF CONTRACT DOCUMENTS

The Contract Documents are intended to include all items necessary to complete the Work. Contractor shall perform the work and incidental construction in the manner specified in the Contract and shall furnish all materials, labor, tools, equipment and incidentals necessary to complete the work. Plans and specifications are intended to be complimentary. Work or materials called for by one shall be binding as if called for by all.

PLANS & SPECIFICATION DIMENSIONS

Drawings are fully figured and dimensioned. Figures shall be followed without regard to scaled measurement from plans. When figures have been omitted, or when a marked discrepancy exists between figures and scale, the question shall be referred to the Owner's Representative for a final decision or interpretation.

ERRORS AND DISCREPANCIES

If Contractor, during work, finds discrepancies between the plans and the physical conditions or any errors or omissions, it shall be his duty to notify Owner immediately. Owner shall verify such findings and determine the course of action, if any, necessary. Any work done after such discovery and without approval to commence from the Owner's Representative, shall be done at Contractor's risk. Owner reserves the right to prepare supplementary plans showing any additional or revised details for construction purposes not shown on the Contract plans when necessary.

When information concerning underground, subsurface or other concealed conditions, borings, soil analysis, utility locations or conditions, test pits, buried structures, condition of existing structures and other investigations have been provided to Contractor such information has been made available for Contractor's convenience and is not part of the Contract. Owner shall not be responsible for the accuracy of such information. A guarantee is not expressed or implied that

indicated conditions are representative of those existing throughout the work, or at any particular location, or that the indicated condition may not change or that unanticipated conditions may not be present.

SUBSTITUTIONS

Each bid shall be based upon the material and equipment called for in the plans and specifications. Items called for in the plans and specifications are done so to establish a standard. Only prior written approval from Owner shall allow any substitution of material, furnishing or article in place of the item specified. References to the term "equal" or "approved equal" shall mean that an item used in place shall be of equal or greater quality and shall be approved in the manner described in this section as a substitute to the specified material, furnishing or article.

Requests for substitutions shall be made five (5) calendar days prior to bid opening date to Owner. Each substitution request shall include a complete description of the proposed substitute, the name of the material or equipment for which it is to be substituted, all specifications for requested substitute including drawings with dimensions and any other data or information necessary for a complete evaluation. Any substitution accepted by Owner shall be done so in a written addendum to the bid documents: no other substitution shall be granted.

CONTRACTOR NOTIFICATION RESPONSIBILITIES & TIMELY DEMAND FOR INSTRUCTIONS

Contractor shall have a complete copy of specifications and plans at the work site whenever work is in progress. Contractor shall notify Owner, in writing, a minimum of 48 hours in advance of beginning the work, and shall notify Owner a minimum of 48 hours in advance by phone when approvals are needed including: layout staking, all grading, drainage, and other major items of construction for field checking of construction. Copies of material delivery tickets shall be furnished to Owner.

All work and materials shall always be open to the inspection of the Owner. Contractor shall also furnish upon request of Owner at his expense, a person or persons familiar with the project to review work on site and discuss any matters with Owner about the work or Contract when Owner gives 48 hours' notice for such a meeting or whenever Contractor's staff is present at the site.

SUBCONTRACTORS AND SUPPLIERS

Contractor shall provide a list of subcontractors and suppliers to Owner for approval prior to commencing the work. When any subcontractor or supplier fails to perform the work in accordance with the Contract, Contractor shall terminate such subcontractor or supplier upon written notice by Owner. Contractor shall have no claim for damages, compensation in excess of Contract price or an extension of Contract time as a result of any such termination. Contractor shall not let or transfer this contract or any part thereof without the written consent of the Owner. Contractor shall not be relieved from any liability or obligation under this Contract when work is assigned to others.

OWNER'S RIGHT TO DO WORK:

The Owner reserves the right to perform or have performed other work at the project site. Contractor shall afford the Owner and other contractors reasonable opportunity for the execution of other work and shall properly coordinate the work with other work.

RIGHT TO SUSPEND WORK:

The Owner will notify contractor in writing when the work is to be suspended wholly or in part for such periods deemed necessary. Where due work may be suspended for unsuitable weather, other conditions unsuitable for the prosecution of the work, any condition deemed to be in the public's best interest, failure of Contractor to carry out provisions of the Contract, or failure of Contractor to carry out orders. Contractor shall maintain work site safety and protect the Work as provided in the General Conditions. No additional compensation shall be paid to Contractor because of such suspension. Contractor shall not suspend the Work without written authority of Owner.

ALTERATIONS, EXTENSIONS AND DEDUCTIONS:

The Owner reserves the right to extend or shorten the work, alter the plans, add incidental work, and increase or decrease quantities of work to be performed in accord with these changes, including the cancellation or deduction of any one or more of the work items. Changes shall not be considered as a waiver of Contract conditions.

Alterations, extensions and deductions shall be authorized by a written change order issued by Owner and signed by Contractor before work is started. Change orders shall state the items of work involved, changes in Contract amount, and any extension in completion time. Claims for extra work, which have not been authorized by a written change order, will be rejected.

In the case of work specified by the Owner to be completed by Contractor, but not indicated on the plans or specifications, or not susceptible to classification under the Schedule of Unit Prices in the bid, Contractor shall and will perform such work and furnish such materials as may be required. An agreement to the costs of such work and necessary materials shall be agreed upon before commencement of work, and shall be in writing.

The Owner shall have the right to increase or diminish all or any Contract amount or items without impairing the volume or scope of this Contract so long as these alterations do not change the amount of the contract price more than thirty-five percent (35%).

DISCHARGE OF EMPLOYEES:

When any person employed by Contractor fails to perform the work according to the Contract, appears to be incompetent or exhibits disorderly conduct or improper manner, such person shall be immediately removed from the work on written request. Contractor shall have no claim for damages or extension of time as a result of such termination. Should Contractor fail to remove such person or persons as required above, or fail to furnish suitable and sufficient personnel for the proper prosecution of the work, Owner's Representative may suspend the work.

USE OF SITE

Contractor shall confine equipment, material storage and workers operations to limits indicated by law, ordinances, plans, permits or directions of the Owner and as per plans. Contractor shall not unreasonably encumber the site with materials or cause inconvenience to the Owner, public or other contractors. Contractor's responsibilities for usage of the site shall include:

1. Utilities: Contractor shall obtain permits, provide and make payment for such utilities as water, electricity, heat/air, telephone and waste disposal when necessary in performing the work.
2. Buildings: Contractor shall obtain permits, provide and make payment for temporary structures such as offices, sheds, trailers, and sanitary facilities, and necessary maintenance of structures in performing the work.
3. Pumping: When during construction, standing water caused by heavy rains or poor drainage becomes a hazard to the work, Contractor shall provide and make payment for removal of water to existing drainage swales, storm sewers or other natural or manufactured drainage ways. See Erosion and Sediment Control in Specifications in Special Provisions.
4. Temporary Roads and Turnarounds: Contractor shall provide for temporary roads as necessary or access to and within the site during the construction. All temporary roads or turnaround points shall be approved prior to construction.
5. Storage: Materials and equipment shall be stored in a manner that preserves their quality. When necessary, materials and equipment shall be placed under cover, on wooden platforms or other hard, clean surfaces, and not on the ground. Private property shall not be used for storage purposes without written permission from the owner of the property. Location of any storage area is subject to approval by the Owner.
6. Parking: Contractor's construction vehicles parked on the site shall not inhibit construction or prevent access for emergency or other official vehicles. Parking areas are subject to Owner's Representative's approval. Parking is prohibited under the dripline of trees to be saved.

WORK SITE SAFETY

Contractor shall be solely responsible for providing and maintaining safe conditions at the work site, including the safety of persons and property and shall comply with applicable laws and safety regulations to prevent injury to persons or damage to property. Contractor is responsible for protecting public from dangerous situations on the site during Construction. This requirement shall apply continuously and shall not be limited to normal working hours.

Whenever public or private property is damaged, Contractor shall at his/her own expense, restore such property to a condition equal to that existing before the damage was done. Contractor shall also be responsible for damage to the work by actions of the elements or from any other cause whatsoever and shall restore the work at his/her own expense. A registered Land Surveyor at Contractor's expense shall replace existing property corners disturbed or lost during construction. When the site is opened for usage after final acceptance, damage to the work shall not be due to Contractor's fault or negligence.

Contractor shall have no claim against the Owner because of any damage or loss to the work or to Contractor's equipment, materials or supplies from any cause, including damage or loss due to simultaneous work by others.

When Owner's Representative deems any operation, condition or practice to be unsafe Contractor shall take corrective action before affected work is resumed. Contractor shall protect public and adjacent properties including roadways and shall use necessary precautions to prevent damage or injury thereto. Contractor shall prevent damage to pipes, conduits, and other underground structures as well as fences, monuments or other aboveground structures. Vegetation not marked for removal shall not be cut, trimmed or damaged except with the approval and under the direction of Owner's Representative: Contractor shall provide on-site traffic patterns away from existing vegetation, provide necessary ramps and shall not park vehicles near or under existing vegetation. Contractor shall not park or maneuver equipment or stockpile materials within ten (10) feet of tree drip lines or plants to be protected. Vegetation damaged during construction is subject to replacement at Contractor's expense. Contractor shall protect the Owner's employees and the public by maintaining barricades, warning signs, flags, lights and temporary passageways around construction areas, covering holes, properly storing materials and equipment and providing other suitable methods for the protection of said persons.

LABOR, EQUIPMENT AND METHODS

Contractor shall at all times employ sufficient labor and equipment for prosecuting the work in the manner and time specified. Workers shall have sufficient experience and skill to properly perform the Work and operate the equipment.

Equipment used shall be of such type, size and amount and in such mechanical condition as to meet the requirements of the work and produce a satisfactory quality of work. Contractor shall replace unsatisfactory equipment and furnish additional equipment when deemed necessary by Owner's Representative.

The specified methods and equipment shall be used in the prosecution of the work unless otherwise authorized by Owner's Representative. However, Contractor alone shall bear the responsibility for safety of the persons and property and shall immediately notify Owner of any specified method that creates any risk of injury or damage to persons or property. Contractor may make a written request to Owner's Representative to use a method or type of equipment other than those specified. The request shall include a description of the proposed methods, equipment and an explanation of the reasons for the substitution. When Owner's Representative authorizes trial use of the substitution, Contractor shall be responsible for producing the work in conformance with the Contract. If Owner's Representative determines that the trial method or equipment does not conform to the Contract requirements, Contractor shall discontinue use of the substitute method or equipment and shall complete the remaining work with the specified methods or equipment. Contractor shall remove defective work and replace it with work meeting the Contract requirements or take other corrective action as directed by Owner's Representative. No increase will be made in payment or in contract time as a result of authorizing a change in methods or equipment under these provisions.

SUSTAINABILITY

Owner is committed to sustainable practices that benefit our environment and the health and safety of our customers. Contractor agrees to work with Owner, if applicable, on sustainable project elements and materials.

INSPECTION AND TESTING

Materials and equipment to be used in the work shall be subject to testing at all times during fabrication as specified or designated by Owner's Representative. Contractor shall give advance

notice to permit tests or inspections to be performed prior to incorporating materials or equipment into the work. Without charge to the Owner, Contractor shall furnish such amounts of materials needed for testing and shall afford the inspector such facilities required for collecting samples and making inspections. Unless otherwise specified, the Owner will bear the cost of inspections and testing of materials.

SUBMITTALS

Contractor shall submit to Owner's Representative required shop drawings (three sets each), product data and samples concerning materials and equipment. Owner's Representative's review and approval of required submittal shall be for the sole purpose of examining the general details and design of the proposed work and shall not be regarded as an assumption of risk or liability. Equipment and materials installed or used without such review shall be at risk of rejection and replacement by Contractor at no cost to the Owner. Submittals shall become part of the Contract Documents. Contractor shall be responsible for any delay in the work due to a delay in providing required submittals.

Unless otherwise specified, equipment and materials are to be new and of best quality. Materials, equipment or work having a well-known, technical or trade meaning but not specifically defined in the Contract Documents, shall be construed in accordance with such well-known meaning recognized by Architects, Engineers and Tradesmen.

REMOVAL OF DEFECTIVE WORK

Owner may reject and require correction of any work that does not conform to the Contract Documents. Contractor shall correct condemned workmanship and immediately remove and replace rejected materials and equipment without additional cost to the Owner. When Contractor fails to correct condemned work and remove rejected materials and equipment from the site, the Owner reserves the right to refuse payment for such work and perform such work or hire others to perform such work and the expense thereof shall be deducted from the amount to be paid Contractor.

Until final payment, all work shall be subject to inspection and testing, which includes removing or uncovering finished work when necessary. Contractor shall provide access and assistance required for such inspection and testing and shall furnish necessary facilities, labor and materials for such removal and approved replacement. Nothing in this Contract shall be construed to mean that the Owner waives the right to later complain about defective materials or workmanship even after final acceptance.

When questioned work is found to be defective due to fault of Contractor, subcontractor, suppliers or their employees, Contractor shall pay for the cost of such inspection and reconstruction. When questioned work is found to meet Contract requirements, Owner shall pay actual cost of labor and materials involved in inspection and reconstruction, plus the Owner shall allow Contractor 10%.

COMPLETION DATE

Contractor warrants that the commencement and completion dates specified in the Instructions to Bidders is reasonable time for completion of the work for the Contract price taking into consideration natural and manufactured conditions that may affect the work.

CLEANING UP

Contractor shall keep the project site and adjoining premises and thoroughfares free from accumulation of waste material or rubbish caused by the work on a daily basis. Upon completion of the work, Contractor shall remove equipment, rubbish, tools, and surplus materials from the site and adjoining premises. When Contractor fails to do so within five (5) calendar days of a written request by the Owner's Representative, the Owner may remove the items and deduct the cost of such removal from Contractor's final payment.

Dust shall be kept to a minimum during construction by means of wetting the site or other approved methods. Contractor shall wash down all existing sidewalks and roadways on and off site once a week during construction to keep the area clean. See also Restoration of Disturbed Areas / Site Cleanup in Special Provisions.

PAYMENT

Contractor may request partial payments based on estimates of work completed. Payment requests shall be submitted to Owner for approval in duplicate on AIA Documents G702 and G703, Application and Certificate for Payment. The estimate shall be a sworn statement of work completed to date, shall list each item completed with reference to the bid item number and quantity, and include waiver of liens as specified in the Instructions to Bidders. The Owner shall retain ten percent (10%) of each payment. The Owner reserves the right to temporarily withhold payment from any pay request submitted by Contractor due to the delay in the progress or completion of the work.

All invoices should be submitted by the first business day of the month in order to receive payment in the same month.

The Owner shall make a final inspection of work after Contractor notifies Owner that work is substantially complete. Contractor will be notified in writing of all punch list items, if any, to be corrected or completed before final acceptance is granted. Following Contractor's completion of all punch list work, Owner shall provide a written notice of final acceptance to Contractor. The date of the final acceptance letter shall be the beginning date of the one-year guarantee or work as stated in the Instructions to Bidders.

Upon written final acceptance, Contractor shall submit final waivers of lien, and a final request for payment, including retained monies. Final payment shall be made to Contractor within sixty (60) calendar days after receipt of the above items. Contractor may request a reduction of the percentage of retainage during the one hundred twenty-day period and a payment of a portion of the retainage may be made at the Owner's discretion.

OWNERSHIP OF PLANS, SPECIFICATIONS

All Plans and Specifications and copies thereof furnished by or purchased are properties of the Owner and are not to be used on other work. With the exception of one complete set, all documents are to be returned upon contract completion.

FREEDOM OF INFORMATION ACT REQUESTS

Contractor agrees to maintain, without charge to the Owner, all records and documents for projects of the Owner in compliance with the Freedom of Information Act, 5 ILCS 140/1 et seq. In addition, Contractor shall produce records which are responsive to a request received by the Owner under the Freedom of Information Act so that the Owner may provide records to those

requesting them within the time frames required. If additional time is necessary to compile records in response to a request, then Contractor shall so notify the Owner and if possible, the Owner shall request an extension so as to comply with the Act. In the event that the Owner is found to have not complied with the Freedom of Information Act due to Contractor's failure to produce documents or otherwise appropriately respond to a request under the Act, then Contractor shall indemnify and hold the Owner harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorneys' fees and penalties.

INSURANCE

Contractor shall keep in force, to the satisfaction of the Owner, at all times during the performance of any work referred to above, and unless otherwise agreed by Owner, Workers Compensation and Employer's Liability Insurance, Commercial General Liability Insurance, and Automobile Insurance in at least the type and amounts as follows:

1. Workers' Compensation:
 - a. State: Statutory
 - b. Applicable Federal (e.g., Longshoremen's): Statutory
 - c. Employer's Liability

\$1,000,000.00	Per Accident
\$1,000,000.00	Disease, Policy Limit
\$1,000,000.00	Disease, Each Employee
2. Commercial General Liability:
 1. \$2,000,000.00 General Aggregate
 2. \$1,000,000.00 Products Completed Operations Aggregate
 3. \$1,000,000.00 Personal and Advertising Injury
 4. \$1,000,000.00 Each Occurrence
 5. \$ 50,000.00 Fire Damage (any one fire)
 6. \$ 5,000.00 Medical Expense (any one person)
3. Business Automobile Liability (including owned, non-owned and hired vehicles):
 - a. Bodily Injury:

\$1,000,000.00	Per Person
\$1,000,000.00	Per Accident
 - b. Property Damage:

\$1,000,000.00	Per Occurrence
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4. Umbrella Excess Liability:

\$2,000,000.00	over Primary Insurance
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B. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retention's must be declared to and approved by the Owner. At the option of the Owner either: the insurer shall reduce or eliminate such deductibles or self-insured retention's as respects the Owner, its officers, officials, employees, volunteers and agents; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

C. Other Insurance Provisions. The policies are to contain, or be endorsed to contain, the following provisions:

1. Regarding General Liability and Automobile Liability Coverage

- i. The Owner, its officers, officials, employees and volunteers, and Engineering or Architectural Firm, its officers, officials, employees, and volunteers, are to be covered as additional insured as respects: liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the contractor. Coverage shall contain no special limitations on scope of protection afforded to the Owner, its officers, officials, employees, volunteers, or agents.
- ii. The Contractor's insurance coverage shall be primary insurance as respect to the Owner, its officers, officials, employees, volunteers, and agents. Any insurance or self-insurance maintained by the Owner, its officers, officials, employees, volunteers or agents shall be excess of the Contractor's insurance and shall not contribute with it.
- iii. Any failure to comply with reporting provisions of the policies shall not affect coverage to the Owner, its officers, officials, employees, volunteers, or agents.
- iv. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. Workers' Compensation and Employers Liability Coverage

- i. The insurer shall agree to waive all rights of subrogation against the Owner, its officers, officials, employees, volunteers, and agents for losses arising from work performed by the contractor for the Owner.

3. All Coverage

- i. Each insurance policy required by this clause shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) calendar days' prior written notice by certified mail, return receipt requested, has been given to the Owner.

D. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A: VII and licensed to do business in the State of Illinois.

E. Verification of Coverage. Contractor shall furnish the Owner with certificates of insurance and with original endorsements if applicable effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and

approved by the Owner before work commences. The Owner reserves the right to require complete, certified copies of all required insurance policies, at any time.

F. Subcontractors. Contractor shall include all subcontractors as insured's under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.

G. Indemnification.

To the fullest extent permitted by law, to waive any and all rights of contribution against Owner and to indemnify and hold harmless and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including, but not limited to, legal fees (attorney's and paralegal's fees, expert fees and court costs) arising out of or resulting from the performance of the Contractor's work, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of property, other than the work itself, including the loss of use resulting therefrom, or is attributable to misuse or improper use of trademark or copyright protected material or otherwise protected intellectual property, to the extent it is caused in whole or in part by any wrongful or negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right to indemnity which Owner would otherwise have. Contractor shall similarly, protect, indemnify and hold and save harmless, Owner, its officers, officials, employee, volunteers and agents against and from any and all claims, costs, causes, actions and expenses, including, but not limited to, legal fees, incurred by reason of Contractor's breach of any of its obligations under, or Contractor's default of any provisions of the Contract. The indemnification obligations under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for Contractor or any subcontractor under Workers' Compensation or Disability Benefit Acts or Employee Benefit Acts.

Accordingly, the Commercial General Liability Policy shall provide for coverage of contractual indemnification obligations.

H. An endorsement containing the following: "Solely as respects to work done by and on behalf of the named insured for the Park District of Highland Park, it is agreed that the Park District of Highland Park, its officers, officials, employees, volunteers, and agents are added as additional insured under this policy."

ACKNOWLEDGEMENT OF DOCUMENTS

1. Receipt of Documents: Contractor has received a complete set of specifications and plans and understands the meaning of their content, and shall willingly comply with the guidelines set forth in these documents.

Yes	No
___	___

2. Identification of Documents Received: The following is a checklist of documents that should appear in the Bid Documents. Please complete the checklist and contact Owner if any of the documents have been omitted.

	Yes	No
ADVERTISEMENT FOR BID	___	___
INVITATION TO BID	___	___
INSTRUCTIONS TO BIDDERS	___	___
GENERAL TERMS	___	___
ACKNOWLEDGEMENT OF DOCUMENTS	___	___
BID FORM	___	___
REFERENCES	___	___
CONTRACTOR PROFILE AND QUALIFICATIONS	___	___
CERTIFICATION OF ELIGIBILITY	___	___
SAMPLE CONTRACT	___	___
SCOPE OF WORK	___	___
SPECIFICATIONS	___	___

BID FORM

(Page 1 of 2)

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

FROM: _____
Company

Street Address

City, State, Zip

Phone

FOR: 2021 HCAP Slide Resurfacing

BASE PROPOSAL:

Drop Slide \$ _____

Spiral Slide \$ _____

TOTAL BASE PROPOSAL \$ _____

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

Addendum No. _____, Dated _____

Addendum No. _____, Dated _____

BID FORM
(Page 2 of 2)

SUBCONTRACTORS: List Name, Address, Phone and Work Assignment

1. _____

2. _____

3. _____

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

BY: _____
Name and Title of Authorized Agent

Authorized Signature

Date

REFERENCES

Contractor shall include at least three (3) references with which the Contractor has completed similar work of approximate magnitude required under this contract.

Project Name _____
Project Location _____
Contact Person _____
Telephone Number/E-Mail _____
Project Completion Date _____

Project Name _____
Project Location _____
Contact Person _____
Telephone Number/E-Mail _____
Project Completion Date _____

Project Name _____
Project Location _____
Contact Person _____
Telephone Number/E-Mail _____
Project Completion Date _____

Project Name _____
Project Location _____
Contact Person _____
Telephone Number/E-Mail _____
Project Completion Date _____

Project Name _____
Project Location _____
Contact Person _____
Telephone Number/E-Mail _____
Project Completion Date _____

CONTRACTOR PROFILE AND QUALIFICATIONS

(Page 1 of 2)

Name _____
Address _____
City, State, Zip Code _____
Contact Person _____
Telephone Number _____ E-Mail _____

of Employees _____ Annual Sales # _____
Contractor's organization has been in business under its present business name for _____ years.

Contractor's organization has had experience in work comparable with that required under the proposed contract:

as a prime contractor _____ years;
as a subcontractor _____ years.

The following Contractor's employees will be involved with the proposed contract:

Name _____
Position _____
Years of Experience _____
Responsibility/Task _____

Name _____
Position _____
Years of Experience _____
Responsibility/Task _____

Name _____
Position _____
Years of Experience _____
Responsibility/Task _____

Contractor may attach additional project detail to demonstrate ability to successfully complete work comparable with that required under the proposed contract.

CONTRACTOR PROFILE AND QUALIFICATIONS

(Page 2 of 2)

1. Within the past ten (10) years, has your firm, any officer or other individual employed by your firm, been the subject of any administrative or judicial proceeding for alleged violations of any law, or any rule or regulation of any governmental body. If yes, please provide a detailed explanation of the proceeding, including the nature of the charge or claim, the disposition of the matter and the specific individuals/entities involved.

2. Within the past ten (10) years, has your firm been the subject of any other type of claim, including by way of example and not limitation, for breach of contract? If yes, please provide a detailed explanation of the proceeding, including the caption, claimant, court or other dispute forum, nature and disposition of the claim.

3. Has your firm ever been terminated prior to completion of its services from any project? If yes, please provide a detailed explanation, including the identities of all entities and individuals involved, the nature of the services which your firm was to provide, the individuals who were assigned to provide the services and the reason given for the termination

CONTRACTOR'S CERTIFICATION OF ELIGIBILITY

In Compliance 720 ILCS 5/33E-11:

_____,a(n) _____
Print name of Contractor Individual, Partnership, Corporation

as part of his bid or proposal on the above referenced Contract, hereby certifies that the Contractor is not barred from bidding on the above referenced contract or entering into a contract with the Park District of Highland Park as a result of a violation of either Section 33E-3 Bid-rigging or 33E-4 Bid-stating of Article 33E of the Illinois Criminal Code, 720 ILCS 5/33E-1, *et. seq.*, as amended.

Date

Contractor

By:_____

Its:_____
Title

STATE OF ILLINOIS)
) SS
COUNTY OF)

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that appeared before me this day in person and, being first duly sworn on oath, acknowledged that he/she is authorized to act on behalf of Contractor, and that he/she executed the foregoing certificate as his/her free act and deed and as the act and deed of Contractor.

DATED: _____, 2021
Notary Public _____

[Notary Seal]

SAMPLE CONTRACT

The Park District of Highland Park executes an Independent Contractor Agreement for all work. A sample of the **Independent Contractor Agreement** is provided on the following pages.

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT entered into by and between <NAME OF CONTRACTOR> (hereafter "CONTRACTOR") and the PARK DISTRICT OF HIGHLAND PARK (hereafter "AGENCY").

WHEREAS, CONTRACTOR will be performing services and work for AGENCY in accordance with the following: Advertisement for Bid including Bid Form <NAME OF PROJECT> dated <DATE (long form i.e. July, 25, 2011)>; the documents referenced therein; CONTRACTOR's Bid in response to the Advertisement for Bid for <NAME OF PROJECT> (hereafter "Proposal"); all of which are attached hereto and incorporated herein as Exhibit A;

WHEREAS, Exhibit A, together with this document, <and list any other contract documents such as plans or specifications not listed above> collectively comprise the agreement of the parties and are hereafter referred to as the "Agreement"; and

WHEREAS, CONTRACTOR may have subcontractors, material suppliers and one or more employees engaged in the performance of said work; and

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, and other good and valuable consideration received and to be received, the CONTRACTOR hereby agrees:

1. To comply with all applicable laws, regulations, and rules promulgated by any Federal, State, County, Municipal and or other governmental unit or regulatory body now in effect during the performance of the work. By way of example, the following are included within the scope of the laws, regulations and rules referred to in this paragraph, but in no way to operate as a limitation on the laws, regulations and rules with which CONTRACTOR must comply, are all forms of Workers Compensation Laws, all terms of the Equal Employment Opportunity Clause of the Illinois Fair Employment Practices Commission, the Illinois Preference Act, the Social Security Act, Statutes relating to contracts let by units of government, all applicable Civil Rights and Anti-Discrimination Laws and Regulations, and traffic and public utility regulations.
2. To the fullest extent permitted by law, to waive any and all rights of contribution against AGENCY and to indemnify and hold harmless AGENCY and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including, but not limited to, legal fees (attorney's and paralegal's fees, expert fees and court costs) arising out of or resulting from the performance of the CONTRACTOR's work, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of property, other than the work itself, including the loss of use resulting therefrom, or is attributable to misuse or improper use of trademark or copyright protected material or otherwise protected intellectual property, to the extent it is caused in whole or in part by any wrongful or negligent act or omission of the CONTRACTOR, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right to indemnity which AGENCY would otherwise have. CONTRACTOR shall similarly, protect, indemnify and hold and save harmless, AGENCY, its officers, officials, employee, volunteers and agents against and from any

and all claims, costs, causes, actions and expenses, including, but not limited to, legal fees, incurred by reason of CONTRACTOR's breach of any of its obligations under, or CONTRACTOR's default of any provisions of the Contract. The indemnification obligations under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for CONTRACTOR or any subcontractor under Workers' Compensation or Disability Benefit Acts or Employee Benefit Acts.

3. To keep in force, to the satisfaction of AGENCY, at all times during the performance of any work referred to above, Workers Compensation and Employer's Liability Insurance, Commercial General Liability Insurance, and Automobile Insurance in at least the type and amounts as follows:
 - a. Workers' Compensation:
 - i. State: Statutory
 - ii. Applicable Federal (e.g., Longshoremen's): Statutory
 - iii. Employer's Liability
 - \$1,000,000.00 Per Accident
 - \$1,000,000.00 Disease, Policy Limit
 - \$1,000,000.00 Disease, Each Employee
 - b. Commercial General Liability:
 - \$2,000,000.00 General Aggregate
 - \$1,000,000.00 Products Completed Operations Aggregate
 - \$1,000,000.00 Personal and Advertising Injury
 - \$1,000,000.00 Each Occurrence
 - \$ 50,000.00 Fire Damage (any one fire)
 - \$ 5,000.00 Medical Expense (any one person)
 - c. Business Automobile Liability (including owned, non-owned and hired vehicles):
 - i. Bodily Injury:
 - \$1,000,000.00 Per Person
 - \$1,000,000.00 Per Accident
 - ii. Property Damage
 - \$1,000,000.00 Per Occurrence
 - iii. Umbrella Excess Liability:
 - \$2,000,000.00 over Primary Insurance
4. To have all policies of insurance purchased or maintained in fulfillment hereof name AGENCY as an additional insured thereunder and the CONTRACTOR shall provide AGENCY with Certificates of Insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. No such policy of insurance shall have a deductible or self-insurance retention amount in excess of \$5,000.00 per occurrence. All insurance shall be written on an "occurrence" basis rather than a "claims-made" basis. Failure of AGENCY to demand any certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of AGENCY to identify a deficiency from evidence that is provided shall not be construed as a waiver of CONTRACTOR's obligation to maintain such insurance. The CONTRACTOR agrees that the obligation to provide the insurance required by these documents is solely its responsibility and that this is a requirement which cannot be waived by any conduct, action, inaction or omission by the AGENCY. Upon

request, the CONTRACTOR will provide copies of any or all policies of insurance maintained in fulfillment hereof.

AGENCY shall have the right, but not the obligation, of prohibiting CONTRACTOR or any subcontractor from entering the project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by AGENCY.

Failure to maintain the required insurance may result in termination of this Contract at AGENCY's option.

5. CONTRACTOR shall cause each consultant employed by CONTRACTOR to purchase and maintain insurance of the type specified above. When requested by the AGENCY, CONTRACTOR shall furnish copies of certificates of insurance evidencing coverage for each consultant.
6. For any claims related to this contract, CONTRACTOR insurance coverage shall be primary insurance as respects the AGENCY, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the AGENCY, its officers, officials, employees, or volunteers shall be excess of the CONTRACTOR insurance and shall not contribute with it.
7. Nothing contained in this contract is to be construed as limiting the liability of the CONTRACTOR, the liability of any Subcontractor or any tier or either of their respective insurance carriers. The AGENCY does not, in any way, represent that the coverages or limits of insurance specified is sufficient or adequate to protect the AGENCY, or CONTRACTOR, but are merely minimums. The obligations of CONTRACTOR to purchase insurance shall not, in any way, limit its obligations to the AGENCY in the event that the AGENCY should suffer an injury or loss in excess of the amount recoverable through insurance, or any loss or portion of a loss which is not covered by FIRM's insurance.
8. CONTRACTOR shall maintain commercial general liability (CGL) and commercial umbrella liability insurance with a limit of not less than limits outlined herein for at least three years following substantial completion of the work.
9. All insurance provided by CONTRACTOR shall be placed with insurers with a current A.M. Best's rating of no less than A: VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, AGENCY has the right to reject insurance written by an insurer it deems unacceptable.
10. All certificates shall provide for 30 days written notice to owner prior to the cancellation or material change of any insurance referred to therein written notice to AGENCY shall be certified mail, return receipt requested.
11. AGENCY reserves the right to modify these requirements herein, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstance.

12. CONTRACTOR hereby grants to AGENCY a waiver of any right to subrogation which any insurer of said CONTRACTOR may acquire against the AGENCY by virtue of the payment of any loss under such insurance. CONTRACTOR agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the AGENCY has received a waiver of subrogation endorsement from the insurer.
13. To furnish any affidavit or Certificate in connection with the work covered by this agreement as required by law.
14. AGENCY may terminate this Agreement for cause upon 24 hours written notice of breach to CONTRACTOR and for convenience and without cause upon not less than seven days' written notice to CONTRACTOR. In the event of termination for other than cause, CONTRACTOR shall be compensated for services performed prior to termination (applying a pro-rata apportionment to the anticipated schedule of services) together with Reimbursable Expenses then due.
15. To the extent that the Prevailing Wage Act applies, to pay and require every Subcontractor to pay prevailing wages as established by the Illinois Department of Labor for each craft or type of work needed to execute the contract in accordance with 820 ILCS 130/.01 et seq. The CONTRACTOR shall prominently post the current schedule of prevailing wages at the Contract site and shall notify immediately in writing all of its Subcontractors, of all changes in the schedule of prevailing wages. Any increases in costs to the CONTRACTOR due to changes in the prevailing rate of wage during the terms of any contract shall be at the expense of the CONTRACTOR and not at the expense of the Owner. The change order shall be computed using the prevailing wage rates applicable at the time the change order work is scheduled to be performed. The CONTRACTOR shall be solely responsible to maintain accurate records as required by the prevailing wage statute and to obtain and furnish all such certified records to the AGENCY as required by Statute. In lieu of certified payroll, CONTRACTOR shall submit a letter setting forth the basis upon which CONTRACTOR has concluded the Act does not apply. The CONTRACTOR shall be solely liable for paying the difference between prevailing wages and any wages actually received by laborers, workmen and/or mechanics engaged in the Work and in every way defend and indemnify the AGENCY against any claims arising under or related to the payment of wages in accordance with the Prevailing Wage Act. The Illinois Department of Labor publishes the prevailing wage rates on its website at: <https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/Rates.aspx> CONTRACTOR is advised that the Department revises the prevailing wage rates and the CONTRACTOR has an obligation to check the Department's web site for revisions.
16. If contract sum is equal or above \$50,000, then the CONTRACTOR, before commencing the Work, shall furnish a Performance Bond and a Labor and Material Payment Bond. Contract amounts below \$50,000 may still require a bond at the discretion of the AGENCY and will be identified in the bid or proposal form. The Performance Bond shall be in an amount equal to 100% of the full amount of the Contract Sum as security for the faithful performance of the obligation of the Contract Documents, and the Labor and Material Payment Bond shall be in an amount equal to 100% of the full amount of the Contract Sum as security for the payment of all persons performing labor and furnishing materials in connection with the Contract Documents. Such bonds shall be on standard AIA Documents, shall be issued by a surety satisfactory to the AGENCY, and shall name the AGENCY as a primary co-obligee. The cost of the bonds is to be

included in the Bid Proposal. The Performance Bond and Labor and Material Payment Bond will become a part of the Contract. The failure of the successful Bidder to enter into a Contract and supply the required Bonds within ten (10) days after the Notice of Award or within such extended period as the AGENCY may grant if the forms do not meet its approval shall constitute a default, and the AGENCY may either award the Contract to the next responsible, responsive Bidder or re-advertise for bids. A charge against the defaulting Bidder may be made for the difference between the amount of the bid and the amount for which a contract for the work is subsequently executed, irrespective of whether the amount thus due exceeds the amount of the bid guarantee.

17. CONTRACTOR agrees to maintain, without charge to the AGENCY, all records and documents for projects of the AGENCY in compliance with the Freedom of Information Act, 5 ILCS 140/1 et seq. In addition, CONTRACTOR shall produce records which are responsive to a request received by the AGENCY under the Freedom of Information Act so that the Owner may provide records to those requesting them within the time frames required. If additional time is necessary to compile records in response to a request, then CONTRACTOR shall so notify the AGENCY and if possible, the AGENCY shall request an extension so as to comply with the Act. In the event that the AGENCY is found to have not complied with the Freedom of Information Act due to CONTRACTOR's failure to produce documents or otherwise appropriately respond to a request under the Act, then CONTRACTOR shall indemnify and hold the AGENCY harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorneys' fees and penalties.

IT IS MUTUALLY UNDERSTOOD AND AGREED that the CONTRACTOR shall have the full control of the ways and means of performing the work referred to above and that the CONTRACTOR or its employees, representatives or subcontractors are in no sense employees of the AGENCY, it being specifically agreed that the CONTRACTOR bears the relationship of an independent contractor to the AGENCY.

This agreement shall be in full force and effect from the _____ day of _____, 20____ until such time as it is terminated by the AGENCY.

PARK DISTRICT OF HIGHLAND PARK

<NAME OF CONTRACTOR>

Print Name

Print Name

Signature

Signature

Title

Date

Title

Date

SCOPE OF WORK

All work shall conform to all requirements outlined by:

- 1) The Illinois Department of Public Health, and all other State and Local Codes.
- 2) WWA considerations for operating safety, published by World Watermark Association.
- 3) Suggested Health and Safety guidelines for recreational slides published by U.S. Department of Health and Human Services
- 4) Applicable Local, Provincial or Stated Building Codes.

PREP WORK:

- Remove ALL non-factory coatings
- Remove ALL caulk from slide seams
- Repair ALL defects including cracks, chips and Spider Cracks
- Repairs shall be made with Vinyl-Ester Resin
- Address and repair ALL safety concerns
- ALL repairs shall be overbuilt then sanded
- Acceptable repair materials are detailed on Specifications Sheet
- Joints filled for a seamless surface
- Prep surface for Gel Coat

FINISH WORK:

- Apply Gel Coat as noted on Specifications Sheet. Colors to be chosen by Owner.
- Gel Coat shall be applied at a thickness of 18-24 mils.
- Interior of slides shall be sanded. Slide joints shall be sanded 3" on either side of joint. AT-75 polyester putty (FDA-RES approved), or equivalent, shall fill the joint for a seamless surface; except splash guard joints.
- The entire slide shall again be hand-sanded for slide safety.
- Do not include any resurfacing of splashdown area but include launch area. Exterior shall not be finished.

SPECIFICATIONS

Division 1 – General Requirements

1.1	Summary of Work
1.3	Project Meetings
1.5	Submittals and Substitutions
1.7	Protection of Existing Facilities
1.9	Measurement
1.11	Cleaning
1.13	Final Inspection
1.15	Final Payment
1.17	Other Applicable Codes and Restrictions
1.18	Applicable Standards

Division One - General Requirements

1.1 Summary of Work

1.1.1 The Work under the Contract shall consist of those items designated in the drawings and as specified in the Agreement between Owner and Contractor and as also specified in the following Divisions and specifications

1.1.2 It is the intention of these specifications to supply the Contractor with the basic information necessary for a complete and operational park and recreational facility.

1.1.3 Specifications may make reference to specific product model numbers by specific manufacturers or they may make reference to specific performance requirements. The specifications used throughout these documents are absolute minimum requirements and under no circumstances will bids be accepted which do not meet these absolute minimum requirements.

1.3 Project Meetings

1.3.1 Prior to the execution of the Agreement between Owner and Contractor, a meeting will be scheduled in order that the Owner and Contractor may discuss any requirements of the Contract Documents which may need clarification, and to discuss the construction schedule.

1.3.2 Various other meetings may be scheduled by the Owner throughout the duration of the contract in order to discuss or to point out certain aspects of the work under the contract.

1.5 Submittals and Substitutions

1.5.1 Manufacturer's Literature pertaining to:

1) Installation Procedures 2) Maintenance Information 3) Warranty/Guaranty Information prior to installation shall be supplied by Contractor when asked for by Owner and shall be submitted to the Owner upon completion of the project.

1.5.2 Shop Drawings may be required by Owner for the installation of manufacturer's equipment or materials. Shop drawings shall be approved by Owner prior to installation and "as built" drawings shall be supplied to the Owner by the Contractor as required by the Owner.

Division One - General Requirements

Page Two

- 1.5.3 Unit Prices shall be submitted to the Owner prior to execution of the Agreement and shall include all materials and labor included in the Contract Documents. These Unit Prices shall be used as a basis for adjusting the contract sum by Change Order subsequent to execution of the Contract. In the event that the Contractor fails to include Unit Prices or fails to submit Unit Prices or fails to submit Unit Price list before execution of the Contract, the Owner shall adjust the contract sum by Change Order in the amount he deems necessary for the materials and labor supplied by the Contractor.
- 1.5.4 Substitutions may be made only upon the Contractor's receiving written approval from the Owner for such substitutions. This requirement applies to those items specified as "or equal" in the drawings.
- 1.5.5 Timing of Submittals shall be made far enough in advance for Owner's review, approval and/or Contractor's revisions and resubmittals and for placing orders and securing deliveries. Allow ten days for Owner's review of all items.
- 1.5.5.1 Construction Timeline shall be as follows:
- April 13th, 2020 – May 15th, 2020
- 1.5.6 Delays which occur as a result of tardiness in receipt of materials will not be an acceptable basis for extension of the Contract completion date.
- 1.5.7 Owner's Review shall not constitute a complete check but shall endeavor to guard the Owner against errors and omissions in the work under the Contract. It shall in no way relieve the Contractor of his responsibilities under the Contract.
- 1.7 Protection of Existing Facilities
- 1.7.1 Locating Existing Utilities shall be the responsibility of the Contractor. He shall notify all utilities of his intention to perform contracted work on the site. He shall not commence work until all utilities have been located.
- 1.7.2 Responsibility for Injury, Damage or Death as a result of disruption of existing utilities shall be the Contractor's. He shall have adequate insurance coverage as specified in the Agreement between Owner and Contractor, and he shall replace or repair utilities at his own expense if disruption occurs.

Division One - General Requirements

Page Three

- 1.7.3 Existing Facilities shall not be disturbed in any way during work under the Contract except as specified in these Contract Documents. It shall be the responsibility of the Contractor to replace or repair any damage which may accidentally occur at his own expense. All repairs and/or replacement shall occur before final acceptance.
- 1.7.4 Existing Landscaping, including trees, shrubs, lawns shall be adequately protected by the Contractor so as to avoid destruction or damage to them as a result of operations under this Contract. Trees or shrubs damaged or destroyed by negligence of the Contractor or any of his employees shall be replaced at Contractor's expense. Replacement stock shall be of similar size and age, shall be planted during the proper season and shall be subject to the approval of the Owner.
- 1.9 Measurement
- 1.9.1 Dimensions of new facilities have been indicated in the drawings or have been specified in the Contract Documents. For all practical purposes, these shall be the exact dimensions of the facilities as build unless otherwise approved by the Owner. All new construction shall be square and/or level where appropriate and only the most precise and accurate craftsmanship shall be accepted for all work.
- 1.9.2 Land Elevations may have been specified throughout the Contract Documents. These shall be met in order to assure that the most precise installation possible has been completed. The Contractor shall use only the most precise surveyor's equipment for all elevational measurements. The Owner may deem it necessary to check these elevations during the course of construction.
- 1.11 Cleaning
- 1.11.1 Safety and Progress Cleaning - The Contractor shall be responsible for safety cleaning and for progress cleaning which shall include, but is not necessarily limited to the following:
- A. Keep work free of dirt, rubbish, debris and scrap.
 - B. Backfill progressively after any underground utility installation.
 - C. Remove spills of oil, grease or other liquids immediately and sprinkle with sand.

Division One - General Requirements

Page Four

- 1.11.2 Final Cleaning shall occur prior to final inspection by the Owner. The Contractor shall perform a thorough cleaning so as to put all work and surroundings in a neat, finished condition which is ready for final acceptance and for the use intended.
- 1.13 Final Inspection
- 1.13.1 The Work shall be inspected by the Owner. The Contractor shall give at least 48 hours notice before final inspection is to occur. The finished work shall comply with all of the requirements of these Contract Documents and the facilities shall be ready for the Owner to use in the manner in which it was intended.
- 1.13.2 A Punch List shall be prepared by the Owner in order that the Contractor is made aware of any items which do not comply with the Contract Documents. All of the items designated on the Punch List shall be remedied prior to final payment.
- 1.15 Final Payment shall be made only after the following items have been completed by the Owner or the Contractor:
- 1) Contractor shall complete all work in accordance with the Contract Documents.
 - 2) Contractor shall notify the Owner that the work has been completed in accordance with the Contract Documents and that it is ready for final inspection.
 - 3) The Owner shall prepare a Punch List identifying any work items which do not comply with the Contract Document
 - 4) The Contractor shall submit to the Owner a request for payment and all of the required items shall be completed on the Form including: a) Waivers of Lien, b) Sworn Statement, c) Certified Payroll, d) Invoice, e) Application and Certification for Payment including Continuation Page, any other requirements which the Owner may request. The Contractor shall submit completed forms and other requirements to the Owner at least ten (10) days prior to a regularly scheduled meeting of the Park District Board of Commissioners.
 - 5) The Board of Commissioners of the Park District of Highland Park shall approve payment to the Contractor at one of their regularly scheduled meetings.

Division One - General Requirements

Page Five

- 6) The Contractor shall demonstrate to the Owner that all items identified on the Punch List have been remedied and that all requirements of the Contract Documents have been met.
- 7) All payments shall be subject to the Park District's Attorney's review and approval. Contractor shall submit payment requests to Owner with sufficient time to complete such review.
- 8) Waivers of Lien shall be supplied by the Contractor to the Owner using Chicago Title and Trust Form No. 1722 or Tops Form No. 3463. The contractor shall include the following two statements on their Waiver of Lien documents, 1) "All wages paid according to the prevailing wage act." and 2) "All materials taken from fully paid for stock and delivered to the project site by our own trucks".
- 9) Notarization of all documents shall be required.

1.17 All work under this contract shall be installed in strict compliance with the building code for the City of Highland Park, Illinois, whether or not the requirements stated therein have been mentioned specifically in the Contract Documents. The code which the Contractor is to follow shall be:

The BOCA Building Code (most current edition)
Building Officials & Code Administrator's International, Inc.
17926 South Halsted Street
Homewood, Illinois 60430

A copy of the building code shall be kept on-site by the Contractor and he shall refer to the code regarding all types of construction under this contract. The Contractor shall bring any non-compliance to the attention of the Owner. No additional compensation shall be given to the Contractor for work which is changed under this contract in order to comply with the building code.

1.18 Applicable Standards

1.18.1 Description:

1.18.1.1 Throughout the Contract Documents, reference is made to codes and standards which establish methods for testing and reporting on the pertinent characteristics.

Division One - General Requirements

Page Six

- 1.18.1.2 Where materials or workmanship are required by these Contract Documents to meet or exceed the specifically named code or standard, it is the Contractor's responsibility to provide materials and workmanship which meet or exceed the specifically named code or standard.
- 1.18.1.3 It is also the Contractor's responsibility, when so required by the Contract Documents or by written request from the Architect or Owner's representative to deliver to the Architect or Owner's representative all required proof that the materials or workmanship, or both, meet or exceed the requirements of the specifically named code or standard. Such proof shall be in the form requested in writing by the Architect or Owner's representative and generally will be required to be copies of a certified report of tests conducted by a testing agency approved for that purpose by the Architect or Owner's representative.
- 1.18.1.4 Related work described elsewhere: Specific naming of codes of standards occurs on the drawings and in other sections of these specifications.
- 1.18.2 Quality Assurance
- 1.18.2.1 Familiarity with pertinent codes and standards: In procuring all items used in this work it is the Contractor's responsibility to verify the detailed requirements of the specifically named codes and standards and to verify that the items procured for use in this work meet or exceed the specified requirements.
- 1.18.2.2 Rejection of non-complying items: The Architect or Owner's representative reserves the right to reject items incorporated into the work which fail to meet the specified minimum requirements. The Architect or Owner's representative may take, to accept non-complying items subject to an adjustment in the contract amount as approved by the Architect or Owner's representative and the Owner.
- 1.18.2.3 Applicable standards listed in these specifications include, but are not necessarily limited to, standards promulgated by the following agencies and organizations:
- AASHTO American Association of State Highway and Transportation Officials,
341 National Press Building, Washington, D.C. 20004
- ACI American Concrete Institute, Box 19150, Redford Station, Detroit, Michigan
48219
- AISC American Institute of Steel Construction, Inc., 1221 Avenue of the
Americas, New York, NY 10020

Division One - General Requirements
Page Seven

ANSI American National Standards Institute (successor to USASI and ASA) 1430
Broadway, New York, NY 10018

ASTM American Society for Testing and Materials, 1916 Race Street,
Philadelphia, Pennsylvania 19103

AWWA American Water Works Association, Inc., 666 West Quincy Avenue,
Denver, Colorado 80235

CRSI Concrete Reinforcing Steel Institute, 228 North LaSalle Street, Chicago,
Illinois 60610

UL Underwriters' Laboratories, Inc. 207 East Ohio Street, Chicago, IL 60611

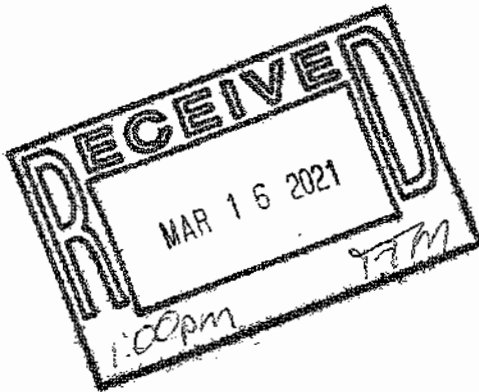
ACKNOWLEDGEMENT OF DOCUMENTS

1. Receipt of Documents: Contractor has received a complete set of specifications and plans and understands the meaning of their content, and shall willingly comply with the guidelines set forth in these documents.

Yes	No
<u>x</u>	<u> </u>

2. Identification of Documents Received: The following is a checklist of documents that should appear in the Bid Documents. Please complete the checklist and contact Owner if any of the documents have been omitted.

ADVERTISMENT FOR BID	Yes	No
	<u>x</u>	<u> </u>
INVITATION TO BID	<u>x</u>	<u> </u>
INSTRUCTIONS TO BIDDERS	<u>x</u>	<u> </u>
GENERAL TERMS	<u>x</u>	<u> </u>
ACKNOWLEDGEMENT OF DOCUMENTS	<u>x</u>	<u> </u>
BID FORM	<u>xx</u>	<u> </u>
REFERENCES	<u>x</u>	<u> </u>
CONTRACTOR PROFILE AND QUALIFICATIONS	<u>x</u>	<u> </u>
CERTIFICATION OF ELIGIBILITY	<u>x</u>	<u> </u>
SAMPLE CONTRACT	<u>x</u>	<u> </u>
SCOPE OF WORK	<u>x</u>	<u> </u>
SPECIFICATIONS	<u>x</u>	<u> </u>



Park District of Highland Park
2021 HCAP Slide Resurfacing

EXHIBIT A

BID FORM

(Page 1 of 2)

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

FROM: 8 Blocks Maintenance Co LLC dba SlidePros

Company
23321 MO 96

Street Address
Oronogo MO 64855

City, State, Zip
407 312-2317

Phone

FOR: 2021 HCAP Slide Resurfacing

BASE PROPOSAL:

Drop Slide	\$ 4,325.00
Spiral Slide	\$ 21,880.00
TOTAL BASE PROPOSAL	\$ 26,205.00

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

Addendum No. 1, Dated 03-01-2021
Addendum No. _____, Dated _____

BID FORM
(Page 2 of 2)

SUBCONTRACTORS: List Name, Address, Phone and Work Assignment

1. NONE

2. _____

3. _____

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

BY: John Block
Name and Title of Authorized Agent
John Block
Authorized Signature
3/12/2021
Date

SEE ATTACHED

REFERENCES

Contractor shall include at least three (3) references with which the Contractor has completed similar work of approximate magnitude required under this contract.

Project Name _____
Project Location _____
Contact Person _____
Telephone Number/E-Mail _____
Project Completion Date _____

Project Name _____
Project Location _____
Contact Person _____
Telephone Number/E-Mail _____
Project Completion Date _____

Project Name _____
Project Location _____
Contact Person _____
Telephone Number/E-Mail _____
Project Completion Date _____

Project Name _____
Project Location _____
Contact Person _____
Telephone Number/E-Mail _____
Project Completion Date _____

Project Name _____
Project Location _____
Contact Person _____
Telephone Number/E-Mail _____
Project Completion Date _____



EXHIBIT A

23321 MO 96
Oronogo MO 64855

407-312-2317 O
417-673-2916 F

sales@SlideProsUS.com
www.SlideProsUS.com

QUALIFICATIONS AND REFERENCES

8 Blocks Maintenance dba SlidePros has been in business for over fifteen years and during that time have performed maintenance and gelcoating on hundreds of water slides.

John Block, owner of 8 Blocks Maintenance, has over 20 years of experience in manufacturing, refurbishing, installing, resurfacing, repairing, and maintaining water slides, aquatic play units and features, towers, and soft play features.

James Tallman, Field Operations Manager (FOM), has been working in the aquatic industry for over 10 years. He has extensive experience with the maintenance and gelcoating of water slides and other aquatic features. His experience also includes project management and day-to-day jobsite management.

Pam Stepka, Operations Manager, has been in the aquatic restoration field for 7 years. She is responsible for project management and coordination with the clients. She works closely with the FOM to ensure each project is completed on time and with the upmost quality.

Melissa Butcher, Operations Assistant, has been with 8 Blocks Maintenance for three years. She assists with project management and also handles execution of contracts and client communications.

8 Blocks Maintenance employs our technicians year-round. We do not need to train or re-train seasonal staff nor do we subcontract out any work. This ensures that our work is consistent and always meets our high standards. We hold the ACMA CCT gelcoat certification and are also OSHA certified, bonded, and insured.

Park District of Highland Park 1207 Park Avenue West Highland Park, IL 60035 Tony Matzke Facilities Maintenance Manager tmatzke@pdhp.org Desk: 847.579.4063 Cell: 224.856.8223	City of Murfreesboro 2310 Memorial Blvd Murfreesbororo, TN 37130 Kyle Goss kgoss@murfreesborotn.gov 615-631-1524
City of Shawnee 13817 Johnson Drive Shawnee, KS 66203 Sean Keenan, Program Manager - Aquatics 913-742-6404 skeenan@cityofshawnee.org	City of Richardson 200 N. Plano Road Richardson, TX 75081 Doug Kierstead 972-744-7893 Doug.kierstead@cor.gov
Village of Libertyville 118 W. Cook Avenue Libertyville, Illinois 60048-2090 David Thornborough, Sup. Of Public Works dthornborough@libertyville.com Office: 847-918-2076	City of Largo Mark Abdo 201 Highland Ave Largo, FL 33770 727-587-6720 mabdo@largo.com

CONTRACTOR PROFILE AND QUALIFICATIONS

(Page 1 of 2)

Name 8 Blocks Maintenance Co LLC dba SlidePros
Address 23321 MO 96
City, State, Zip Code Oronogo MO 64855
Contact Person Pam Stepka
Telephone Number 407-312-2317 E-Mail sales@slideprosus.com

of Employees 15 Annual Sales \$ >1,000,000
Contractor's organization has been in business under its present business name for 15 years.

Contractor's organization has had experience in work comparable with that required under the proposed contract:

as a prime contractor 15 years;
as a subcontractor _____ years.

The following Contractor's employees will be involved with the proposed contract:

Name James Tallman
Position Field Operations Manager
Years of Experience 10
Responsibility/Task Foreman, Technician

Name Joe Gray
Position Foreman
Years of Experience 20
Responsibility/Task Foreman, Technician

Name _____
Position _____
Years of Experience _____
Responsibility/Task _____

Contractor may attach additional project detail to demonstrate ability to successfully complete work comparable with that required under the proposed contract.

CONTRACTOR PROFILE AND QUALIFICATIONS

(Page 2 of 2)

1. Within the past ten (10) years, has your firm, any officer or other individual employed by your firm, been the subject of any administrative or judicial proceeding for alleged violations of any law, or any rule or regulation of any governmental body. If yes, please provide a detailed explanation of the proceeding, including the nature of the charge or claim, the disposition of the matter and the specific individuals/entities involved.

no

2. Within the past ten (10) years, has your firm been the subject of any other type of claim, including by way of example and not limitation, for breach of contract? If yes, please provide a detailed explanation of the proceeding, including the caption, claimant, court or other dispute forum, nature and disposition of the claim.

no

3. Has your firm ever been terminated prior to completion of its services from any project? If yes, please provide a detailed explanation, including the identities of all entities and individuals involved, the nature of the services which your firm was to provide, the individuals who were assigned to provide the services and the reason given for the termination

no

CONTRACTOR'S CERTIFICATION OF ELIGIBILITY

In Compliance 720 ILCS 5/33E-11:

6 Blocks Maintenance Co LLC dba SlidePros

,a(n)

LLC

Print name of Contractor

Individual, Partnership, Corporation

as part of his bid or proposal on the above referenced Contract, hereby certifies that the Contractor is not barred from bidding on the above referenced contract or entering into a contract with the Park District of Highland Park as a result of a violation of either Section 33E-3 Bid-rigging or 33E-4 Bid-stating of Article 33E of the Illinois Criminal Code, 720 ILCS 5/33E-1, *et. seq.*, as amended.

3/12/2021
Date

Contractor

By: Gabe Block

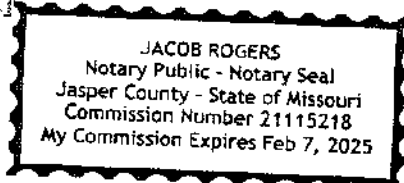
Its: Owner
Title

Missouri
STATE OF ILLINOIS)
) SS
COUNTY OF Jasper)

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that appeared before me this day in person and, being first duly sworn on oath, acknowledged that he/she is authorized to act on behalf of Contractor, and that he/she executed the foregoing certificate as his/her free act and deed and as the act and deed of Contractor.

DATED: March 12th, 2021
Notary Public [Signature]

[Notary Seal]





Memorandum

To: Board of Park Commissioners

From: Mitch Carr, Director of Recreation and Facilities; Brian Romes, Executive Director

Date: March 30, 2021

Subject: **2021 American Youth Soccer Organization (AYSO) Affiliate Group Agreement**

Summary

Park District Policy 6.05 regarding Relationships with Affiliated and Sponsored Groups recognizes that certain organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific purpose and group. At times it is in the best interest of the community that the Park District works with these outside Organizations in coordinating, integrating, and consolidating the planning and provision of recreational facilities and programs when basic functions are compatible, and a public benefit may be derived. These organizations are separate and independent from the Park District and provide their own leadership and operational structure. Approval of Affiliated and Sponsored Group Agreements must be approved annually by the Park Board of Commissioners.

Applications for 2021 Park District of Highland Park Affiliate and Sponsored Groups have been received and reviewed by staff for recommendation to the Park Board. Due to the COVID-19 pandemic, Affiliate and Sponsored Group services were significantly reduced in 2020. Like Park District programs, Affiliate and Sponsored Groups expect this to continue through the early part of 2021. The proposed Affiliate Agreement for AYSO is attached.

Recommendation

In accordance with Park District Policy 6.05 regarding sponsored and affiliate groups, staff recommends approval from the Park Board of Commissioners Affiliate agreement for the American Youth Soccer Association (AYSO).



Affiliated Organization Agreement with Highland Park AYSO Region 891

Memorandum of Understanding

PURPOSE

The Park District of Highland Park (hereafter “Park District”) recognizes that certain Affiliated Organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific purpose and group. These Affiliated Organizations are separate and independent from the Park District and provide for their own leadership, Affiliated Organizational and operational structure. Although the stated missions of the Affiliated Organizations may differ, public investment in public recreational facilities and programs creates a mutually beneficial environment in which to provide quality recreation for all the individuals served by the parties, as well as the general public.

The Park District recognizes that at times it is in the best interest of the community that the Park District work with outside Affiliated Organizations in coordinating, integrating and consolidating the planning and provision of recreational facilities and programs when basic functions are compatible and a public benefit may be derived. Through working relationships with outside Affiliated Organizations and joint efforts, each party can contribute to greater public service without relinquishing their separate identities or any of their individual responsibilities.

To this end, the Park District is willing to establish a working relationship and cooperative agreement with the Highland Park AYSO Region 891 (hereafter “Affiliated Organization”). With this agreement, the parties will define the working relationship, mutual expectations, and individual responsibilities. However, this agreement cannot be considered absolute; but shall serve as a frame of reference. Standards outlined herein ensure that the parties’ concept of joint planning, use, and maintenance is followed to the maximum extent possible, while retaining the essential freedom of discretion, decision and action in planning, developing and maintaining recreational programs.

I. Criteria and Conditions

1. Affiliated Organization must have a constitution and/or bylaws which shall be submitted for review and approval by the District.
2. The Affiliated Organization shall formulate a roster of staff, volunteer officers and/or board members, and designate a liaison and alternate liaison with the Park District. Telephone numbers and other contact information must be provided to the Park District on an annual basis.

3. At least 51% of the members/participants and/or activities of the Affiliated Organization must reside and/or serve residents of the Park District. A roster of members, participants, and/or list of program, events or activities must be provided to the Park District on an annual basis. Names and addresses must be included.
4. Activities, programs, and events conducted by the Affiliated Community Group must:
 - a. Be in accordance with the District's philosophy of recreation and be open for participation by any resident of the District.
 - b. Not, other than to adhere to specific membership guidelines, program requirements, or minimum residency standards, discriminate against or exclude any individual, for participation for reasons of race, color, creed, national origin, sex, sexual orientation, disability, or any other characteristic protected by local, state, or federal law.
5. Affiliated Organization must provide an annual detailed budget to the Park District showing all anticipated revenue and expenditures by August 31 for the following fiscal year. Program planning and budgeting shall be done by the club in conjunction with the administrative staff of the District and completed by August 31.
 - a. Year-end balances of funds should not exceed the amount of finances needed for startup services for the next program year. When excess funds are available in the Affiliated Organization's treasury, the District may identify special projects in which such funds may be donated to the District for program and/or facility improvements.
 - b. The Affiliated Organization acknowledges and agrees that the group is responsible for any and all expenses, including, but not limited to, the provision of equipment and materials related to the Affiliated Organization activities and use of Park District property and facilities, unless otherwise specified and agreed to in writing.
 - c. Any work done by the Parks Department of the District on behalf of any Affiliated Organization will be restricted to District limits unless authorized. If the Affiliated Organization's need for maintenance standards are higher than District standards, that Affiliated Organization shall provide the additional maintenance to meet its own standard provided that approval is granted by the Executive Director for this voluntary maintenance work.
 - d. Costs for maintenance of equipment and/or facilities will be charged to the Affiliated Organization
6. If a fee for participation or membership is required to join the Affiliated Organization or attend an event, program or recreational function conducted by the Affiliated Organization, those fees may be deposited in a separate account under that Affiliated Organization's name. All revenues must be reported to the District. All fees shall be deposited in the Affiliated Organization's account in accordance with accepted District standards.
7. The District shall provide the following staff or administrative services to accommodate the activities of the Affiliated Organizations commensurate with existing programs offered by the District.
 - a. None

8. All public mailings and publicity by the Affiliated Organizations must meet with District standards and must state their affiliation with or sponsorship by the Park District of Highland Park.
9. The Affiliated Organization or members of the Affiliated Organization will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District.
10. The Organization shall not to represent itself or members of the Affiliated Organization as employees, volunteers, or agents of the Park District.
11. Fund-raising for the purpose of supporting an activity must be authorized by the Board. The manner in which fund-raising is to be conducted, the purposes for which the funds are collected and a budget for these funds must be submitted to the District for approval in advance of any fund-raising project. Proceeds from fund-raising may be placed in the Affiliated Organization's separate account.
12. The Affiliated Organization agrees and understands that neither the Affiliated Organization nor its officials, officers, members, employees or volunteers (collectively "Affiliated Organization") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The Affiliated Organization will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage arising out of any Affiliated Organization activity will be the Affiliated Organization's sole responsibility and not the Park District's. Also, it is understood that the Affiliated Organization is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the Affiliated Organization will be solely responsible for its own actions. The Park District will in no way defend the Affiliated Organization in matters of liability.
13. Affiliated Organization shall fully cooperate with any investigation conducted by or on behalf of the Park District and/or the Park District Risk Management Agency "PDRMA". Failure to fully cooperate with any such investigation shall constitute a breach of agreement and in the sole discretion of the Park District, may result in revocation or suspension of any Group privileges under this Agreement
14. Affiliated Organization agrees to conduct criminal background checks, by itself or by its national organization, for all employees and volunteers eighteen years of age or older and who directly supervise individuals under the age of eighteen (18) years or age. The Affiliated Organization is solely responsible for determining whether any conviction disqualifies any employee/volunteer.
15. Affiliated Organization, by itself or by its national organization, agrees to cross-reference all staff, employees and volunteers with the federal and state of Illinois Child Offender Databases.
16. Affiliated Organization understands and agrees that it solely responsible for determining whether any staff, employee, or volunteer is qualified and suitable for any Affiliated Organization position and/or activity and that the Park District is not responsible for any hiring or retention decision.

17. Affiliated Organization shall comply with all applicable local, state, and federal laws, including, but not limited to the Illinois Human Rights Act, the American with Disabilities Act, and the Civil Rights Act of 1964. The Affiliated Organization shall base employment, volunteer, and

participation criteria upon personal capabilities and qualifications without discrimination because of race, color, religion, sexual orientation, sex (except as an appropriate division for athletics programming), national origin, age (except as an appropriate division of programming levels for youth athletics programming), marital status, or any other protected characteristic as established by law.

II. Facility Use

1. The District will provide the following facility and/or storage space:

a. Use of Woodridge Park, Olson Park, and Kennedy Park soccer fields throughout the District during weekday evenings and all day on weekends. Fields will be provided at no cost unless after hours and/or additional staff or other expenses are needed, which will be provided at the expense of the Affiliated Organization.

i. Requests shall be made at least 3 months in advance.

ii. Park District Programs take precedence.

iii. Park hours of operations shall be enforced.

b. If the Affiliated Organization requests another facility of the Park District, the request will be considered under the following terms:

i. Requests shall be made at least 3 months in advance.

ii. Park District Programs take precedence.

iii. Facility hours of operations shall be enforced.

iv. If approved, the Affiliated Organization will receive a discount rate of 50% of the regular resident rental rate.

2. It is the sole responsibility of the Affiliated Organization to determine whether any facility, field, or location is safe, suitable, and/or appropriate for any intended use.

3. The Affiliated Organization shall inspect each facility, field, or other location prior to and subsequent to each use and shall promptly report any unsafe condition (holes in sports fields, broken equipment, etc.) to the Park District in writing to the manager of rentals, Debbie Pierce, as the overseeing park district staff member of affiliates/district wide rentals.

4. The Affiliated Organization is solely responsible for providing supervision and security services, as needed, for any and all Affiliated Organization activities.

5. The Affiliated Organization is solely responsible for the cost of repairs to facility or equipment damaged solely as a result of its usage.
6. The Park District does not assume any responsibility, care, custody, or control of any Affiliated Organization property or equipment brought upon or stored upon Park District property. The Affiliated Organization is solely responsible for the safety and/or security of any property or equipment brought upon or stored on Park District property.
7. The Affiliated Organization shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.
8. The use of Park District meeting rooms is based on availability and Park District scheduling concerns. The Park District retains the right to move, cancel or reschedule meetings based upon Park District needs.

III. Insurance and Indemnification

The Affiliated Organization shall procure and maintain for the duration of this agreement, the following insurance against claims for injuries to persons or damages to property which may arise from or in connection with any of Affiliated Organization activities:

1. Commercial General and Umbrella Liability Insurance

Affiliated Organization shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this Agreement.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and shall not be endorsed to exclude claims arising from athletic participation.

If the Affiliated Organization intends on distributing, selling, serving or furnishing alcoholic beverages, liquor liability coverage (including Dram Shop coverage) shall also be provided with a limit of not less than \$1,000,000 per occurrence.

The Park District shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the Park District. Any insurance or self-insurance maintained by the Park District shall be excess of the Affiliated Organization insurance and shall not contribute with it.

The CGL policy must include individuals for athletic participation.

2. Business Auto and Umbrella Liability Insurance

If applicable, the Affiliated Organization shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

3. Workers Compensation Insurance

If applicable, the Affiliated Organization shall maintain workers compensation and employer's liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

4. Other

If the Park District has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 26 under the Commercial General and Umbrella Liability Insurance required in this agreement, the Affiliated Organization waives all rights against the Park District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Affiliated Organization use of any Park District property or facility.

5. General Insurance Provisions

a. Evidence of Insurance

Prior to exercising any rights under this Agreement, the Affiliated Organization shall furnish the Park District with a certificate(s) of insurance and applicable policy endorsement(s),

executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to Agency prior to the cancellation or material change of any insurance referred to therein. Written notice to Agency shall be by certified mail, return receipt requested.

Failure of the Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of the Affiliated Organization obligation to maintain such insurance.

The Park District shall have the right, but not the obligation, of prohibiting the Affiliated Organization from using the premises until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Park District.

Failure to maintain the required insurance may result in termination of this agreement at Park District's option.

The Affiliated Organization shall provide certified copies of all insurance policies required above within 10 days of the Park District's written request for said copies.

b. Acceptability of Insurers

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Park District has the right to reject insurance written by an insurer it deems unacceptable.

c. Cross-Liability Coverage

If the Affiliated Organization liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

d. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to the Park District. At the option of the Park District, the Affiliated Organization may be asked to eliminate such deductibles or self-insured retentions as respects the Park District, its officers, officials, employees, volunteers and

agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

6. Indemnification

a. **By AYSO.** The Affiliated Organization shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorney's and paralegals' fees and court costs), arising from or in any way connected with (I) the conduct or management of the premises or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the premises during the term of this agreement; (ii) any act, omission wrongful act or negligence of the Affiliated Organization or any of the Affiliated Organization partners, directors, officials, officers, agents, employees, members, volunteers, participants, invitees, licensees, contractors, or subcontractors; (iii) any accident, injury or damage whatsoever occurring in or upon any Park District property or facility, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. The Affiliated Organization shall similarly protect, indemnify and hold and save harmless the Park District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of the Affiliated Organization's breach of any of its obligations under, or the Affiliated Organization's default of, any provision of this agreement.

b. **By The Park District.** The Park District shall indemnify and hold harmless the Affiliated Organization and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorney's and paralegals' fees and court costs), arising from or in any way connected with (I) the conduct or management of the premises or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the premises during the term of this agreement; (ii) any act, omission wrongful act or negligence of the Park District or any of the Park District partners, directors, officials, officers, agents, employees, members, volunteers, participants, invitees, licensees, contractors, or subcontractors; (iii) any accident, injury or damage whatsoever occurring in or upon any Park District property or facility, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. The Park District shall similarly protect, indemnify and hold and save harmless the Affiliated Organization, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of the Park District's breach of any of its obligations under, or the Park District's default of, any provision of this agreement.


IV. No Third-Party Beneficiary

This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.

V. Termination and Duration

1. The initial term of this Agreement shall commence on the date hereof and end on December 31, 2021. Thereafter, this Agreement shall be deemed automatically renewed for successive one year periods unless either party shall advise the other party in writing of its intention not to renew the Agreement at least 30 days prior to the annual renewal date, or unless the Parties otherwise mutually agree to terminate the Agreement.
2. The Park District retains the right to alter the terms and conditions of this agreement or to terminate this agreement at any time for any reasonable reason, including, but not limited to misconduct of the Affiliated Organization or for misuse of property, for purposes deemed necessary for public safety or preservation of property, if termination serves the interests of Park District residents, or because the Affiliated Organization has breached any of its obligations under this Agreement or because of other Park District needs or programs.
3. The Affiliated Organization may terminate this agreement by providing a minimum of 30 days written notice.
 - a. The Affiliated Organization will have financial responsibility to the Park District for any outstanding fees and/or money owed to the Park District and shall promptly reimburse the Park District. Any money owed to the Affiliated Organization by the Park District shall be promptly reimbursed.
 - b. The Agreement may be amended by the written approval of both Parties.

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed by a duly authorized officer thereof as of the date first above written.



Authorized Officer – Highland Park AYSO
Region 891

March 19, 2021

Date

Highland Park AYSO Region 891

Director of Recreation and Facilities

Date

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



Memorandum

To: Park Board of Commissioners

From: Mitch Carr, Director of Recreation and Facilities; Brian Romes, Executive Director

Date: March 30, 2021

Subject: **First Student Transportation Services Contract Extension for Summer Camp**

Summary/Background

Since 2015, First Student Inc. has provided transportation services for both School District 112 and the Park District of Highland Park. Services provided to the Park District include AM and PM bus routes that provide home-to-camp transportation for Highland Park residents, transportation of campers between before/aftercare and their day camp locations, and daily transportation of all campers to and from field trips, off-site activities, and overnight trips.

Park District's experience with First Student Inc. has been very satisfactory. Staff believes they are responsive to our requests and professional in our interactions.

Recently, School District 112 extended its contract with First Student through the 2021-2022 school year. The proposed extension will extend the current contract with the Park District till August 31, 2022, covering transportation services for the entire 2022 camp season.

Financial Impact

Current 2021 summer camp bus contract (per bus per day)	\$316.64
Proposed 2022 summer camp bus contract (per bus per day)	\$332.47

The current extension for the 2022 camp season will reflect a 5% increase from our 2021 cost.

The final cost of busing for each camp season varies depending on the final number of buses needed, however, based on the staff analysis of need, we expect the total cost per season to be between \$180,000 and \$200,000. The 2022 budget, when developed, would reflect this expense, once again.

Recommendation

Staff recommends approval from the Board of Park Commissioners to extend our agreement with First Student Inc. for the 2022 camp season.

**INDEPENDENT CONTRACTOR AGREEMENT
AMENDMENT AND EXTENSION TO THE TRANSPORTATION SERVICES
AGREEMENT BETWEEN PARK DISTRICT OF HIGHLAND PARK AND FIRST
STUDENT, Inc.**

THIS AGREEMENT entered into by and between First Student Inc. (hereafter “CONTRACTOR”) and THE PARK DISTRICT OF HIGHLAND PARK (hereafter “AGENCY”).

WHEREAS, CONTRACTOR will continue performing transportation services and work for AGENCY in accordance with the contract dated April 20th, 2015 for Request for Proposal: 2015-2017 Summer Bus Services Specification (hereafter “RFP”), and CONTRACTOR’s Proposal (hereafter “Proposal”), all of which are attached hereto as **Exhibit B** and incorporated herein and, with this document, collectively referred to as the “Agreement.”

WHEREAS, the parties wish to extend the terms thereof and amend the agreement further;

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, and other good and valuable consideration received and to be received, CONTRACTOR hereby agrees:

1. **TERM:** The term of the agreement shall extend for one (1) additional year, commencing August 15, 2020 and continuing through August 31, 2021. Thereafter this agreement may be extended on a year-to-year basis by mutual agreement of the Parties.
 2. **COMPENSATION:** Commencing August 15, 2021 the rates of compensation payable hereunder during the ensuing Contract year shall be those set forth in **Exhibit ‘A’**. Rates will increase 5% for the 2022 Camp season, over the 2021 camp season rates.
 3. **EQUIPMENT:** AGENCY and CONTRACTOR have agreed to move forward with fleet not more than 5 years in age, and with functioning air conditioning.
 4. **NOTICE TO PARTIES:** All notices to be given by the parties to this Agreement shall be in writing and serviced by depositing same in the United States Mail, certified mail.
 - a. Notices to AGENCY shall be addressed to:
Cathy Fiori – Recreation Program Manager
Park District of Highland Park
636 Ridge Road.
Highland Park, Illinois 60035
 - b. Notices to CONTRACTOR shall be addressed to:
Leslie Norgren
Area General Manager
First Student, Inc.
1717 Park Street, Suite 225
Naperville, IL 60563
- With a copy to:
General Counsel
First Student, Inc.
600 Vine St.
Cincinnati, OH 45202

5. **ASSIGNMENT:** This agreement shall not be assigned by the parties hereto, without the written consent of the AGENCY, which consent shall not be unreasonably withheld or delayed. However, the CONTRACTOR may assign this agreement if the assignment is made to a parent company, subsidiary, related or affiliated company.
6. **CHANGES IN SERVICES:** the AGENCY may increase or decrease services to be provided by CONTRACTOR under this agreement. However, where such increases or decreases materially impact the service levels or equipment levels required of CONTRACTOR under assumed routes, schedules, and vehicle requirements contained in this Agreement, CONTRACTOR shall be permitted to adjust rates at which services are provided to cover increase or decreases in cost structure associated with such changes by the AGENCY.
7. **TERMINATION FOR CONVENIENCE:** Either party may terminate this agreement at the end of any service year, without cause, upon sixty (60) days written notice to the other party.
8. **NO OTHER MODIFICATIONS:** All terms of the Agreement shall remain in full force and effect except to the extent modified herein. This amendment shall become a part of and integrated into the Agreement.

IT IS MUTUALLY UNDERSTOOD AND AGREED that CONTRACTOR or its employees, representatives or Subcontractors are in no sense employees of AGENCY, it being specifically agreed that CONTRACTOR bears the relationship of an independent CONTRACTOR to AGENCY.

This Amendment shall be in full force and effect from the _____ day of _____, 20____ until such time as it is terminated by AGENCY.

IN WITNESS WHEREOF, THE PARTIES have executed this Agreement this _____ day of _____, 20____.

PARK DISTRICT OF HIGHLAND PARK

FIRST STUDENT, Inc.

Signature

Signature

Printed Name

Printed Name

Title

Title

Exhibit A

Park District of Highland Park	
Compensation rates for Transportation services (cost per bus, per day)	
2021 Camp Season	2022 Camp Season
Current Season	5% increase
June-August 2021	Aug. 15, 2021 – Aug 31 2022
\$316.64	\$332.47

Exhibit B



Memorandum

To: Park Board of Commissioners

From: Dan Voss, Director of Parks; Brian Romes, Executive Director

Date: March 30, 2021

Subject: **Renewal of the 2020 Routine Grounds Maintenance Service Bid**

Summary

The Park District of Highland Park bid the Routine Grounds Maintenance Services in early 2020. The bid proposal specifies weekly mowing and string trimming at 22 park sites and 9 alternate sites, taking place over 26 weeks, beginning approximately the third week of April, and continuing through the second week of October.

Upon the beginning of Phase 3 of the Governor's Restore Illinois plan in June of 2020, Staff recommended, and the Park Board of Commissioners approved a shortened 14-week contract for the base bid, plus 6 alternate sites with low bidder Balanced Environments, Inc.

Financial Impact

Total Budgeted Funds for Routine Grounds Maintenance	\$68,677.00
Base Bid, Alternates 1-2, 5-6, and 8-9 for 26 weeks	\$68,676.66

Anticipated Amount <u>Under</u> budget	\$.34
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Recommendation

Staff, with consensus from the Finance Committee, recommend approval from the Park Board of Commissioners for the renewal of the 2020 Routine Grounds Maintenance Services bid proposal and alternates 1-2, 5-6, and 8-9 for the entire 26 weeks from Balanced Environments, Inc. in the amount of \$68,676.66.



Memorandum

To: Board of Park Commissioners

From: Rebecca Grill, Natural Areas Manager; Dan Voss, Director of Parks; Brian Romes, Executive Director

Date: March 30, 2021

Subject: **Approval to Renew the V3 Seed Installation Monitoring and Management Agreement for the Preserve of Highland Park**

Summary/Background

In 2018, the Park District solicited bids for installation and management of native seed mixes on approximately 50 acres of savanna, short grass, wet prairie, and wetland swale planting zones as part of the conversion of the Highland Park Country Club golf course to a passive recreation area (The Preserve of Highland Park). This contract included an option to renew services for ongoing maintenance of those seeded areas based on progressive performance measures. V3 Companies was the successful bidder and staff has been pleased by their performance in the initial installation of the seeds and maintenance on the property.

Recommendation

Staff, with consensus from the Finance Committee, recommends approval from the Park Board of Commissioners renewal of the V3 contract for the Monitoring and Management line item in the amount of \$39,200 for FY 2021. There is no increase in price from the 2018 proposal.



Memorandum

To: Park Board of Commissioners

From: Dan Voss, Director of Parks; Brian Romes, Executive Director

Date: March 30, 2021

Subject: **Purchasing Two Capital Replacement Vehicles**

Summary/Background

Staff evaluated the 2021 capital plan vehicle replacement list and determined two small SUV hybrids would be appropriate replacements for the current needs of the District. Ford Escape Hybrids are available through the Suburban Purchasing Cooperative through the Northwest Municipal Conference.

The Suburban Purchasing Cooperative is a joint purchasing program representing 142 municipalities and townships in northeastern Illinois. The SPC exemplifies the benefits of intergovernmental cooperation on a regional basis. The goal of the SPC is to combine the resources and purchasing power of governments and not-for-profit entities to jointly negotiate advantageous contract terms of products at the lowest possible price. Illinois statutes, 525/2 from Ch. 85, par. 1602. (Governmental Joint Purchasing Act), authorizes that any governmental unit may purchase personal property, supplies, and services jointly with one or more other governmental units.

Staff would trade in a 2001 Ford E350 passenger van and a 2008 Ford F350 pick-up with plow.

Financial Impact

Two 2020 Ford Escape Hybrids	\$55,944.00
Trade-In Value	(\$3,000.00)
<hr/>	
Total Cost	\$52,944.00
Total Available Budgeted Funds for these projects	\$65,000.00
Vehicle Cost plus Trade-In Value	\$52,944.00
<hr/>	
Anticipated Amount <u>Under</u> Budget	\$12,056.00

Staff presented the above information to the Finance Committee on March 18, 2021 and included data on 10-year savings by purchasing hybrid vehicles which amount to roughly \$6,500. The Finance Committee provided consensus to recommend approval of the Hybrid Vehicle Purchase at the March 30 Park Board Meeting.

Recommendation

Staff recommends approval from the Park Board of Commissioners to purchase two Ford Escape Hybrids and accept trade-in value for two vehicles from Currie Motors in Frankfort in the net amount of \$52,944.00.



To: Board of Park Commissioners

From: Scott Rosen - Accounts Payable Administrator
Mari-Lynn Peters - Finance Director
Brian Romes - Executive Director

Date: March 30, 2021

Subject: Bills and Payroll Disbursements authorized by Finance Committee Member(s). Checks written February 19, 2021 through March 25, 2021 to be presented to the Board for approval on March 30, 2021

BILLS

<u>DATE</u>	<u>AMOUNT</u>
February 24, 2021	\$ 22,817.19
February 25, 2021	\$ 269.00
March 4, 2021	\$ 109,544.46
March 23, 2021	\$ 220,730.77
March 25, 2021	\$ 66,446.67
Void Payments	\$ (22,817.19)
Bank Drafts	\$ 56,896.21
P-Card	\$ 76,548.57
TOTAL	\$ 530,435.68

PAYROLL DISBURSEMENTS

February 26, 2021	\$ 279,676.83
March 12, 2021	\$ 272,337.29

TOTAL	\$ 552,014.12
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GRAND TOTAL	\$ 1,082,449.80
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To the Treasurer:

The payment of the above listed accounts is hereby approved by the below named Finance Committee member as of 3-30-21 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: APPKT02684 - Re-Issues for 2 Vendors

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						
10378	CALL ONE	02/24/2021	Regular	0.00	136.02	186348
<u>363047</u>	Invoice	01/15/2021	01/15/21-02/14/21	0.00	68.01	
<u>373711</u>	Invoice	02/15/2021	02/15/21-03/14/21	0.00	68.01	
17122	DYNEGY ENERGY SERVICES	02/24/2021	Regular	0.00	22,681.17	186349
<u>331665721011</u>	Invoice	01/29/2021	December 2020- January 2021	0.00	22,681.17	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	3	2	0.00	22,817.19
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	2	0.00	22,817.19



Park District of Highland Park, IL

Check Register

Packet: APPKT02689 - RT Revenue - Foundation Payment
2/25/21

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	02/25/2021	Regular	0.00	269.00	186350
<u>022521</u>	Invoice	02/25/2021	Revenue collected on behalf of Parks Fou	0.00	269.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	269.00
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
	<u>1</u>	<u>1</u>	<u>0.00</u>	<u>269.00</u>



Park District of Highland Park, IL

Check Register

Packet: APPKT02694 - March 2021 Workshop Meeting

By Check Number

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
Bank Code: AP-AP BANK						
13694	TRACY LOEWENTHAL	03/04/2021	Regular	0.00	10.00	
<u>1226829</u>	Invoice	03/01/2021	Refund	0.00	10.00	
12703	UNITED WAY OF METRO CHICAGO	03/04/2021	Regular	0.00	36.00	
<u>022521</u>	Invoice	02/25/2021	United Way	0.00	36.00	
19125	ARNOLD KAMEN	03/04/2021	Regular	0.00	41.85	
<u>1222559</u>	Invoice	02/18/2021	Refund	0.00	41.85	
17515	WINDSTREAM	03/04/2021	Regular	0.00	2,613.03	
<u>73541813</u>	Invoice	02/22/2021	February 2021	0.00	2,613.03	
18063	SHANI DIAMOND	03/04/2021	Regular	0.00	30.00	
<u>1226963</u>	Invoice	03/01/2021	Refund	0.00	15.00	
<u>1226963-1</u>	Invoice	03/01/2021	Refund	0.00	15.00	
15147	ABC PRINTING COMPANY	03/04/2021	Regular	0.00	347.47	
<u>252971</u>	Invoice	02/16/2021	FUN BUCKS COUPONS	0.00	347.47	
11525	LAKE SHORE FEEDER BASEBALL LEAGUE	03/04/2021	Regular	0.00	2,875.00	
<u>2/16/21 11525</u>	Invoice	02/16/2021	2021 BASEBALL LEAGUE FEES	0.00	2,875.00	
19350	RICHARD BASOFIN	03/04/2021	Regular	0.00	706.55	
<u>1222344</u>	Invoice	02/18/2021	Refund	0.00	706.55	
18411	STUDIO E 16, LLC	03/04/2021	Regular	0.00	200.00	
<u>REVISION 2021</u>	Invoice	02/19/2021	REVISION EDIT FOR 30 SEC SPOT @ \$100/	0.00	200.00	
10006	NCPERS GROUP LIFE INSURANCE	03/04/2021	Regular	0.00	80.00	
<u>3301032021</u>	Invoice	03/02/2021	NCPERS Group Life Insurance	0.00	80.00	
19361	CHRISTINE WEHMAN	03/04/2021	Regular	0.00	20.00	
<u>1226783</u>	Invoice	03/01/2021	Refund	0.00	10.00	
<u>1226783-1</u>	Invoice	03/01/2021	Refund	0.00	10.00	
19363	DON DELCO	03/04/2021	Regular	0.00	20.00	
<u>1227404</u>	Invoice	03/02/2021	Refund	0.00	20.00	
16459	SANTO SPORT STORE	03/04/2021	Regular	0.00	2,659.50	
<u>2/4/21 16459</u>	Invoice	02/04/2021	CHAMPRO REVERSIBLE PRACTICE JERSEY	0.00	355.00	
<u>2/8/21 16459</u>	Invoice	02/08/2021	CHAMPRO BBPY YOUTH REVERSIBLE PRA	0.00	542.50	
<u>705383</u>	Invoice	01/19/2021	YOUTH SAMURAI CATCHERS GEAR	0.00	1,615.00	
<u>705427</u>	Invoice	02/01/2021	CHAMPRO E11B LARGE ALL-PURPOSE BA	0.00	147.00	
11514	LAKE COUNTY SMC	03/04/2021	Regular	0.00	4,700.00	
<u>0041-PDHP</u>	Invoice	02/12/2021	LAKE COUNTY SMC WATERSHED PLAN	0.00	4,700.00	
18889	RICHARD A HANETHO	03/04/2021	Regular	0.00	10,100.00	
<u>1/11/21-1/22/21</u>	Invoice	11/25/2020	1/11/21-1/22/21	0.00	2,850.00	
<u>1/25/21-2/5/21</u>	Invoice	11/25/2020	1/25/21-2/5/21	0.00	3,150.00	
<u>1/4/21-1/8/21 18</u>	Invoice	11/25/2020	1/4/21-1/8/21	0.00	1,525.00	
<u>12/14/20 18889</u>	Invoice	11/25/2020	12/14/20-12/23/20	0.00	1,900.00	
<u>12/28/20-12/31/</u>	Invoice	11/25/2020	12/28/20-12/31/20	0.00	675.00	
12211	RICOH USA, INC	03/04/2021	Regular	0.00	607.71	
<u>5061436153</u>	Invoice	02/17/2021	COPIES 1/17/21 - 2/16/21	0.00	607.71	
19369	KIRSTEN GORDON	03/04/2021	Regular	0.00	103.84	

Check Register

Packet: APPKT02694-March 2021 Workshop Meeting

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>1227689</u>	Invoice	03/03/2021	REFUND	0.00	103.84	
17122	DYNEGY ENERGY SERVICES	03/04/2021	Regular	0.00	22,526.24	
<u>331665721021</u>	Invoice	02/26/2021	JANUARY-FEBRUARY 2021	0.00	22,526.24	
12408	SPECIALTIES DIRECT DIV	03/04/2021	Regular	0.00	5,433.00	
<u>0002093-IN</u>	Invoice	12/10/2020	Washroom partitions	0.00	5,433.00	
18474	LAKESHORE RECYCLING SYSTEMS, LI	03/04/2021	Regular	0.00	309.09	
<u>0004615224</u>	Invoice	01/31/2021	GARBAGE SERVICE	0.00	190.88	
<u>000463550</u>	Invoice	02/28/2021	Garbage & Recycling 03/01/21-03/31/21	0.00	72.66	
<u>0004636552</u>	Invoice	02/28/2021	Trash Removal 03/01/21-03/31/21	0.00	45.55	
14914	NORTH SHORE WATER RECLAMATIC	03/04/2021	Regular	0.00	2,499.03	
<u>4469895</u>	Invoice	02/27/2021	1377 Deer Creek Pkwy(Maint) 06/15/20-0	0.00	20.35	
<u>4471993</u>	Invoice	02/27/2021	Golf Learning Center 06/15/20-09/16/20	0.00	160.77	
<u>4471997</u>	Invoice	02/27/2021	1390 Sunset Rd 06/15/20-09/16/20	0.00	89.54	
<u>4472339</u>	Invoice	02/27/2021	8 Park Ave 06/15/20-09/16/20	0.00	61.06	
<u>4472360</u>	Invoice	02/27/2021	1201 Park Ave W. 06/15/20-09/16/20	0.00	584.05	
<u>4472370</u>	Invoice	02/27/2021	1801 Sunset Rd(Sunset Woods) 06/15/20-	0.00	409.04	
<u>4472518</u>	Invoice	02/27/2021	3100 Trailway 06/15/20-09/16/20	0.00	1,098.91	
<u>4472538</u>	Invoice	02/27/2021	2700 Trailway 06/15/20-09/16/20	0.00	46.81	
<u>4472590</u>	Invoice	02/27/2021	1377 Deer Creek Pkwy 06/15/20-09/16/2	0.00	14.25	
<u>4472592</u>	Invoice	02/27/2021	1390 Sunset Rd 06/15/20-09/16/20	0.00	14.25	
18165	JEFF ELLISON	03/04/2021	Regular	0.00	10.00	
<u>1226964</u>	Invoice	03/01/2021	Refund	0.00	10.00	
17719	CONSTELLATION NEWENERGY - GAS	03/04/2021	Regular	0.00	8,434.86	
<u>3119974</u>	Invoice	02/17/2021	1/1/21-1/31/21	0.00	8,434.86	
18139	AMERICAN BACKFLOW & FIRE PREV	03/04/2021	Regular	0.00	6,528.00	
<u>29264</u>	Invoice	10/28/2020	INSPECTIONS PER CONTRACT ORIGINALLY	0.00	1,318.00	
<u>29718</u>	Invoice	11/09/2020	INSPECTIONS PER CONTRACT ORIGINALLY	0.00	4,460.00	
<u>32318</u>	Invoice	01/29/2021	ALARM REPAIR	0.00	300.00	
<u>33178</u>	Invoice	03/01/2021	HCAP Sprinkler Repair, Concessions	0.00	450.00	
17777	ITASCA PARK DISTRICT	03/04/2021	Regular	0.00	350.00	
<u>2/16/2021</u>	Invoice	02/16/2021	4/10/21-4/11/21 GYMNASTICS MEET FEE	0.00	350.00	
10034	ABSOLUTE HOME IMPROVEMENTS	03/04/2021	Regular	0.00	746.70	
<u>2 011521</u>	Invoice	01/15/2021	BATHROOM RENOVATION	0.00	746.70	
12393	SMITHGROUP, INC.	03/04/2021	Regular	0.00	3,150.00	
<u>0152734</u>	Invoice	03/01/2021	Prof Services 12/26/20-01/29/21 Beach	0.00	3,150.00	
19364	ADAM WINN	03/04/2021	Regular	0.00	24.93	
<u>1227431</u>	Invoice	03/02/2021	Refund	0.00	24.93	
19866	ROBERTA JACOBS	03/04/2021	Regular	0.00	119.91	
<u>1227528</u>	Invoice	03/02/2021	Refund	0.00	119.91	
10537	COMMONWEALTH EDISON COMPAN	03/04/2021	Regular	0.00	1,867.10	
<u>2/16/21.0203254</u>	Invoice	02/16/2021	HPGLC/DOG PARK LIGHTS 1/16/2102/16/	0.00	1,867.10	
18562	DAVIS BANCORP INC	03/04/2021	Regular	0.00	1,288.00	
<u>94713</u>	Invoice	03/01/2021	February 2021	0.00	1,288.00	
19351	KATHRYN WOLF	03/04/2021	Regular	0.00	29.95	
<u>1222365</u>	Invoice	02/18/2021	Refund	0.00	29.95	
11998	PARK DISTRICT RISK MGMT AGCY	03/04/2021	Regular	0.00	5,334.10	
<u>2/10/21 11998</u>	Invoice	02/10/2021	IMRF RETIREE INSURANCE MARCH 2021	0.00	5,334.10	
15214	AIGA BERZINA	03/04/2021	Regular	0.00	128.34	

Check Register

Packet: APPKT02694-March 2021 Workshop Meeting

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>1227505</u>	Invoice	03/02/2021	Refund	0.00	128.34	
19604	NORTH SHORE GAS	03/04/2021	Regular	0.00	6,777.24	
<u>0601145072-000</u>	Invoice	02/16/2021	DEER CREEK 1/13/21-2/10/21	0.00	2,747.93	
<u>0601145072-000</u>	Invoice	02/16/2021	RCHP 1/13/21-2/11/21	0.00	1,930.74	
<u>0601145072-000</u>	Invoice	02/16/2021	1240 FREDRICKSON PL 1/14/21-2/10/21	0.00	1,509.94	
<u>0602225773-000</u>	Invoice	02/16/2021	1390 SUNSET RD 1/14/21-2/11/21	0.00	67.04	
<u>0602405421-000</u>	Invoice	02/15/2021	2900 TRAILWAY CUNIFF PARK SHELTER 1	0.00	172.61	
<u>0602405421-000</u>	Invoice	02/16/2021	1377 CLAVEY RD 1/13/21-2/10/21	0.00	191.22	
<u>0602405421-000</u>	Invoice	02/16/2021	3100 TRAIL WAY 1/13/21-2/10/21	0.00	157.76	
19365	RICK SHOTTS	03/04/2021	Regular	0.00	515.65	
<u>1227479</u>	Invoice	03/02/2021	Refund	0.00	354.65	
<u>1227481</u>	Invoice	03/02/2021	Refund	0.00	92.00	
<u>1227488</u>	Invoice	03/02/2021	Refund	0.00	69.00	
19859	TIM MAHON	03/04/2021	Regular	0.00	260.73	
<u>1226967</u>	Invoice	03/01/2021	Refund	0.00	110.00	
<u>1226967-1</u>	Invoice	03/01/2021	Refund	0.00	110.00	
<u>1226967-2</u>	Invoice	03/01/2021	Refund	0.00	40.73	
18155	BARISA MECKLER	03/04/2021	Regular	0.00	93.00	
<u>1224075</u>	Invoice	02/22/2021	Refund	0.00	93.00	
12490	SUNDEK OF ILLINOIS, INC.	03/04/2021	Regular	0.00	2,995.00	
<u>17621</u>	Invoice	11/30/2020	FINAL FULL PAYMENT FOR MEN'S AND W	0.00	2,995.00	
19370	MELISSA BLEICHMAN	03/04/2021	Regular	0.00	255.82	
<u>1227697</u>	Invoice	03/03/2021	REFUND	0.00	255.82	
19368	MARIA SERRANO	03/04/2021	Regular	0.00	253.02	
<u>1227634</u>	Invoice	03/03/2021	REFUND	0.00	253.02	
19371	BRENDEN SHINOSKY	03/04/2021	Regular	0.00	87.66	
<u>1227720</u>	Invoice	03/03/2021	REFUND	0.00	87.66	
10502	CITY OF HIGHLAND PARK	03/04/2021	Regular	0.00	4,520.80	
<u>007039 019623</u>	Invoice	03/02/2021	WATER/SEWER 12/1/20 - 2/28/21 3420 K	0.00	62.77	
<u>3/1/21 024593</u>	Invoice	03/01/2021	WATER/SEWER 02/01/21 - 02/28/21 1755	0.00	8.50	
<u>3/2/21 006468</u>	Invoice	03/02/2021	WATER/SEWER 12/1/20-2/28/21 O CLOVE	0.00	63.10	
<u>3/2/21 007271</u>	Invoice	03/02/2021	WATER/SEWER 12/1/20-2/28/21	0.00	25.50	
<u>3/2/21 008032</u>	Invoice	03/02/2021	WATER/SEWER 12/1/20 - 2/28/21 636 RI	0.00	1,036.34	
<u>3/2/21 008037</u>	Invoice	03/02/2021	WATER/SEWER 12/1/20-2/28/21 636 RID	0.00	657.74	
<u>3/2/21 008912</u>	Invoice	03/02/2021	WATER/SEWER 12/1/20-2/28/21 150 BAR	0.00	144.26	
<u>3/2/21 009261</u>	Invoice	03/02/2021	WATER/SEWER 12/1/20-2/28/21 2821 RI	0.00	620.21	
<u>3/2/21 026564</u>	Invoice	03/02/2021	WATER/SEWER 12/1/20-2/28/21 2755 TR	0.00	25.50	
<u>3/2/21 026583</u>	Invoice	03/02/2021	WATER/SEWER 12/1/20-2/28/21 1556 GR	0.00	25.50	
<u>3/2/21 026585</u>	Invoice	03/02/2021	WATER/SEWER 12/1/20-2/28/21 1240 FR	0.00	1,825.88	
<u>3/2/21 026603</u>	Invoice	03/02/2021	WATER/SEWER 12/1/20-2/28/21 850 CLA	0.00	25.50	
12664	JOHNSON CONTROLS SECURITY SOL	03/04/2021	Regular	0.00	1,500.23	
<u>10461138</u>	Invoice	12/31/2020	Qtrly Fire Alarm Monitoring 01/01/21-03/	0.00	1,500.23	
10762	DUNLOP SPORTS GROUP AMERICAS	03/04/2021	Regular	0.00	913.68	
<u>6255258 50</u>	Invoice	02/08/2021	TB GRAND PRIX REGULAR DUTY 9B	0.00	913.68	
19372	JORIE SIGESMUND	03/04/2021	Regular	0.00	61.74	
<u>1228031</u>	Invoice	03/03/2021	REFUND	0.00	61.74	
19360	DAVID HUGHES	03/04/2021	Regular	0.00	80.00	
<u>1226966</u>	Invoice	03/01/2021	Refund	0.00	10.00	
<u>1226966-1</u>	Invoice	03/01/2021	Refund	0.00	10.00	
<u>1226966-2</u>	Invoice	03/01/2021	Refund	0.00	60.00	

Check Register

Packet: APPKT02694-March 2021 Workshop Meeting

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	
16928	E-QUANTUM CONSULTING, LLC	03/04/2021	Regular	0.00	330.00	
<u>7315</u>	Invoice	03/01/2021	Electronic Consulting Service	0.00	330.00	
18783	DRAINS MADE SIMPLE INTERNATIONAL	03/04/2021	Regular	0.00	138.96	
<u>149</u>	Invoice	10/20/2020	Replacement Nozzles for RCHP Sprayer	0.00	138.96	
16142	EXELON	03/04/2021	Regular	0.00	6,666.20	
<u>19520510801</u>	Invoice	02/25/2021	1201 Park Ave W 01/26/21-02/24/21	0.00	6,666.20	
19367	VALENTYNA ARTAMONOVA	03/04/2021	Regular	0.00	40.80	
<u>1227544</u>	Invoice	03/02/2021	Refund	0.00	40.80	
19335	SUSAN FISCHER	03/04/2021	Regular	0.00	98.73	
<u>1227668</u>	Invoice	03/03/2021	REFUND	0.00	98.73	
19362	KENNETH BLOOM	03/04/2021	Regular	0.00	25.00	
<u>1226961</u>	Invoice	03/01/2021	Refund	0.00	5.00	
<u>1226961-1</u>	Invoice	03/01/2021	Refund	0.00	5.00	
<u>1226961-2</u>	Invoice	03/01/2021	Refund	0.00	5.00	
<u>1226961-3</u>	Invoice	03/01/2021	Refund	0.00	5.00	
<u>1226961-4</u>	Invoice	03/01/2021	Refund	0.00	5.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	103	53	0.00	109,544.46
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
	103	53	0.00	109,544.46



Park District of Highland Park, IL

Check Register

Packet: APPKT02702 - Check Run 032321

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	03/23/2021	Regular	0.00	2,782.22	186404
<u>253457</u>	Invoice	03/18/2021	Lakefront Parking Decals	0.00	2,322.22	
<u>253630</u>	Invoice	03/18/2021	Tennis banners	0.00	460.00	
10111	AMALGAMATED BANK OF CHICAGO	03/23/2021	Regular	0.00	475.00	186405
<u>1856444008 030</u>	Invoice	03/18/2021	Annual Administrative Fee	0.00	475.00	
18139	AMERICAN BACKFLOW & FIRE PREV	03/23/2021	Regular	0.00	1,954.00	186406
<u>31402</u>	Invoice	03/18/2021	Extinguisher Service - DW	0.00	590.00	
<u>32157</u>	Invoice	03/18/2021	Park Ave Alarm Repair	0.00	514.00	
<u>32701</u>	Invoice	03/18/2021	HCAP Sprinkler Repair	0.00	850.00	
10149	ANCEL, GLINK, DIAMOND, BUSH,	03/23/2021	Regular	0.00	3,493.75	186407
<u>80920</u>	Invoice	03/18/2021	FEBRUARY 2021 LEGAL	0.00	3,493.75	
19388	ANGELA ROBIN	03/23/2021	Regular	0.00	125.00	186408
<u>1234335</u>	Invoice	03/17/2021	Refund	0.00	125.00	
19172	AQUAMOON LLC	03/23/2021	Regular	0.00	605.00	186409
<u>21-0212</u>	Invoice	03/18/2021	Aquarium service	0.00	605.00	
17402	BARBARA PERLMUTTER	03/23/2021	Regular	0.00	76.50	186410
<u>1230965</u>	Invoice	03/10/2021	Refund	0.00	76.50	
19378	BROOKE SLOANE	03/23/2021	Regular	0.00	110.00	186411
<u>1229770</u>	Invoice	03/08/2021	Refund	0.00	110.00	
16186	CARIN SUSSHOLZ	03/23/2021	Regular	0.00	32.00	186412
<u>1228286</u>	Invoice	03/04/2021	Refund	0.00	32.00	
19385	CAROL BECKERMAN	03/23/2021	Regular	0.00	32.85	186413
<u>1233154</u>	Invoice	03/15/2021	Refund	0.00	32.85	
18487	DAN PROCACCIO	03/23/2021	Regular	0.00	437.00	186414
<u>022721</u>	Invoice	03/18/2021	On site photography - Programming Phot	0.00	437.00	
10687	DEMUTH INC	03/23/2021	Regular	0.00	9,050.00	186415
<u>V-1990</u>	Invoice	03/23/2021	January 2021 service calls	0.00	9,050.00	
19004	DENI MILLER	03/23/2021	Regular	0.00	238.00	186416
<u>1232673</u>	Invoice	03/14/2021	Refund	0.00	238.00	
18783	DRAINS MADE SIMPLE INTERNATIO	03/23/2021	Regular	0.00	1,465.82	186417
<u>196</u>	Invoice	03/18/2021	55 Gallons - Sani Spritz	0.00	1,465.82	
19379	ELIANE ROZENBLAT	03/23/2021	Regular	0.00	184.00	186418
<u>1229621</u>	Invoice	03/07/2021	Refund	0.00	184.00	
19383	ELIZABETH IANTONI	03/23/2021	Regular	0.00	46.00	186419
<u>1228309</u>	Invoice	03/04/2021	Refund	0.00	46.00	
19373	ELMHURST YOUTH BASEBALL LEAG	03/23/2021	Regular	0.00	500.00	186420
<u>030121</u>	Invoice	03/18/2021	13U BLUE TRAVEL BASEBALL TOURNAME	0.00	500.00	
16142	EXELON	03/23/2021	Regular	0.00	192.69	186421
<u>13686368901 Adj</u>	Invoice	03/18/2021	Adjustment	0.00	192.69	
16915	FALCONS HOCKEY ASSOCIATION	03/23/2021	Regular	0.00	1,725.75	186422

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Packet: APPKT02702-Check Run 032321

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>031521</u>	Invoice	03/18/2021	Winter 2021 Hockey class	0.00	1,725.75	
19380	GEOFF MARTIN	03/23/2021	Regular	0.00	145.08	186423
<u>1228152</u>	Invoice	03/04/2021	Refund	0.00	145.08	
11106	HIGHLAND PARK FIELD HOUSE	03/23/2021	Regular	0.00	11,440.00	186424
<u>1404</u>	Invoice	03/18/2021	Jan/Feb/Mar 2021 Field Rental	0.00	11,440.00	
18561	J MILLER MARKETING INC	03/23/2021	Regular	0.00	400.00	186425
<u>14488</u>	Invoice	03/18/2021	Advertising	0.00	400.00	
19386	JAMES CLARK	03/23/2021	Regular	0.00	225.00	186426
<u>1233596</u>	Invoice	03/16/2021	Refund	0.00	225.00	
18819	JAMIE PORT	03/23/2021	Regular	0.00	246.50	186427
<u>1233602</u>	Invoice	03/16/2021	Refund	0.00	246.50	
19375	JOANNA HOWARD	03/23/2021	Regular	0.00	324.01	186428
<u>1228125</u>	Invoice	03/04/2021	Refund	0.00	32.01	
<u>1232713</u>	Invoice	03/14/2021	Refund	0.00	42.00	
<u>1232713-1</u>	Invoice	03/14/2021	Refund	0.00	250.00	
19374	JODI WITTENBERG	03/23/2021	Regular	0.00	7.00	186429
<u>1232736</u>	Invoice	03/14/2021	Refund	0.00	7.00	
19384	KAREN ANDERSON	03/23/2021	Regular	0.00	10.00	186430
<u>1228326</u>	Invoice	03/04/2021	Refund	0.00	10.00	
19382	KARINA DEHAYES	03/23/2021	Regular	0.00	10.00	186431
<u>1228262</u>	Invoice	03/04/2021	Refund	0.00	10.00	
19351	KATHRYN WOLF	03/23/2021	Regular	0.00	192.50	186432
<u>1230199</u>	Invoice	03/08/2021	Refund	0.00	192.50	
18474	LAKESHORE RECYCLING SYSTEMS, LI	03/23/2021	Regular	0.00	1,548.70	186433
<u>0004615479</u>	Invoice	03/18/2021	GARBAGE & RECYCLING 02/01/21-02/28/	0.00	330.80	
<u>0004636429</u>	Invoice	03/18/2021	GARBAGE & RECYCLING 03/01/21-03/31/	0.00	72.66	
<u>0004636554</u>	Invoice	03/18/2021	GARBAGE & RECYCLING 03/01/21 - 03/31/	0.00	190.88	
<u>0004636557</u>	Invoice	03/18/2021	GARBAGE & RECYCLING FOR POGO	0.00	353.56	
<u>0004636803</u>	Invoice	03/18/2021	GARBAGE & RECYCLING 03/01/21-03/31/	0.00	330.80	
<u>PS359865</u>	Invoice	03/18/2021	1 ADA UNIT EVERY WEEK	0.00	270.00	
18535	MARCIA MORAN	03/23/2021	Regular	0.00	459.00	186434
<u>1229816</u>	Invoice	03/08/2021	Refund	0.00	90.00	
<u>1229816-1</u>	Invoice	03/08/2021	Refund	0.00	120.00	
<u>1229816-2</u>	Invoice	03/08/2021	Refund	0.00	15.00	
<u>1229816-3</u>	Invoice	03/08/2021	Refund	0.00	144.00	
<u>1229816-4</u>	Invoice	03/08/2021	Refund	0.00	90.00	
19387	NICOLE LEVAND	03/23/2021	Regular	0.00	198.73	186435
<u>1233879</u>	Invoice	03/16/2021	Refund	0.00	198.73	
13604	NORTH SHORE GAS	03/23/2021	Regular	0.00	708.10	186436
<u>0602405421-000</u>	Invoice	03/18/2021	Aquatic Park 02/01/21-03/01/21	0.00	224.63	
<u>0608197647-000</u>	Invoice	03/18/2021	Sunset Rd N of Bldg 02/01/21-03/01/21	0.00	483.47	
11998	PARK DISTRICT RISK MGMT AGCY	03/23/2021	Regular	0.00	27,522.15	186437
<u>0221133</u>	Invoice	03/18/2021	Property/Liability/Workers Comp/Emp	0.00	27,522.15	
11998	PARK DISTRICT RISK MGMT AGCY	03/23/2021	Regular	0.00	145,980.40	186438
<u>0221133H</u>	Invoice	03/18/2021	Health Invoice	0.00	145,980.40	
19376	ROSARIO BARAJAS	03/23/2021	Regular	0.00	114.96	186439
<u>1230967</u>	Invoice	03/10/2021	Refund	0.00	114.96	
19381	RYAN LIPE	03/23/2021	Regular	0.00	130.08	186440

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Packet: APPKT02702-Check Run 032321

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>1228160</u>	Invoice	03/04/2021	Refund	0.00	96.08	
<u>1228160-1</u>	Invoice	03/04/2021	Refund	0.00	34.00	
16459	SANTO SPORT STORE	03/23/2021	Regular	0.00	5,771.00	186441
<u>705599</u>	Invoice	03/18/2021	68 Jerseys, 68 Caps, 56 Pants	0.00	2,193.20	
<u>705600</u>	Invoice	03/18/2021	38 Jerseys, 38 caps, 32 pants	0.00	1,244.50	
<u>705601</u>	Invoice	03/18/2021	34 Jerseys, 34 Caps, 28 Pants	0.00	1,140.70	
<u>705602</u>	Invoice	03/18/2021	19 Jerseys, 19 Caps, 16 Pants	0.00	622.25	
<u>705603</u>	Invoice	03/18/2021	17 Jerseys, 14 Pants, 17 Caps	0.00	570.35	
16658	THOMAS ARONSON	03/23/2021	Regular	0.00	95.67	186442
<u>1230677</u>	Invoice	03/09/2021	Refund	0.00	95.67	
16823	WELLS FARGO EQUIPMENT FINANCE	03/23/2021	Regular	0.00	515.26	186443
<u>5014106534</u>	Invoice	03/18/2021	Walking green's mower lease	0.00	515.26	
16823	WELLS FARGO EQUIPMENT FINANCE	03/23/2021	Regular	0.00	1,046.23	186444
<u>5014106533</u>	Invoice	03/18/2021	Walking green's mower lease	0.00	1,046.23	
17301	WILSON SPORTING GOODS	03/23/2021	Regular	0.00	83.62	186445
<u>4533651840</u>	Invoice	03/18/2021	6 Tennis rackets	0.00	83.62	
19377	YANA MAZYA	03/23/2021	Regular	0.00	31.20	186446
<u>1230513</u>	Invoice	03/09/2021	Refund	0.00	31.20	
16898	NIKE USA, INC	03/23/2021	Bank Draft	0.00	1,100.42	DFT0002921
<u>9978842547</u>	Invoice	02/26/2021	Polos for Staff	0.00	92.48	
<u>9979815642</u>	Invoice	03/08/2021	Shirts for Pro Shop	0.00	1,007.94	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	63	43	0.00	220,730.77
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	1	0.00	1,100.42
EFT's	0	0	0.00	0.00
	65	44	0.00	221,831.19



Park District of Highland Park, IL

Check Register

Packet: APPKT02706 - Check Run 032521

By Check Number

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
Bank Code: AP-AP BANK						
11860	MUTUAL ACE HARDWARE	03/25/2021	Regular	0.00	550.58	
<u>1191 022821</u>	Invoice	03/24/2021	Supplies	0.00	550.58	
18889	RICHARD A HANETHO	03/25/2021	Regular	0.00	1,450.00	
<u>2/8/21-3/8/21</u>	Invoice	03/24/2021	2/8/21-3/8/21	0.00	1,450.00	
12211	RICOH USA, INC	03/25/2021	Regular	0.00	341.96	
<u>5061638673</u>	Invoice	03/17/2021	Copies 02/17/21-03/16/21	0.00	341.96	
10387	CAREY DOWDLE	03/25/2021	Regular	0.00	160.00	
<u>032221</u>	Invoice	03/22/2021	Referee fees - March 2021	0.00	160.00	
18891	BLOOMINGDALE PARK DISTRICT	03/25/2021	Regular	0.00	8,252.03	
<u>031521</u>	Invoice	03/24/2021	Safety Coordinator 11/21/20 - 02/12/21	0.00	8,252.03	
10868	FAULKES BROS. CONSTRUCTION, INC	03/25/2021	Regular	0.00	2,590.56	
<u>347333</u>	Invoice	03/24/2021	Bunker Sand	0.00	1,276.47	
<u>347347</u>	Invoice	03/24/2021	Bunker Sand	0.00	1,314.09	
18807	TOP ROOFING	03/25/2021	Regular	0.00	39,582.00	
<u>4</u>	Invoice	03/12/2021	DCRC Roof Improvements	0.00	39,582.00	
19391	JOE GLINER	03/25/2021	Regular	0.00	42.00	
<u>1236164</u>	Invoice	03/22/2021	Refund	0.00	42.00	
17941	LARISA DRAKE	03/25/2021	Regular	0.00	10.00	
<u>1236157</u>	Invoice	03/22/2021	Refund	0.00	5.00	
<u>1236157-1</u>	Invoice	03/22/2021	Refund	0.00	5.00	
12607	TIM GIBSON	03/25/2021	Regular	0.00	340.00	
<u>032221</u>	Invoice	03/22/2021	Referee fees - Feb/March 2021	0.00	340.00	
14419	INVEX DESIGN	03/25/2021	Regular	0.00	650.00	
<u>1735</u>	Invoice	03/22/2021	Web development	0.00	650.00	
11184	ILLINOIS DEPT OF AGRICULTURE	03/25/2021	Regular	0.00	60.00	
<u>000TQM 002NO</u>	Invoice	03/24/2021	2021/2022/2023 Pest Control Lic App - R.	0.00	60.00	
10756	DRUE HOFFMAN	03/25/2021	Regular	0.00	320.00	
<u>032221</u>	Invoice	03/22/2021	Referee fees - March 2021	0.00	320.00	
12057	PHIL FOLINO	03/25/2021	Regular	0.00	360.00	
<u>032221</u>	Invoice	03/22/2021	Referee fees - March 2021	0.00	360.00	
17115	GEVIK ANBARCHIAN	03/25/2021	Regular	0.00	440.00	
<u>032221</u>	Invoice	03/22/2021	Referee fees - March 2021	0.00	440.00	
10378	CALL ONE	03/25/2021	Regular	0.00	68.01	
<u>384355</u>	Invoice	03/24/2021	3/15/21 - 4/14/21	0.00	68.01	
19390	ANNE MOORE	03/25/2021	Regular	0.00	150.00	
<u>321953</u>	Invoice	03/16/2021	Deposit - SVGC Painting	0.00	150.00	
16239	RICOH USA, INC.	03/25/2021	Regular	0.00	3,337.90	
<u>104744394</u>	Invoice	03/24/2021	Ricoh Lease 03/25/21-04/24/21	0.00	3,337.90	
11276	JAY ZIMMERMAN	03/25/2021	Regular	0.00	180.00	
<u>032321</u>	Invoice	03/23/2021	Referee fees - Feb 2021	0.00	180.00	

Check Register

Packet: APPKT02706-Check Run 032521

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	
13504	NORTH SHORE GAS	03/25/2021	Regular	0.00	5,632.75	
<u>3/12/21 0601145</u>	Invoice	03/12/2021	Deer Creek 02/11/21-03/09/21	0.00	1,862.25	
<u>3/12/21 0601145</u>	Invoice	03/12/2021	RCHP 02/12/21-03/09/21	0.00	1,762.82	
<u>3/12/21 0601145</u>	Invoice	03/12/2021	1240 Fredrickson Pl 02/11/21-03/09/21	0.00	1,458.50	
<u>3/12/21 0602225</u>	Invoice	03/12/2021	1390 Sunset Rd 02/12/21-03/09/21	0.00	65.34	
<u>3/12/21 0602405</u>	Invoice	03/12/2021	2900 Trail Way, Cunniff Park Shelter 2/11/21	0.00	159.32	
<u>3/12/21 0602405</u>	Invoice	03/12/2021	1377 Clavey Rd 02/11/21-03/09/21	0.00	175.12	
<u>3/12/21 0602405</u>	Invoice	03/12/2021	3100 Trail Way 02/11/21-03/09/21	0.00	149.40	
19228	MICHAEL SKOLNICK	03/25/2021	Regular	0.00	30.00	
<u>1236195</u>	Invoice	03/22/2021	Refund	0.00	5.00	
<u>1236195-1</u>	Invoice	03/22/2021	Refund	0.00	5.00	
<u>1236195-2</u>	Invoice	03/22/2021	Refund	0.00	5.00	
<u>1236195-3</u>	Invoice	03/22/2021	Refund	0.00	5.00	
<u>1236195-4</u>	Invoice	03/22/2021	Refund	0.00	5.00	
<u>1236195-5</u>	Invoice	03/22/2021	Refund	0.00	5.00	
10537	COMMONWEALTH EDISON COMPAN	03/25/2021	Regular	0.00	1,478.93	
<u>0203254004 031</u>	Invoice	03/17/2021	HPGLC/Dog Park Lights 02/16/21-03/17/21	0.00	1,478.93	
13818	PAMELA MASON	03/25/2021	Regular	0.00	400.00	
<u>032221</u>	Invoice	03/22/2021	Referee fees - March 2021	0.00	400.00	
19389	KYLE COOPER	03/25/2021	Regular	0.00	19.95	
<u>031821</u>	Invoice	03/18/2021	NHSA CPR Certification Reimbursement	0.00	19.95	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	37	24	0.00	66,446.67
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
	37	24	0.00	66,446.67



Park District of Highland Park, IL

Payment Reversal Register

APPKT02682 - Wrong Vendor Paid on Check

Canceled Payables

Vendor Set: 01 - Vendor Set 01

Bank: AP - AP BANK

Vendor Number Vendor Name

10378 CALL ONE

Total Vendor Amount

-22,817.19

Payment Type Payment Number

Check 186312

Original Payment Date Reversal Date Cancel Date Payment Amount

02/22/2021 02/22/2021 02/15/2021 -22,817.19

Payable Number:

Description

Payable Date Due Date Payable Amount

331665721011-R

DECEMBER 2020 - JANUARY 2021

01/29/2021 01/29/2021 22,681.17

363047-R

1/15/21 - 2/14/21

01/15/2021 01/15/2021 68.01

373711-R

2/15/21 - 3/14/21

02/15/2021 02/15/2021 68.01



Park District of Highland Park, IL

Check Register

Packet: APPKT02679 - Bank Draft - Sensmax - I.T. Purchase

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						
18920	SENSMAX LTD	02/23/2021	Bank Draft	0.00	2,102.48	DFT0002886
<u>110221/1</u>	Invoice	02/11/2021	Outdoor people counters-Int'l purchase b	0.00	2,102.48	

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	2,102.48
EFT's	0	0	0.00	0.00
	<u>1</u>	<u>1</u>	<u>0.00</u>	<u>2,102.48</u>



Park District of Highland Park, IL

Check Register

Packet: APPKT02688 - ICMA Correction Bank Draft

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	02/25/2021	Bank Draft	0.00	379.17	DF10002888
<u>ICMA 457 12812</u>	Invoice	02/24/2021	Correction - 1/2020 ICMA Transfer Shorta	0.00	379.17	

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	1	1	0.00	379.17
EFT's	0	0	0.00	0.00
	<u>1</u>	<u>1</u>	<u>0.00</u>	<u>379.17</u>



Park District of Highland Park, IL

Check Register

Packet: APPKT02691 - ICMA and AFLAC 022621

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	02/26/2021	Bank Draft	0.00	642.60	DFT0002901
<u>AFLAC 022621</u>	Invoice	02/26/2021	AFLAC 02/26/21	0.00	642.60	
11161	ICMA RETIREMENT TRUST #302037	02/26/2021	Bank Draft	0.00	3,435.45	DFT0002902
<u>ICMA 457 02262</u>	Invoice	02/26/2021	Wire Transfer ICMA 457 Deferred Comp	0.00	3,435.45	
12825	ICMA RETIREMENT TRUST #705568	02/26/2021	Bank Draft	0.00	295.00	DFT0002903
<u>ICMA Roth 02262</u>	Invoice	02/26/2021	Wire Transfer ICMA Roth	0.00	295.00	

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	3	3	0.00	4,373.05
EFT's	0	0	0.00	0.00
	3	3	0.00	4,373.05



Park District of Highland Park, IL

Check Register

Packet: APPKT02693 - IMRF for Feb 2021

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						
11177	ILL MUNICIPAL RETIREMENT FUND	03/01/2021	Bank Draft	0.00	45,216.84	DFT0002904
IMRF February 20	Invoice	02/26/2021	IMRF 02/26/2021	0.00	45,216.84	

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	1	1	0.00	45,216.84
EFT's	0	0	0.00	0.00
	1	1	0.00	45,216.84



Park District of Highland Park, IL

Check Register

Packet: APPKT02696 - State of IL Tax - Feb

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	03/16/2021	Bank Draft	0.00	34.00	DFT0002905
February 2021	Invoice	03/16/2021	February 2021	0.00	34.00	

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	34.00
EFT's	0	0	0.00	0.00
	1	1	0.00	34.00



Park District of Highland Park, IL

Check Register

Packet: APPKT02698 - Payroll Bank Drafts - March 12 2021

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	03/17/2021	Bank Draft	0.00	3,395.25	DFT0002906
<u>ICMA 457 03122</u>	Invoice	03/12/2021	Wire Transfer ICMA 457 Deferred Comp	0.00	3,395.25	
12825	ICMA RETIREMENT TRUST #705568	03/17/2021	Bank Draft	0.00	295.00	DFT0002907
<u>ICMA Roth 03122</u>	Invoice	03/12/2021	Wire Transfer ICMA Roth	0.00	295.00	

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	3,690.25
EFT's	0	0	0.00	0.00
	2	2	0.00	3,690.25

Check Register

Packet: APPKT02702-Check Run 032321

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>1228160</u>	Invoice	03/04/2021	Refund	0.00	96.08	
<u>1228160-1</u>	Invoice	03/04/2021	Refund	0.00	34.00	
16459	SANTO SPORT STORE	03/23/2021	Regular	0.00	5,771.00	186441
<u>705599</u>	Invoice	03/18/2021	68 Jerseys, 68 Caps, 56 Pants	0.00	2,193.20	
<u>705600</u>	Invoice	03/18/2021	38 Jerseys, 38 caps, 32 pants	0.00	1,244.50	
<u>705601</u>	Invoice	03/18/2021	34 Jerseys, 34 Caps, 28 Pants	0.00	1,140.70	
<u>705602</u>	Invoice	03/18/2021	19 Jerseys, 19 Caps, 16 Pants	0.00	622.25	
<u>705603</u>	Invoice	03/18/2021	17 Jerseys, 14 Pants, 17 Caps	0.00	570.35	
16668	THOMAS ARONSON	03/23/2021	Regular	0.00	95.67	186442
<u>1230677</u>	Invoice	03/09/2021	Refund	0.00	95.67	
16823	WELLS FARGO EQUIPMENT FINANCI	03/23/2021	Regular	0.00	515.26	186443
<u>5014106534</u>	Invoice	03/18/2021	Walking green's mower lease	0.00	515.26	
16823	WELLS FARGO EQUIPMENT FINANCI	03/23/2021	Regular	0.00	1,046.23	186444
<u>5014106533</u>	Invoice	03/18/2021	Walking green's mower lease	0.00	1,046.23	
17301	WILSON SPORTING GOODS	03/23/2021	Regular	0.00	83.62	186445
<u>4533651840</u>	Invoice	03/18/2021	6 Tennis rackets	0.00	83.62	
19377	YANA MAZYA	03/23/2021	Regular	0.00	31.20	186446
<u>1230513</u>	Invoice	03/09/2021	Refund	0.00	31.20	
16898	NIKE USA, INC	03/23/2021	Bank Draft	0.00	1,100.42	DFT0002921
<u>9978842547</u>	Invoice	02/26/2021	Polos for Staff	0.00	92.48	
<u>9979815642</u>	Invoice	03/08/2021	Shirts for Pro Shop	0.00	1,007.94	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	63	43	0.00	220,730.77
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	1	0.00	1,100.42
EFT's	0	0	0.00	0.00
	65	44	0.00	221,831.19

P-Card Transactions
1/08/21 - 2/07/21

#33 LAKESHORE LEARNING	\$28.97	Class Supplies-MO
1000BULBS.COM	\$80.63	4 pin G24q-4 CFL socket mounts
2 XL CORPORATION	\$1,411.89	Gym Wipes
AAU	\$98.00	AAU MEMBERSHIPS
ACCESS FIXTURES	\$174.11	ACCESS FIXTURES - Replacement Bollard Light
ACCESS FIXTURES	\$174.11	ACCESS FIXTURES - Replacement Bollard Light
ADOBE ACROPRO SUBS	\$83.23	Rebecca Grill - Adobe Pro (cost is prorated to the other licenses we have)
AMAZON.COM 3K8L320H3 A	\$49.80	Bearing Grease for equipment
AMAZON.COM 7W9HD4Z23 A	\$51.46	Class Supplies-Sp
AMAZON.COM 8E9M74BO3 A	\$116.00	Tire
AMAZON.COM CD1AB74V3 A	\$69.58	PPE- Masks
AMAZON.COM EJ5T44W83 A	\$205.31	Cordless Grease Gun
AMAZON.COM NB3HL34Z3 A	\$75.68	Class Supplies-MO
AMAZON.COM R31OQ4AL3 A	\$15.98	bathroom supplies
AMAZON.COM UH9LQ9I43 A	\$49.94	Brake Bleeter for Van 109
AMERICAN PLANNING A	\$99.00	AMERICAN PLANNING A - Purchase ASchwartz
AMERICAN RED CROSS	\$180.00	4 Renewal Lifeguard Licenses (LT,ZV,JP, JB)
AMERICAN RED CROSS	\$43.00	ARC Certification Renewal
AMERICAN SOCIETY OF LA	\$495.00	ASLA - Annual Membership Fee
AmeriGas	\$77.68	AmeriGas - Purchase - fuel for tent heater
AmeriGas	\$143.99	AmeriGas - Purchase - propane bottle removal per city
AmeriGas	\$66.24	AmeriGas - Purchase - fuel for tent heater
AMZN MKTP US 0W3MY6643	\$39.59	Afterschool Art Program Supply
AMZN MKTP US 1Z1OP4383	\$71.83	Class Supplies-MO
AMZN MKTP US 2M8NL37X3	\$46.28	Safety Lights - Equipment
AMZN Mktp US 2X3H78XC3	\$59.75	Parks Supplies - dust mask
AMZN Mktp US 2Z8OW1IA2	\$127.62	Zone valves
AMZN MKTP US 4A0OM2RL3	\$160.00	varnish for tee markers
AMZN MKTP US 581IC9QR3	\$43.95	Class Supplies-Sp
AMZN MKTP US 5N2HR2J03	\$22.45	velcro
AMZN MKTP US AD2EM8LS3	\$70.99	Paper shredder for registration office
AMZN MKTP US AMZN.COM/	(\$24.99)	class supplies
AMZN MKTP US AMZN.COM/	(\$41.99)	class supplies
AMZN Mktp US D16H14R43	\$97.68	Brush blades
AMZN MKTP US DP6LU7KI3	\$49.99	Class Supplies-Sp
AMZN MKTP US FR7LW1J73	\$81.31	Class Supplies-Covid
AMZN Mktp US HC97V5P63	\$129.99	Tires for equipment
AMZN MKTP US HJ3068HQ3	\$455.36	AMZN MKTP US HJ3068HQ3 Shure Mic system for WIX studio 2
AMZN MKTP US HM0PM12P3	\$59.97	Automotive Supplies - Warning Lights
AMZN Mktp US JK99Q6F53	\$169.99	Automotive parts - Tommy Gate control switch
AMZN Mktp US KE01L8MN3	\$459.99	Desk for HR Office
AMZN MKTP US KX12O94F3	\$87.05	Grease hose assembly
AMZN MKTP US L52O76Y23	\$39.77	Fax Ribbon , USB to LAN Adapter(2)
AMZN MKTP US NM87N2CZ3	\$12.98	Class Supplies-Saps
AMZN MKTP US OU3M13XL3	\$13.98	Class Supplies-Sap
AMZN Mktp US Q07GH1O43	\$39.97	Desk mat for HR Office
AMZN Mktp US QB0US63D3	\$97.08	Supplies - chainsaw chains
AMZN Mktp US QB92V7QF3	\$45.88	Deck Wheel Replacement - Toro
AMZN MKTP US QJ9H70PF3	\$24.98	Office Supplies
AMZN MKTP US QR5EX2T43	\$41.94	disposable cutlery
AMZN Mktp US QS0BF3EI3	\$45.88	Deck Wheel's for Toro Z's
AMZN Mktp US RF1QF4N93	\$409.28	Tires for Van 109
AMZN Mktp US RG7L88TK3	\$45.27	Pulleys for Lawnmowers
AMZN MKTP US R17UR2FH3	\$58.42	class supplies-Saplings
AMZN MKTP US RO7LV40Y3	\$194.49	Tool Supplies - trimmer blades
AMZN MKTP US S51078DA3	\$60.44	Class Supplies-Saps

P-Card Transactions
1/08/21 - 2/07/21

AMZN MKTP US SP3T61RE3	\$99.95	Classroom cleaning supply
AMZN MKTP US TL6800FS3	\$64.84	Amazon-cords & zipties for outdoor stereos
AMZN MktP US XA4KE3513	\$245.00	Mulcher Blades for Toro Z
AMZN MktP US Y32H30TY3	\$71.92	Supplies - chainsaw chains
ANDERSON LOCK CO	\$388.00	Sunset Woods Mens Bathroom Repair
ANNUVIA	\$202.75	New AED Pads
ANNUVIA	\$109.20	AED replacement pads
ANNUVIA	\$2,387.16	2 New AEDs and related supplies
ANNUVIA	\$174.20	AED replacement pads
ARLINGTON RENTAL	\$330.00	ARLINGTON RENTAL - Purchase - tent heater
AT&T PREMIER EBIL	\$56.25	Service 12/05/20-01/04/21 Admin
AT&T PREMIER EBIL	\$382.72	Service 12/05/20-01/04/21 Parks
AT&T PREMIER EBIL	\$156.53	Service 12/05/20-01/04/21 Rec Admin
AT&T PREMIER EBIL	\$44.96	Service 12/05/20-01/04/21 Camps
AT&T PREMIER EBIL	\$44.96	Service 12/05/20-01/04/21 Rec Center
AT&T PREMIER EBIL	\$56.25	Service 12/05/20-01/04/21 Heller
AT&T PREMIER EBIL	\$77.35	Service 12/05/20-01/04/21 Golf Learning
ATT BUS PHONE PMT	\$4.38	E911 Service 12/17/20-01/16/21
ATT BUS PHONE PMT	\$1.75	E911 Service 12/17/20-01/16/21
ATT BUS PHONE PMT	\$4.82	E911 Service 12/17/20-01/16/21
ATT BUS PHONE PMT	\$2.63	E911 Service 12/17/20-01/16/21
ATT BUS PHONE PMT	\$8.32	E911 Service 12/17/20-01/16/21
ATT BUS PHONE PMT	\$1.75	E911 Service 12/17/20-01/16/21
ATT BUS PHONE PMT	\$1.75	E911 Service 12/17/20-01/16/21
ATT BUS PHONE PMT	\$0.44	E911 Service 12/17/20-01/16/21
ATT BUS PHONE PMT	\$0.44	E911 Service 12/17/20-01/16/21
ATT BUS PHONE PMT	\$0.44	E911 Service 12/17/20-01/16/21
ATT BUS PHONE PMT	\$0.44	E911 Service 12/17/20-01/16/21
ATT BUS PHONE PMT	\$0.44	E911 Service 12/17/20-01/16/21
ATT BUS PHONE PMT	\$3.07	E911 Service 12/17/20-01/16/21
ATT BUS PHONE PMT	\$0.88	E911 Service 12/17/20-01/16/21
ATT BUS PHONE PMT	\$0.88	E911 Service 12/17/20-01/16/21
ATT BUS PHONE PMT	\$148.02	Emergency Elevator Phone 12/05/20-01/04/21
ATT BUS PHONE PMT	\$2.60	E911 Service 12/17/20-01/16/21
ATT BUS PHONE PMT	\$1.75	E911 Service 12/17/20-01/16/21
ATT BUS PHONE PMT	\$0.88	E911 Service 12/17/20-01/16/21
ATT BUS PHONE PMT	\$2.19	E911 Service 12/17/20-01/16/21
ATT BUS PHONE PMT	\$2.63	E911 Service 12/17/20-01/16/21
ATT BUS PHONE PMT	\$1.31	E911 Service 12/17/20-01/16/21
ATT BUS PHONE PMT	\$37.01	Emergency Elevator Phone 12/05/20-01/04/21
AVALON PETROLEUM	\$7,716.81	Gasoline
BASEBALL365 INC.	\$475.00	IL Baseball Tournament . - 10U
BASEBALL365 INC.	\$475.00	IL Baseball Tournament - 9U
BASEBALL365 INC.	\$495.00	IL Baseball Tournament . - 11u
BASEBALL365 INC.	\$475.00	IL Baseball Tournament . - 13U
BASEBALL365 INC.	\$525.00	IL Baseball Tournament . 12U
BASEBALL365 INC.	\$475.00	IL Baseball Tournament . - Purchase
BHFX #10	\$65.00	Inkjet Service call November 2020
BHFX #10	\$30.00	Canon 8400 Lease January 2021
BHFX #10	\$65.00	Inkjet Service call December 2020
BLN SPAMTITAN	\$195.72	Spam Filter - Monthly
BLN SPAMTITAN	(\$15.72)	Spam Filter - Tax Credit
BP#8934507HIGHLAND QPS	\$10.87	Class Supplies-Ceramics
BURRIS EQUIPMENT CO.	\$749.00	BURRIS EQUIPMENT CO. - Light Tower Rental
BURRIS EQUIPMENT CO.	\$749.00	BURRIS EQUIPMENT CO. - Light tower rental
BURRIS EQUIPMENT CO.	\$170.40	Equipment supplies - snowblower

P-Card Transactions
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BURRIS EQUIPMENT CO.	\$53.22	Oil, Gal BC Winter, Wheels
CARASOFT TECHNOLOGY C	\$1,684.45	DocuSign Renewal
CERAMIC SUPPLY CHICAGO	\$82.95	Class Supplies-Ceramics
CERAMIC SUPPLY CHICAGO	\$499.50	Class Supplies-Ceramics
CERAMIC SUPPLY CHICAGO	\$499.50	Class Supplies-Ceramics
CHEMCRAFT INDUSTRIES I	\$76.16	Air freshner
CHICAGO TRIB SUBSCRIPT	\$27.72	monthly fee
CKO WWW.ISTOCKPHOTO.CO	\$97.75	Marketing stock images
CLIFFORD WALD AND COMP	\$389.97	Vinyl Material For Banners
CLIFFORD WALD AND COMP	\$138.55	Adhesive Vinyl
COMCAST BUSINESS	\$1,237.70	Cable Service - 12/15/2020 - 1/14/2021
COMCAST BUSINESS	\$470.25	Cable Service - 12/15/2020 - 1/14/2021
COMCAST BUSINESS	\$723.73	Cable Service - 12/15/2020 - 1/14/2021
COMCAST BUSINESS	\$411.94	Cable Service - 12/15/2020 - 1/14/2021
COMCAST BUSINESS	\$1,148.85	Cable Service - 12/15/2020 - 1/14/2021
COMCAST BUSINESS	\$470.25	Cable Service - 12/15/2020 - 1/14/2021
COMCAST BUSINESS	\$470.25	Cable Service - 12/15/2020 - 1/14/2021
COMCAST BUSINESS	\$425.58	Cable Service - 12/15/2020 - 1/14/2021
COMCAST BUSINESS	\$387.49	Cable Service - 12/15/2020 - 1/14/2021
COMCAST BUSINESS	\$640.97	Cable Service - 12/15/2020 - 1/14/2021
COMCAST BUSINESS	\$596.30	Cable Service - 12/15/2020 - 1/14/2021
COMCAST BUSINESS	\$223.36	Cable Service - 12/15/2020 - 1/14/2021
COMCAST BUSINESS	\$387.49	Cable Service - 12/15/2020 - 1/14/2021
COMCAST BUSINESS	\$476.84	Cable Service - 12/15/2020 - 1/14/2021
COMCAST BUSINESS	\$1,099.74	Cable Service - 12/15/2020 - 1/14/2021
COMCAST BUSINESS	\$247.45	Cable Service - 12/15/2020 - 1/14/2021
COMCAST BUSINESS	\$381.47	Cable Service - 12/15/2020 - 1/14/2021
COMCAST BUSINESS	\$1,281.94	Cable Service - 12/15/2020 - 1/14/2021
COMCAST BUSINESS	\$1,237.26	Cable Service - 12/15/2020 - 1/14/2021
COMCAST BUSINESS	\$134.03	Cable Service - 12/15/2020 - 1/14/2021
COMCAST CHICAGO	\$261.20	Admin TV/Wifi Service 12/13/20 - 01/12/21
COMCAST CHICAGO	\$108.35	FOGO/Fink WiFi 12/20-1/21
COMCAST CHICAGO	\$293.35	Centennial Ice Arena Wifi Service 12/8/20 - 01/08/21
COMCAST CHICAGO	\$57.77	Deer Creek Courts: TV Service 01/01/21-01/31/21
COMCAST CHICAGO	\$217.59	Golf Learning: WiFi Service 12/14/20-01/13/21
COMCAST CHICAGO	\$258.59	Admin: TV/WIFI Service 01/13/21-02/12/21
COMCAST CHICAGO	\$293.35	Centennial Ice Arena:WiFi Service 1/9/21-2/8/21
COMCAST CHICAGO	\$148.35	SVGC: WiFi Service 01/07/21-02/06/21
CONFERENCE TECHNOLOGIE	\$375.00	2020 - Rosewood Interpretive Center Repari
CPRHEARTCENTER	\$14.95	First Aide Training
CRAFTWOOD LUMBER & HAR	\$39.98	Snow Shovels for Walks
CRAFTWOOD LUMBER & HAR	\$27.16	Sunset Woods - Extension mounting bolts
CRAFTWOOD LUMBER & HAR	\$5.98	GLC - door stops
CRAFTWOOD LUMBER & HAR	\$8.93	Split Rail Repairs - Sunset Park
CRAFTWOOD LUMBER & HAR	\$97.94	Split Rail Repairs - Sunset Park
CRAFTWOOD LUMBER & HAR	\$79.95	Repair supplies - Split rail post
CRAFTWOOD LUMBER & HAR	\$21.98	Supplies - RB Boardwalk
CRAFTWOOD LUMBER & HAR	\$1.91	Hardware supplies
CRAFTWOOD LUMBER & HAR	\$128.64	Paint supplies
CRAFTWOOD LUMBER & HAR	\$6.28	West Ridge Maintenance - supplies
CRAFTWOOD LUMBER & HAR	\$155.64	Lumber supplies
CRAFTWOOD LUMBER & HAR	\$9.49	Class Supplies-Ceramics
CRAFTWOOD LUMBER & HAR	\$60.82	Supplies - RB Boardwalk
CRAFTWOOD LUMBER & HAR	\$18.18	Lumber Supplies
CRAFTWOOD LUMBER & HAR	(\$8.60)	Credit - Incorrect size hardware
CRAFTWOOD LUMBER & HAR	\$6.87	Keys

P-Card Transactions
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CRAFTWOOD LUMBER & HAR	\$31.97	Outdoor Ice supplies
CRAFTWOOD LUMBER & HAR	\$19.98	Hand warmers
CRAFTWOOD LUMBER & HAR	\$15.49	Tools - Pruning saw blades
CRAFTWOOD LUMBER & HAR	\$26.66	Cleaning equipment
CRAFTWOOD LUMBER & HAR	\$148.03	Construction Adhesive, Pine 3/8, Varnish
CRAFTWOOD LUMBER & HAR	\$67.49	Foam brushes, vinyl number set, pine lumber
CVS/PHARMACY #04787	\$10.08	Science Supplies
DOLLAR TREE	\$30.00	Class Supplies-MO
DOLLAR TREE	\$29.00	Class Supplies-MO
DOLLARTREE	\$31.24	After School program supplies
DOLLARTREE	\$22.00	After School program supplies
DOLLARTREE	\$21.00	afterschool program supply
DOLLARTREE	\$23.00	Afterschool program supply
DOLLARTREE	\$36.00	After School program supplies
DOLLARTREE	\$12.00	Class Supplies-Sp
DOLLARTREE	\$58.00	Class Supplies-Sp
DROPBOX LPQLRR72ZM71	\$11.99	monthly fee
DTV DIRECTV SERVICE	\$270.99	Cable TV
DTV DIRECTV SERVICE	\$232.98	monthly cable service
EAGLE FENCE DISTRIBUTI	(\$247.75)	Dog Park Repair Refund - hinges
EAGLE FENCE DISTRIBUTI	\$247.75	Fence supplies Fink Dog Park
EAGLE FENCE DISTRIBUTI	\$247.75	Dog Park Repair - hinges
FEDEX 782729251677	\$15.82	Return AEDs for rebate
FELLERS INC	\$124.88	Grommets and 2-sided banner tape
FISH PLANET	\$15.00	After School program classroom supply
FOREUPGOLF.COM	\$301.98	receipt printers
FRIENDS OF THE FOREST	\$300.00	2021 Chicago Wilderness Dues
GAME DAY USA	\$463.50	Tournament 10U GAME DAY USA
GAME DAY USA	\$365.65	GAME DAY USA Tournament 13 U
GFS STORE #1919	\$41.97	Class Supplies-MO
GIH GLOBALINDUSTRIALEQ	\$1,377.99	GIH GLOBALINDUSTRIALEQ - Tent heater
GOOGLE GSUITE_pdhp.or	\$6.00	Google Apps - Monthly
GRAINGER	\$193.50	6 CFL ballast
GRAINGER	\$99.12	Filters for POGO 12 18x24
GRAINGER	\$76.32	Filters for POGO 12 16x16
GRAINGER	\$89.76	Filters for WRC 12 14x30
GRAINGER	\$81.84	Filters for WRC 12 14x24
GRAINGER	\$170.88	Filters for WRC 24 20x25
GRAINGER	\$103.92	Filters for RBIC 12 20x36
GRAINGER	\$99.12	Filters for CIA 12 18x24
GRAINGER	\$495.72	Filters for CIA 24 20x25, 36 16x25
GRAINGER	\$396.84	Filters for DCRC 36 20x25, 12 16x20
GRAINGER	\$188.52	Filters for Heller 12 16x20, 12 18x25
GRAYSLAKE FEED SALES	\$41.20	4 bags of oats for seeding
GUITAR CENTER #337	\$57.98	RCA Adapter for Virtual Fitness
HALOGEN SUPPLY COMPANY	\$152.00	muriatic acid
HALOGEN SUPPLY COMPANY	\$534.00	muriatic acid,pulsar tabs,sodium bicarbonate
HALOGEN SUPPLY COMPANY	\$384.05	air relief valve
HIGHLAND PARK FORD LIN	\$175.00	Truck inspection
HOSTEK.COM	\$19.99	Website Hosting-Foundation
HP CHAMBER OF COMMERCE	\$1,250.00	HP CHAMBER OF COMMERCE - Purchase
IDLEWOOD ELECTRIC SUPP	\$24.82	building repairs/fire inspection
IDLEWOOD ELECTRIC SUPP	\$89.28	bulbs for facility
IDLEWOOD ELECTRIC SUPP	\$103.96	Light bulbs
IL FIRE MARSHAL FEE	\$71.58	IL FIRE MARSHAL FEE - RCHP pool heater inspection
ILIPRA.ORG	\$165.00	Membership Services Coordinator Job Posting (2021)

P-Card Transactions
1/08/21 - 2/07/21

ILLINOIS ASSOCIATION O	\$225.00	ILLINOIS ASSOCIATION O - IPRA Conference
ILLINOIS ASSOCIATION O	\$225.00	Conference
ILLINOIS ASSOCIATION O	\$225.00	IPRA Conference Registration
ILLINOIS ASSOCIATION O	\$225.00	IPRA Conference R Hajnowski
ILLINOIS ASSOCIATION O	\$225.00	IPRA Conference
ILLINOIS ASSOCIATION O	\$225.00	ILLINOIS ASSOCIATION O - Purchase
ILLINOIS ASSOCIATION O	\$225.00	IPRA
ILLINOIS ASSOCIATION O	\$225.00	IPRA/IPD ANNUAL CONFERENCE
ILLINOIS ASSOCIATION O	\$225.00	IPRA Conference ASchwartz
ILLINOIS ASSOCIATION O	\$225.00	IPRA Conference Fee
ILLINOIS ASSOCIATION O	\$225.00	IPRA registration
ILLINOIS ASSOCIATION O	\$225.00	IPRA Conference
ILLINOIS ASSOCIATION O	\$225.00	IPRA
IN SOUND OF MUSIC SYS	\$38.00	Fitness Floor Music
INDUSTRIALSAFETY.COM	\$357.30	Helmets for Chainsaw, Chipping
INTERNATIONAL TRANSACTION	\$0.08	Donna Dunn Fax Solution
INTERNATIONAL TRANSACTION	(\$0.64)	Magix International Transaction Fee - Credit
IPRA	\$40.00	IPRA - CPRP Session
J2 EFAX SERVICES	\$7.65	Efax - HR Department
JEWEL OSCO 3459	\$8.58	After School program supplies
JEWEL OSCO 3459	\$4.98	aft
JEWEL OSCO 3459	\$74.87	Class Supplies-Saps
JEWEL OSCO 3459	\$30.80	Class supplies-Sap
JEWEL OSCO 3459	\$52.03	Class Supplies-Sap
JEWEL OSCO 3459	\$6.97	afterschool program supply
JORSON AND CARLSON COM	\$71.52	zamboni blade sharpening
JORSON AND CARLSON COM	\$35.78	Zamboni blade sharpening
JORSON AND CARLSON COM	\$35.78	Zamboni blade sharpening
K & M PRINTING	\$485.00	Thin Ice Parks Signs
LAKESHORE RECYCLING SY	\$74.11	Garbage Service
LIFEGUARD STORE - ONLI	\$108.70	Backstroke Flags
LIFEGUARD STORE - ONLI	(\$8.75)	Backstroke Flags - tax refund
MailChimp	\$40.00	Advertising Test for On the Go Fitness
MailChimp	\$276.25	monthly fee
MailChimp	(\$16.25)	credit for tax
MAILCHIMP MISC	\$9.02	Mail chimp for Foundation
MARIANOS #523	\$4.37	Class Supplies-Sp
MARIANOS #532	\$103.72	After School program supplies
MENARDS 3327	\$17.40	Shower curtains
MENARDS 3327	\$180.74	Extension cords
MENARDS 3327	\$101.20	Copper pipe
MGMT ASSC OF IL	\$199.00	HR Virtual Conference
MICHAELS STORES 5018	\$16.46	Class Supplies-Sp
MICHAELS STORES 5018	\$13.78	Class Supplies-Sp
MICHAELS STORES 5019	\$13.16	Class Supplies-Clay Shop
MICHAELS STORES 5019	\$18.46	Class Supplies-AAA
MUTUAL ACE HARDWARE &	\$25.99	Ple tins, lighter fluid, dowel rods
MUTUAL ACE HARDWARE &	\$21.09	Shop Towels and Sponges
MUTUAL ACE HARDWARE &	\$22.74	padlock 4pk padlock single
MUTUAL ACE HARDWARE &	\$15.72	torch kit
MUTUAL ACE HARDWARE &	\$53.62	batteries AA and D
MUTUAL ACE HARDWARE &	\$22.49	cleaning supplies/Disinfectant
MUTUAL ACE HARDWARE &	\$24.02	facility supplies
MUTUAL ACE HARDWARE &	\$89.89	facility supplies
MUTUAL ACE HARDWARE &	\$98.69	facility supplies
MUTUAL ACE HARDWARE &	\$113.85	facility supplies

P-Card Transactions
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MUTUAL ACE HARDWARE &	\$10.71	bucket
MUTUAL ACE HARDWARE &	\$9.24	Screws
MUTUAL ACE HARDWARE &	\$3.86	West Ridge UV Air Power
MUTUAL ACE HARDWARE &	\$61.87	Cleaning Supplies
MUTUAL ACE HARDWARE &	\$21.59	Propane tank
MUTUAL ACE HARDWARE &	\$19.38	Fasteners - walk behind sweeper parts
MUTUAL ACE HARDWARE &	\$12.93	Custodial Supplies
MUTUAL ACE HARDWARE &	\$4.25	Custodial supplies
MUTUAL ACE HARDWARE &	\$8.60	Painting supplies
MUTUAL ACE HARDWARE &	\$23.12	Tools - pruning saw
MUTUAL ACE HARDWARE &	\$27.74	Tools - pruning
MUTUAL ACE HARDWARE &	\$79.48	WD-40, Pens, Extension bar, rags box, extention bar, long nose plier
MUTUAL ACE HARDWARE &	\$11.07	Antifreeze
NAPA AUTO PRTS HIGHLAN	\$70.56	Gloves for Garage Vehicle Maintenance area
NAPA AUTO PRTS HIGHLAN	\$66.91	WD-40 Brake Cleaner and Carb Cleaner
NAPA AUTO PRTS HIGHLAN	\$39.83	New door handle for Truck 840
NAPA AUTO PRTS HIGHLAN	(\$198.13)	Credit for Trucks 820 and Van 109
NAPA AUTO PRTS HIGHLAN	\$362.99	Alternator for 855
NAPA AUTO PRTS HIGHLAN	\$156.69	Battery for Air Compressor
NAPA AUTO PRTS HIGHLAN	\$29.87	Truck 131 Plow Markers
NAPA AUTO PRTS HIGHLAN	\$86.73	New Rotor for the left side of Van 109
NAPA AUTO PRTS HIGHLAN	\$162.96	Brake Calipers for Van 109
NAPA AUTO PRTS HIGHLAN	\$49.49	Van 109 V Pump
NAPA AUTO PRTS HIGHLAN	\$162.96	Van 109 Caliper
NAPA AUTO PRTS HIGHLAN	\$22.94	Glass Cleaner
NAPA AUTO PRTS HIGHLAN	\$112.95	Automotive supplies - Chainsaw gas
NAPA AUTO PRTS HIGHLAN	\$13.49	Automotive supplies - propane tank
NAPA AUTO PRTS HIGHLAN	\$36.42	Supplies - welding gloves
NAPA AUTO PRTS HIGHLAN	\$70.81	Automotive supplies - shop towels
NAPA AUTO PRTS HIGHLAN	\$39.48	Automotive supplies
NAPA AUTO PRTS HIGHLAN	\$20.64	Automotive supplies - cleaner
NAPA AUTO PRTS HIGHLAN	\$46.99	Automotive supplies - tools
NAPA AUTO PRTS HIGHLAN	\$216.87	Automotive supplies - front/back brakes
NAPA AUTO PRTS HIGHLAN	(\$6.15)	Automotive supplies - Credit
NAPA AUTO PRTS HIGHLAN	\$51.82	Automotive supplies - door handle
NAPA AUTO PRTS HIGHLAN	\$101.30	Automotive supplies
NAPA AUTO PRTS HIGHLAN	\$47.98	Automotive supplies - couplers
NAPA AUTO PRTS HIGHLAN	\$88.97	Automotive supplies - transmission sealer
NAPA AUTO PRTS HIGHLAN	(\$77.00)	Automotive supplies - Credit
NAPA AUTO PRTS HIGHLAN	\$52.51	Automotive supplies - filters
NAPA AUTO PRTS HIGHLAN	\$45.59	Automotive supplies - plugs
NAPA AUTO PRTS HIGHLAN	\$46.97	Automotive supplies - filter
NAPA AUTO PRTS HIGHLAN	\$45.15	Automotive supplies - filters
NAPA AUTO PRTS HIGHLAN	\$76.97	Automotive supplies - plow lights
NAPA AUTO PRTS HIGHLAN	\$50.50	Automotive supplies - Snow plow lights
NAPA AUTO PRTS HIGHLAN	\$32.99	Automotive supplies - plow light
NAPA AUTO PRTS HIGHLAN	\$28.18	Automotive supplies - air filter
NAPA AUTO PRTS HIGHLAN	\$22.51	Automotive supplies - air filter
NAPA AUTO PRTS HIGHLAN	\$214.82	Automotive supplies - filter
NAPA AUTO PRTS HIGHLAN	\$86.70	Automotive supplies
NAPA AUTO PRTS HIGHLAN	\$64.65	Automotive supplies - V-belts
NAPA AUTO PRTS HIGHLAN	\$43.88	Automotive supplies
NAPA AUTO PRTS HIGHLAN	\$59.97	Automotive supplies - coolant
NAPA AUTO PRTS HIGHLAN	\$143.72	Automotive parts - heat & AC
NAPA AUTO PRTS HIGHLAN	\$72.84	Threadlocker, penetrant, WD40, nitrile gloves
NAPA AUTO PRTS HIGHLAN	\$147.87	Golf Cart Oil Filters

P-Card Transactions
1/08/21 - 2/07/21

NAPA AUTO PRTS HIGHLAN	\$109.97	Snap ring pliers & 7pc. hook pick set
NAPA AUTO PRTS HIGHLAN	\$30.98	Oil Filters
NAPA AUTO PRTS HIGHLAN	\$30.98	Oil Filters
NAPA AUTO PRTS HIGHLAN	\$129.30	Oil Filters, Windshield Wash, Tape, Ext Life Gal
OFFICESUPPLY.COM	\$214.49	OFFICESUPPLY.COM - Bleach,multy porpuse cleaner,paper towels
OFFICESUPPLY.COM	\$32.85	Urinal screens
OFFICESUPPLY.COM	\$153.28	OFFICESUPPLY.COM Batteries,Bleach,Trash bags and Paper towels
OFFICESUPPLY.COM	\$200.00	OFFICESUPPLY.COM - Lysol cleaner
OFFICESUPPLY.COM	\$104.03	Diversey Desinfectant Cleaner
OFFICESUPPLY.COM	\$231.37	OFFICESUPPLY.COM -Trash bags,ajax,rust remover
OFFICESUPPLY.COM	\$143.16	OFFICESUPPLY.COM - Pine sol,Paper towels,Zep Degreaser
OFFICESUPPLY.COM	\$117.11	OFFICESUPPLY.COM Germicidal cleaner
OFFICESUPPLY.COM	\$54.98	Trash bags
PARKINK	\$680.80	Hand sanitizer refills (7/17/20) District Wide
PARKINK	\$999.00	PDHP sanitizer for Camp (8/16/20)
PARKINK	\$623.40	PDHP Sanitizer for camp. (8/16/20)
PARTY CITY 168	\$3.49	Class supplies-Sap
PAYPAL MAGCS INC MAGC	\$125.00	Renewal membership - Midwest Assoc of Golf
PAYPAL RAINESHONEY	\$1,600.00	RAINES 10 honey bee nuclei
PAYPAL RAINOUTLINE	\$399.00	annual fee
POWER EQUIP DIRECT	\$1,528.68	UV equipment for WRC. Order placed on different card.
psk4life.com	\$30.00	psk4life.com - Purchase Virtual platform example for WIX
rconthegofitness.org	\$5.00	rconthegofitness.org - staff membership
rconthegofitness.org	\$10.00	rconthegofitness.org - Subscription for monitoring
READYREFRESH BY NESTLE	\$45.90	Facility water cooler
REINDERS SUSSEX CUSTOM	\$1,113.30	Radiator for Toro Z
REINDERS SUSSEX CUSTOM	\$1,480.76	New Green's Mower Reels and Winter Maintenance Parts
REINDERS SUSSEX CUSTOM	\$5.58	Equipment Repair
REINDERS SUSSEX CUSTOM	\$39.83	Air Filter, oil filter, draincock, hose drain, valves
REINDERS SUSSEX CUSTOM	\$116.88	Hose drain, valve w/ hole, Draincock
SN GLENVIEW YOUTH BAS	\$550.00	Jim Christ Tournament 13U - Purchase
SRFAX	\$6.95	Donna Dunn Fax Solution
STAPLES 00116616	\$15.99	USB C Cable/Charger for Virtual Fitness
STAPLES 00116616	\$50.48	wall calendar
STAPLES 00116616	\$38.99	wall calendar
STAPLES 00116616	\$49.99	Class supplies-Sprouts
SUPPLYHOUSE.COM	\$44.82	seal kit, gaskets
TARGET 00010702	\$24.08	Class Supplies-MO seperate blns
TARGET 00010702	\$13.76	Class Supplies-NN
TARGET 00011684	\$18.77	Class Supplies-Saps
TARGET 00011684	\$20.01	Class Supplies-Sap
TARGET 00011684	\$31.42	After School program supplies
TARGET 00011684	\$41.74	After school program supply
TARGET 00011684	\$14.99	Class Supplies
TARGET 00011684	\$51.38	Class Supplies-Sp
TEACHERSPAYTEACHERS.CO	\$5.00	Class Supplies-MO
TEACHERSPAYTEACHERS.CO	\$5.25	Class Supplies-MO
TEAMSNAP	\$209.97	Communication app
TEAMSNAP KENILWORTHWI	\$575.00	Bull Dog Tournament 12U Blue - Purchase
TEAMSNAP KENILWORTHWI	(\$575.00)	KWBA Credit
TEC #126	\$16.78	cork tape
TEC #126	\$19.23	10 Inch round caps
THE HOME DEPOT #1926	\$169.00	Sump pump
THE HOME DEPOT #1926	\$9.47	extension cord
THE HOME DEPOT #1926	\$40.85	conduit
THE HOME DEPOT #1926	\$8.92	Vacuum seals

P-Card Transactions
1/08/21 - 2/07/21

THE HOME DEPOT #1926	\$83.94	Golf Maintenance Supplies
THE HOME DEPOT #1926	(\$55.98)	Golf Maintenance Supplies Credit
THE HOME DEPOT #1926	\$110.32	Golf Maintenance Supplies
THE HOME DEPOT #1926	\$79.97	RB Boardwalk supplies
THE HOME DEPOT #1926	\$21.94	RB Boardwalk supplies
THE HOME DEPOT #1926	\$47.05	Hardware supplies
THE HOME DEPOT #1926	\$48.40	Supplies for boardwalk repair
THE HOME DEPOT 1926	(\$86.68)	Golf Maintenance Supplies Credit
TLF FLORAL GARDENS INC	\$100.00	Floral Garden - Sympathy Bouquet D. Pierce (code to 2020)
TRIBUNE PUBLISHING COM	\$87.72	2020 Sunset Valley Golf Club Ad# 6836936
U OF I ONLINE PAYMENT	\$7.50	Illinois Monarch Virtual Summit 2/17
USPS KIOSK 1657309550	\$11.45	USPS mailing of 1099's/1096
WAL-MART #3893	\$126.67	Class Supplies-MO separate mesh bags
WAL-MART #3893	\$24.19	Class Supplies-MO
WAREHOUSE DIRECT	\$292.20	Garbage Bags
WAREHOUSE DIRECT	\$119.19	Office supplies for HR
WAREHOUSE DIRECT	\$29.89	Supplies-File Folders & Labels
WAREHOUSE DIRECT	\$99.65	WAREHOUSE DIRECT - N95 face mask
WAREHOUSE DIRECT	\$79.72	WAREHOUSE DIRECT - N95 face mask
WAREHOUSE DIRECT	\$20.27	WAREHOUSE DIRECT - Delivery fee
WAREHOUSE DIRECT	\$39.86	WAREHOUSE DIRECT -N95 face mask
WAREHOUSE DIRECT	\$46.99	Hand sanitizer
WAREHOUSE DIRECT	\$37.19	Paper goods
WAREHOUSE DIRECT	\$152.08	disinfectant
WAREHOUSE DIRECT	\$39.86	Protective masks
WAREHOUSE DIRECT	\$87.66	Latex gloves
WAREHOUSE DIRECT	\$155.17	cleaning supplies
WAREHOUSE DIRECT	\$34.99	cleaning supplies
WAREHOUSE DIRECT	\$60.96	cleaning supplies
WAREHOUSE DIRECT	\$212.01	cleaning supplies
WAREHOUSE DIRECT	\$26.44	Post Its & Calendar
WAREHOUSE DIRECT	(\$7.99)	Post Its - wrong ones
WAREHOUSE DIRECT	\$10.38	White Out
WWP ROSE PEST SOLUTION	\$220.00	pest control
WWP ROSE PEST SOLUTION	\$110.00	pest control
WWP SMITHEREEN PEST MA	\$62.00	pest control
WWP SMITHEREEN PEST MA	\$62.00	pest control
WWW.MAGIX.COM RENO	(\$79.99)	Refund for Magix Editing Software
YOUR ADVANTAGE II LT	\$105.00	Stringing
ZOOM.US 888-799-9666	\$64.97	Zoom Monthly
ZOOM.US 888-799-9666	\$14.99	Zoom membership

Total \$76,548.57



Park District of Highland Park, IL

DISTRICT WIDE

Income Statement

Current Period Ending 02/28/2021

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
100 - PROGRAMS	23,503.70	60,715.48	567,258.07	639,782.14	-72,524.07	2,088,527.25	110,433.64	983,594.23
110 - CAMPS	80.00	0.00	80.00	0.00	80.00	896,688.50	100.00	2,332.50
120 - LESSONS	59,432.80	29,168.33	121,632.35	59,232.54	62,399.81	345,711.50	39,756.65	76,981.83
130 - SPECIAL EVENTS	24.00	665.40	24.00	942.61	-918.61	58,605.00	11,223.00	11,685.00
410 - TAX	0.00	0.00	26,878.62	25,000.00	1,878.62	13,298,989.98	0.00	25,564.01
420 - FEES & CHARGES	27,655.64	27,618.00	59,537.39	64,500.59	-4,963.20	1,897,384.00	48,324.22	96,363.93
440 - MEMBERSHIPS	40,847.07	44,845.47	77,378.87	90,295.85	-12,916.98	562,158.00	112,180.88	232,739.13
450 - RENTALS	84,288.28	86,045.15	115,672.59	197,414.18	-81,741.59	1,319,596.35	92,155.51	197,067.36
460 - MERCHANDISING	545.68	3,941.10	868.28	7,900.18	-7,031.90	108,388.99	2,189.98	19,765.38
470 - INTEREST INCOME	907.22	1,875.00	1,995.72	5,000.00	-3,004.28	15,000.00	35,759.08	52,321.30
480 - MISCELLANEOUS INCOME	5,433.56	10,628.14	34,319.56	223,434.32	-189,114.76	526,768.43	20,487.78	41,166.54
510 - OTHER INCOME	1,137.63	1,666.00	1,137.63	3,332.00	-2,194.37	64,633.68	955,291.45	955,327.45
520 - BOND/DEBT PROCEEDS	141.24	0.00	399.16	0.00	399.16	0.00	6,446,669.60	6,446,669.60
Total Revenue:	243,996.82	267,168.07	1,007,182.24	1,316,834.41	-309,652.17	21,182,451.68	7,874,571.79	9,141,578.26
Expense								
100 - PROGRAMS	91,672.77	109,977.52	129,955.49	225,181.35	95,225.86	1,239,095.11	151,257.57	262,823.09
110 - CAMPS	0.00	0.00	7,735.81	0.00	-7,735.81	599,700.52	15,973.57	19,216.49
120 - LESSONS	25,072.67	15,391.41	50,948.85	30,408.92	-20,539.93	187,418.51	20,271.28	33,063.55
130 - SPECIAL EVENTS	3,296.33	5,634.92	4,983.19	10,012.89	5,029.70	106,709.71	44,388.27	45,995.62
610 - SALARIES & WAGES	471,412.27	512,272.37	824,118.77	900,106.32	75,987.55	7,464,738.70	528,458.92	974,406.31
620 - CONTRACTUAL SERVICES	72,081.61	487,638.74	482,904.54	629,500.87	146,596.33	2,653,605.40	281,772.37	519,103.30
630 - INSURANCE	-19,135.89	192,841.03	142,340.12	166,002.28	23,662.16	2,453,152.89	167,606.75	146,937.47
640 - MATERIALS & SUPPLIES	12,155.42	22,929.84	14,487.93	41,937.56	27,449.63	480,618.40	34,004.92	35,957.09
650 - MAINTENANCE & LANDSCAPING CONTRACTS	11,072.17	27,133.12	15,654.08	51,182.64	35,528.56	452,572.05	20,747.57	20,967.06
660 - UTILITIES	24,811.71	55,656.33	63,674.96	107,160.99	43,486.03	848,776.67	42,486.94	47,827.28
670 - PENSION CONTRIBUTIONS	49,864.60	56,613.69	87,847.27	99,061.92	11,214.65	795,846.79	58,481.94	109,046.79
680 - COST OF GOODS SOLD	105.00	992.30	1,007.93	1,984.60	976.67	40,766.50	792.11	957.11
710 - DEBT RETIREMENT	475.00	0.00	475.00	0.00	-475.00	3,177,997.24	0.00	0.00
720 - CAPITAL OUTLAY	2,324.88	30,886.00	10,657.46	54,772.00	44,114.54	5,672,010.00	23,518.83	48,585.17
Total Expense:	745,208.54	1,517,967.27	1,836,791.40	2,317,312.34	480,520.94	26,173,008.49	1,389,761.04	2,264,886.33
Report Total:	-501,211.72	-1,250,799.20	-829,609.16	-1,000,477.93	170,868.77	-4,990,556.81	6,484,810.75	6,876,691.93

Fund Summary

Fund	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
01 - GENERAL CORPORATE	-246,633.91	-401,394.97	-473,447.66	-618,194.06	144,746.40	145,968.47	-329,863.97	-472,505.63
25 - SPECIAL RECREATION	-27.16	-344,251.00	-346,768.16	-344,251.00	-2,517.16	-254,793.02	0.00	-162,455.01
29 - RECREATION	-251,902.72	-472,059.23	3,829.25	-184,293.87	188,123.12	2,085,993.55	-420,928.08	304,396.11
60 - DEBT SERVICE	-475.00	0.00	-475.00	0.00	-475.00	-1,556,288.24	0.00	0.00
70 - CAPITAL PROJECTS	-2,172.93	-33,094.00	-12,747.59	146,261.00	-159,008.59	-5,411,437.57	7,235,602.80	7,207,256.46
Report Total:	-501,211.72	-1,250,799.20	-829,609.16	-1,000,477.93	170,868.77	-4,990,556.81	6,484,810.75	6,876,691.93

Debt Service/Special Recreation - actual vs. budget is tracking for February.

Capital - Fund will appear over budget until OSLAD grant is spent over the year.

Recreation - tracking favorably while having reduced operations with even greater reduction in expenses, especially payroll. Additionally, Deer Creek is performing well over budget.

General - Fund is trending favorably due to salaries and wages being under budget due to unfilled budgeted positions and due to many not attending budgeted virtual training.



Park District of Highland Park, IL

01 - GENERAL FUND

Income Statement

Current Period Ending 02/28/2021

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
410 - TAX	0.00	0.00	26,878.62	25,000.00	1,878.62	5,833,349.00	0.00	25,564.01
420 - FEES & CHARGES	1,254.34	1,575.00	2,780.02	3,335.40	-555.38	20,600.00	2,158.62	4,511.04
460 - MERCHANDISING	36.58	34.56	54.42	55.85	-1.43	420.00	45.82	77.72
470 - INTEREST INCOME	907.22	1,875.00	1,995.72	5,000.00	-3,004.28	15,000.00	35,759.08	52,321.30
480 - MISCELLANEOUS INCOME	0.00	3,166.60	10,800.00	6,315.40	4,484.60	64,401.00	1,776.28	5,499.48
510 - OTHER INCOME	568.82	0.00	568.82	0.00	568.82	7,930.00	0.00	0.00
Total Revenue:	2,766.96	6,651.16	43,077.60	39,706.65	3,370.95	5,941,700.00	39,739.80	87,973.55
Expense								
610 - SALARIES & WAGES	185,834.31	197,859.94	322,087.48	347,902.48	25,815.00	2,692,016.27	188,227.17	350,244.46
620 - CONTRACTUAL SERVICES	34,646.66	58,102.40	57,993.38	137,126.45	79,133.07	1,018,312.45	45,455.98	60,234.76
630 - INSURANCE	-7,402.17	97,969.53	76,469.74	86,770.50	10,300.76	1,330,334.61	85,288.43	76,096.70
640 - MATERIALS & SUPPLIES	5,461.65	13,317.33	6,355.37	18,471.26	12,115.89	214,713.40	13,435.26	14,467.21
650 - MAINTENANCE & LANDSCAPING CONTRACTS	5,469.36	11,660.42	6,721.56	16,298.64	9,577.08	109,095.05	11,043.47	11,262.96
660 - UTILITIES	5,332.62	7,386.44	11,892.06	13,130.76	1,238.70	136,321.87	4,735.92	7,943.88
670 - PENSION CONTRIBUTIONS	20,058.44	21,750.07	35,005.67	38,200.62	3,194.95	294,937.88	21,417.54	40,229.21
Total Expense:	249,400.87	408,046.13	516,525.26	657,900.71	141,375.45	5,795,731.53	369,603.77	560,479.18
Report Total:	-246,633.91	-401,394.97	-473,447.66	-618,194.06	144,746.40	145,968.47	-329,863.97	-472,505.63

Salaries, wages and insurance are under budget due to unfilled budgeted positions. Contractual services are under budget largely due to many not attending virtual IPRA conference and reallocation of computer and police expense. Materials and supplies have been reduced across the board with reductions in operations due to the pandemic.



Park District of Highland Park, IL

25 - SPECIAL RECREATION FUND

Income Statement

Current Period Ending 02/28/2021

Typ...	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
Revenue								
410 - TAX	0.00	0.00	0.00	0.00	0.00	480,000.00	0.00	0.00
Total Revenue:	0.00	0.00	0.00	0.00	0.00	480,000.00	0.00	0.00
Expense								
620 - CONTRACTUAL SERVICES	27.16	344,251.00	346,768.16	344,251.00	-2,517.16	734,793.02	0.00	162,455.01
Total Expense:	27.16	344,251.00	346,768.16	344,251.00	-2,517.16	734,793.02	0.00	162,455.01
Report Total:	-27.16	-344,251.00	-346,768.16	-344,251.00	-2,517.16	-254,793.02	0.00	-162,455.01

Actual to budget is tracking for February.



Park District of Highland Park, IL

29 - RECREATION FUND

Income Statement

Current Period Ending 02/28/2021

Typ...	Month		Year To Date			Prior Year		
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)	Annual Budget	Month	YTD
Revenue								
100 - PROGRAMS	23,503.70	60,715.48	567,258.07	639,782.14	-72,524.07	2,088,527.25	110,433.64	983,594.23
110 - CAMPS	80.00	0.00	80.00	0.00	80.00	896,688.50	100.00	2,332.50
120 - LESSONS	59,432.80	29,168.33	121,632.35	59,232.54	62,399.81	345,711.50	39,756.65	76,981.83
130 - SPECIAL EVENTS	24.00	665.40	24.00	942.61	-918.61	58,605.00	11,223.00	11,685.00
410 - TAX	0.00	0.00	0.00	0.00	0.00	5,363,931.98	0.00	0.00
420 - FEES & CHARGES	26,401.30	26,043.00	56,757.37	61,165.19	-4,407.82	1,876,784.00	46,165.60	91,852.89
440 - MEMBERSHIPS	40,847.07	44,845.47	77,378.87	90,295.85	-12,916.98	562,158.00	112,180.88	232,739.13
450 - RENTALS	84,288.28	86,045.15	115,672.59	197,414.18	-81,741.59	1,319,596.35	92,155.51	197,067.36
460 - MERCHANDISING	509.10	3,906.54	813.86	7,844.33	-7,030.47	107,968.99	2,144.16	19,687.66
480 - MISCELLANEOUS INCOME	5,433.56	7,461.54	23,519.56	11,868.92	11,650.64	107,195.00	18,711.50	35,667.06
510 - OTHER INCOME	568.81	1,666.00	568.81	3,332.00	-2,763.19	56,703.68	4,810.95	4,846.95
Total Revenue:	241,088.62	260,516.91	963,705.48	1,071,877.76	-108,172.28	12,783,870.25	437,681.89	1,656,454.61
Expense								
100 - PROGRAMS	91,672.77	109,977.52	129,955.49	225,181.35	95,225.86	1,239,095.11	151,257.57	262,823.09
110 - CAMPS	0.00	0.00	7,735.81	0.00	-7,735.81	599,700.52	15,973.57	19,216.49
120 - LESSONS	25,072.67	15,391.41	50,948.85	30,408.92	-20,539.93	187,418.51	20,271.28	33,063.55
130 - SPECIAL EVENTS	3,296.33	5,634.92	4,983.19	10,012.89	5,029.70	106,709.71	44,388.27	45,995.62
610 - SALARIES & WAGES	285,577.96	314,412.43	502,031.29	552,203.84	50,172.55	4,772,722.43	340,231.75	624,161.85
620 - CONTRACTUAL SERVICES	37,407.79	82,952.34	75,643.00	143,456.42	67,813.42	765,499.93	98,287.92	155,105.06
630 - INSURANCE	-11,733.72	94,871.50	65,870.38	79,231.78	13,361.40	1,122,818.28	82,318.32	70,840.77
640 - MATERIALS & SUPPLIES	6,693.77	9,612.51	8,132.56	23,466.30	15,333.74	265,905.00	20,569.66	21,489.88
650 - MAINTENANCE & LANDSCAPING CONTRACTS	5,602.81	15,472.70	8,932.52	34,884.00	25,951.48	343,477.00	9,704.10	9,704.10
660 - UTILITIES	19,479.09	48,269.89	51,782.90	94,030.23	42,247.33	712,454.80	37,751.02	39,883.40
670 - PENSION CONTRIBUTIONS	29,806.16	34,863.62	52,841.60	60,861.30	8,019.70	500,908.91	37,064.40	68,817.58
680 - COST OF GOODS SOLD	105.00	992.30	1,007.93	1,984.60	976.67	40,766.50	792.11	957.11
720 - CAPITAL OUTLAY	10.71	125.00	10.71	450.00	439.29	40,400.00	0.00	0.00
Total Expense:	492,991.34	732,576.14	959,876.23	1,256,171.63	296,295.40	10,697,876.70	858,609.97	1,352,058.50
Report Total:	-251,902.72	-472,059.23	3,829.25	-184,293.87	188,123.12	2,085,993.55	-420,928.08	304,396.11

Fund Summary

Fund	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
29 - RECREATION	-251,902.72	-472,059.23	3,829.25	-184,293.87	188,123.12	2,085,993.55	-420,928.08	304,396.11
Report Total:	-251,902.72	-472,059.23	3,829.25	-184,293.87	188,123.12	2,085,993.55	-420,928.08	304,396.11

Program and lesson revenue and related expense were below budget due to skating classes, athletics (basketball), art, and others being unavailable through January 23 due to the pandemic. Areas such as private lessons and new programs created that adopted the mitigations included private tennis and private gymnastics to help offset the lessened revenue. New programs within athletics were also successful. Membership retention from February 2020 to February 2021 is at approximately 43%, and actual revenue is operating at 30% due to Pay in Full memberships from 2020 being extended for lost time due to closures and suspension of memberships in 2020. Rentals operating at -\$81,741 to budget. Largest impacts are Falcons and Giants rentals loss in January and inability to accommodate rental groups and parties in January as well as within the current Phase 4 guidelines. RCHP is adjusting the gym 1 from being designated as fitness only space, to multipurpose/gymnasium rental space on March 20th to help accommodate some of the needs and opportunities. Miscellaneous income is largely over budget due to \$11,000 in sponsorships at Deer Creek. Salary and wages operating under budget, primarily due to several open full time positions (Assistant AD, Recreation Supervisor, Recreation Custodians, Recreation Coordinator) and also some part-time positions that are dictated by operational utilization, such as membership coordinators at RCHP, which is operating \$7,000 under budget. Contract expenses operating at under budget primarily due to computer expense, which was allocated in February and none has been purchased as of yet. Additionally, contractual services are under budget largely due to many not attending virtual IPRA conference and reallocation of police expense. Also, bank fees are reduced with less transactions. Materials and supplies have been reduced across the board with reductions in programs offered due to the pandemic. Utilities are under budget due to timing of invoices and reduced usage with less programs being run. Maintenance and landscaping are trending low as many items continue to be completed in house.



Park District of Highland Park, IL

60 - DEBT SERVICE FUND

Income Statement

Current Period Ending 02/28/2021

Typ...	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
Revenue								
410 - TAX	0.00	0.00	0.00	0.00	0.00	1,621,709.00	0.00	0.00
Total Revenue:	0.00	0.00	0.00	0.00	0.00	1,621,709.00	0.00	0.00
Expense								
710 - DEBT RETIREMENT	475.00	0.00	475.00	0.00	-475.00	3,177,997.24	0.00	0.00
Total Expense:	475.00	0.00	475.00	0.00	-475.00	3,177,997.24	0.00	0.00
Report Total:	-475.00	0.00	-475.00	0.00	-475.00	-1,556,288.24	0.00	0.00

Actual to budget is tracking for February.



Park District of Highland Park, IL

70 - CAPITAL FUND

Income Statement

Current Period Ending 02/28/2021

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
480 - MISCELLANEOUS INCOME	0.00	0.00	0.00	205,250.00	-205,250.00	355,172.43	0.00	0.00
510 - OTHER INCOME	0.00	0.00	0.00	0.00	0.00	0.00	950,480.50	950,480.50
520 - BOND/DEBT PROCEEDS	141.24	0.00	399.16	0.00	399.16	0.00	6,446,669.60	6,446,669.60
Total Revenue:	141.24	0.00	399.16	205,250.00	-204,850.84	355,172.43	7,397,150.10	7,397,150.10
Expense								
620 - CONTRACTUAL SERVICES	0.00	2,333.00	2,500.00	4,667.00	2,167.00	135,000.00	138,028.47	141,308.47
720 - CAPITAL OUTLAY	2,314.17	30,761.00	10,646.75	54,322.00	43,675.25	5,631,610.00	23,518.83	48,585.17
Total Expense:	2,314.17	33,094.00	13,146.75	58,989.00	45,842.25	5,766,610.00	161,547.30	189,893.64
Report Total:	-2,172.93	-33,094.00	-12,747.59	146,261.00	-159,008.59	-5,411,437.57	7,235,602.80	7,207,256.46

Miscellaneous income will be under budget until our OSLAD grant is spent over the year. Capital Outlay is under budget due to the Sunset Woods Playground/Master Plan Project because the majority of the money budgeted to be spent by this point was for playground detailed design. We are just entering into that contract now, but had anticipated doing so sooner. Additionally, the little that has been spent for Sunset Woods was coded to Contractual Services, but all money for this project is budgeted to Capital Outlay.



RECREATION BY CENTER

Park District of Highland Park, IL

FEBRUARY 2021 Y-T-D

Account Type	2020 Total Budget	2020 YTD Activity	2021 Total Budget	2021 YTD Activity
Fund: 29 - RECREATION				
Center: 11 - ADMINISTRATIVE				
Revenue	5,271,282.00	19,136.50	5,389,431.98	568.81
Expense	5,569,944.00	265,678.47	4,665,661.35	244,272.52
Center: 11 - ADMINISTRATIVE Surplus (Deficit):	(298,662.00)	(246,541.97)	723,770.63	(243,703.71)
Center: 24 - WEST RIDGE CENTER				
Revenue	525,565.96	225,045.42	405,688.00	140,817.87
Expense	875,789.65	95,270.68	701,597.81	72,901.24
Center: 24 - WEST RIDGE CENTER Surplus (Deficit):	(350,223.69)	129,774.74	(295,909.81)	67,916.63
Center: 26 - ATHLETICS				
Revenue	955,092.97	305,257.34	655,670.00	233,822.78
Expense	914,819.32	104,572.32	681,023.30	81,696.04
Center: 26 - ATHLETICS Surplus (Deficit):	40,273.65	200,685.02	(25,353.30)	152,126.74
Center: 28 - CAMPS				
Revenue	987,541.00	50.50	359,345.00	-
Expense	657,076.00	17,607.58	344,057.02	9,703.09
Center: 28 - CAMPS Surplus (Deficit):	330,465.00	(17,557.08)	15,287.98	(9,703.09)
Center: 29 - SPECIAL EVENTS				
Revenue	64,285.00	23,465.00	29,200.00	2,400.00
Expense	190,993.66	36,794.99	113,562.03	2,283.49
Center: 29 - SPECIAL EVENTS Surplus (Deficit):	(126,708.66)	(13,329.99)	(84,362.03)	116.51
Center: 31 - HIDDEN CREEK AQUAPARK				
Revenue	427,880.00	1,532.51	269,500.99	287.21
Expense	563,474.68	18,112.67	413,114.97	11,262.02
Center: 31 - HIDDEN CREEK AQUAPARK Surplus (Deficit):	(135,594.68)	(16,580.16)	(143,613.98)	(10,974.81)
Center: 32 - ROSEWOOD INTERPRETIVE CENTER				
Revenue	143,640.50	2,965.37	84,460.00	4,203.00
Expense	134,451.45	8,260.21	103,900.95	3,809.21
Center: 32 - ROSEWOOD INTERPRETIVE CENTER Surplus (Deficit):	9,189.05	(5,294.84)	(19,440.95)	393.79
Center: 33 - ROSEWOOD BEACH				
Revenue	86,515.00	-	104,600.00	3,040.00
Expense	144,011.88	8,338.87	198,218.76	6,424.59
Center: 33 - ROSEWOOD BEACH Surplus (Deficit):	(57,496.88)	(8,338.87)	(93,618.76)	(3,384.59)

Account Type	2020 Total Budget	2020 YTD Activity	2021 Total Budget	2021 YTD Activity
Center: 34 - PARK AVENUE				
Revenue	104,681.00	10,085.05	116,586.00	9,943.49
Expense	120,079.51	3,324.16	124,209.44	2,815.82
Center: 34 - PARK AVENUE Surplus (Deficit):	(15,398.51)	6,760.89	(7,623.44)	7,127.67
Center: 38 - ICE ARENA				
Revenue	1,236,655.20	314,183.99	1,033,532.85	170,456.47
Expense	1,078,636.25	162,719.53	880,069.25	82,605.70
Center: 38 - ICE ARENA Surplus (Deficit):	158,018.95	151,464.46	153,463.60	87,850.77
Center: 41 - MAINTENANCE				
Expense	776,887.19	60,750.85	755,106.50	51,811.52
Center: 41 - MAINTENANCE Total:	776,887.19	60,750.85	755,106.50	51,811.52
Center: 42 - PRO SHOP				
Revenue	1,439,530.00	34,250.00	1,523,335.00	12,268.35
Expense	502,375.52	37,714.48	536,701.89	28,884.09
Center: 42 - PRO SHOP Surplus (Deficit):	937,154.48	(3,464.48)	986,633.11	(16,615.74)
Center: 49 - RECREATION CENTER ADMIN				
Revenue	173,222.00	25,894.31	53,972.00	(525.63)
Expense	1,208,314.98	124,783.38	571,214.56	53,664.80
Center: 49 - RECREATION CENTER ADMIN Surplus (Deficit):	(1,035,092.98)	(98,889.07)	(517,242.56)	(54,190.43)
Center: 51 - RECREATION CENTER FITNESS				
Revenue	1,839,560.20	274,527.57	760,761.00	88,296.38
Expense	875,679.55	116,789.54	698,385.79	64,487.94
Center: 51 - RECREATION CENTER FITNESS Surplus (Deficit):	963,880.65	157,738.03	62,375.21	23,808.44
Center: 53 - RECREATION CENTER AQUATICS				
Revenue	230,067.50	36,699.53	101,951.00	27,131.57
Expense	370,015.39	54,174.53	239,462.32	27,803.79
Center: 53 - RECREATION CENTER AQUATICS Surplus (Deficit):	(139,947.89)	(17,475.00)	(137,511.32)	(672.22)
Center: 55 - INDOOR TENNIS				
Revenue	1,274,182.50	352,044.96	966,750.50	236,903.54
Expense	1,124,363.62	145,983.54	941,006.58	128,109.24
Center: 55 - INDOOR TENNIS Surplus (Deficit):	149,818.88	206,061.42	25,743.92	108,794.30
Center: 56 - OUTDOOR TENNIS				
Revenue	247,742.50	-	261,680.25	40.00
Expense	171,679.04	1,602.35	192,786.66	4,405.43
Center: 56 - OUTDOOR TENNIS Surplus (Deficit):	76,063.46	(1,602.35)	68,893.59	(4,365.43)
Center: 61 - HELLER NATURE CENTER				
Revenue	305,280.00	9,870.28	186,872.00	17,921.67
Expense	662,626.22	64,336.61	494,471.27	43,643.96
Center: 61 - HELLER NATURE CENTER Surplus (Deficit):	(357,346.22)	(54,466.33)	(307,599.27)	(25,722.29)

Account Type	2020	2020	2021	2021
	Total Budget	YTD Activity	Total Budget	YTD Activity
Center: 74 - HPCC LEARNING CENTER				
Revenue	358,694.00	21,446.28	443,830.00	16,129.97
Expense	382,463.71	23,511.82	440,395.37	35,847.55
Center: 74 - HPCC LEARNING CENTER Surplus (Deficit):	(23,769.71)	(2,065.54)	3,434.63	(19,717.58)
Center: 76 - HPCC BUILDING				
Revenue	42,353.13	-	36,703.68	-
Expense	42,353.10	1,731.92	36,703.68	3,444.19
Center: 76 - HPCC BUILDING Surplus (Deficit):	0.03	(1,731.92)	-	(3,444.19)



Sunset Valley Golf Course

	2020 Budget	2020 YTD Activity	2021 Budget	2021 YTD Activity
Revenue	1,439,530.00	34,250.00	1,523,335.00	12,268.35
Expense	1,279,262.71	98,465.33	1,291,808.39	80,695.61
Report Surplus (Deficit):	160,267.29	(64,215.33)	231,526.61	(68,427.26)

Recreation Center of HP

	2019 Budget	2019 YTD Activity	2021 Budget	2021 YTD Activity
Revenue	2,242,849.70	337,121.41	916,684.00	114,902.32
Expense	2,454,009.92	295,747.45	1,509,062.67	145,956.53
Report Surplus (Deficit):	(211,160.22)	41,373.96	(592,378.67)	(31,054.21)

Deer Creek Raquet Club

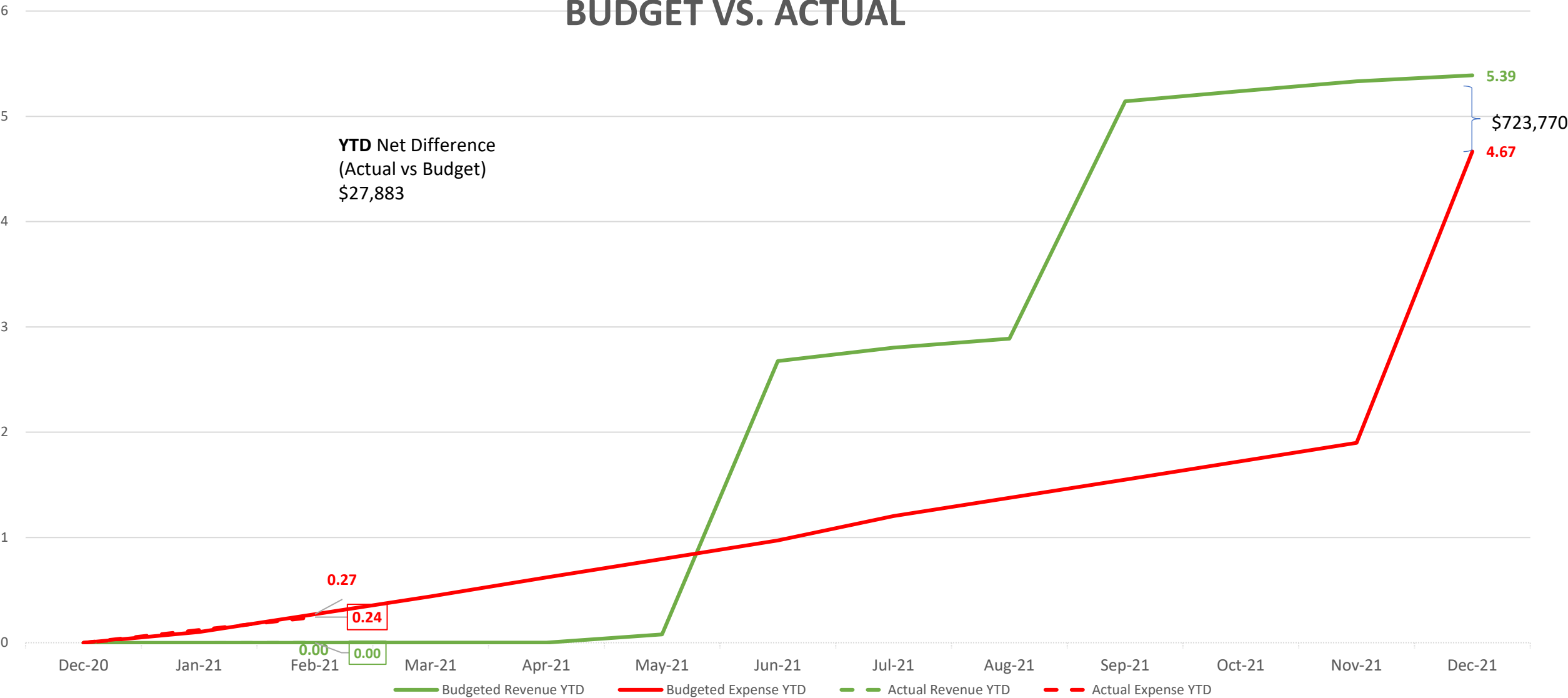
	2019 Budget	2019 YTD Activity	2021 Budget	2021 YTD Activity
Revenue	1,521,925.00	352,044.96	1,228,430.75	236,943.54
Expense	1,296,042.66	147,585.89	1,133,793.24	132,514.67
Report Surplus (Deficit):	225,882.34	204,459.07	94,637.51	104,428.87



Revenue and Expense Charts by Center

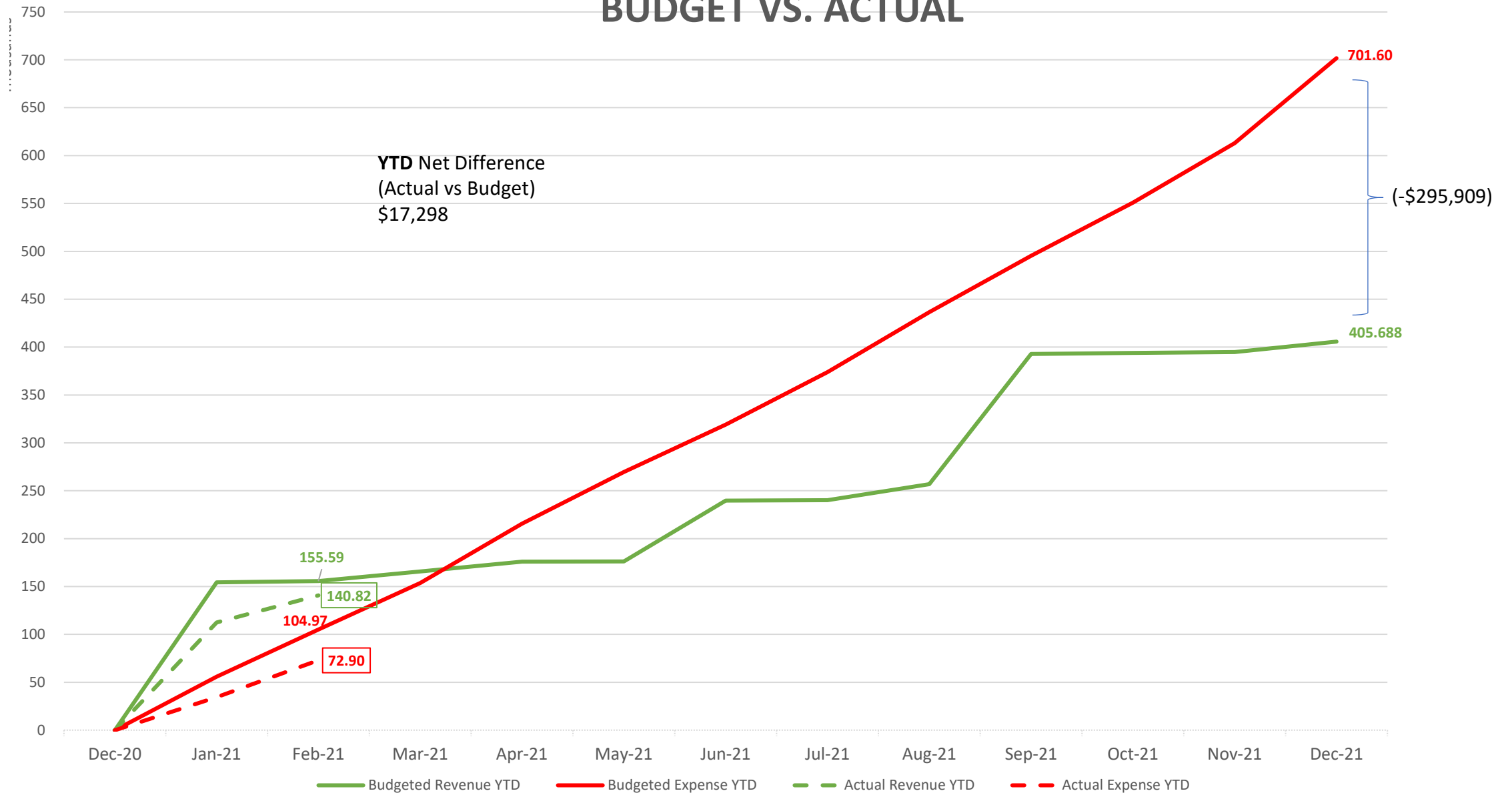
RECREATION ADMINISTRATION 29-11

BUDGET VS. ACTUAL



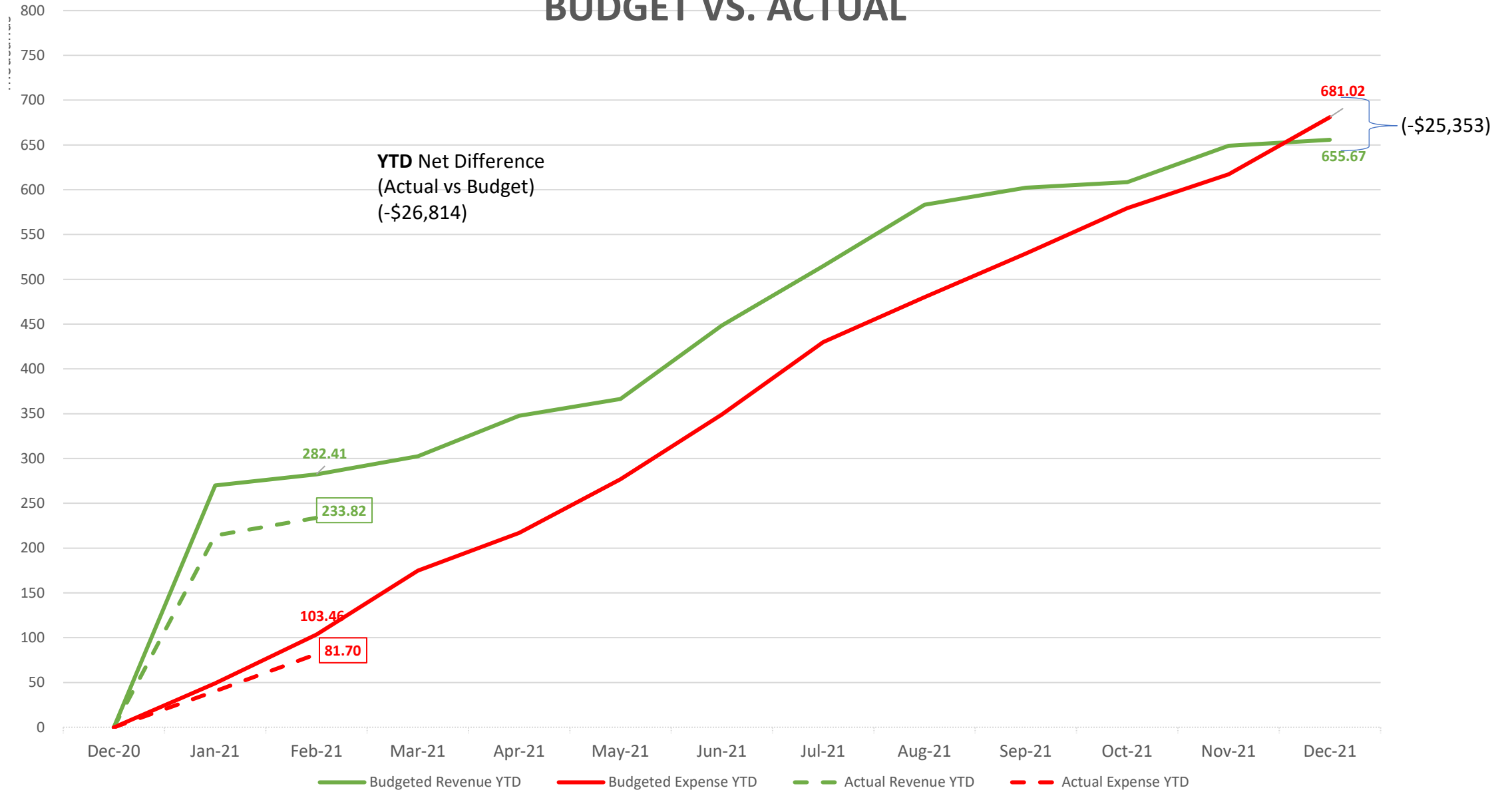
WEST RIDGE CENTER 29-24

BUDGET VS. ACTUAL



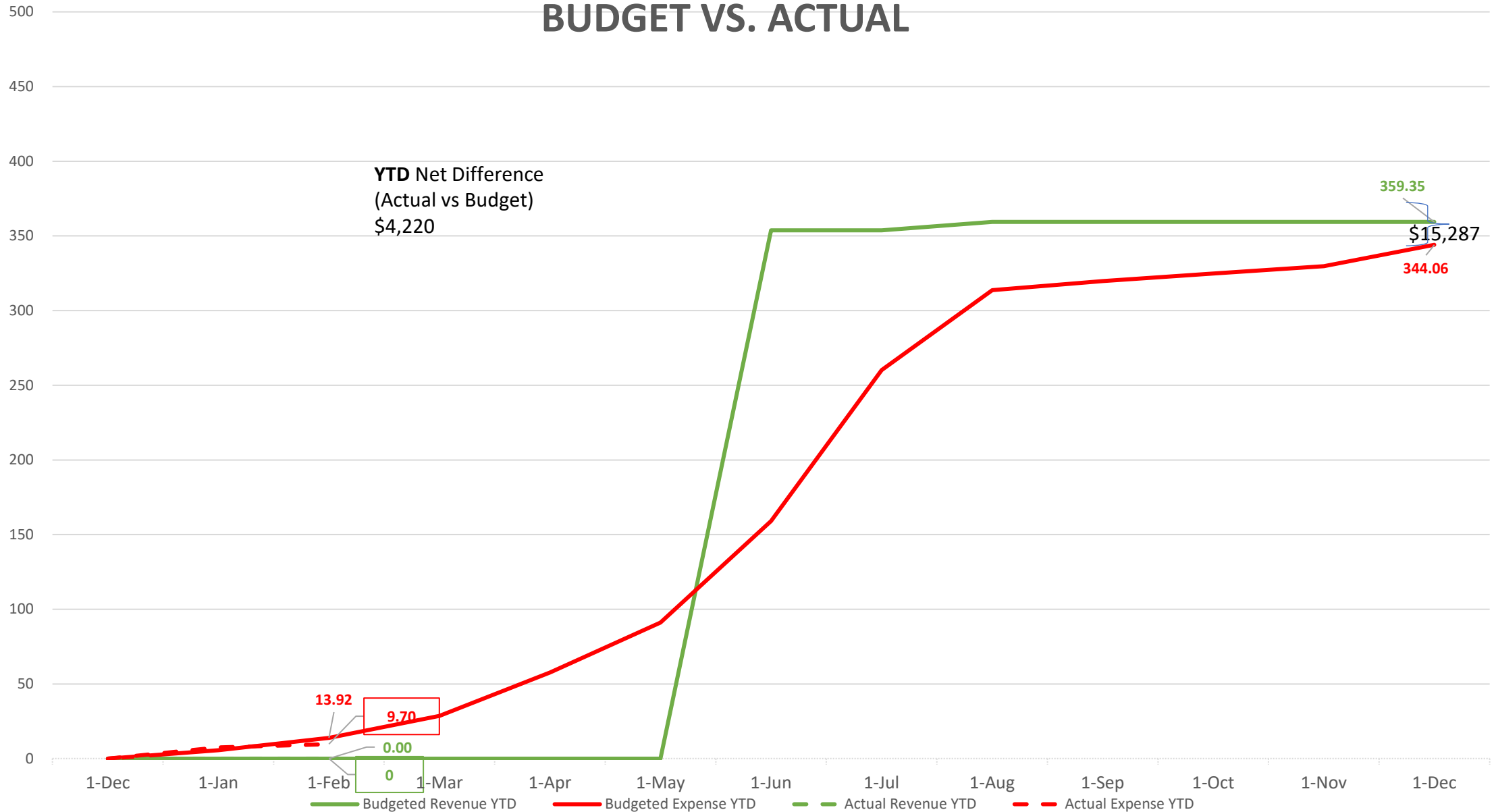
ATHLETICS 29-26

BUDGET VS. ACTUAL



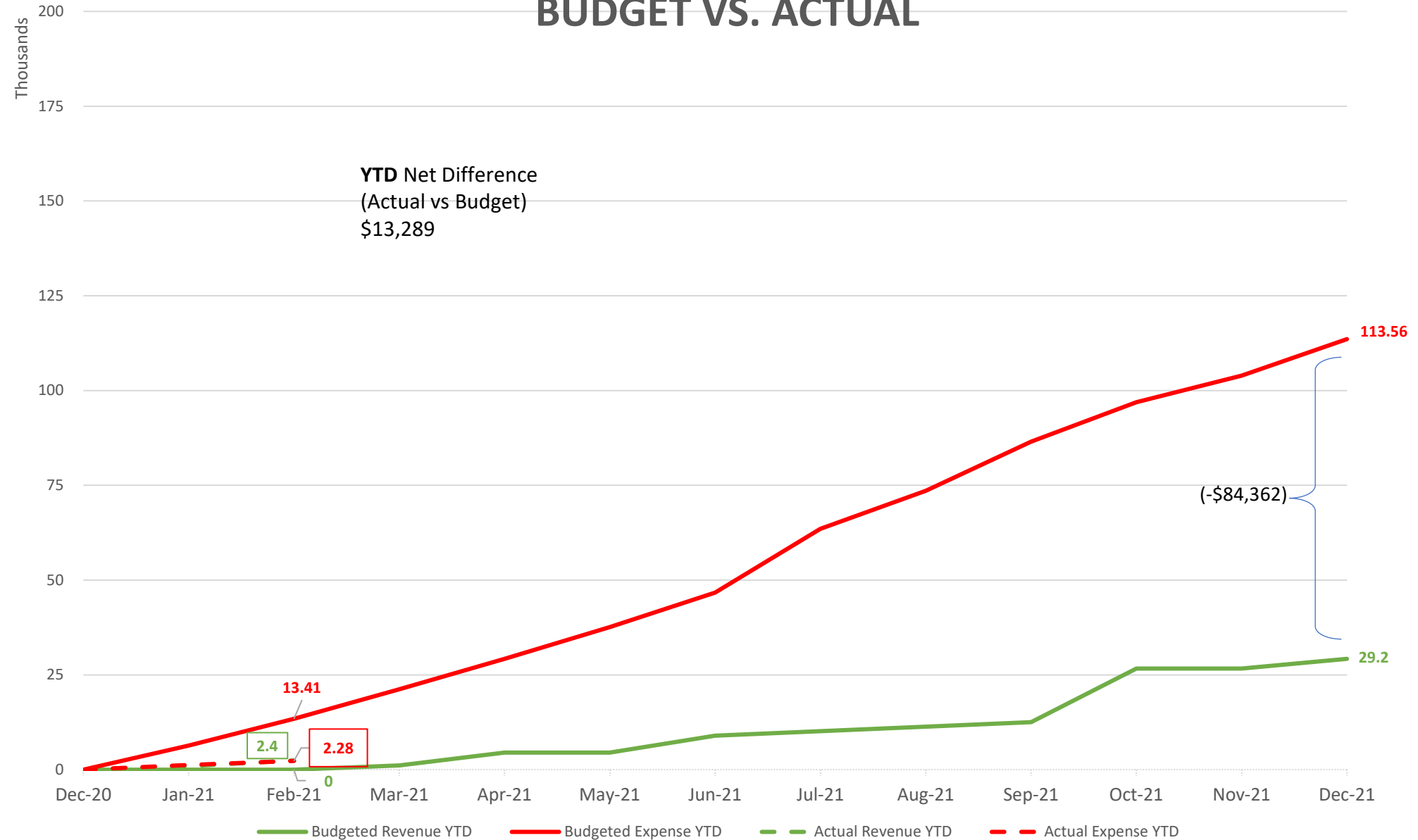
CAMPS 29-28

BUDGET VS. ACTUAL



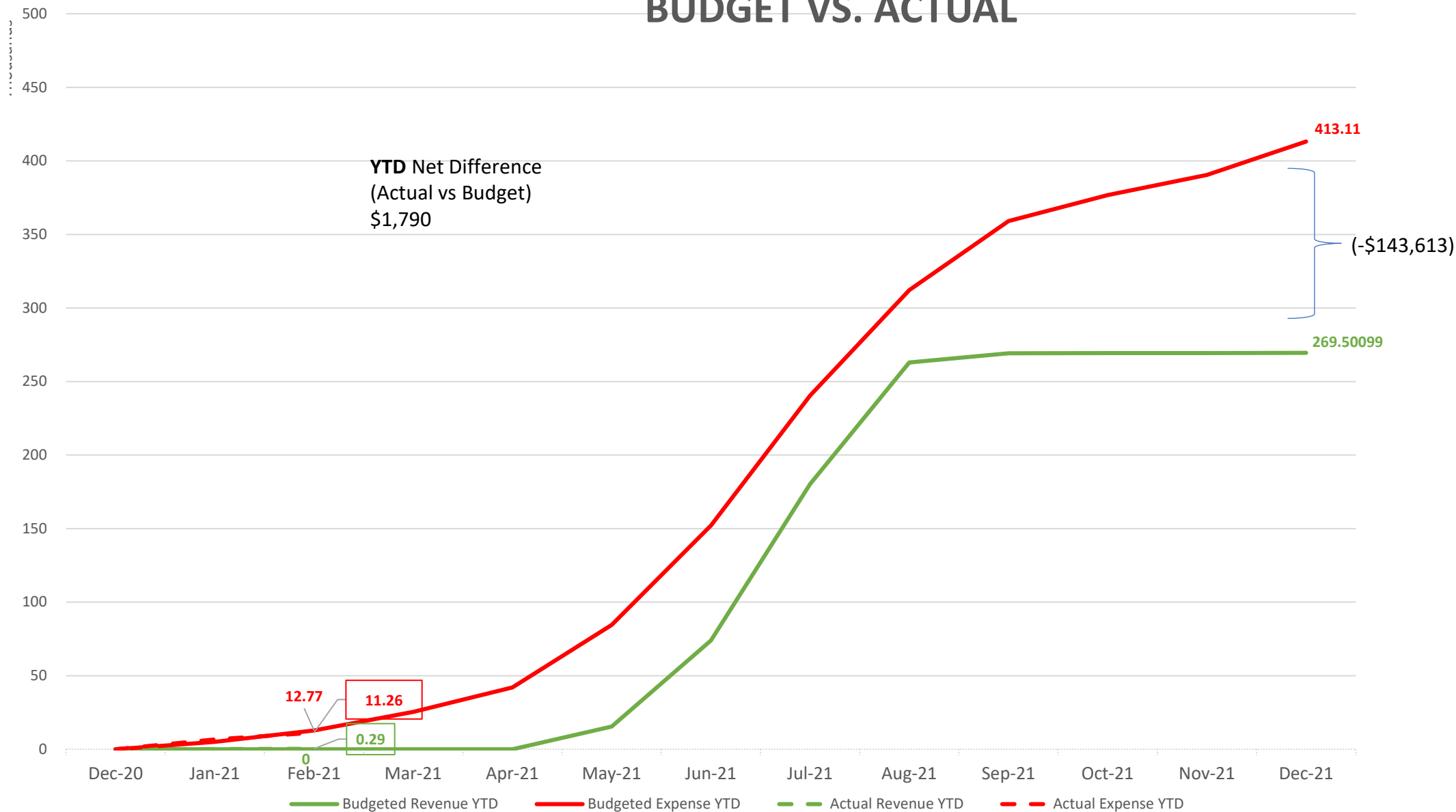
SPECIAL EVENTS 29-29

BUDGET VS. ACTUAL



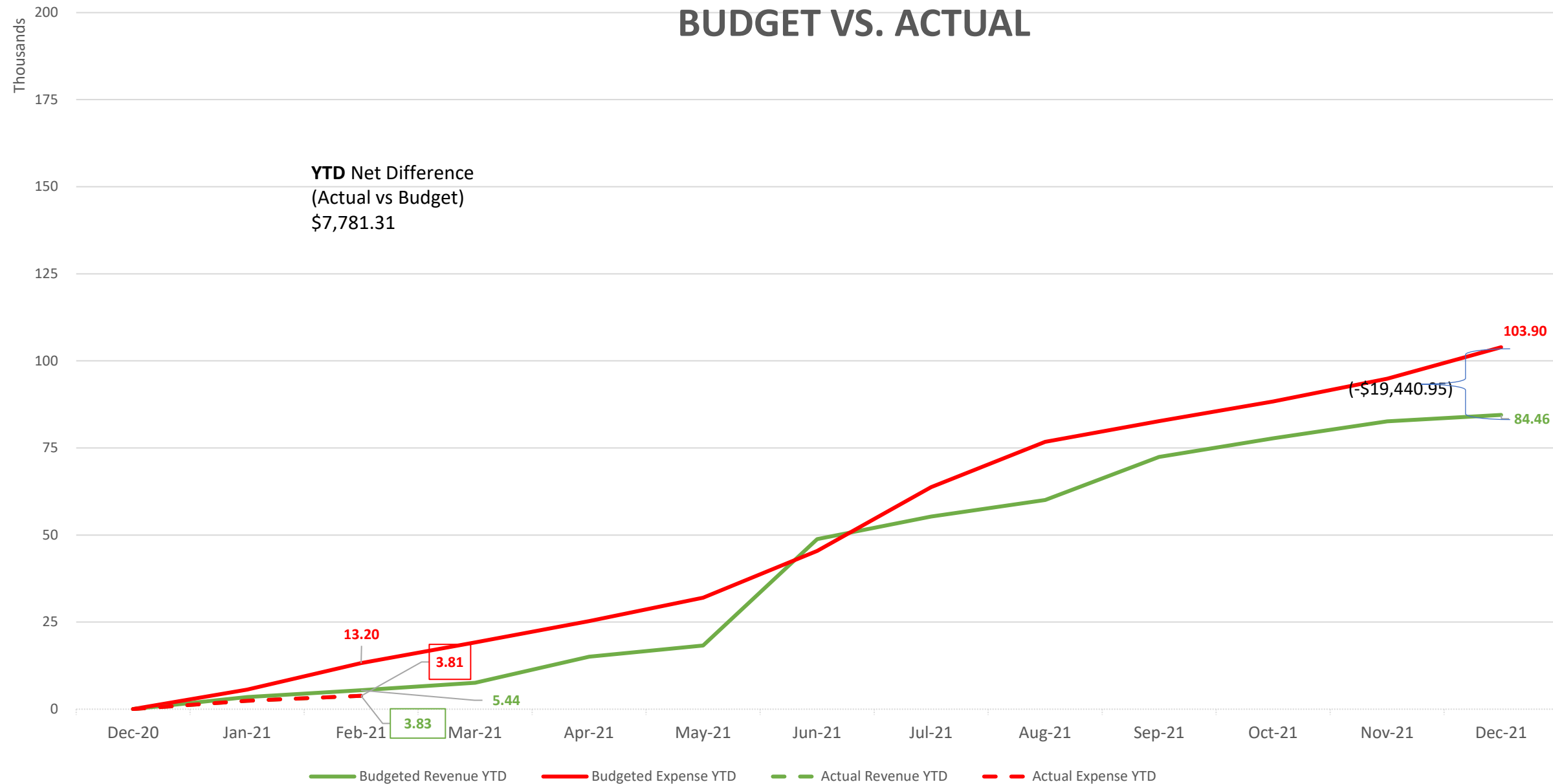
HIDDEN CREEK AQUA PARK 29-31

BUDGET VS. ACTUAL



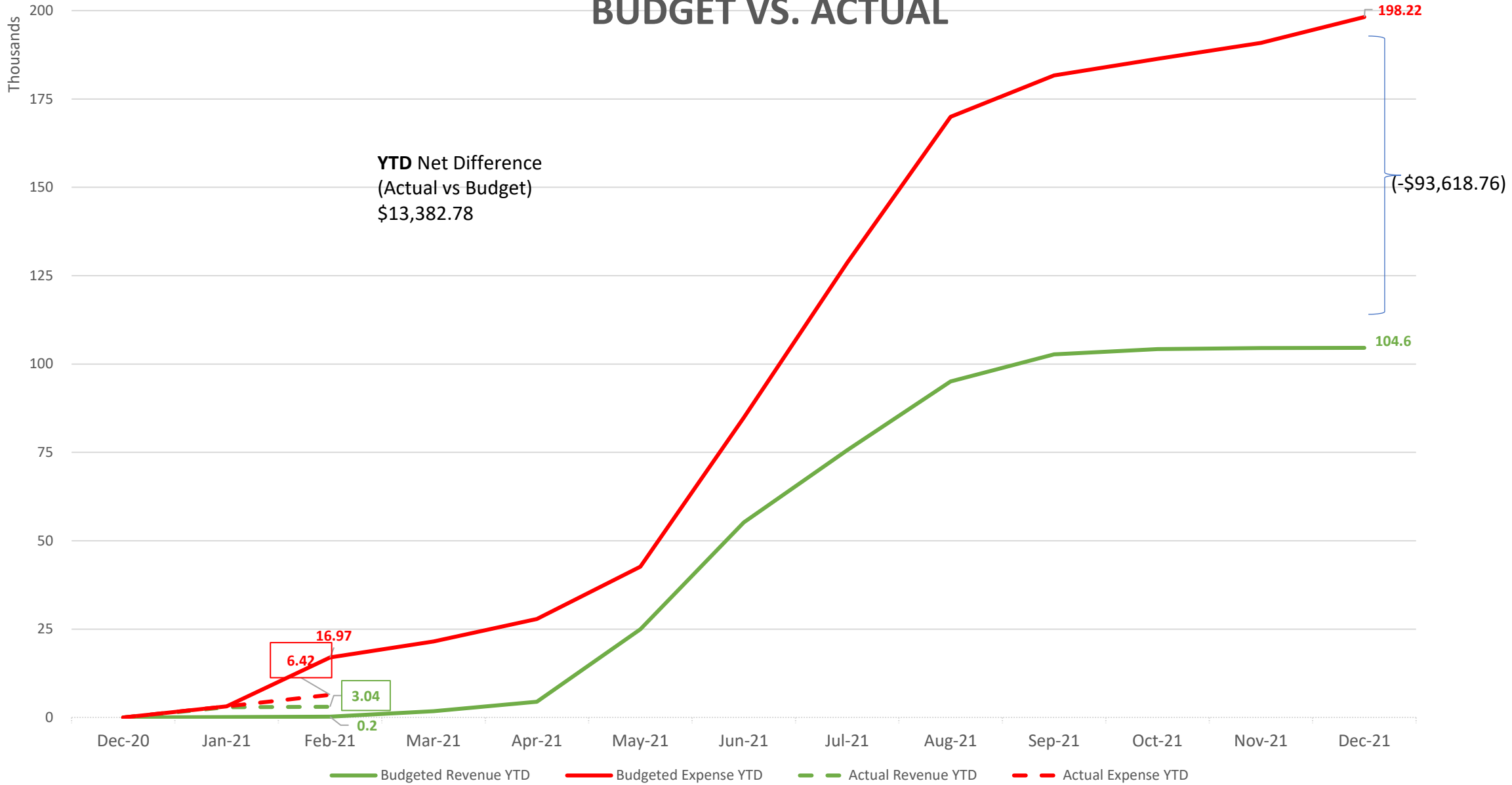
ROSEWOOD INTERPRETIVE CENTER 29-32

BUDGET VS. ACTUAL



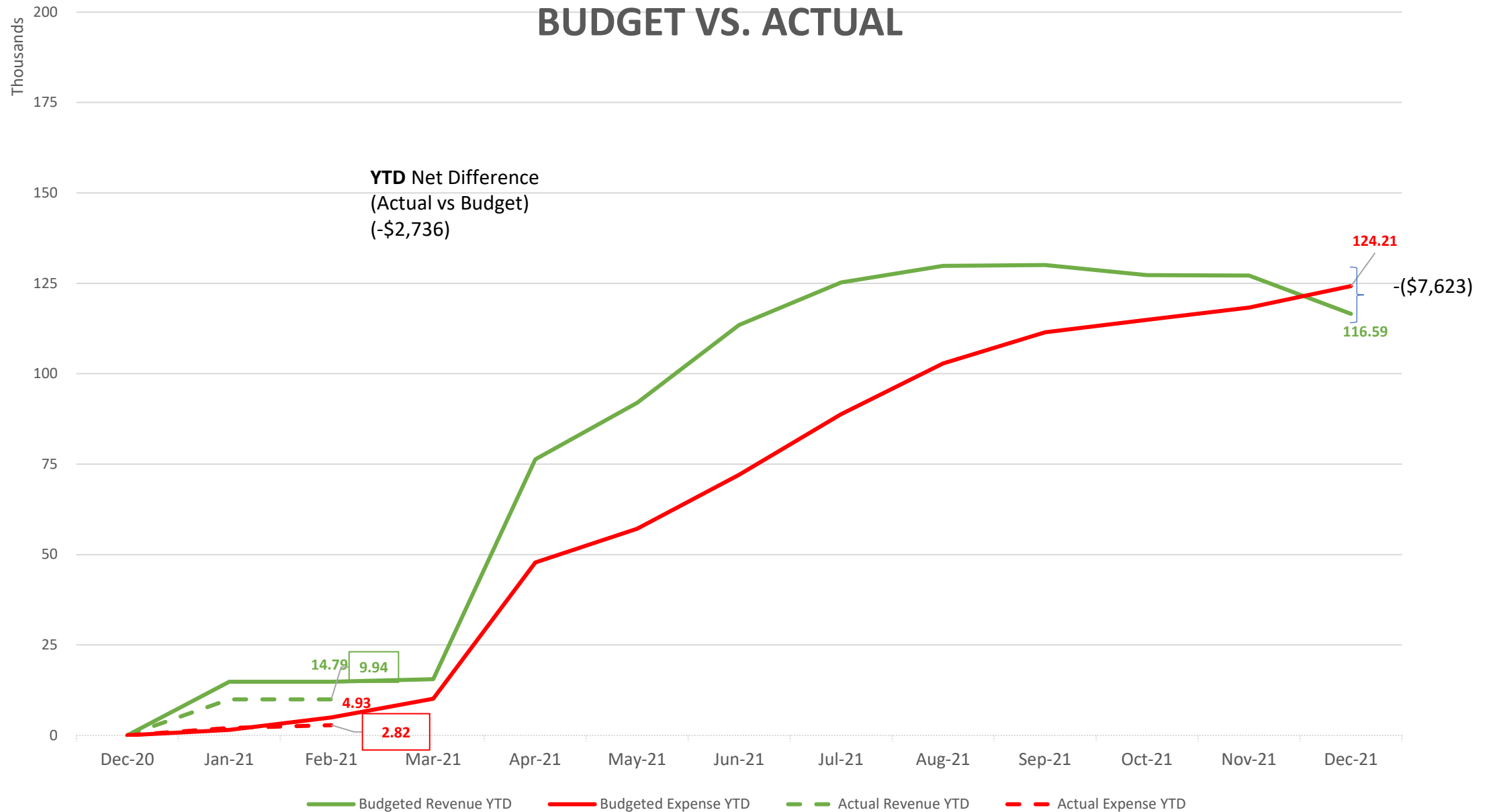
ROSEWOOD BEACH 29-33

BUDGET VS. ACTUAL



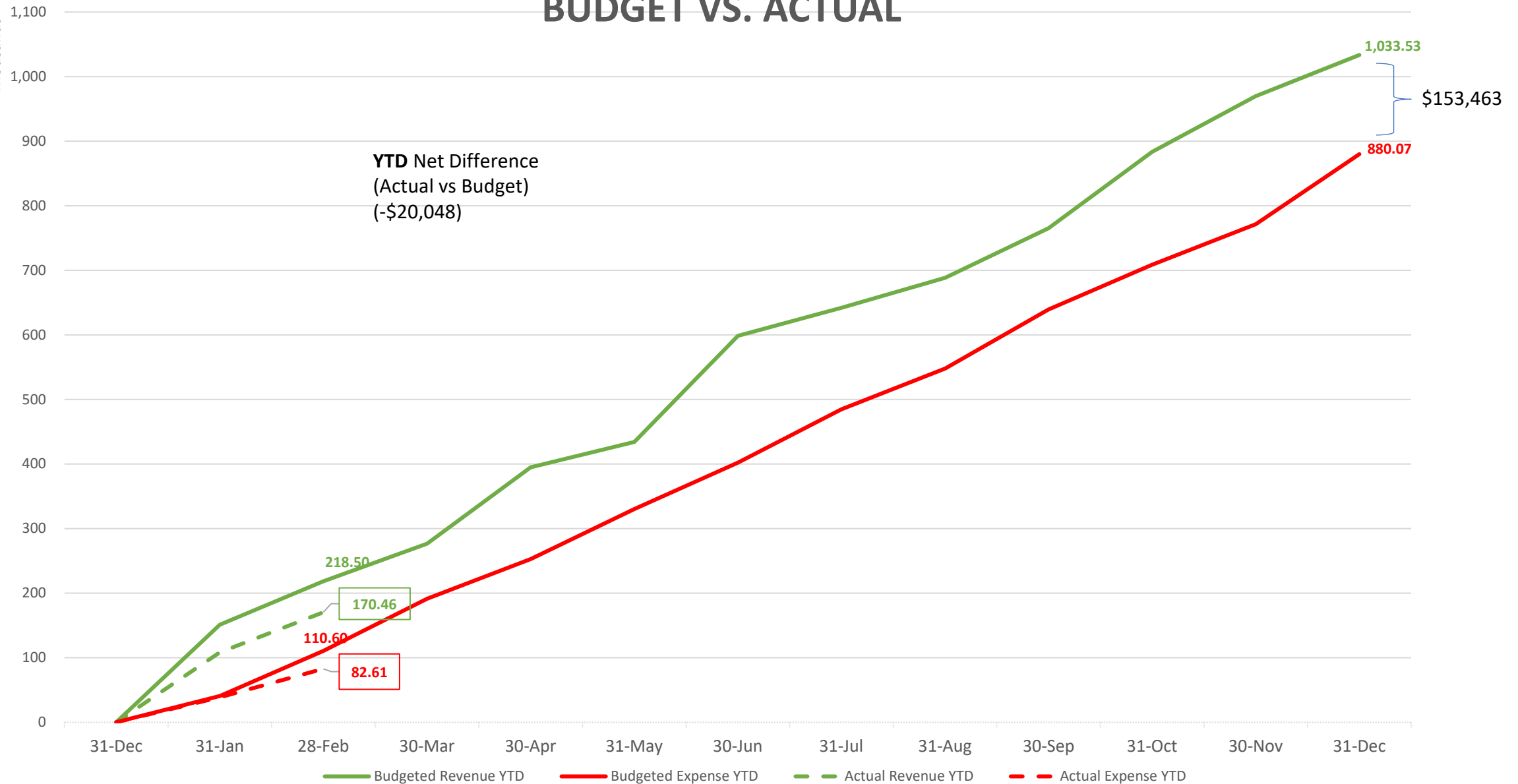
PARK AVE. 29-34

BUDGET VS. ACTUAL



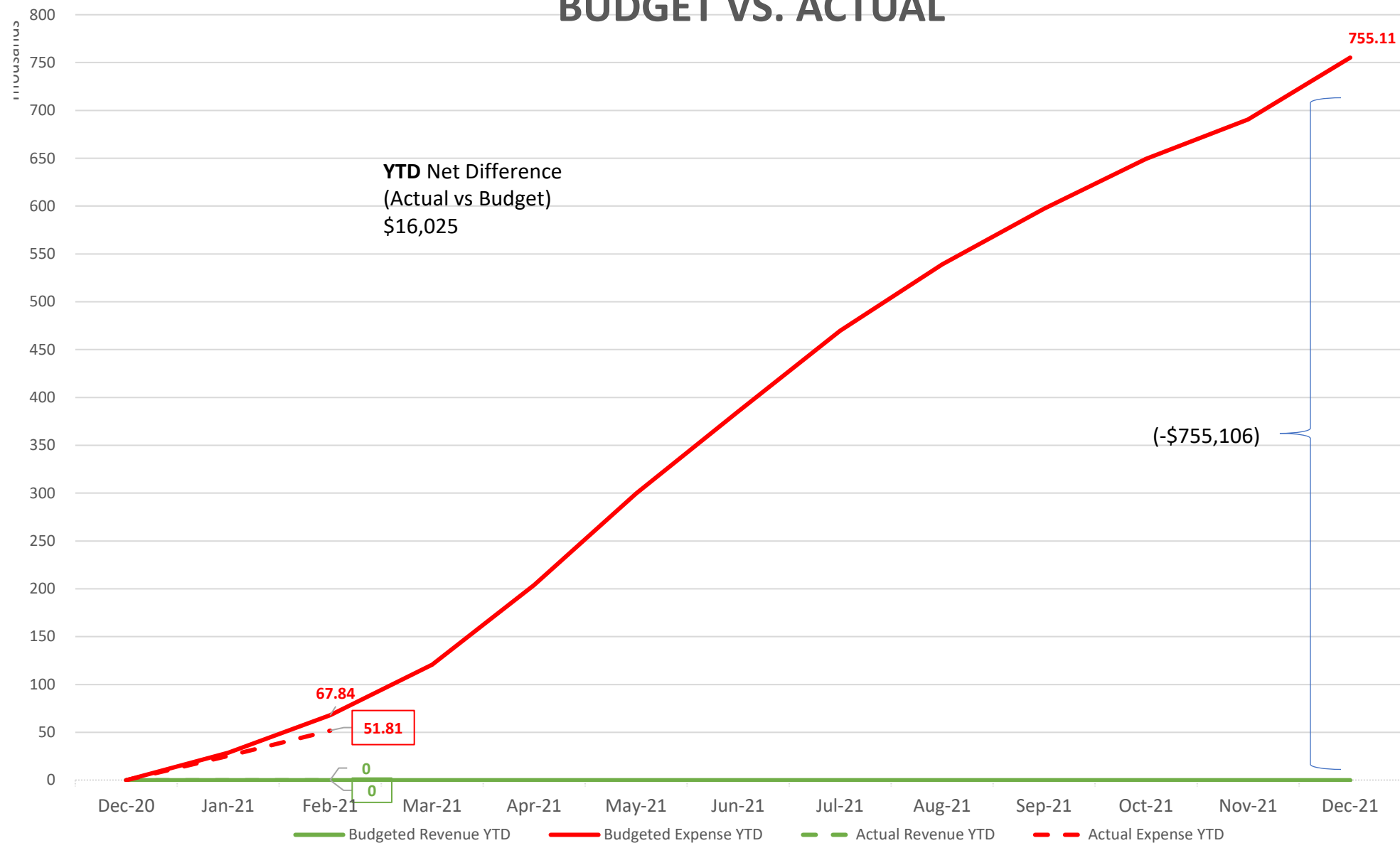
CENTENNIAL 29-38

BUDGET VS. ACTUAL



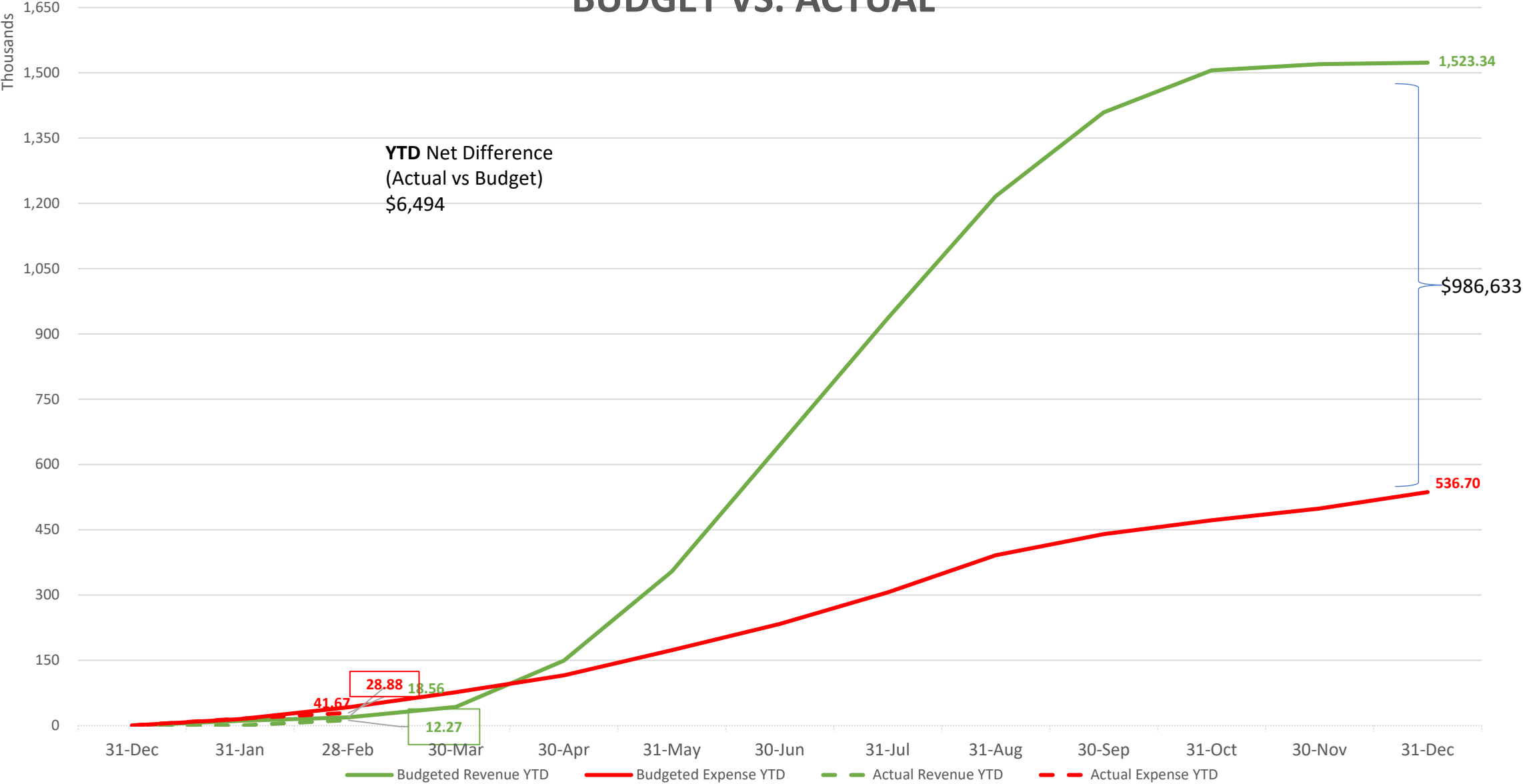
MAINTENANCE 29-41

BUDGET VS. ACTUAL



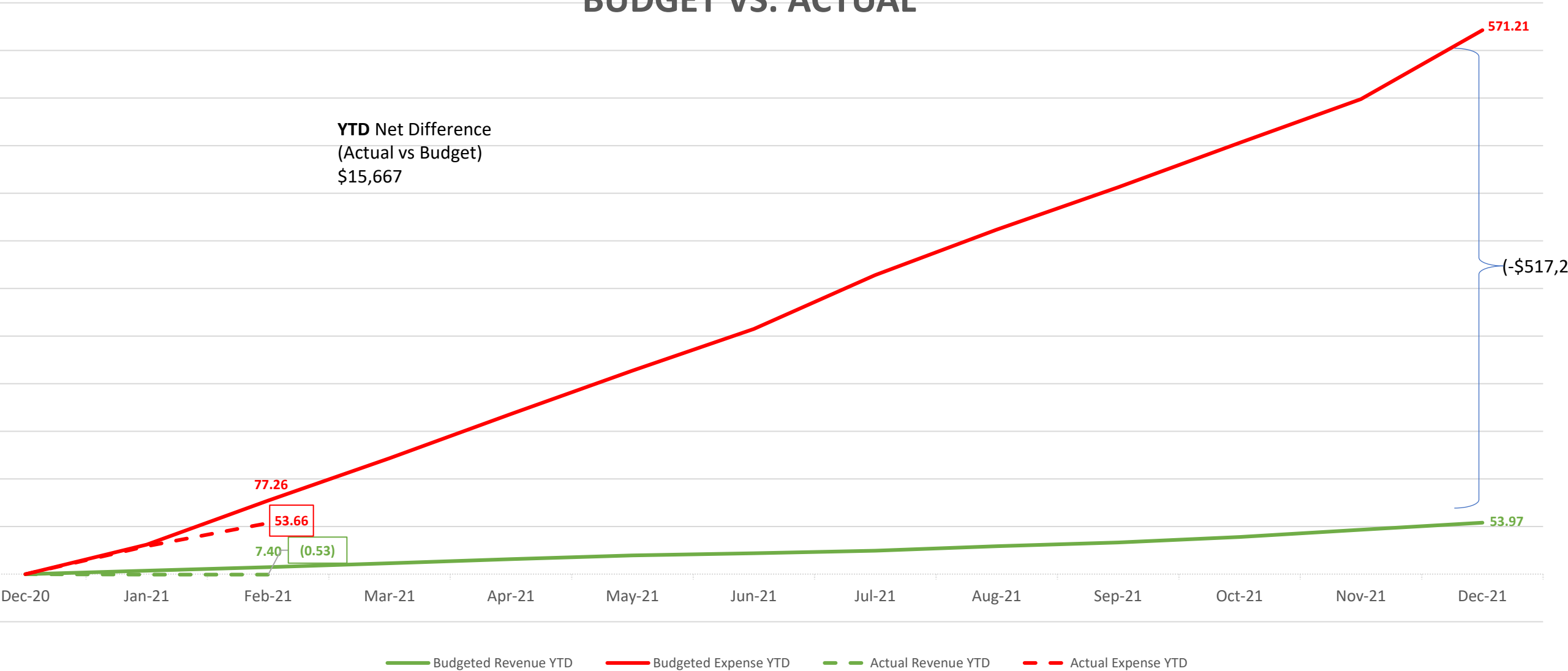
SUNSET VALLEY 29-42

BUDGET VS. ACTUAL



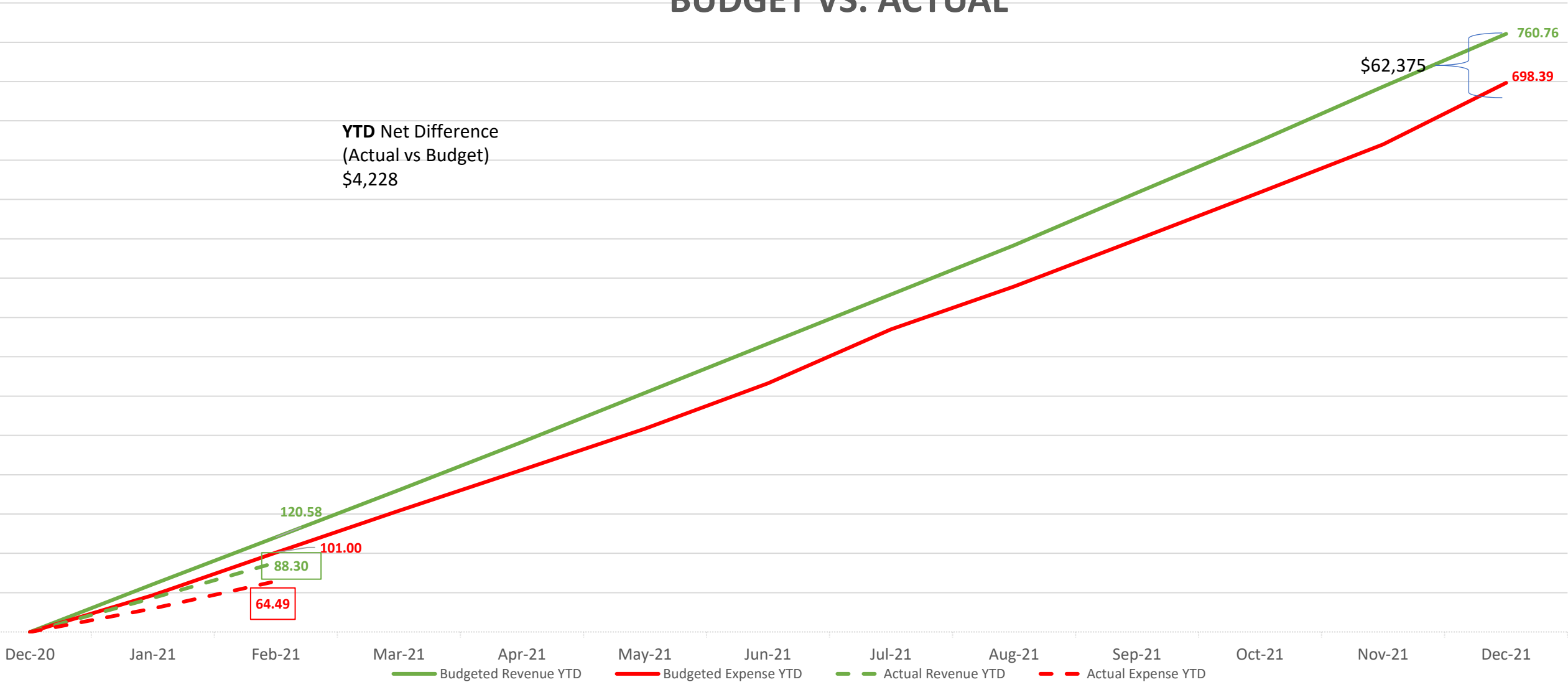
REC CENTER ADMIN 29-49

BUDGET VS. ACTUAL



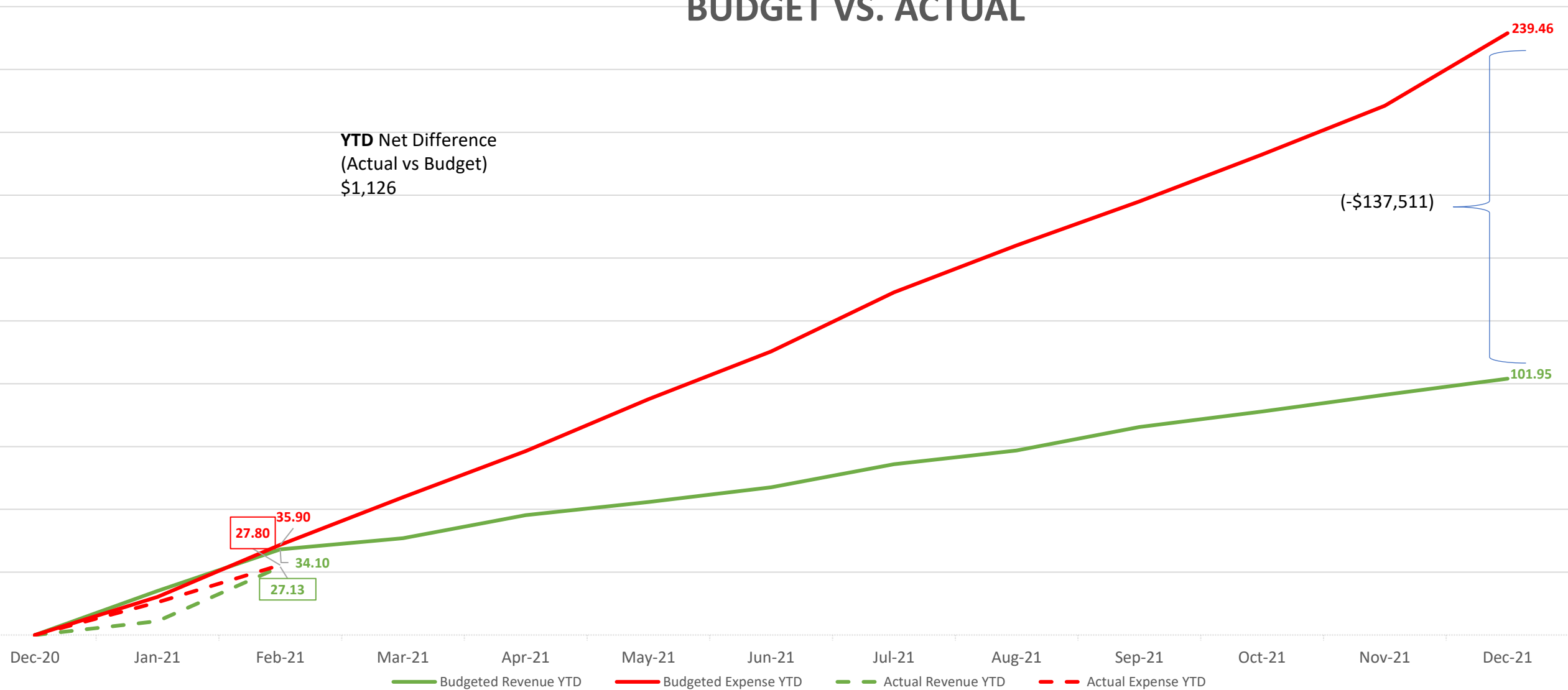
RECREATION CENTER FITNESS 29-51

BUDGET VS. ACTUAL



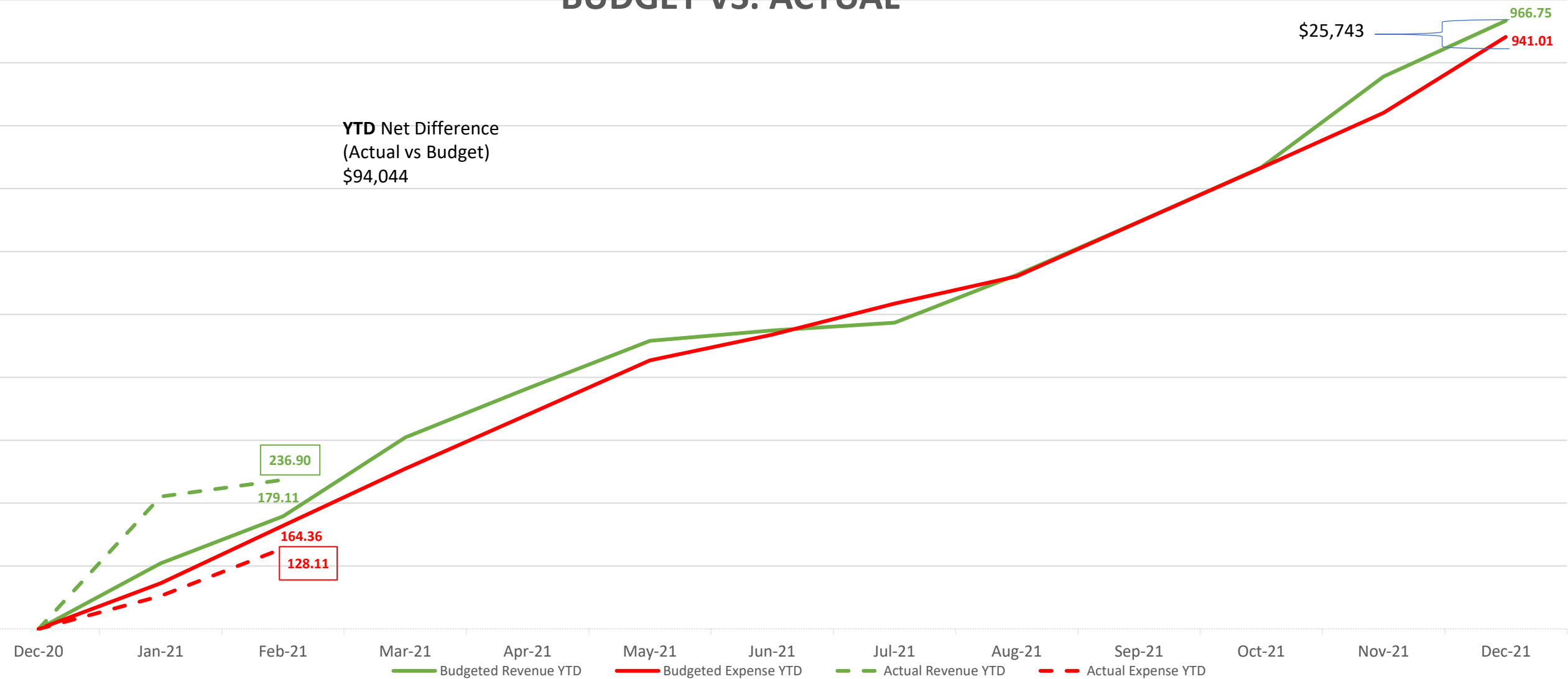
RECREATION CENTER AQUATICS 29-53

BUDGET VS. ACTUAL



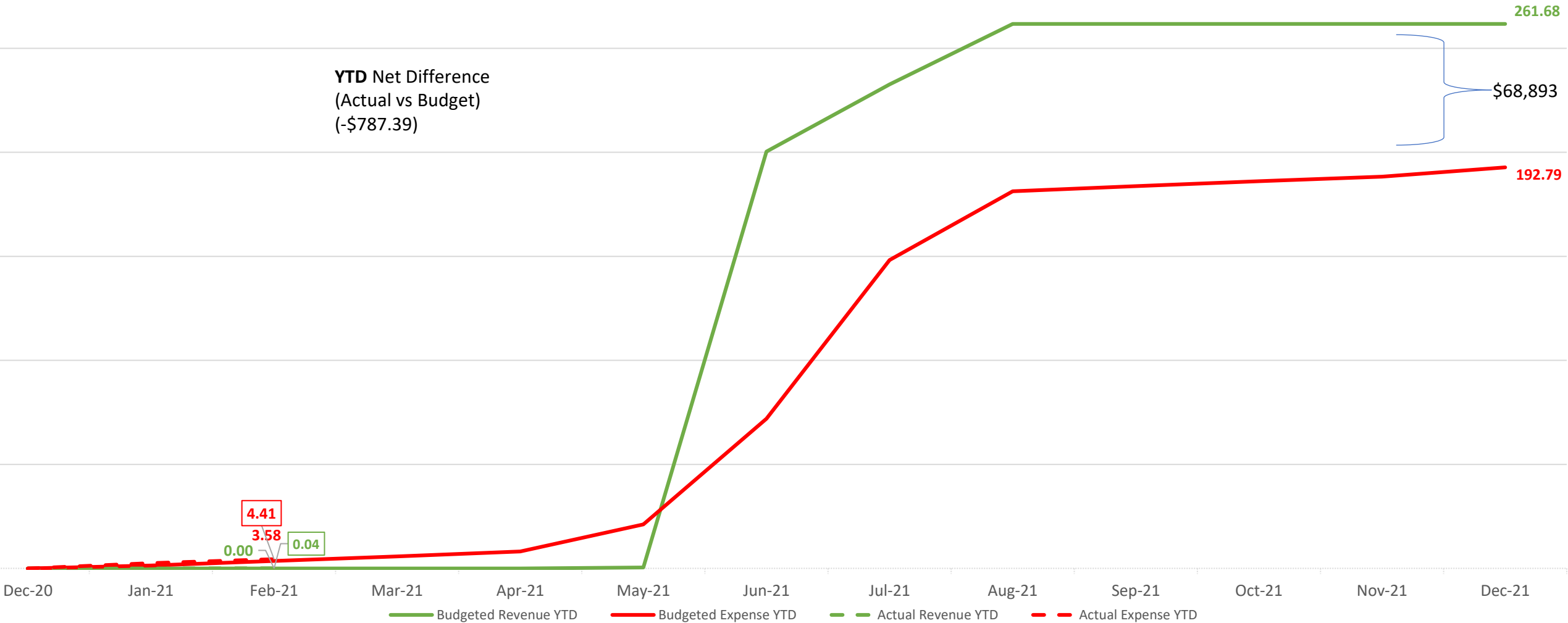
INDOOR TENNIS 29-55

BUDGET VS. ACTUAL



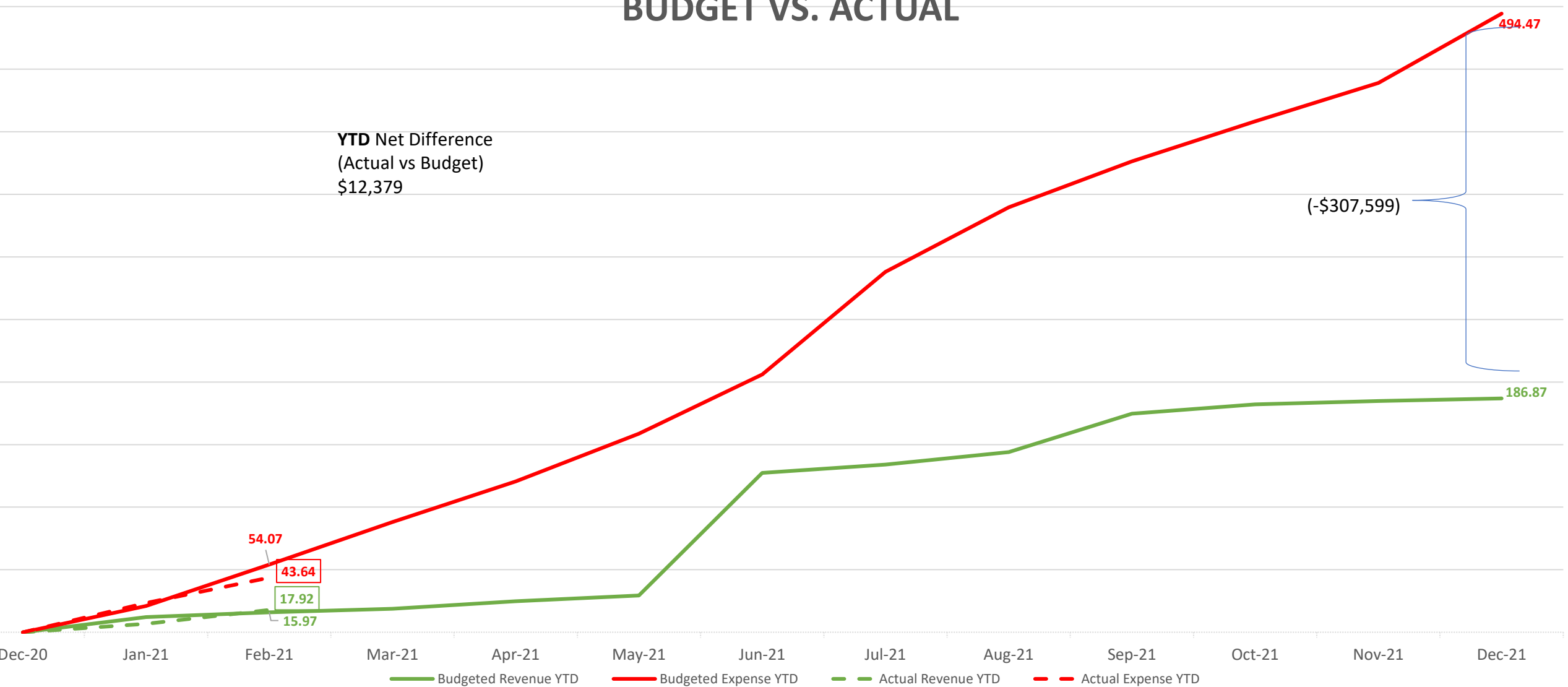
OUTDOOR TENNIS 29-56

BUDGET VS. ACTUAL



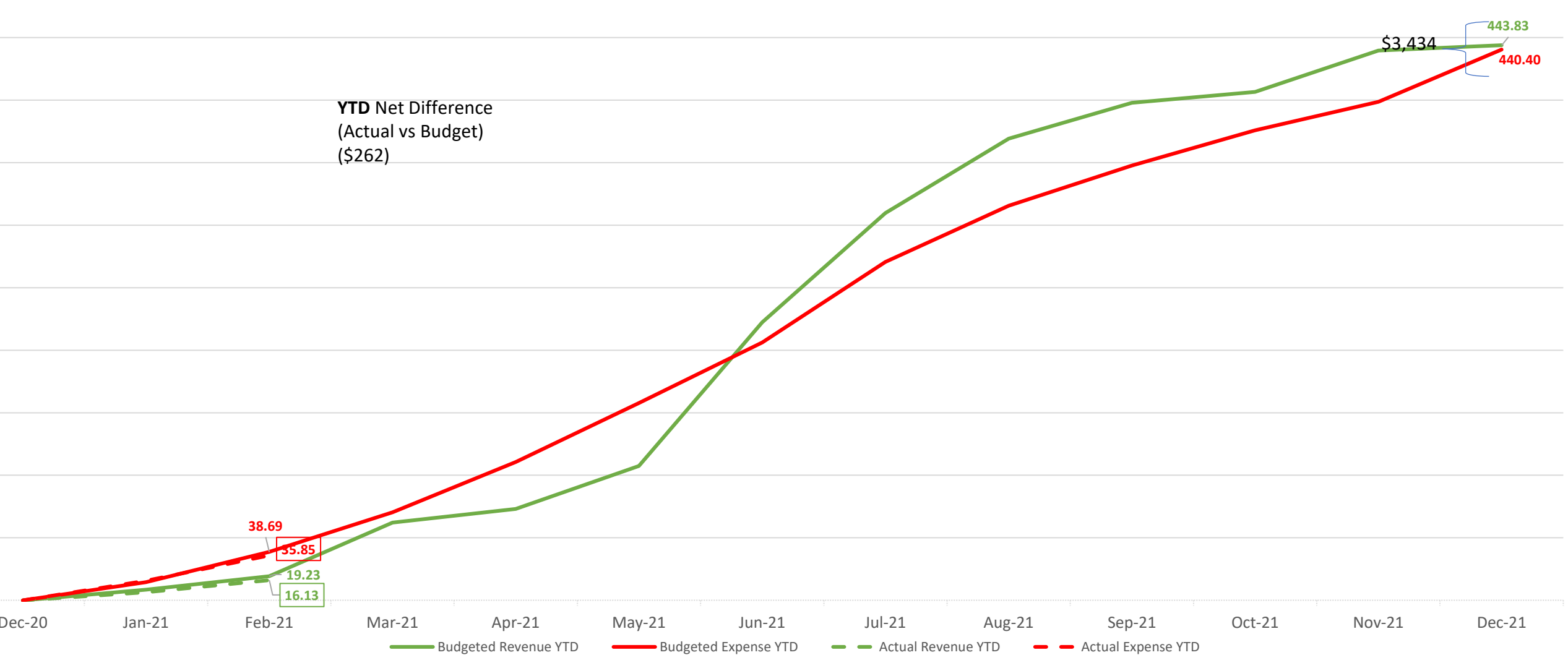
HELLER NATURE CENTER 29-61

BUDGET VS. ACTUAL



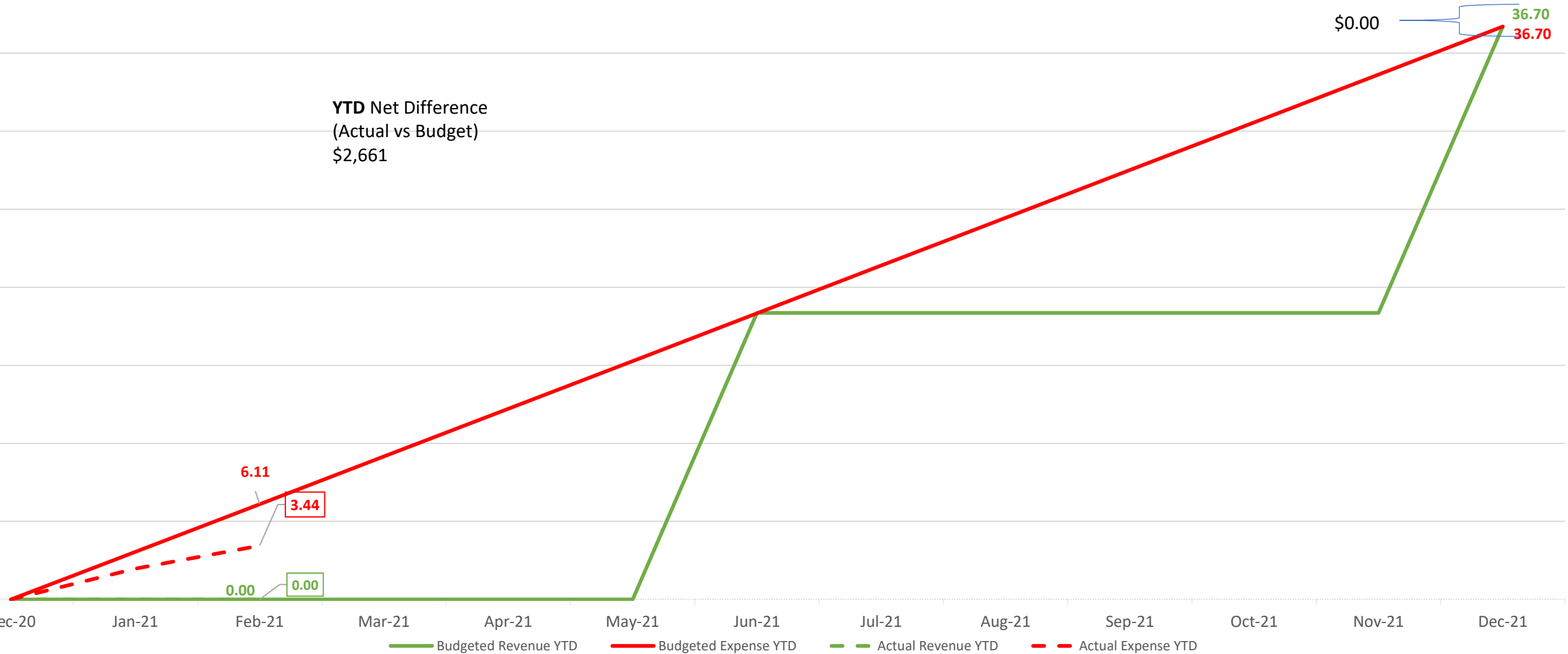
HPCC LEARNING CENTER 29-74

BUDGET VS. ACTUAL



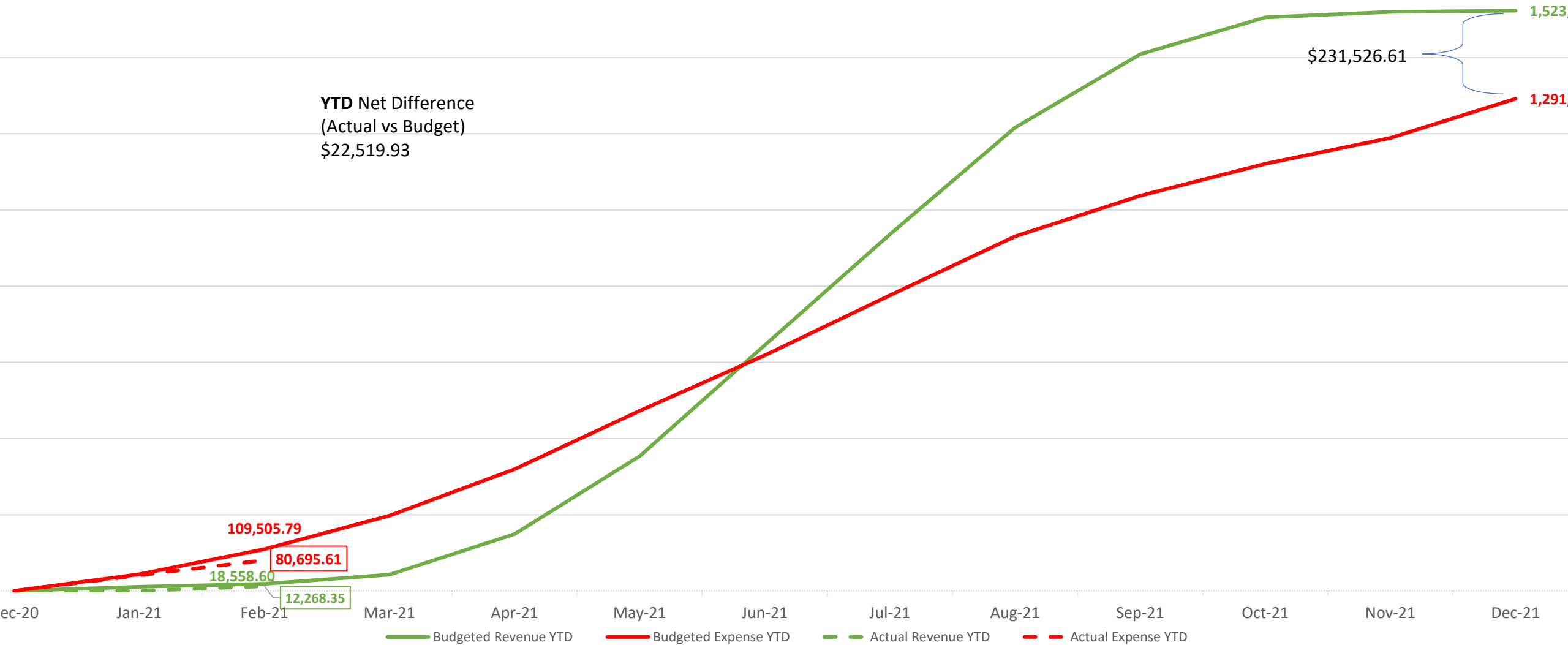
HPCC BUILDING 29-76

BUDGET VS. ACTUAL



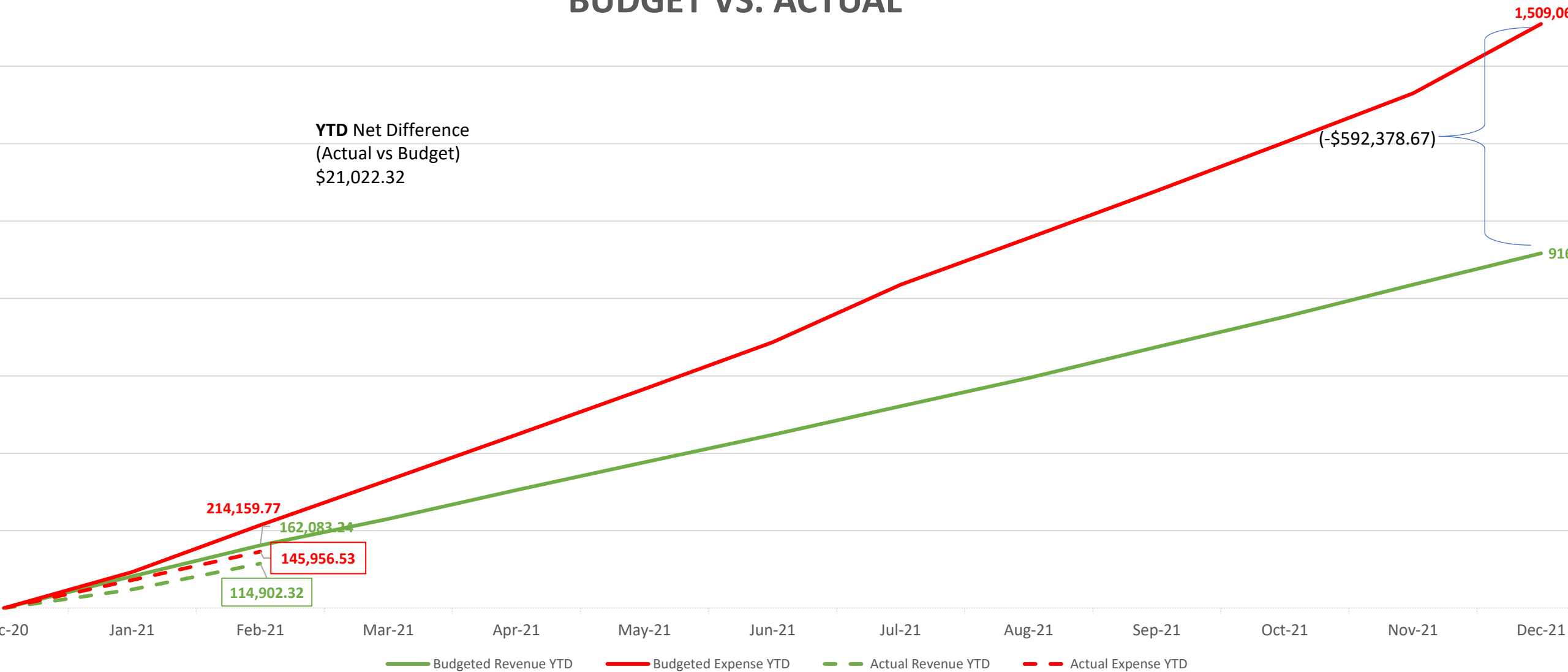
SUNSET VALLEY 29-41 and 42

BUDGET VS. ACTUAL



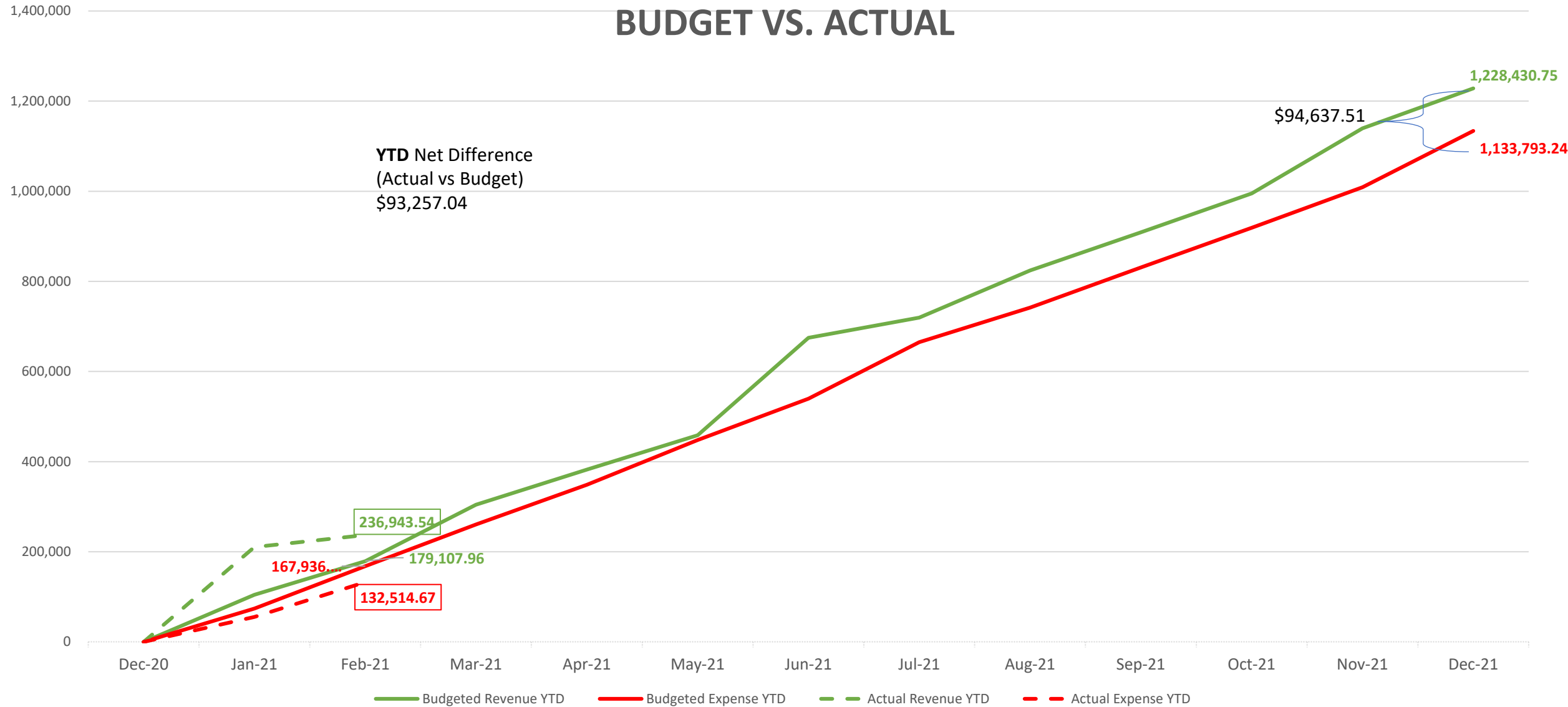
RECREATION CENTER 29-49, 29-51, 29-53

BUDGET VS. ACTUAL



DEER CREEK RAQUET CLUB 29-55 and 56

BUDGET VS. ACTUAL





Memorandum

To: Park Board of Commissioners

From: Amalia Schwartz, Planning and Projects Manager; Rebecca Grill, Natural Areas Manager; Dan Voss, Director of Parks; Jeff Smith, Director of Planning and Projects; Brian Romes, Executive Director

Date: March 30, 2021

Subject: **Beach Management Plan**

Summary

In 2020 the Park District was awarded a grant from the Illinois Coastal Management Program to develop a Beach Management Plan. The purpose of the Beach Management Plan is to recommend achievable operations and maintenance strategies to respond to climate change effects at Park District lakefront properties. Over the last year, the Park District worked with SmithGroup and consulted with regional experts to develop strategies tailored to each unique property. Community members were able to learn about the plan from a video presentation posted on the Park District website. Comments were accepted from March 10 through March 18.

Staff will provide an overview of how the assessment and plan document prepared by SmithGroup fits into the context of ongoing maintenance at the District. Staff will also share the implementation approach and next steps to apply the information gathered through the Beach Management Plan initiative.



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: March 30, 2021

Subject: **Deer Creek Racquet Club and Outdoor Tennis 2021 Planning Update**

Summary

Recreation Program Manager, Robyn Zullo, will provide an update summarizing Deer Creek Racquet Club and Outdoor Tennis for 2020 and the Park District's operational plans specific to Deer Creek Racquet Club and Outdoor Tennis in 2021.

EXECUTIVE DIRECTOR'S MONTHLY REPORT

MARCH 30, 2021

UPCOMING MEETINGS

- Thursday, April 8, 2021 / 4:00 p.m. / Virtual Finance Committee Meeting
- Tuesday, April 13, 2021 / 6:00 p.m. / Virtual Workshop Meeting
- Thursday, April 22, 2021 / 4:00 p.m. / Virtual Finance Committee Meeting
- Tuesday, April 27, 2021 / 6:00 p.m. / Virtual Regular Board Meeting

DEER CREEK RACQUET CLUB – FEBRUARY 2021

	2019	2020	2021
Daily Court Rentals (Hours)			
<i>Tennis</i>	138.5	156.25	319
<i>Racquetball</i>	73.75	50.5	11
Private Lessons (Hours)	201.25	248.75	401
Drop-Ins			
<i>Tennis</i>	427	338	135
<i>Pickleball</i>		181	18
Memberships	581	601	285

News & Events

- Guests were required to call ahead and make reservations to better manage and improve record keeping for Senior Drop-In, Cardio Tennis Drop-In, and Pickleball Drop-In drills due to COVID.

CENTENNIAL ICE ARENA – FEBRUARY 2021

	2019	2020	2021
Daily Drop-in Fees			
Public Skate	629	716	<i>Not Available due to COVID-19</i>
Freestyle	59	51	584
Open Hockey	18	33	<i>Not Available due to COVID-19</i>
Open Gymnastics	100	88	<i>Not Available due to COVID-19</i>
Skate Rental	536	617	22 long term rentals for Winter Session
Punch Passes			
Public Skate	12	14	<i>Not Available due to COVID-19</i>
Freestyle	38	13	<i>Not Available due to COVID-19</i>
Skate Rental	17	17	<i>Not Available due to COVID-19</i>
Facility Rentals Total Hours	174.6	197.90	160.14

News & Events

- Winter Session programs began on January 23 when Region 9 moved to Tier 2 mitigations measures.
- The Park District of Highland Park Competitive Gymnastics Team won the Level 3 First Place Team Award at the Gymnastics Factory Meet that was held in Grayslake, IL on Sunday, Feb 14.
- Since spectators were permitted, there was an increase in rentals.

RECREATION CENTER OF HIGHLAND PARK – FEBRUARY 2021

	January	February	March (Projected)
Free Virtual Classes Conducted	10	4	4
Paid Classes Conducted	71	85	100
Free Group Exercise Participation/Visits	3,164 Views / 1,828 Engagement	4,903 Views / 1,949 Engagement	3,200 Views / 1,850 Engagement
Paid Group Exercise Participation	589	716	920
Group Exercise 30 Day Pass Sales (Units)	5	4	NA
Group Exercise 30 Day Pass Revenue	\$350.00	\$266.00	NA
Personal Training Participation	328	313	355
Personal Training Sales (Units)	196.25	127	225
Personal Training Revenue	\$12,211.00	\$8,356.00	\$14,000.00
Private Swim Lesson Participation	105	101	110
Private Swim Lesson Sales (Units)	39	35	37
Private Swim Lesson Revenue	\$3,262.50	\$3,697.50	\$3,800.00
Aqua Lap Lane 30 Day Pass Sales (Units)	30	*41	NA
Aqua Lap Lane 30 Day Pass Revenue	\$2,140.00	\$2,990.00	NA
Fitness 30 Day Pass Sales (Units)	46	78	30
Month-Month (Units) (New)	NA	5	50
Fitness 30 Day/Month-Month Revenue	\$3,100.00	\$5,822.00	\$5,370.00
Fitness Center Reservations	3,180	3,229	3,400
Aqua Lap Lane Reservations	870	832	865

Memberships	2019	2020	2021
Annual	1,836	1,781	716
Non-Annual	58	60	91
Total Memberships	1,894	1,841	807
Kid Fit Memberships	51	52	0
Wix Memberships	NA	NA	105

Members	2019	2020	2021
Annual	2,915	2,877	1,103
Non-Annual	58	60	91
Total Members	2,973	2,937	1,194
Kid Fit Members	83	86	NA

Memberships

Two new options were offered to patrons.

OPTION #1

- **Individual Month to Month** - This membership is available to individuals age 11 and older. This non-annual membership is, at minimum, a two-month commitment that will auto-renew monthly. A 30-day notification is required to cancel at any time. Cancellation forms are available at our front desk. Those 12 and younger must complete the "Introduction to Fitness" program to obtain membership (additional fee required.)

Membership Fee: \$60 Resident/ \$70 Nonresident

OPTION #2

- **Individual 30-Day** - This pass is valid for 30 days from the date of purchase and is available to individuals age 11 and older. Those 12 and younger must complete the "Introduction to Fitness" program to obtain membership (additional fee required.) This option is non-refundable and will not auto-renew.

Membership Fee: \$79 Resident/\$89 Nonresident

Virtual Fitness

- Free Virtual Fitness was offered on Facebook to promote the facility, instructors, RC On the Go Fitness and to maintain engagement to our members and community.
- Virtual RC On the Go Fitness grew to 105 subscribers in February with a library of over 100 videos. Live Stream classes will begin in March.

Group Exercise

- Group Exercise classes declined in participation with extreme temperatures in February. Yoga and Barre classes added by member request. Group Ex is predicted to grow in March with vaccinations and membership options.

Personal Training

- Personal Training declined due to large sales in January. Usage maintained stable and with that, we predict an increase in sales for March.

Aquatics

- Private lesson participation and sales remained about the same from January to February. We anticipate at least 2 new clients in March, with a slight increase in participation, sales, and revenue.
- Aqua lap lane reservations decreased slightly from January to February. This was to be expected, as there are only 28 days in February. We expect a slight increase in March.
- Since the Recreation Center has begun to accept day passes, we anticipate an increase in reservation revenue. We project a minimum of one day pass sold per week. The majority of lap lane reservations will likely be members.
- 30 Day Aqua Lap Pass was converted to all access on February 24.

HELLER NATURE CENTER AND ROSEWOOD INTERPRETIVE CENTER PROGRAMS – FEBRUARY 2021

	2019	2020	2021
Heller Nature Center			
Participants / Programs	79/5	12/2	70/4
Rosewood Interpretive Center			
Participants / Programs	0	0	26/2

HELLER NATURE CENTER AND ROSEWOOD INTERPRETIVE CENTER RENTALS

	2019	2020	2021
Heller Nature Center			
Rentals	4	2	0
Birthday Party Package	2	1	0
Total	6	3	0
Rosewood Interpretive Center			
Rentals	2	0	0
Birthday Party Package	0	0	0
Total	2	0	0

CROSS-COUNTRY SKI RENTALS

	2019	2020	2021
Number of Rentals	452	0	905
Revenue	\$5814	\$0	\$9,053.50

News & Events

- Heller closed cross country ski for the season February 26.
- Heller and Rosewood increased rental capacity to 50%.

SUNSET VALLEY GOLF CLUB – FEBRUARY 2021

	2020	2021	2021 (Actual)
Golf Shop Sales	0	0	0
Golf Balls	0	0	0
Accessories	0	0	0
Golf Rentals	0	0	0
Carts	0	0	0
Golf Greens Fees	0	0	0
Resident	0	0	0
Nonresident	0	0	0
Outing/Tournaments	0	0	0
Other	0	0	0
Misc. Sales	22	31	71
Sapphire Club	4	8	28
Permanent Tee Time	18	23	43

News & Events

- The course closed on December 24, 2020.
- Staff are currently installing software and a new website. Staff are anticipating both the software and website to go-live on February 16, 2021.

HIGHLAND PARK LEARNING CENTER – FEBRUARY 2021

Driving Range Monthly Sales Report (buckets sold)

	2020 Actual	2021 Budget	2021 Actual
January	501	500	333
February	588	667	494
March	179	584	
April	0	717	
May	174	2,619	
June	2,547	4,474	
July	3,133	5,472	
August	3,643	5,286	
September	2,459	2,086	
October	1,263	631	
November	590	125	
December	200	208	
Totals	15,277	23,369	827

Mini Golf Monthly Sales Report (rounds sold)

	2019 ACTUAL	2020 BUDGET	2020 ACTUAL
March	-	-	-
April	0	167	0
May	59	717	0
June	1,004	1,400	0
July	1,467	1,883	0
August	1,940	2,000	0
September	1,139	1,750	0
October	592	416	0
November	371		0
Totals	6,572	8,333	0

News & Events

- A couple weeks of snow and excessive cold temperature slowed participation at the beginning of the month. With warmer temperatures at the end, we saw more players coming out to use the facility.

GRANT-IN-AID – FEBRUARY 2021

	2020	2021
Total YTD Subsidy	\$27,444	\$11,764
Households		
100% Subsidy YTD	40	18
50% Subsidy YTD	3	2
Total YTD	43	20

News & Events:

- Overall scholarship use has decreased due to COVID-related program changes & limitations.
- 2021 camp registration began in early February. To date, there have been 7 camp enrollments using scholarship funds.

PARKS & NATURAL AREAS

News & Events

- Contractors are beginning natural area restoration maintenance work at Highmoor Nature Preserve (Native Restoration Services) and Heller Nature Center (Davey Resource Group).
- Staff is meeting with contractors to plan prescribing burning for natural areas this spring.
- The Sunset Woods Outdoor Ice was closed for the season on March 1 as temperatures quickly rose consistently above 32 degrees.
- Staff cleared invasives in the natural area at the north end of Sunset Woods.
- Staff working on shrub pruning at various neighborhood parks.
- Following the completion of contracted repairs to the Business Office from last fall's storm damage, Staff assisted with painting, reorganizing furniture, and moving document cabinets back into the office.

PLANNING

News & Events

- Hitchcock Design Group has begun the final design phase for the Sunset Woods Park Playground Renovation. Refined playground design details are expected in late April. Construction is anticipated to begin in late summer.
- The Sunset Woods Park Master Plan Concept Plan is being finalized and will be presented to the Park Board for approval in April.
- The Rosewood Park Drainage/Grading Improvements Project is scheduled to occur from mid-April through mid-May. The ravine path will be closed during construction.
- The Danny Cunniff Park Diamond #1 backstop is scheduled to be replaced in April. Construction is anticipated to take approximately one week and cause minimal disruption to the District's baseball program.
- An Invitation for Bid is currently being developed for the 2021 Park Avenue Dredging Project. The Invitation for Bid will be released March 29 and a bid recommendation is anticipated to be presented to the Park Board for approval on April 27. Work is anticipated to occur in mid-May.

COMMUNICATIONS AND MARKETING

Marketing Board Report (Feb 6 – Mar 8)

Social Media			
			
4,697	842	1,570	83
Followers	Followers	Followers	Views

Email
34,915
Total Audience

pdhp.org		
13,610	22,156	45,459
Visitors	Visits	Pageviews


















Digital Brochures	
Spring	
879	298
Views	Clicks to Register



















Updates

- The marketing campaign for the new Youth Golf Development Center launched this month including a special email, news post on the website, outdoor banners, and social media promotion. Sales for the event are going at a healthy pace. Additional promotion will start in April with TV and social media advertising.
- Recruitment marketing began for summer lifeguards and camp counselors. Promotion includes email, website, banners, social media advertising, postings on Next Door, The Patch and on key social media groups.
- Promotion also started this month for the new RCHP daily fees and new membership options.
- Later this month, we will start promoting lakefront parking decals and Rosewood passes as well as design of the upcoming summer brochure.

Graphics



Page ?	Pageviews ? ↓
	45,459 % of Total: 100.00% (45,459)
1. / 	11,557 (25.42%)
2. /heller-nature-center/ 	3,009 (6.62%)
3. /recreation-center-highland-park-fitness-center-health-club-aquatics/ 	2,446 (5.38%)
4. /programs/ 	2,159 (4.75%)
5. /centennial-ice-arena/ 	1,634 (3.59%)
6. /2021/02/covid-19-community-health-preparedness/ 	1,083 (2.38%)
7. /golf-learning-center/ 	1,054 (2.32%)
8. /program-guides/ 	946 (2.08%)
9. /join-our-team/ 	907 (2.00%)
10. /camps/ 	879 (1.93%)
11. /rosewood-beach-2/ 	857 (1.89%)
12. /parties-rentals/ 	818 (1.80%)
13. /deer-creek-racquet-club/ 	794 (1.75%)
14. /heller-nature-center/cross-country-skiing/ 	695 (1.53%)
15. /bids-rfps/ 	564 (1.24%)
16. /youth-sports/youth-baseball/ 	532 (1.17%)
17. /park-school/ 	509 (1.12%)

18.	/beaches/		329	(0.72%)
19.	/staff-directory/		311	(0.68%)
20.	/hidden-creek-aquatic-park-outdoor-pool/		310	(0.68%)
21.	/parks/		307	(0.68%)
22.	/rainout-line-weather-cancellation-status-sign-up/		300	(0.66%)
23.	/recreation-center-highland-park-fitness-center-health-club-aquatics/membership-rec-center/		290	(0.64%)
24.	/contact/		278	(0.61%)
25.	/recreation-center-highland-park-fitness-center-health-club-aquatics/group-fitness/		246	(0.54%)
26.	/recreation-center-highland-park-fitness-center-health-club-aquatics/indoor-aquatics/		243	(0.53%)
27.	/camps/general-information-camps/		241	(0.53%)
28.	/events/		231	(0.51%)
29.	/find-listing/		221	(0.49%)
30.	/centennial-ice-arena/gymnastics/		218	(0.48%)
31.	/registration/		214	(0.47%)
32.	/centennial-ice-arena/hockey-figure-skating-lessons/		189	(0.42%)
33.	/west-ridge-center/		183	(0.40%)
34.	/heller-nature-center/one-day-events/		174	(0.38%)
35.	/park-board/meetings/		172	(0.38%)