

NOTICE OF MEETING
Tuesday, March 6, 2018
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

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADDITIONS TO THE AGENDA
- IV. PUBLIC COMMENT FOR ITEMS ON AGENDA
- V. CONSENT AGENDA
 - A. Minutes of 1-10-18 Workshop Meeting
 - B. Minutes of 1-23-18 Regular Board Meeting
 - C. Minutes of 2-13-18 Workshop Meeting
 - D. Surplus Ordinance 18-01
 - E. Resolution 18-02 – CIT Bank
 - F. Approval of the Purchase of Golf Course Maintenance Equipment
 - G. Approval of the 2018 Concessions License for HCAP & Rosewood Beach RFP
 - H. Approval of the Golf Course Maintenance Utility Cart Lease
 - I. Approval of the Sunset Valley Golf Course Restaurant/Bar Management Lease Agreement
 - J. Bills and Payroll in the amount of \$ 2,178,698.34
- VI. UNFINISHED BUSINESS
 - A. Approval of the Sunset Valley Golf Club Clubhouse Renovations Bids
- VII. TREASURER’S REPORT
- VIII. NEW BUSINESS
 - A. Approval of 2018 Golf Cart Lease – Sunset Valley Golf Club
 - B. Director’s Report
 - C. Parks Foundation Update
 - D. Board Comments
- IX. OPEN TO PUBLIC TO ADDRESS 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

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Board of Park Commissioners
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Highland Park, IL 60035**

XII. ADJOURNMENT

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

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF WORKSHOP MEETING
JANUARY 10, 2018**

The Workshop Meeting of the Board of Park Commissioners of the Park District of Highland Park was held in the Board Room at the West Ridge Center, 636 Ridge Road, Highland Park, Illinois.

The meeting was called to order at 6:03 p.m. by President Kaplan.

ROLL CALL

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

Absent: Commissioner Flores Weisskopf

Staff Present: Executive Director McElroy, Deputy Director Donahue, Director Curtis, Manager Johnson, Assistant Director Carr, Assistant Director Smith, Director Gogola, Director Romes, Manager Grill

ADDITIONS TO THE AGENDA

Commissioner Grossberg gave an update on the upcoming Martin Luther King Day of Service at the Recreation Center of Highland Park. It is the 9th Annual Day of Service and 1300 people are expected to participate. President Kaplan and Mayor Roterling will speak at the event.

Executive Director McElroy reviewed the hiring practices of the Park District for full-time and part-time employees in the wake of the events in Lake Forest.

PARK OPERATIONS / GOLF OPERATIONS CONSTRUCTION UPDATE

Assistant Director Smith reported that this past month, the interior of the building has begun to take shape. Masonry walls have been completed, walls for the offices, training room and restrooms have been framed and drywall has been hung. The first coat of paint has been applied. Significant progress has been made with electrical and plumbing installation. The gas meter was installed and gas unit heaters are now operational. Work on the exterior of the building has included the installation of skylights, exterior doors, roof coping and scuppers.

Looking ahead, crews will start priming walls and hanging ceiling grid. Millwork work is scheduled to begin shortly. Overhead garage doors and elevator have been ordered and are expected to arrive soon. The project remains on or under budget and is expected to be completed on time. Commissioner Bernstein asked Assistant Director Smith to provide a detail of what the security will include at the next Board Meeting.

SUNSET VALLEY CLUBHOUSE UPDATE

a. WB OLSON CONSTRUCTION MANAGEMENT CONTRACT FOR SUNSET VALLEY GOLF COURSE

Director Romes reviewed that in May 2017, the Park District retained W.B. Olson to provide Pre-Construction services for the renovation of the Sunset Valley Golf Course Clubhouse. This was done in anticipation of entering into an agreement to hire W.B. Olson as the *Project Construction Manager (CM)*. W.B. Olson has extensive experience with Clubhouse Construction, most recently completing the Glenview Park District Clubhouse. The Park District has an existing satisfactory relationship with W.B. Olson who served as the Construction Management firm for the Rosewood Development Project.

Staff is recommending approval to hire W.B. Olson based on the services outlined in the attached agreement for *Construction Manager as Constructor with Guaranteed Maximum*. Approval of this type of agreement involves a two-step process.

Step 1: This step requires approval from the Park Board of Commissioners of the agreement at the January 23 Meeting.

1. W.B. Olson will be the “*CM as Contractor*” which specifically designates the CM to hold all subcontractor agreements and is responsible for their execution.
2. A “*Guaranteed Maximum Price*” will include the total cost for construction, 5% contingency and the CM Fee due to W.B. Olson.
3. The **CM Fee** due to W.B. Olson will be 4.5% of the total cost for construction.

Step 2: This step requires approval from the Park Board of Commissioners at the February 27 Meeting of the Guaranteed Maximum Price, which will act as an addendum to the attached agreement.

During this step both the GMP and the CM Fee will be determined and approved as part of the Agreement Addendum.

Commissioner Bernstein requested that the Golf Advisory Committee take a tour of Sunset Valley Golf Course in the Spring once the weather starts to warm up. The Board also suggested that Superintendent Ochs provide an update on the condition of the golf course in March or April.

REVIEW OF VOUCHERS

Director Curtis presented bills for checks written December 9, 2017 through January 4, 2018 for an amount totaling \$1,405,447.18. There were no questions from the Board.

OPEN TO PUBLIC ADDRESS TO ADDRESS BOARD - None

CLOSED SESSION

Motion was made by Vice President Ruttenberg, seconded by Commissioner Grossberg, to adjourn into Closed Session for discussion of 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.
Roll Call:

Aye: Commissioner Bernstein, Commissioner Grossberg, Vice President Ruttenberg,
President Kaplan
Nay: None
Absent: Commissioner Flores Weisskopf
Abstain: None

Meeting was adjourned into closed session at 6:30 p.m.

ACTION FROM CLOSED SESSION

President Kaplan reported that the Board met in Closed Session under 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.

No action was taken.

ADJOURNMENT

There being no further business, a motion was made Vice President Ruttenberg, seconded by Commissioner Bernstein and approved by unanimous voice vote. The Board Meeting adjourned at 10:07 p.m.

Respectfully submitted,

Liza McElroy, Secretary

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF REGULAR MEETING
JANUARY 23, 2018**

The Regular Meeting of the Board of Park Commissioners of the Park District of Highland Park, was held in the Conference Room at the Walter E. Heller Nature Preserve and Center, 2821 Ridge Road, Highland Park, Illinois.

The meeting was called to order at 6:04 p.m. by President Kaplan.

ROLL CALL

Present: Commissioner Bernstein, Vice President Ruttenberg, President Kaplan

Absent: Commissioner Flores Weisskopf, Commissioner Grossberg

Staff Present: Executive Director McElroy; Deputy Director of Operations Donahue; Director Curtis, IT Manager Johnson; Director Romes; Director Voss; Director Gogola; Assistant Director Smith; Assistant Director Carr

PUBLIC HEARING ON THE 2018 BUDGET

President Kaplan called a public hearing for the proposed Budget and Appropriation Ordinance for a 12-month period ending December 31, 2018 for the Park District of Highland Park to order.

Roll Call:

Aye: Commissioner Bernstein, Vice President Ruttenberg,
President Kaplan

Nay: None

Absent: Commissioner Flores Weisskopf, Commissioner Grossberg

Abstain: None

There was no one from the public or Board of Commissioners that had comments on the budget. Executive Director McElroy reported that there were no written comments received. President Kaplan called for a motion to adjourn the public hearing.

Motion was made by Vice President Ruttenberg to close the public hearing, seconded by Commissioner Bernstein.

Roll Call:

Aye: Commissioner Bernstein, Vice President Ruttenberg, President Kaplan

Nay: None

Absent: Commissioner Flores Weisskopf, Commissioner Grossberg

Abstain: None

Motion Carried.

ADDITIONS TO THE AGENDA - None

PUBLIC COMMENT FOR ITEMS ON THE AGENDA - None

CONSENT AGENDA

Minutes of December 5, 2017 Workshop Meeting; Minutes of December 14, 2017 Regular Board Meeting; Sunset Valley Clubhouse – W.B. Olson Construction Management Contract for Sunset Valley Golf Course; Sunset Valley Golf Course Renovation – Change Order; Sunset Valley Golf Course Clubhouse – Woodhouse Tinucci Project Change Order; Approval of Kennedy Park Playground & Resolution 18-01 – Procurement of Playground Equipment; Bills and Payroll in the amount of \$2,321,236.66.

Commissioner Bernstein requested that Item F - Approval of Kennedy Park Playground & Resolution 18-01 – Procurement of Playground Equipment be removed from the Consent Agenda.

Motion was made by Vice President Ruttenberg; seconded by Commissioner Bernstein to approve the Consent Agenda except for item F Approval of Kennedy Park Playground & Resolution 18-01 – Procurement of Playground Equipment.

Roll Call:

Aye: Commissioner Bernstein, Vice President Ruttenberg, President Kaplan
Nay: None
Absent: Commissioner Flores Weisskopf, Commissioner Grossberg
Abstain: None

Motion Carried.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA - None

ADDITIONS TO THE AGENDA - None

PUBLIC COMMENT FOR ITEMS ON THE AGENDA - None

CONSENT AGENDA

Minutes of December 5, 2017 Workshop Meeting; Minutes of December 14, 2017 Regular Board Meeting; Sunset Valley Clubhouse – W.B. Olson Construction Management Contract for Sunset Valley Golf Course; Sunset Valley Golf Course Renovation – Change Order; Sunset Valley Golf Course Clubhouse – Woodhouse Tinucci Project Change Order; Approval of

Kennedy Park Playground & Resolution 18-01 – Procurement of Playground Equipment; Bills and Payroll in the amount of \$2,321,236.66.

Commissioner Bernstein requested that Item F. Approval of Kennedy Park Playground & Resolution 18-01 – Procurement of Playground Equipment be removed from the Consent Agenda.

Motion was made by Vice President Ruttenberg; seconded by Commissioner Bernstein to approve the Consent Agenda except for item F.

Roll Call:

Aye: Commissioner Bernstein, Vice President Ruttenberg,
President Kaplan
Nay: None
Absent: Commissioner Flores Weisskopf, Commissioner Grossberg
Abstain: None

Motion Carried.

Assistant Director Smith explained the process for the Kennedy Park Playground. There have been three meetings with attendance being the highest at the first two meetings. The District reached out to neighbors with two advisory meetings where general options were discussed and at the following meeting designs were presented and the neighbors were asked to vote on-line with a survey for their preferred design. Commissioner Bernstein asked Assistant Director Smith how many surveys were received, there were 15 responses. These responses were consistent with what people wanted. Commissioner Bernstein asked if this was the only playground being renovated this year and if it was going to come in on budget. Assistant Director Smith answered yes to both questions. Commissioner Bernstein stated that based on what he had heard in the presentation he was ready to approve the Kennedy Park Playground & Resolution 18-01.

Motion was made by Vice President Ruttenberg; seconded by Commissioner Bernstein to approve Kennedy Park Playground & Resolution 18-01 - Procurement of Playground Equipment.

Roll Call:

Aye: Commissioner Bernstein, Vice President Ruttenberg,
President Kaplan
Nay: None
Absent: Commissioner Flores Weisskopf, Commissioner Grossberg
Abstain: None

Motion Carried.

UNFINISHED BUSINESS

A. 2018 Budget & Appropriation Ordinance 17-07

Director Curtis explained that due to a planned use of Capital Reserves, the budget reflects a deficit balance. Accumulated reserves in the capital fund are being used for replacement capital, Parks Operations & Golf Operations, Sunset Valley Golf Course and Highland Park Country Club Conversion. It is not a reflection of overall District Operations. Transfers to capital from operations to support replacement capital total \$950,000. Special Recreation's \$600,000 transfer supports ADA compliance needed for new building and the ADA transition plan. Careful planning by Staff focusing on revenue generation helps to offset decreases due to the Highland Park Country Club. The combined result operational revenue is decreasing by 6% and expenditures are decreasing by 10% as compared to projected 2017. Following the funding model there will not be a bond issuance during 2018. Bottom line, there is a planned deficit of \$7 million.

Director Curtis discussed pension liability or a point of reference, the average member contribution rate is 11%. During 2013 when steps were taken to address the pension liability, our contribution rate was at 13.86%. 2018's is 4.84% Over the years the district has seen a savings of roughly \$2 million. All pension obligations have been met and nothing has been deferred. As of December 31, 2016, the most recent actuarial valuation date, the District's plan was 114% funded. That is over funded and accounted for on the financials as a net pension asset.

Currently the District has two outstanding debt certificates. 2012A which matures in 2023 and 2013 which matures in 2027. These certificates are fully supported from operations. Yearly principle and interest payments for both total \$1.5 million. Working with a "just in time" approach, that is only issuing bonds when needed to support GreenPrint, the District has two outstanding bond issuances. 2016 which matures in 2020 and 2017 which matures in 2028. Yearly principle and interest payments for both total 1.4 million. 2018's Budget does not include a new bond issuance. Both Centennial's Lobby Renovation and Highland Park Country Club conversion are identified in GreenPrint and future bonding might be needed to support those projects.

Commissioner Bernstein stated that the District's IMRF balance is strong. He also stated that the budget has been reviewed in depth by the Finance Committee and at a Workshop meeting with all the Board. He thanked Staff.

Motion was made by Commissioner Bernstein; seconded by Vice President Ruttenberg to approve Budget and Appropriation Ordinance 17-07 for period beginning January 1, 2018 - December 31, 2018.

Roll Call:

Aye: Commissioner Bernstein, Vice President Ruttenberg,
President Kaplan
Nay: None
Absent: Commissioner Flores Weisskopf, Commissioner Grossberg
Abstain: None

Motion Carried.

TREASURER'S REPORT

Director Curtis reported that there are additional expenditures that will be posted for 2017 which is part of the closing process. Director Curtis shared that auditors will be at the Park District of Highland Park tomorrow.

Director Curtis presented bills for checks written December 9 through January 18, 2018 for an amount totaling \$2,321,231,66. There were no questions from the Board.

NEW BUSINESS

A. Director's Report Properties

Executive Director McElroy reported that the Park District of Highland Park was awarded the PDRMA 2017 Loss Control Award which is the highest level, Level A for safety. With this award came a \$1500 check. Executive Director McElroy thanked Megan Kulling, Safety Coordinator and the Safety Committee for their hard work in keeping the Park District of Highland Park safe.

Executive Director McElroy discussed the Open Houses which were held at the Recreation Center of Highland Park and Centennial Ice Area. They were all a success and there is an Open House planned for tomorrow evening at West Ridge Center. Executive Director McElroy reviewed the numerous activities taking place throughout the Park District in the coming weeks. Some of which include: Nature Discovery Day at Heller Nature Center, The Daddy Daughter Dance at the Recreation Center of Highland Park and Family Tennis Night at Deer Creek Racquet Club.

B. Parks Foundation Update

Executive Director McElroy shared that the Parks Foundation met January 16. The Foundation had a table at Martin Luther King Day which was great exposure in the community. Executive Director McElroy stated that public awareness is still the key for the Parks Foundation. The Foundation will be holding their Dine For SMILE at Bluegrass Restaurant in the coming weeks. Executive Director McElroy thanked Blue Grass

Restaurant for taking part, they will be matching all donations made to the Parks Foundation and SMILE.

C. Board Comments

Commissioner Bernstein stated that the 2016-2017 numbers at the Highland Park Country Club are flat. He further stated that in 2016 there were two golf courses open and one open in 2017 which confirms the decision to close one of the golf courses. Commissioner Bernstein commented that facilities need to stay open later New Year's Eve and New Year's Day. Vice President Ruttenberg stated that there has been an increase in Personal Training and Body Transformation. Commissioner Bernstein shared that he was pleased that scholarship monies increased 8% this past year and thanked the community for this.

OPEN TO PUBLIC TO ADDRESS BOARD

Mike Stroz thanked the Board for the heads-up on the change of venue for this evening's meeting.

CLOSED SESSION

Motion was made by Vice President Ruttenberg, seconded by Commissioner Bernstein, to adjourn into Closed Session for discussion of 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.

Roll Call:

Aye: Commissioner Bernstein, Vice President Ruttenberg, President Kaplan
Nay: None
Absent: Commissioner Flores Weisskopf, Commissioner Grossberg
Abstain: None

Meeting was adjourned into closed session at 7:15 p.m.

ACTION FROM CLOSED SESSION

President Kaplan reported that the Board met in Closed Session under 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.

The Closed Session minutes from June 2017 to December 2017 were reviewed. There was a motion by Commissioner Ruttenberg and seconded by Commissioner Bernstein to not release any of the minutes at this time. The motion was approved with a voice vote.

Executive McElroy discussed the IMET Tolling Agreement. The motion to extend the IMET Tolling Agreement through January 31, 2019 was made by Commissioner Bernstein and seconded by Commissioner Ruttenberg. The motion was approved with a roll call.

Roll Call:

Aye: Commissioner Bernstein, Vice President Ruttenberg, President Kaplan
Nay: None
Absent: Commissioner Flores Weisskopf, Commissioner Grossberg
Abstain: None

Motion Carried.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Bernstein and seconded by Vice President Ruttenberg and approved by unanimous vote. The Board Meeting adjourned at 9:21 p.m.

Respectfully submitted,

Liza McElroy, Secretary

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF WORKSHOP MEETING
FEBRUARY 13, 2018**

The Workshop Meeting of the Board of Park Commissioners of the Park District of Highland Park was held in the Board Room at the West Ridge Center, 636 Ridge Road, Highland Park, Illinois.

The meeting was called to order at 6:01 p.m. by President Kaplan.

ROLL CALL

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

Absent: Commissioner Flores Weisskopf

Staff Present: Deputy Director Donahue, Director Curtis, Manager Johnson, Assistant Director Carr, Assistant Director Smith, Director Romes, Manager Grill, Director Voss, Landscape Architect Evans

ADDITIONS TO THE AGENDA – None

SUNSET VALLEY GOLF COURSE CLUBHOUSE RENOVATION UPDATE

A. LANDSCAPE PLAN

Director Romes introduced Landscape Architect Evans. Landscape Architect Evans explained that the Landscape Plan would address the following six areas: the cart barn area, the entryway to the clubhouse, the east parking lot, the area along the front and east of the clubhouse, the sign area at Court Avenue and the scoreboard area. Landscape Architect Evans explained that a combination of annuals, perennials, different tree types as well as planters would be used to provide color and coverage providing blooms throughout the year.

Commissioner Bernstein stated that he was happy with the plan and that he addressed some of his concerns with Park District Staff prior to the Workshop meeting. Those issues include: landscaping between the Clubhouse and the 1st and 8th tee, plans for the demolition of and landscape for the Parks Maintenance Building; long term, signage for the golf course at the south entrance, improving the signage on Green Bay Road, Bob-O-Link and Deerfield Road and the screening of the cart barn. Commissioner Bernstein explained that these issues would be moving into the future as the landscaping needs to mature, and that these items could be revisited in the future. Vice President Ruttenberg had a question about the consistency of the signage and asked that Director Gogola get back with the Board regarding the signage. Commissioner Grossberg

asked about the landscaping of the tee boxes. Deputy Director Donahue suggested that Manager Ochs give an update on the flowers in March.

PARK OPERATIONS / GOLF OPERATIONS CONSTRUCTION UPDATE

In response to an earlier request, Assistant Director Smith provided an update on the security at the Park Operations/Golf Operations Building. He explained that cameras are mounted on the exterior of the building. They are placed to cover the upper and lower parking lot, ramp and exterior entrances. There are some cameras inside the building. All doors will be fobbed with card access. There is a sliding gate at the entrance and parking lot lights. Commissioner Bernstein asked if updates regarding motion could be made available with our current technology. Manager Johnson stated that it is possible.

Assistant Director Smith reported on the construction progress at the Park Operations/Golf Operations Building. He stated that work in the interior of the building included hanging of the doors and ceiling grid and the installation of the light fixtures, lockers, signage, blinds and restroom fixtures. Exterior work included installation of the guardrail along the east side of the parking lot, installation of the overhead doors and testing of the fuel tanks. Commissioner Bernstein suggested that the landscape plan be reviewed and further discussion should occur at a future meeting. Commissioner Bernstein shared his concerns that the building can be seen from Deerfield Road and the AquaPark and that the north side of the building should have larger trees as part of the landscape plan.

GREENPRINT UPDATE

Assistant Director Smith reviewed the GreenPrint Initiatives. Some items that are in progress include: Track 1 Sunset Valley Golf Course Clubhouse Improvements, Sunset Valley Golf Course Improvements, Land Management Strategy Plan, P.A Rezoning, Trail Plan, Natural Area Plan, Cultural Asset Plan, Disposal/Acquisition of Land, Programming, Services and Operations Strategy, and Scheduling Plan. Items in the planning stages are: Lakefront Master Plan Update and Track 1: Centennial Lobby Improvements. Assistant Director Smith provided a spreadsheet which outlined all the GreenPrint initiatives and the status of each.

HIGHLAND PARK COUNTRY CLUB PLANNING PROCESS

Manager Grill gave an overview of the Highland Park Country Club Conversion Planning Process. Manager Grill explained that a Community Engagement Approach will be employed. The purpose of Community Engagement will be to provide a framework for community and stakeholder input to inform conversion of the Highland Park Country Club Golf Course to passive open space in keeping with GreenPrint2024. There will be an Internal Planning Committee to oversee ongoing activities of community outreach, collaborate with stakeholders and an Advisory Committee providing the opportunity to provide input while the Park District of Highland Park remains ultimate decision maker. The committees will consult with the larger community in a focused way throughout the process. This may take the form of surveys, open

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February 13, 2018

public meetings or small group meetings. They will inform key players: Board members, Executive Staff and other Park District of Highland Park Staff. A Public Advisory Committee will provide input on amenities and activities that will complement the landscape and meet community interest and concerns. It will be led by Staff with guidance of the consultant. Potential Stakeholders will provide technical assistance, advise on specialized activities and potential support with resources of expertise or funding.

The Community Engagement Timeline (Planning Year 2018) is as follows:

Engage Staff, Stakeholders and Public	January-April 2018
Master Planning/Public Engagement/Design	April -Dec 31, 2018
Permitting/Construction Documents	August -Dec 31, 2018
Bidding	January 2019-February 2019

Manager Grill presented plans for a Demonstration Garden which will be located on the terrace behind the Clubhouse and will serve as a backdrop for photos for weddings. It will consist of a deliberate planting of native plants. There are plans to maintain the two greens and the tee behind the Country Club and keep that area green. The plan is to have this completed this year during planting season.

Manager Grill concluded her presentation by taking questions from the Board members. Vice President Ruttenberg wanted to know what authority if any, the City Design Review will have in this project as well as permitting for the project. Manager Grill stated that she was unsure but would check with the City on the design issue. As far as permitting, Manager Grill stated that the City would be involved. Commissioner Bernstein shared he felt the city's potential involvement would be contingent on how complicated this project was. President Kaplan wanted to know about the on-line Community Survey. Manager Grill explained that the Community Survey would go on the District website and that she was working with Director Gogola on this. Commissioner Bernstein asked if manager Grill's presentation could also be a part of the website. Manager Grill reported that she hopes to put a full-page on the District of the conversion project website which would include: project updates, surveys and the video of the project.

REVIEW OF VOUCHERS

Director Curtis presented bills for checks written January 5 through February 8, 2018 for an amount totaling \$946,727.25. There were no questions from the Board.

ROSEWOOD RAVINE UPDATE

Assistant Director Smith reported that there has been damage to the boulders on the north entrance side of the ravine at Rosewood Beach. Assistant Director Smith said that the south side can be repaired with replacement and repositioning of some boulders with no concern for the integrity of that area. Assistant Director Smith stated that the north side has significant damage

and that the U.S. Army Corp of Engineers has determined that a 3-foot high, 50- foot long concrete wall should be built along the length of the parking lot, go straight down and under the water with a footing. The Army Corp would do this work at no cost to the District. Commissioner Grossberg wanted to know how long the wall would last, if it would require much maintenance and if the south side of the lot should also have a wall for aesthetic purposes. Assistant Director Smith explained that the wall will last a long time, will need minimal maintenance to repaint and that in his opinion and that of the Army Corps only the one wall is necessary. Commissioner Bernstein asked if an engineer or the City should be called to assess the integrity of the parking lot. Assistant Director Smith assured the Board that the Army Corp does not feel the integrity will be challenged and that the flow of the water into the ravine would be improved with the construction of the wall.

OPEN TO PUBLIC ADDRESS TO ADDRESS BOARD

Mike Stroz addressed the issue of the Barge at Park Avenue Beach and that it appears to be deteriorating. He asked the Board if this issue was being investigated. He was advised that Executive Director McElroy and Staff were gathering information regarding this situation.

Commissioner Grossberg thanked the Board and Staff for the card, flowers and good wishes to his wife and their family.

CLOSED SESSION

Motion was made by Commissioner Bernstein, seconded by Commissioner Grossberg, to adjourn into Closed Session for discussion of 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.
Roll Call:

Aye: Commissioner Bernstein, Commissioner Grossberg, Vice President Ruttenberg,
President Kaplan
Nay: None
Absent: Commissioner Flores Weisskopf
Abstain: None

Meeting was adjourned into closed session at 7:17 p.m.

ACTION FROM CLOSED SESSION

President Kaplan reported that the Board met in Closed Session under 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.

No action was taken.

ADJOURNMENT

There being no further business, a motion was made Vice President Ruttenberg, seconded by Commissioner Grossberg and approved by unanimous voice vote. The Board Meeting adjourned at 8:59 p.m.

Respectfully submitted,

Liza McElroy, Secretary



MEMORANDUM

To: Board of Commissioners
From: Annette Curtis, Finance Director
C: Liza McElroy, Executive Director
Date: March 6, 2018
Re: Ordinance 18-01: Declaration of surplus personal property and authorization for conveyance or sale.

Background/Analysis

Pursuant to 70 ILCS 1205/8-22 the Park District of Highland Park disposes of property it deems to be of no use to the Agency. With each item disposed of, the District will determine which method of disposal is in its best interests. As indicated in the ordinance, this could be through sale to the highest bidder, trade-in, or donation. Most of the property has some value, although in most cases it is minimal. If the property cannot be sold or donated, the District will dispose of it in the most economical method possible. Also pursuant to 70 ILCS 1205/8-22 the District must pass the attached ordinance by approval of at least three-fifths of the Park Board.

Recommendation

Approve Ordinance 18-01 authorizing the Park District of Highland Park to dispose of surplus property as indicated in Addendum 1 of the Ordinance.

**PARK DISTRICT OF HIGHLAND PARK
ORDINANCE #18-01**

**AN ORDINANCE AUTHORIZING AND PROVIDING FOR THE CONVEYANCE OR
SALE OF SURPLUS PERSONAL PROPERTY OF THE PARK DISTRICT OF
HIGHLAND PARK
LAKE COUNTY, ILLINOIS**

WHEREAS, the Park District of Highland Park, Lake County, Illinois (“Park District”) owns personal property as described in Addendum A. hereinafter known as the “Property,” and

WHEREAS, pursuant to Section 8-22 of the Park District Code (70 ILCS 1205/8-22)(“Code”), the Park District is authorized to sell, convey or donate any personal property that in the opinion of three-fifths of the members of the Board of Park Commissioners then holding office is no longer necessary, useful to, or for the best interests of the Park District; and

WHEREAS, the Board of Park Commissioners (“Board”) has reviewed a staff report finding that the Property is no longer useful to the Park District and recommending its sale, donation or disposal and the Board concurs with that recommendation.

NOW, THEREFORE, BE IT ORDAINED by the Board of Park Commissioners of the Park District of Highland Park, Lake County, Illinois, as follows:

Section 1. The Board finds that all of the recitals contained in the preamble to this Ordinance are true and correct and does hereby incorporate them into this Ordinance by this reference.

Section 2. The Board finds that the Property is no longer necessary and useful to the Park District and declares it to be for the best interests of the Park District and its residents to dispose of the Property in the following manner:

Sell the Property to the highest bidder.

or

Trade-In the Property

or

Donate the Property to such person or entity that will make use of the equipment.

or

Dispose of the Property if the District is unable to sell or donate identified equipment.

Section 3. The seller, Park District of Highland Park, hereby expressly disclaims all warranties, either expressed or implied, including any implied warranty of merchantability or fitness for a particular purpose. The Park District of Highland Park neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said items.

The buyer agrees to purchase said items in an “**as is**” condition with all faults. The buyer understands that the seller does not expressly or implicitly warrant that the said items meet or comply with any applicable safety standards (examples: ASTM, OSHA, CPSC). The buyer is solely responsible for determining that the said items are appropriate for any and all particular uses.

The buyer further agrees to indemnify, hold harmless and defend the Park District of Highland Park and its officers, agents and employees from any and all claims resulting from injuries, damages and losses arising out of, connected with, or in any other way associated with the use of said items.

Section 4. The Board authorizes and directs the Executive Director take such action necessary to sell, donate or dispose of the Property as herein authorized.

Section 5. This ordinance shall be in full force and effect from and after its adoption as provided by law.

Adopted this 6th day of March 2018.

Ayes: _____

Nays: _____

Absent: _____

President, Board of Park Commissioners
Park District of Highland Park

ATTEST:

Secretary, Board of Park Commissioners
Park District of Highland Park

STATE OF ILLINOIS)
)
COUNTY OF LAKE) SS.

SECRETARY’S CERTIFICATE

I, Liza McElroy, do hereby certify that I am Secretary of the Board of Park Commissioners of the Park District of Highland Park, Lake County, Illinois, and as such official I am keeper of the records, ordinances, files and seal of said Park District; and,

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of:

AN ORDINANCE authorizing and providing for the conveyance or sale of surplus personal property of the Park District of Highland Park, Lake County, Illinois

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Park District, held at West Ridge Center, Highland Park, Illinois, in said District at 6:00 p.m. on the 6th day of March 2018.

I FURTHER CERTIFY that the deliberations of the Board on the adoption of said Ordinance were conducted openly, that the vote on the adoption of said Ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the Park District of Highland Park, Illinois this 6th day of March 2018.

Liza McElroy, Secretary
Board of Park Commissioners
Park District of Highland Park

(SEAL)



Memorandum

To: Board of Commissioners

From: Annette Curtis, Director of Finance & IT, and Liza McElroy, Executive Director

Date: March 6, 2018

Subject: Resolution 18-02 CIT Bank

Attached is resolution 18-02 naming CIT Bank as a board approved qualified institution for the District to invest its funds. Purchased through Multi Bank Securities, funds have been on deposit at CIT since February 28, 2017, with a maturity date of February 27, 2018.

Upon maturity and prior to transferring the funds, CIT has requested an updated banking resolution.

Recommendation:

Staff requests that the Board pass Resolution 18-02 naming CIT a qualified institution for the Park District of Highland Park.

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF COMMISSIONERS
RESOLUTION 18-02**

**A RESOLUTION APPROVING CIT BANK AS A DEPOSITORY FOR HIGHLAND PARK
DISTRICT FUNDS**

I, **Liza McElroy**, do hereby certify that I am the Secretary of **Park District of Highland Park** a corporation organized under the laws of **Illinois** Federal Tax I.D. Number **36-600-5927**, and that the following is a true, complete and correct copy of resolutions duly adopted by the Board of Directors of this corporation as of **March 6, 2018**, and that said resolutions are in full force and effect and have not been rescinded or modified.

RESOLVED, that the Bank is hereby designated as a depository for the funds of this corporation and any officer or other person name below is hereby authorized to open or cause to be opened an account or accounts on behalf of and in the name of this corporation with the Bank according to the terms and conditions and fee schedules and agree that the Bank may obtain credit information from check or credit reporting agencies, and/or by any other means. The Bank may do so at the time the account is opened or at any other time while the account is open and any modifications or amendments thereto, and to execute and enter into any other agreement with the Bank for the deposit, withdrawal or transfer of any funds from or to said account(s).

RESOLVED FURTHER, that any officer or person hereinafter named is hereby authorized for and on behalf of this corporation to endorse in the name of this corporation and to cash, negotiate or deposit in such account(s) any money, checks, drafts, orders, notes and any other instruments for the payment of money held by or payable to corporation.

RESOLVED FURTHER, that any checks, drafts, orders or any other withdrawal order including any withdrawal and/or transfer of funds requested to be made by electronic or similar means and any and all other directions and instructions of any character with respect to funds of this corporation with the Bank (each of the above is individually and collectively referred to as the "Item") may be signed or initiated without signature by any one of the following or by any person purporting to be authorized by and one of the following:

_____ **Brian Kaplan, President**

_____ **Barnett Ruttenberg, Vice President**

_____ **Liza McElroy, Secretary**

_____ **Annette Curtis, Treasurer**

And the Bank is hereby fully authorized to pay and charge to any such account(s) of this corporation any Item, so signed or initiated, including those payable to the individual order of the person signing them or to the Bank or any other person or corporation, which are applied in payment of any indebtedness owing to the Bank from the person or persons who signed same.

I FURTHER CERTIFY, that the Board of Directors of the corporation has full power and lawful authority to adopt the foregoing resolutions and to confer the powers therein granted to the persons names.

IN WITNESS WHEREOF, I have hereunto subscribed my name this **March 6, 2018**

Brian Kaplan, President

Liza McElroy, Secretary



Memorandum

To: Board of Park Commissioners
From: Ryan Ochs, General Manager/Superintendent of Golf Sunset Valley Golf Club
Brian Romes, Director of Facilities and Recreation
Kathy Donahue, Deputy Director of Operations
Liza McElroy, Executive Director
Date: March 6, 2018
Subject: **GOLF COURSE MAINTENANCE EQUIPMENT PURCHASE**

SUMMARY

Staff is recommending the purchase of one (1) Grounds Master 4700-D, two (2) Reelmaster 3550-D and one (1) Sand Pro 2040Z through the National Intergovernmental Purchasing Alliance contract and the State Contract. This is a joint purchasing cooperative for state, local and city governments. This program offers substantial saving through volume purchasing by a bid process. The replacement equipment above is identified in the District's 2018 capital plan. A breakdown of the budgeted item is listed below.

BUDGET IMPACT

Total available budgeted capital funds for this equipment \$168,000.00
Bid recommendation **\$163,797.64**
Total Savings **(\$4,202.36)**

Bid Equipment Recommendation Breakdown

Equipment	Vendor	Contract	Price
Toro Groundsmaster 4700-D	Reinders	State Contract	\$72,511.00
Toro Reelmaster 3550-D	Reinders	NIPA Contract	\$51,633.14
Toro Reelmaster 3550-D	Reinders	NIPA Contract	\$51,633.14
Toro Sand Pro 2040Z	Reinders	NIPA Contract	\$12,741.36
Trade-In Equipment			(\$18,500.00)
Package Discount			(\$6,221.00)
Total			\$163,797.64

RECOMMENDATION

Staff recommends purchasing 1 Toro Groundsmaster 4700-D, 2 Toro Reelmaster 3550-D and 1 Toro Sand Pro 2040Z from Reinders, Inc for \$163,797.64.



MEMORANDUM

To: Board of Park Commissioners

From: Mitch Carr, Assistant Director of Facilities and Recreation
Jon Pratscher, Manager of Ice & Aquatics,
Kathy Donahue, Deputy Director of Operations,
Liza McElroy, Executive Director

Date: March 6, 2018

Re: **RECOMMENDATION: APPROVAL TO ENTER INTO A ONE YEAR LEASE AGREEMENT FOR CONCESSION SERVICES WITH NORTH SHORE CATERING AND EVENTS AT HIDDEN CREEK AQUAPARK AND ROSEWOOD BEACH IN THE AMOUNT OF \$10,000.00.**

SUMMARY

The Park District of Highland Park received two proposals on February 6, 2018 for concession services at Hidden Creek AquaPark and Rosewood Beach. Request for Proposal packets were sent out to multiple vendors.

North Shore Catering and Events and OrganicLife, Holdings, LLC were the two vendors that submitted proposals. Staff evaluated the proposal and examined six criteria which included lease cost, menu with pricing, past project experience and client references, community fit, staff structure and presentation of proposals. The selected vendor has relatable experience working with local park districts such as Glencoe whom highly recommended this vendor. Staff are confident that North Shore Catering and Events is qualified to meet the needs of the District. Coordination meetings will take between staff and the vendor to ensure a successful partnership.

RECOMMENDATION

Staff recommends entering into a one-year lease agreement with North Shore Catering and Events for Concession Services at Hidden Creek AquaPark and Rosewood Beach in the total lease amount of \$10,000.00. The amount of \$10,000 is in line with what was budgeted for 2018.

BUDGET IMPACT

Lease Amount **\$10,000.00 + 20% of all sales over \$150,000.00**



Memorandum

To: Board of Park Commissioners

From: Ryan Ochs, General Manager/Superintendent of Golf Sunset Valley Golf Club
Brian Romes, Director of Facilities and Recreation
Kathy Donahue, Deputy Director of Operations
Liza McElroy, Executive Director

Date: March 6, 2018

Subject: **GOLF COURSE MAINTENANCE UTILITY CART LEASE**

SUMMARY

Staff is recommending the leasing (7) seven Cushman 1200x Hauler from EZGO through the National Intergovernmental Purchasing Alliance contract. This is a joint purchasing cooperative for state, local and city governments. This program offers substantial saving through volume purchasing by a bid process.

RECOMMENDATION

Staff recommends leasing (7) seven Cushman 1200x hauler from EZGO in the amount of \$7,858.20 per year for 5 years which is within the operating budget.



Memorandum

To: Board of Park Commissioners

From: Ryan Ochs, General Manager/Superintendent Golf Operations,
Brian Romes, Director of Facilities and Recreation,
Kathy Donahue, Deputy Director of Operations,
Liza McElroy, Executive Director

Date: 3/6/2018

Subject: **SUNSET VALLEY GOLF COURSE RESTAURANT/BAR MANAGEMENT LEASE AGREEMENT**

SUMMARY

The Park District of Highland Park solicited proposals for the management services of the restaurant and bar at the renovated Sunset Valley Golf Club beginning in August 2018. The District received one proposal from Open Kitchens Inc. Request for proposal packets were sent out to over 15 vendors and posted in the local newspapers. Staff requested and examined six criteria which included lease cost, menu with pricing, past project experience and client references, community fit, staff structure, and presentation of proposal.

The District has previously held agreements in 2014 with Michaels Red Hots (\$8,250), 2015 with Organic Life (\$10,000), and 2016 with Hell's Kitchen (\$8,500). In 2017 the golf course was closed.

Open Kitchens' proposal included a lease payment of \$28,750 for the initial term of August 2018 through December 2019, and a one-year extension in 2020 for \$31,000. Additionally, Open Kitchens has agreed to provide plates, silverware and other tableware, in addition to minor kitchen equipment and a \$4,000 contribution towards the purchase of a convection oven.

Open Kitchens has significant experience in golf course food and beverage operations including currently managing operations for Palatine Hills Golf Course, Mount Prospect Golf Course, and previously managing operations at Wilmette Golf Course and Glenview Golf Club. Staff has spoken with each of these courses, and they have indicated that the quality of food and customer service provided to their customers was excellent.

RECOMMENDATION

Staff recommends entering into an agreement with Open Kitchens for the initial term of August 1, 2018 – December 31, 2019 for the lease amount of \$28,750, with the option for renewal in 2020 for the lease amount of \$31,000.



To: Board of Park Commissioners

From: Karen Lakoske - Accounts Payable Administrator
Annette Curtis - Finance Director
Liza McElroy - Executive Director

Date: March 6, 2018

Subject: Bills and Payroll Disbursements authorized by Finance Committee Member(s). Checks written January 19, 2018 through February 22, 2018 to be presented to the Board for approval on March 6, 2018.

BILLS

<u>DATE</u>	<u>AMOUNT</u>
January 22, 2018	\$ 27,500.00
February 1, 2018	\$ 5,000.00
February 2, 2018	\$ 24,880.21
February 8, 2018	\$ 667,376.42
February 16, 2018	\$ 2,020.58
February 22, 2018	\$ 8,222.56
February 22, 2018	\$ 602,357.76
Void	\$ 110.00
Bank Drafts	\$ 132,693.15
P-Card	\$ 149,123.24
TOTAL	\$ 1,619,283.92

PAYROLL DISBURSEMENTS

January 5, 2018	\$ 266,378.92
January 19, 2018	\$ 293,035.50
TOTAL	\$ 559,414.42

GRAND TOTAL \$ **2,178,698.34**

To the Treasurer:

The payment of the above listed accounts is hereby approved by the below named Finance Committee member as of 03-06-18 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: APPKT01454 - 20180122 3 HPCC

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						
16952	CATERED BY DESIGN	01/22/2018	Regular	0.00	27,500.00	181158
<u>011818</u>	Invoice	01/18/2018	1st qtr payment 2018 - Banquet Services	0.00	27,500.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	27,500.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	27,500.00



Park District of Highland Park, IL

Check Register

Packet: APPKT01461 - 20180201 2

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
16993	POLSINELLI PC	02/01/2018	Regular	0.00	5,000.00	181159
<u>02012018</u>	Invoice	02/01/2018	Retainer	0.00	5,000.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	5,000.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	5,000.00



Park District of Highland Park, IL

Check Register

Packet: APPKT01464 - 20180202 3

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
16990	ADIDAS AMERICA	02/02/2018	Regular	0.00	458.22	181160
<u>32537321</u>	Invoice	05/17/2017	Shirts	0.00	734.37	
<u>6174649430</u>	Credit Memo	01/16/2018	Shirts returned	0.00	-276.15	
16959	AIRGAS USA, LLC	02/02/2018	Regular	0.00	39.50	181161
<u>9950055441</u>	Invoice	12/31/2017	Rent Cyl ind Large Acetylene & Oxygen	0.00	39.50	
16961	AT & T	02/02/2018	Regular	0.00	89.15	181162
<u>010418</u>	Invoice	01/04/2018	Emergency Elevator Phone 12/05/17-01/	0.00	89.15	
16963	CINTAS CORPORATION	02/02/2018	Regular	0.00	59.22	181163
<u>5009022437</u>	Invoice	10/05/2017	1 Bag antiseptic wipes & 1 Box Ibuprofen	0.00	23.48	
<u>5009435717</u>	Invoice	11/30/2017	Bandages, alcohol swabs, antibiotic oint.	0.00	35.74	
16967	CITY OF HIGHLAND PARK	02/02/2018	Regular	0.00	5,994.10	181164
<u>013415 010118</u>	Invoice	01/01/2018	Water/Sewer 10/01/17-12/31/17	0.00	913.05	
<u>013416 010118</u>	Invoice	01/01/2018	Water/Sewer 10/01/17-12/31/17	0.00	4,338.79	
<u>016772 010118</u>	Invoice	01/01/2018	Water/Sewer 10/01/17-12/31/17	0.00	742.26	
16972	CONSTELLATION NEWENERGY GAS I	02/02/2018	Regular	0.00	4,135.69	181165
<u>2198802</u>	Invoice	12/22/2017	October 2017	0.00	1,367.86	
<u>2209919</u>	Invoice	01/08/2018	November 2017	0.00	2,767.83	
16989	DIGITAL GOLF TECHNOLOGIES	02/02/2018	Regular	0.00	1,172.50	181166
<u>2014</u>	Invoice	06/30/2017	Rental Fee & Daily Play Fees	0.00	595.00	
<u>2114</u>	Invoice	07/31/2017	Rental Fee & Dally Play Fees	0.00	577.50	
16964	DYNEGY ENERGY SERVICES	02/02/2018	Regular	0.00	9,197.34	181167
<u>87360417121</u>	Invoice	12/26/2017	December 2017	0.00	9,197.34	
16965	FEDEX	02/02/2018	Regular	0.00	279.95	181168
<u>6-045-43224</u>	Invoice	01/03/2018	FedEx Ground Services	0.00	279.95	
16966	HALL'S RENTAL SERVICE, INC	02/02/2018	Regular	0.00	1,431.51	181169
<u>930453</u>	Invoice	01/02/2018	Plates, Cups, Saucers, Utensils & Glasses	0.00	1,272.06	
<u>930551</u>	Invoice	01/11/2018	65 Dinner Plates & 80 Forks	0.00	159.45	
16973	HOME DEPOT CREDIT SERVICES	02/02/2018	Regular	0.00	30.50	181170
<u>2014339</u>	Invoice	01/05/2018	Carpet Extractor & Murphy Oil	0.00	30.50	
16968	KEMPER SPORTS MANAGEMENT, IN	02/02/2018	Regular	0.00	37.84	181171
<u>00051382</u>	Invoice	01/19/2018	Fed Ex Corp-HC Delivery Charges	0.00	49.44	
<u>CREDIT6635</u>	Credit Memo	01/24/2018	Tee Off Commislon November 2017	0.00	-11.60	
16969	LAKESHORE RECYCLING SYSTEMS, LI	02/02/2018	Regular	0.00	428.40	181172
<u>0003827880</u>	Invoice	12/31/2017	Trash Removal January 2018	0.00	428.40	
16962	BENT FORK BAKERY	02/02/2018	Regular	0.00	406.20	181173
<u>11417sol...</u>	Invoice	10/30/2017	Assorted Desserts	0.00	406.20	
16970	ONCE UPON A BAGEL, INC	02/02/2018	Regular	0.00	216.40	181174
<u>528589</u>	Invoice	10/02/2017	4 Dozen Bagels	0.00	20.80	
<u>528740</u>	Invoice	10/17/2017	8 Dozen Bagels	0.00	41.60	
<u>528987</u>	Invoice	10/15/2017	24 Dozen minl	0.00	86.40	
<u>529388</u>	Invoice	10/12/2017	10 Dozen Bagels	0.00	52.00	
<u>543963</u>	Invoice	11/28/2017	3 Dozen Bagels	0.00	15.60	
15960	PURCHASE POWER	02/02/2018	Regular	0.00	34.90	181175

Check Register

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>80009090075445</u>	Invoice	01/02/2018	Postage/Supplies	0.00	34.90	
16988	ANDERSON PEST SOLUTIONS	02/02/2018	Regular	0.00	415.59	181176
<u>4531315</u>	Invoice	11/01/2017	Pest Management Services November 20	0.00	138.53	
<u>4553303</u>	Invoice	12/01/2017	Pest Management Services December 20	0.00	138.53	
<u>4593429</u>	Invoice	01/01/2018	Pest Management Services January 2018	0.00	138.53	
16971	SKOKIE VALLEY LAUNDRY AND DRY C	02/02/2018	Regular	0.00	410.40	181177
<u>#5369.304</u>	Invoice	01/06/2018	Laundry	0.00	410.40	
16974	SUNSET FOOD MART INC	02/02/2018	Regular	0.00	42.80	181178
<u>168577</u>	Invoice	10/22/2017	Food Supplies	0.00	42.80	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	33	19	0.00	24,880.21
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
	33	19	0.00	24,880.21



Park District of Highland Park, IL

Check Register

Packet: APPKT01473 - 02082018 5

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
10006	3301-NCPERS - IL IMRF	02/08/2018	Regular	0.00	32.00	181179
<u>012318</u>	Invoice	01/23/2018	NCPERS Group Life Insurance	0.00	32.00	
15147	ABC PRINTING COMPANY	02/08/2018	Regular	0.00	191.61	181180
<u>220415</u>	Invoice	01/22/2018	2000 Business Cards	0.00	191.61	
10049	ADP, INC.	02/08/2018	Regular	0.00	8,408.27	181181
<u>506796226</u>	Invoice	01/12/2018	Workforce Now and Enterprise eTime	0.00	7,856.68	
<u>507639848</u>	Invoice	01/19/2018	Payroll Services 01/12/18	0.00	551.59	
10055	AEREX PEST CONTROL	02/08/2018	Regular	0.00	60.00	181182
<u>1067747</u>	Invoice	01/18/2018	Service-January 2018	0.00	60.00	
10062	Air Comfort Corp	02/08/2018	Regular	0.00	9,615.00	181183
<u>135363</u>	Invoice	06/01/2017	CIA Preventive Maint July/August	0.00	3,205.00	
<u>137415</u>	Invoice	09/06/2017	CIA Preventive Maint September/October	0.00	3,205.00	
<u>139365</u>	Invoice	12/06/2017	CIA Preventive Maint November/Decemb	0.00	3,205.00	
16954	AMIR BLOOM	02/08/2018	Regular	0.00	6.40	181184
<u>351710</u>	Invoice	01/22/2018	Refund	0.00	6.40	
10149	ANCEL, GLINK, DIAMOND, BUSH, DICIA	02/08/2018	Regular	0.00	10,226.25	181185
<u>58643</u>	Invoice	08/11/2017	Professional fees thru July 31, 2017	0.00	4,076.25	
<u>60823</u>	Invoice	12/11/2017	Professional fees thru November 30, 201	0.00	6,150.00	
16955	ANNE SCHMIDT	02/08/2018	Regular	0.00	34.00	181186
<u>351787</u>	Invoice	01/22/2018	Refund	0.00	34.00	
14690	ARTHUR CLESEN INC	02/08/2018	Regular	0.00	244.00	181187
<u>328251</u>	Invoice	09/07/2017	5 bags Contec DG fertilizer	0.00	244.00	
10282	BHFX LLC	02/08/2018	Regular	0.00	65.00	181188
<u>293621</u>	Invoice	01/26/2018	Inkjet service call	0.00	65.00	
10420	CENTERPOINT ENERGY SERVICES, IN	02/08/2018	Regular	0.00	14,070.44	181189
<u>6730441</u>	Invoice	01/30/2018	12/01/17-12/31/17	0.00	14,070.44	
10537	COMED	02/08/2018	Regular	0.00	748.00	181190
<u>1814767015 012</u>	Invoice	01/24/2018	Egandale Sec Light at Boat Beach, Cuniff 1	0.00	186.75	
<u>7261044014 012</u>	Invoice	01/25/2018	12/21/17-01/25/18	0.00	561.25	
16142	CONSTELLATION NEWENERGY INC	02/08/2018	Regular	0.00	23,958.75	181191
<u>0043302623</u>	Invoice	01/20/2018	December 2017- January 2018.	0.00	12,953.03	
<u>0043302623 012</u>	Invoice	01/20/2018	November-December 2017	0.00	11,005.72	
16987	DANLIE CUENCA	02/08/2018	Regular	0.00	18.70	181192
<u>356629</u>	Invoice	01/26/2018	Refund	0.00	18.70	
16992	FAYE GROSSMAN	02/08/2018	Regular	0.00	7.25	181193
<u>012318</u>	Invoice	01/23/2018	Refund	0.00	7.25	
17006	GLEN BERNFIELD	02/08/2018	Regular	0.00	176.30	181194
<u>370105</u>	Invoice	02/07/2018	Refund	0.00	176.30	
17003	HOLLEB GROUP	02/08/2018	Regular	0.00	200.00	181195
<u>367914</u>	Invoice	02/05/2018	Refund	0.00	200.00	
16380	IHC CONSTRUCTION COMPANIES LL	02/08/2018	Regular	0.00	10,356.22	181196

Check Register

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>38437</u>	Invoice	12/31/2017	Fiber optic project#17-1-11200	0.00	10,356.22	
11184	ILLINOIS DEPT OF AGRICULTURE	02/08/2018	Regular	0.00	40.00	181197
<u>000TQM 002DQ5</u>	Invoice	01/24/2018	2018-2019 Pest Control Lic Renewal- B. R	0.00	40.00	
11184	ILLINOIS DEPT OF AGRICULTURE	02/08/2018	Regular	0.00	20.00	181198
<u>000TQM 002NQ1</u>	Invoice	01/24/2018	2018 Pest Control Lic Renewal- D.Voss	0.00	20.00	
17004	JEN OSIOL	02/08/2018	Regular	0.00	5.00	181199
<u>358000</u>	Invoice	02/05/2018	Refund	0.00	5.00	
11333	JODI DITOMASSO	02/08/2018	Regular	0.00	82.50	181200
<u>353267</u>	Invoice	02/01/2018	Refund	0.00	82.50	
16943	KERANA KRAFT	02/08/2018	Regular	0.00	28.80	181201
<u>338225</u>	Invoice	01/11/2018	Refund	0.00	28.80	
16119	LAMP INC	02/08/2018	Regular	0.00	367,221.00	181202
<u>8</u>	Invoice	01/11/2018	POGO-HP General Construction	0.00	367,221.00	
16957	LINDSAY GADBOIS	02/08/2018	Regular	0.00	13.00	181203
<u>345717</u>	Invoice	01/17/2018	Refund	0.00	13.00	
17002	MAGGIE PASALICH	02/08/2018	Regular	0.00	100.00	181204
<u>368097</u>	Invoice	02/05/2018	Refund	0.00	100.00	
16875	MARIANA HENRIQUES - PETTY CASH	02/08/2018	Regular	0.00	440.04	181205
<u>013118</u>	Invoice	01/31/2018	Petty Cash reimbursed	0.00	440.04	
16928	E-QUANTUM CONSULTING, LLC	02/08/2018	Regular	0.00	165.00	181206
<u>4223</u>	Invoice	02/01/2018	Natural Gas Consulting Services	0.00	165.00	
11797	MIDCO	02/08/2018	Regular	0.00	375.00	181207
<u>321982</u>	Invoice	01/16/2018	Work Order Ext 4161 from Rec Center to	0.00	375.00	
16953	MINDY BENJAMIN	02/08/2018	Regular	0.00	20.00	181208
<u>350922</u>	Invoice	01/22/2018	Refund	0.00	20.00	
11860	MUTUAL ACE HARDWARE	02/08/2018	Regular	0.00	57.68	181209
<u>1191 013118</u>	Invoice	01/31/2018	Copper for Pipe Repairs	0.00	57.68	
14914	NORTH SHORE WATER RECLAMATIC	02/08/2018	Regular	0.00	239.59	181210
<u>3703277</u>	Invoice	01/20/2018	0 Cavell Ave 07/12/17-10/23/17	0.00	7.22	
<u>3704501</u>	Invoice	01/20/2018	750 Lincoln Ave West 07/12/17-10/23/17	0.00	6.02	
<u>3724612</u>	Invoice	01/27/2018	636 Ridge Rd 08/17/17-11/17/17	0.00	226.35	
14203	NORTHWOOD JR HIGH	02/08/2018	Regular	0.00	165.00	181211
<u>367917</u>	Invoice	02/05/2018	Refund	0.00	165.00	
11959	NSSRA	02/08/2018	Regular	0.00	1,799.91	181212
<u>56</u>	Invoice	01/11/2018	2017 Inclusion Year-end adjustment	0.00	1,799.91	
11998	PARK DISTRICT RISK MGMT AGCY	02/08/2018	Regular	0.00	147,246.05	181213
<u>0118133H</u>	Invoice	01/31/2018	Health Invoice	0.00	147,246.05	
11998	PARK DISTRICT RISK MGMT AGCY	02/08/2018	Regular	0.00	30,537.26	181214
<u>0118133</u>	Invoice	01/31/2018	Property/Liability/Workers Comp/Emp	0.00	30,537.26	
12211	RICOH USA, INC	02/08/2018	Regular	0.00	840.81	181215
<u>5052032324</u>	Invoice	01/15/2018	Copies 12/17/17-01/16/18	0.00	840.81	
12211	RICOH USA, INC	02/08/2018	Regular	0.00	30.00	181216
<u>1074213965</u>	Invoice	01/14/2018	Manual meter collection charge	0.00	30.00	
16956	ROBERT RATCLIFFE	02/08/2018	Regular	0.00	6.40	181217
<u>351785</u>	Invoice	01/22/2018	Refund	0.00	6.40	

Check Register

Vendor Number Payable #	Vendor DBA Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
16994 <u>6378</u>	AMERICAN LEAK DETECTION Invoice	02/08/2018 08/31/2017	Regular HCAP Leak Detection	0.00 0.00	500.00 500.00	181218
16715 <u>359760</u>	SARAH SCHROEDER Invoice	02/08/2018 01/29/2018	Regular Refund	0.00 0.00	26.40 26.40	181219
12396 <u>42660</u>	SOIL AND MATERIAL CONSULTANTS Invoice	02/08/2018 01/15/2018	Regular Maintenance Service Center	0.00 0.00	737.50 737.50	181220
17001 <u>358086</u>	SRIGIAN PAITICH Invoice	02/08/2018 02/05/2018	Regular Refund	0.00 0.00	54.00 54.00	181221
14722 <u>1258</u>	RAINOUP LINE Invoice	02/08/2018 01/14/2018	Regular Rainout line annual subscription	0.00 0.00	399.00 399.00	181222
16958 <u>345508</u>	STEPHEN STOLARICK Invoice	02/08/2018 01/17/2018	Regular Refund	0.00 0.00	27.00 27.00	181223
16986 <u>359362</u>	SUSAN WULFSTAT Invoice	02/08/2018 01/29/2018	Regular Refund	0.00 0.00	100.00 100.00	181224
17000 <u>29522</u>	SYNERCOMM Invoice	02/08/2018 12/31/2017	Regular Penetration Testng	0.00 0.00	20,075.00 20,075.00	181225
14060 <u>1-326380</u>	TOTAL PROMOTIONS, INC Invoice	02/08/2018 01/08/2018	Regular 12 Jackets	0.00 0.00	588.00 588.00	181226
17005 <u>368005</u>	TRACY HAGEN Invoice	02/08/2018 02/05/2018	Regular Refund	0.00 0.00	5.10 5.10	181227
12703 <u>013018</u>	UNITED WAY OF METRO CHICAGO Invoice	02/08/2018 01/30/2018	Regular United Way	0.00 0.00	34.00 34.00	181228
17007 <u>100056449</u>	UPCURVE, INC. Invoice	02/08/2018 02/01/2018	Regular Display	0.00 0.00	500.00 500.00	181229
10650 <u>11-4470</u> <u>11-4471</u>	WOODHOUSE TINUCCI ARCHITECTS Invoice Invoice	02/08/2018 01/11/2018 01/11/2018	Regular HP Maintenance Building HP Maintenance Building	0.00 0.00 0.00	16,451.19 16,250.00 201.19	181230
16417 <u>116236-1</u>	YIRUI SHAO Invoice	02/08/2018 05/22/2017	Regular Stale check replaced	0.00 0.00	28.00 28.00	181231

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	62	53	0.00	667,376.42
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
	62	53	0.00	667,376.42



Park District of Highland Park, IL

Check Register

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By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
11998	PARK DISTRICT RISK MGMT AGCY	02/16/2018	Regular	0.00	2,020.58	181232
<u>020118</u>	Invoice	02/01/2018	Health Invoice	0.00	2,020.58	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	2,020.58
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	2,020.58



Park District of Highland Park, IL

Check Register

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By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
17055	COMED	02/22/2018	Regular	0.00	4,647.03	181233
<u>0203254004 011</u>	Invoice	01/17/2018	Golf Learning 12/13/17-01/17/18	0.00	1,580.68	
<u>0203254004 021</u>	Invoice	02/15/2018	Golf Learning 01/17/18-02/15/18	0.00	1,441.45	
<u>0203254004 111</u>	Invoice	11/10/2017	Golf Learning 10/12/17-11/10/17	0.00	492.57	
<u>0203254004 121</u>	Invoice	12/13/2017	Golf Learning 11/10/17-12/13/17	0.00	1,132.33	
16972	CONSTELLATION NEWENERGY GAS I	02/22/2018	Regular	0.00	3,575.53	181234
<u>2233518</u>	Invoice	02/01/2018	December 2017	0.00	3,575.53	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	5	2	0.00	8,222.56
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
	5	2	0.00	8,222.56



Park District of Highland Park, IL

Check Register

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By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
10049	ADP, INC.	02/22/2018	Regular	0.00	8,979.82	181235
<u>508435784</u>	Invoice	02/02/2018	Payroll Services 01/26/18	0.00	546.08	
<u>508752338</u>	Invoice	02/09/2018	Workforce Now and Enterprise eTime	0.00	7,882.15	
<u>509362356</u>	Invoice	02/16/2018	Payroll Services 02/09/18	0.00	551.59	
17039	AIR COMFORT CORPORATION	02/22/2018	Regular	0.00	7,029.77	181236
<u>137412</u>	Invoice	09/06/2017	WRC Preventive Maint October Inspectio	0.00	1,720.00	
<u>140976</u>	Invoice	02/16/2018	CIA Winter Maintenance Parts	0.00	5,309.77	
17048	AMY GREGOR	02/22/2018	Regular	0.00	32.50	181237
<u>384630</u>	invoice	02/20/2018	Refund	0.00	32.50	
17050	ANDREW LIVINGSTON	02/22/2018	Regular	0.00	62.90	181238
<u>385689</u>	Invoice	02/21/2018	Refund	0.00	62.90	
17038	ARAMARK UNIFORM & CAREER APP	02/22/2018	Regular	0.00	971.64	181239
<u>20603940</u>	Invoice	12/27/2017	12 Steelguard Artic Coats	0.00	560.68	
<u>20609128</u>	Invoice	12/29/2017	4 Steelguard Artic Coats	0.00	410.96	
17031	BARBARA MILLER	02/22/2018	Regular	0.00	45.00	181240
<u>37620</u>	Invoice	02/14/2018	Refund	0.00	45.00	
16560	BARRY PEARL	02/22/2018	Regular	0.00	8.53	181241
<u>375907</u>	Invoice	02/13/2018	Refund	0.00	8.53	
17027	BERYL BALBIRER	02/22/2018	Regular	0.00	34.53	181242
<u>375652</u>	invoice	02/13/2018	Refund	0.00	34.53	
17052	BETH EPSTEIN-ROSENTHAL	02/22/2018	Regular	0.00	18.90	181243
<u>385706</u>	Invoice	02/21/2018	Refund	0.00	18.90	
17025	BILL MARMITT	02/22/2018	Regular	0.00	9.73	181244
<u>375647</u>	invoice	02/13/2018	Refund	0.00	9.73	
17041	BTSI	02/22/2018	Regular	0.00	2,360.00	181245
<u>60271</u>	Invoice	11/10/2017	Turf Materials	0.00	2,360.00	
10378	CALL ONE	02/22/2018	Regular	0.00	5,389.54	181246
<u>1128095 021518</u>	Invoice	02/15/2018	February/March 2018	0.00	5,389.54	
17051	CARLOS CERVANTES	02/22/2018	Regular	0.00	39.30	181247
<u>385694</u>	Invoice	02/21/2018	Refund	0.00	39.30	
14826	COMMERCIAL CAPITAL COMPANY, I	02/22/2018	Regular	0.00	276.00	181248
<u>57939</u>	Invoice	01/31/2018	Lease scanner station	0.00	276.00	
17045	DANIEL RIPES	02/22/2018	Regular	0.00	14.67	181249
<u>384620</u>	Invoice	02/20/2018	Refund	0.00	14.67	
17053	DONNA GAITHER	02/22/2018	Regular	0.00	34.11	181250
<u>385762</u>	Invoice	02/21/2018	Refund	0.00	34.11	
10760	DUKE'S OIL SERVICE LLC	02/22/2018	Regular	0.00	150.00	181251
<u>82349</u>	Invoice	03/07/2017	Reclaim waste oil- service charge	0.00	75.00	
<u>82656</u>	Invoice	04/12/2017	Reclaim waste oil- service charge	0.00	75.00	
17037	ELIZABETH DAVIDSON	02/22/2018	Regular	0.00	8.70	181252
<u>377316</u>	Invoice	02/14/2018	Refund	0.00	8.70	

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Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
16075	EVAN KANE	02/22/2018	Regular	0.00	375.00	181253
<u>PDHP20180203</u>	Invoice	02/03/2018	Nature Discovery Day	0.00	187.50	
<u>PDHP20180213</u>	Invoice	02/13/2018	Cross Country Skiing Shoot	0.00	187.50	
17042	FENCE MASTERS	02/22/2018	Regular	0.00	298.75	181254
<u>Crt12318</u>	Invoice	01/22/2018	2 Magnetic lock latches	0.00	298.75	
17036	GABRIEL TAUT	02/22/2018	Regular	0.00	25.90	181255
<u>377311</u>	Invoice	02/14/2018	Refund	0.00	25.90	
17021	GERI GREENBERG	02/22/2018	Regular	0.00	5.00	181256
<u>378509</u>	Invoice	02/15/2018	Refund	0.00	5.00	
10974	GEWALT HAMILTON ASSOCIATES, IN	02/22/2018	Regular	0.00	4,408.82	181257
<u>5121.200-21</u>	Invoice	01/25/2018	Prof Services 11/20/17-12/17/17 PDHP S	0.00	4,408.82	
17049	HALLIE SCHWARTZ	02/22/2018	Regular	0.00	18.66	181258
<u>385687</u>	Invoice	02/21/2018	Refund	0.00	18.66	
17040	HARRELL'S, LLC	02/22/2018	Regular	0.00	2,370.28	181259
<u>INV01089693</u>	Invoice	11/29/2017	Turf Materials	0.00	2,370.28	
15888	HEARTLAND BUSINESS SYSTEMS LLC	02/22/2018	Regular	0.00	30,053.09	181260
<u>252093-H</u>	Invoice	01/26/2018	Flex services agreement	0.00	2,000.00	
<u>HBS00557520</u>	Invoice	01/26/2018	Global Protect Gateway subscription	0.00	3,185.00	
<u>HBS00557522</u>	Invoice	01/26/2018	Palo Alto Networks,Threat/Wildfire/Supp	0.00	5,798.75	
<u>HBS00557620</u>	Invoice	01/26/2018	2 12-Bay Rackstation servers,24 hard driv	0.00	19,069.34	
11176	ILLINOIS LIQUOR CONTROL COMMIS	02/22/2018	Regular	0.00	750.00	181261
<u>021218</u>	Invoice	02/12/2018	ILL RETAILER'S LIQUOR LICENSE	0.00	750.00	
16866	JEFF COHEN CREATIVE LTD	02/22/2018	Regular	0.00	165.00	181262
<u>020318</u>	Invoice	02/03/2018	01/24/18 Color photography	0.00	165.00	
17032	KAREN MOTHKOVICH	02/22/2018	Regular	0.00	20.40	181263
<u>376723</u>	Invoice	02/14/2018	Refund	0.00	20.40	
17033	KELLY NEKVINDA	02/22/2018	Regular	0.00	48.60	181264
<u>376724</u>	Invoice	02/14/2018	Refund	0.00	48.60	
17047	KEN KUCERA	02/22/2018	Regular	0.00	6.00	181265
<u>384628</u>	Invoice	02/20/2018	Refund	0.00	6.00	
17029	KIMMY TAYLOR	02/22/2018	Regular	0.00	15.45	181266
<u>375782</u>	Invoice	02/13/2018	Refund	0.00	15.45	
17030	KURT GUTHEIM	02/22/2018	Regular	0.00	3.73	181267
<u>375906</u>	Invoice	02/13/2018	Refund	0.00	3.73	
16119	LAMP INC	02/22/2018	Regular	0.00	491,622.00	181268
<u>9</u>	Invoice	01/31/2018	POGO-HP General Construction	0.00	491,622.00	
11541	LANER MUCHIN, LTD	02/22/2018	Regular	0.00	300.00	181269
<u>533522</u>	Invoice	02/01/2018	Professional services thru 01/20/18	0.00	300.00	
17022	LENI KANTOO	02/22/2018	Regular	0.00	5.00	181270
<u>371705</u>	Invoice	02/09/2018	Refund	0.00	5.00	
17026	LISA FRANTZEN	02/22/2018	Regular	0.00	31.20	181271
<u>375649</u>	Invoice	02/13/2018	Refund	0.00	31.20	
17046	MARCI KULBAK	02/22/2018	Regular	0.00	9.00	181272
<u>384625</u>	Invoice	02/20/2018	Refund	0.00	9.00	
17035	MICHAEL CAHR	02/22/2018	Regular	0.00	172.00	181273
<u>377309</u>	Invoice	02/14/2018	Refund	0.00	172.00	

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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
17028 <u>375654</u>	MILA CHIFLIKYAN Invoice	02/22/2018 02/13/2018	Regular Refund	0.00 0.00	26.13 26.13	181274
16288 <u>032117-1</u>	MILENA BRUNSTEIN Invoice	02/22/2018 03/21/2017	Regular Stale check replaced	0.00 0.00	82.00 82.00	181275
13604 <u>0601145072-000</u>	NORTH SHORE GAS Invoice	02/22/2018 02/02/2018	Regular 1240 Fredrickson Pl 12/12/17-02/01/18	0.00 0.00	2,105.58 2,105.58	181276
17043 <u>276842-00</u>	PALOS SPORTS, INC. Invoice	02/22/2018 12/06/2017	Regular Trophies	0.00 0.00	192.00 192.00	181277
17044 <u>1006603168</u> <u>1006604221</u> <u>1006605528</u>	PITNEY BOWES INC Invoice Invoice Invoice	02/22/2018 02/14/2018 02/14/2018 02/14/2018	Regular Rental 10/01/17-12/31/17 Rental 07/01/17-09/31/17 Rental 04/01/17-06/30/17	0.00 0.00 0.00 0.00	2,400.03 800.01 800.01 800.01	181278
12157 <u>020618</u>	RAY AMIDEI Invoice	02/22/2018 02/06/2018	Regular 01/25/18 & 01/31/18 CPR class fees	0.00 0.00	1,050.00 1,050.00	181279
16239 <u>100122390</u>	RICOH USA, INC. Invoice	02/22/2018 02/06/2018	Regular Ricoh Lease 02/25/18-03/24/18	0.00 0.00	3,337.90 3,337.90	181280
16092 <u>1068</u>	RONI BEN-YOSEPH Invoice	02/22/2018 02/12/2018	Regular Children's yoga January classes	0.00 0.00	881.40 881.40	181281
15260 <u>385764</u>	SANDRA ARELLANO Invoice	02/22/2018 02/21/2018	Regular Refund	0.00 0.00	53.55 53.55	181282
16076 <u>010618</u> <u>021318</u>	SARAH KOKES Invoice Invoice	02/22/2018 01/06/2018 02/13/2018	Regular Photographic fee Photographic fee	0.00 0.00 0.00	437.50 162.50 275.00	181283
17023 <u>370770</u>	SARI ROTHBART Invoice	02/22/2018 02/08/2018	Regular Refund	0.00 0.00	98.19 98.19	181284
17034 <u>376949</u>	SHAILA SWEDERS Invoice	02/22/2018 02/14/2018	Regular Refund	0.00 0.00	22.85 22.85	181285
12396 <u>42619</u> <u>42786</u>	SOIL AND MATERIAL CONSULTANTS Invoice Invoice	02/22/2018 11/30/2017 01/31/2018	Regular Maintenance Service Center Maintenance Service Center	0.00 0.00 0.00	3,516.25 3,436.25 80.00	181286
16796 <u>375826</u>	STACEY SKOLNICK Invoice	02/22/2018 02/13/2018	Regular Refund	0.00 0.00	28.10 28.10	181287
16958 <u>376744</u>	STEPHEN STOLARICK Invoice	02/22/2018 02/14/2018	Regular Refund	0.00 0.00	25.65 25.65	181288
17024 <u>375607</u>	SUSAN BENJAMIN Invoice	02/22/2018 02/13/2018	Regular Refund	0.00 0.00	36.75 36.75	181289
10587 <u>02051801</u>	CREEKSIDE PRINTING Invoice	02/22/2018 02/05/2018	Regular 13,850 Spring Brochure 2018	0.00 0.00	15,285.00 15,285.00	181290
12665 <u>025-212536</u> <u>025-213460</u>	TYLER TECHNOLOGIES, INC Invoice Invoice	02/22/2018 02/01/2018 01/24/2018	Regular Financials - Custom Programming General Ledger Projection Report	0.00 0.00 0.00	413.13 275.63 137.50	181291
16823 <u>5004570210</u>	WELLS FARGO EQUIPMENT FINANCI Invoice	02/22/2018 02/02/2018	Regular Walking green's mower lease	0.00 0.00	1,046.23 1,046.23	181292
16912 <u>0376420</u>	WISS, JANNEY, ELSTNER ASSOCIATE Invoice	02/22/2018 12/12/2017	Regular WRC ballfield light pole assessment	0.00 0.00	15,150.00 5,725.00	181293

Check Register

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>0380017</u>	Invoice	01/24/2018	WRC Ballfield light pole assessment	0.00	9,425.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	74	59	0.00	602,357.76
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
	74	59	0.00	602,357.76



Park District of Highland Park, IL

Check Register

Packet: APPKT01466 - 02072018 1

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK 16417	YIRUI SHAO	05/25/2017	Regular	0.00	-28.00	180072

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-28.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	0	1	0.00	-28.00



Park District of Highland Park, IL

Check Register

Packet: APPKT01474 - 02152018 1

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
16288	MILENA BRUNSTEIN	04/06/2017	Regular	0.00	-82.00	179827

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-82.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	0	1	0.00	-82.00



Park District of Highland Park, IL

Check Register

Packet: APPKT01455 - 20180122 4

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
11161	ICMA RETIREMENT TRUST #302037	01/22/2018	Bank Draft	0.00	9,736.78	DFT0001686
<u>ICMA 457.01181</u>	Invoice	01/18/2018	Wire Transfer ICMA 457 Deferred Comp	0.00	9,736.78	
12825	ICMA RETIREMENT TRUST #705568	01/22/2018	Bank Draft	0.00	380.00	DFT0001687
<u>ICMA Roth 01181</u>	Invoice	01/18/2018	Wire Transfer ICMA Roth	0.00	380.00	
11177	HL MUNICIPAL RETIREMENT FUND	01/22/2018	Bank Draft	0.00	48,289.71	DFT0001688
<u>IMRF January 201</u>	Invoice	01/18/2018	IMRF 011818	0.00	48,289.71	

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	58,406.49
EFT's	0	0	0.00	0.00
	3	3	0.00	58,406.49



Park District of Highland Park, IL

Check Register

Packet: APPKT01457 - 20180126 1

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
10058	AFLAC	01/26/2018	Bank Draft	0.00	1,372.57	DFT0001699
<u>AFLAC 012518</u>	Invoice	01/25/2018	AFLAC 01/25/18	0.00	1,372.57	

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	1,372.57
EFT's	0	0	0.00	0.00
	1	1	0.00	1,372.57



Park District of Highland Park, IL

Check Register

Packet: APPKT01463 - 20180202 2

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
11188	ILLINOIS DEPT. OF REVENUE	01/31/2018	Bank Draft	0.00	3,771.00	DFT0001700
<u>December 2017</u>	Invoice	01/20/2018	December 2017	0.00	3,771.00	

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	3,771.00
EFT's	0	0	0.00	0.00
	1	1	0.00	3,771.00



Park District of Highland Park, IL

Check Register

Packet: APPKT01467 - 02072018 2

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
11161	ICMA RETIREMENT TRUST #302037	02/07/2018	Bank Draft	0.00	8,975.32	DFT0001701
<u>ICMA 457 02021</u>	Invoice	02/02/2018	Wire Transfer ICMA 457 Deferred Comp	0.00	8,975.32	
12825	ICMA RETIREMENT TRUST #705568	02/07/2018	Bank Draft	0.00	350.00	DFT0001702
<u>ICMA Roth 02021</u>	Invoice	02/02/2018	Wire Transfer ICMA Roth	0.00	350.00	

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	9,325.32
EFT's	0	0	0.00	0.00
	2	2	0.00	9,325.32



Park District of Highland Park, IL

Check Register

Packet: APPKT01490 - 02222018 15

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	
11188	ILLINOIS DEPT. OF REVENUE	02/22/2018	Bank Draft	0.00	164.00	DFT0001720
<u>January 2018</u>	Invoice	02/20/2018	January 2018	0.00	164.00	

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	164.00
EFT's	0	0	0.00	0.00
	1	1	0.00	164.00



Park District of Highland Park, IL

Check Register

Packet: APPKT01491 - 02222018 17

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	02/22/2018	Bank Draft	0.00	8,849.73	DFT0001721
<u>ICMA 457 02161</u>	Invoice	02/16/2018	Wire Transfer ICMA 457 Deferred Comp	0.00	8,849.73	
12825	ICMA RETIREMENT TRUST #705568	02/22/2018	Bank Draft	0.00	350.00	DFT0001722
<u>ICMA Roth 02161</u>	Invoice	02/16/2018	Wire Transfer ICMA Roth	0.00	350.00	
11177	ILL MUNICIPAL RETIREMENT FUND	02/22/2018	Bank Draft	0.00	50,454.04	DFT0001723
<u>IMRF February 20</u>	Invoice	02/15/2018	IMRF 02/15/18	0.00	50,454.04	

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	59,653.77
EFT's	0	0	0.00	0.00
	<u>3</u>	<u>3</u>	<u>0.00</u>	<u>59,653.77</u>



Park District of Highland Park, IL

Check Register

Packet: APPKT01435 - 20180116 3

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
10313	BOA P-CARD STATEMENTS	01/05/2018	Bank Draft	0.00	145,023.45	DFT0001685
<u>01-05-18</u>	Invoice	01/05/2018	P-Card with PA	0.00	145,023.45	

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	145,023.45
EFT's	0	0	0.00	0.00
	1	1	0.00	145,023.45



Park District of Highland Park, IL

Check Register

Packet: APPKT01434 - 20180116 2

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
10313	BOA P-CARD STATEMENTS	01/05/2018	Bank Draft	0.00	4,099.79	DFT0001684
<u>010518</u>	Invoice	01/05/2018	P-Card with PA	0.00	4,099.79	

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	4,099.79
EFT's	0	0	0.00	0.00
	1	1	0.00	4,099.79

P-Card Transactions
12/08/17 - 01/07/18

Vendor Name	Transaction Count	Amount Total
1-800-FLOWERS.COM,INC.	1	\$48.58
AMAZON MKTPLACE PMTS	1	\$119.78
AMAZON MKTPLACE PMTS W	3	\$139.01
AMAZON.COM AMZN.COM/BI	1	\$19.24
AMAZON.COM WWW.AMAZON.	1	(\$21.94)
AMERICAN VAN EQUIPMENT	1	\$171.20
ANDERSON LOCK CO	1	\$3,439.00
ANTHEM SPRT	1	\$568.14
AQUA VISIONS AQUATIC S	1	\$165.90
ARTHUR CLESEN - MA	1	\$52.00
AT&T PREMIER EBIL	1	\$1,766.42
ATT BUS PHONE PMT	2	\$1,875.81
BARNABYS OF NORTHBROOK	1	\$232.50
BEACON ATHLETICS	1	\$1,796.00
BHFX #10	3	\$160.00
BLP BUSINESS WEEK	1	\$40.00
BLS SPAMTITAN	1	\$180.00
BSN SPORT SUPPLY GROUP	1	\$273.47
CASCADE NETS INC	1	\$544.66
CELEBRATIONS PARTY REN	1	\$63.00
CHICAGO TRIB SUBSCRIPT	1	\$51.87
CITY OF HIGHLAND PARK	14	\$19,875.28
CITY OF HIGHLAND PARK	1	\$250.00
CLAIM ADJ/D & H REFRIGERA	2	(\$4,978.89)
CLIFFORD WALD AND COMP	1	\$675.00
CLUCKERS CHARCOAL CH	2	\$502.04
COMCAST	2	\$23,394.12
COMCAST CHICAGO	1	\$144.85
COMCAST CHICAGO CS 1X	8	\$2,025.68
COMPLIANCE POSTER COMP	1	\$39.04
CONSERV FS INC	1	\$1,951.41
CRAFTWOOD LUMBER & HAR	19	\$850.12
CVS/PHARMACY #04787	1	\$611.90
DD/BR #306048	2	\$41.98
DEERFIELD ITALIAN KITC	1	\$3,358.80
DOMESTIC UNIFORM IL	1	\$209.75
DROPBOX 37LFPW24QD2R	1	\$9.99
DTV DIRECTV SERVICE	1	\$167.97
DUNBAR ARMORED	1	\$1,058.32
DUNLOP SPORTS	1	\$1,944.00
EASTBAY TEAM SALES	1	(\$41.75)
EASTER EGG	1	\$2,070.00
ECOLAB INC MF	2	\$1,159.39
EDIBLE ARRANGEMENTS 12	1	\$83.99
FACEBK J4EVCEA4D2	1	\$138.37
FACEBK L4EVCEA4D2	1	\$11.63
FIELDTEX PRODUCTS, INC	1	\$263.70
FISH TECH	3	\$21.52
FORESTRY SUPPLIERS INC	1	\$328.68
FOX VALLEY FIRE AND SA	2	\$1,321.00
FTD.COM	1	\$90.69

P-Card Transactions
12/08/17 - 01/07/18

G&O THERMAL SUPPLY CO	11	\$2,687.37
GEO SYNTHETICS INC	1	\$618.30
GOODWIN & ASSOCIATES H	2	\$148.00
GOOGLE SVCSAPPS_pdhp.	1	\$4.16
GROOT INDUSTRIES INCOR	1	\$46.02
HARBOR FREIGHT TOOLS 1	6	\$362.00
HARRELLS LLC	1	\$1,440.46
HIGHLAND PARK FORD LIN	1	\$2,174.86
HOMEDEPOT.COM	1	\$60.20
IDLEWOOD ELECTRIC S-HP	3	\$125.20
ILLINOIS ASSOCIATION O	1	(\$155.00)
ILLINOIS AUDUBON SOCIE	1	\$45.00
INT IN REACH SPORTS M	1	\$600.00
INT IN SE SPORTS & EN	1	\$1,500.00
INT IN TGF ENTERPRISE	1	\$2,000.00
INT IN THE MULCH CENT	6	\$525.00
INTERNATIONAL TRANSACTION	1	\$1.44
J2 EFAX SERVICES	1	\$33.90
JANOR SPORTS LLC	1	\$570.00
JEWEL #3459	7	\$120.15
JFP/ALESCO/SANDSTONE G	1	\$259.85
JIMMY JOHNS - 1032	1	\$31.94
JOANN STORES #612	1	\$27.96
JOHNSTONE SUPPLY OF GU	1	\$2.81
JORSON AND CARLSON COM	1	\$70.02
KEYTH TECHNOLOGIES	5	\$240.86
KOLLEGE TOWN SPORTS	1	\$726.00
KRITZ VACUUM & ALLERGY	1	\$21.33
LAKESHORE IT SOLUTIONS	1	\$564.66
LAKESHORE RECYCLING SY	10	\$3,117.38
MAILCHIMP MONTHLY	1	\$240.00
MARIANOS FRESH00085233	1	\$28.78
MARK VEND CO.	2	\$214.40
MENARDS GURNEE IL	1	\$121.87
MENONI AND MOCOGNI	6	\$1,266.31
MICHAELS STORES 2037	1	\$18.56
MICHAELS STORES 2717	1	\$22.28
MICHAELS STORES 5018	1	\$17.79
MUTUAL ACE HARDWARE &	9	\$666.87
NAPA AUTO PARTS	20	\$2,534.74
NBF NATL BIZ FURNITURE	1	\$4,627.54
NELS J JOHNSON TREE EX	3	\$18,585.00
NORTHSHORE PHYSICIAN	2	\$210.00
OFFICESUPPLY.COM	1	\$1,236.64
PANERA BREAD # 60176	1	\$14.30
PANERA BREAD #204019	1	\$51.36
PANERA BREAD #601763	1	\$66.26
PARK DISTRICT OF HIGHL	5	\$3.00
PARTSTREE COM	1	\$306.78
PARTY CITY	8	\$235.21
PETRA 1	1	\$474.50
PIEROS PIZZA - MOTO	1	\$87.00

P-Card Transactions
12/08/17 - 01/07/18

PITNEY BOWES PI	1	\$926.64
PWS-LA, INC.	1	\$33.69
R&R SPECIALTIES OF WIS	1	\$660.64
READYREFRESH BY NESTLE	2	\$270.15
REINDERS - BUFFALO GRO	1	\$1,037.02
SANTO SPORT STORE	10	\$3,957.80
SCHOOLOUTLET.COM	1	\$1,564.19
SIGNSONTHECHEAP.COM	1	\$95.22
SKILLPATH / NATIONAL	1	\$149.00
SMITHEREEN PEST MANAGE	2	\$108.00
SPARK MODERN FIRES LLC	1	\$168.00
SQU SQ BENT FORK BAKE	1	\$270.00
SQU SQ CAROL FREEMAN	1	\$275.00
STANDEE	1	\$1,039.90
STAPLES 00116618	6	\$561.87
STARBUCKS STORE 02543	1	\$43.24
SUNSET FOODS #1	2	\$179.48
TARGET 00011684	9	\$745.89
TARGET 00028605	1	(\$24.00)
TARGET.COM	1	\$59.99
TEC #126	1	\$101.16
TELEPHONEONHOLD.COM	1	\$177.00
THE CONFECTION CONNECT	1	\$77.00
THE HOME DEPOT #1926	8	\$713.87
THE HOME DEPOT 1926	5	\$301.88
THE UPS STORE #1714	1	\$28.92
THORNTONS #312	4	\$156.95
TODAY'S CLASSROOM	1	\$2,832.64
TST REAL URBAN BBQ HP	1	\$119.80
TYCOINTEGRATEDSECURITY	2	\$7,588.70
UPS 1ZD8F35T0309904084	1	\$10.49
UPS 294C64P16A8	1	\$5.80
UPS ADJ00195105645171	1	\$2.44
WALGREENS #1438	1	\$5.28
WALKER BROS. ORIGINAL	2	\$251.29
WAL-MART #1228	1	(\$11.97)
WAL-MART #3893	1	\$12.44
WAREHOUSE DIRECT	21	\$2,814.71
WEB NETWORKSOLUTIONS	4	\$313.83
WSG WILSON SPTG GDS	2	\$1,767.73
WW GRAINGER	1	\$112.47
WWW.1877FLOORGUY.CO	1	\$204.87
WWW.ISTOCK.COM	1	\$95.45
XO COMMUNICATIONS	1	\$283.24
YLIGHTING YLIVING YBA	1	\$497.25
YOUR ADVANTAGE II LTD	1	\$276.00
TOTAL		\$149,123.24



Memorandum

To: Board of Park Commissioners

From: Liza McElroy, Executive Director; Brian Romes, Director of Recreation and Facilities; Kathy Donahue, Deputy Director of Operations; Ryan Ochs, Manager/Superintendent of Golf Sunset Valley Golf Club; Annette Curtis, Director of Finance & IT

Date: 3/6/2018

Subject: **CONSTRUCTION MANAGEMENT AS CONTRACTOR WITH GUARANTEED MAXIMUM AGREEMENT FOR SVGC CLUBHOUSE**

BACKGROUND

On January 23, 2018 the Park Board of Commissioners approved the agreement for *Construction Management As Contractor with Guaranteed Maximum* with W.B. Olson for the SVGC Clubhouse Renovation. Terms for that agreement include project consultation, preparation of project cost estimates, bidding and negotiations with subcontractors and equipment suppliers, preparation and implementation of construction schedule, cost control, and construction site management. Additionally, per this agreement, W.B. Olson is the “*CM as Contractor*” which specifically designates the CM to hold all subcontractor agreements and is responsible for their execution. The “*Guaranteed Maximum Price*” includes the total cost for construction, 5% contingency and the 4.5% CM Fee due to W.B. Olson.

BID RESULTS AND FINANCIAL IMPACT

Construction bids for the clubhouse renovation were opened on Tuesday, February 6. Pricing was significantly higher than the construction budget resulting in a higher GMP than projected. The overage was due to a combination of the following: an extremely conservative construction budget, a highly competitive bid market, and additional equipment/MEP (Mechanical, Electric, Plumbing) costs in the kitchen. After extensive value engineering the GMP was reduced. The goal of the value engineering was to not jeopardize the integrity of the building from both an aesthetic and mechanical perspective.

The total approved budget for the GreenPrint Project renovation of the Sunset Valley Golf Club Course and Clubhouse is \$7,000,000. The total cost of the course renovation was \$4,896,393 leaving \$2,103,607 for the clubhouse renovation. With a proposed GMP for the clubhouse of \$2,192,552 the total Sunset Valley Golf Club course and clubhouse renovations will have an anticipated shortfall of \$88,945.

<u>Total SVGC Course and Clubhouse Renovation Budget</u>	<u>\$7,000,000</u>
Course Renovation	\$4,896,393
<hr/>	
<u>Clubhouse Renovation</u>	<u>\$2,103,607</u>
Clubhouse Soft Costs Sub Total (Contingency, Fees, FF&E)	\$ 360,318
Clubhouse Hard Cost Subtotal (WB Olson GMP)	\$1,832,234
<u>Total Clubhouse (Hard+Soft Actual)</u>	<u>\$2,192,552</u>
Difference	-\$88,945

RECOMMENDATION

Staff recommends approval for the Guaranteed Maximum Price of \$1,832,234 for the Sunset Valley Golf Clubhouse renovation and the attached Guaranteed Maximum Price Amendment to the AIA agreement with W.B. Olson.

AIA[®] Document A133[™] – 2009 Exhibit A

Guaranteed Maximum Price Amendment

for the following PROJECT:

(Name and address or location)

Sunset Valley Golf Club Renovation
1390 Sunset Road
Highland Park, IL 60035

THE OWNER:

(Name, legal status and address)

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

THE CONSTRUCTION MANAGER:

(Name, legal status and address)

W.B. Olson, Inc.
3235 Arnold Lane
Northbrook, IL 60062

ARTICLE A.1

§ A.1.1 Guaranteed Maximum Price

Pursuant to Section 2.2.6 of the Agreement, the Owner and Construction Manager hereby amend the Agreement to establish a Guaranteed Maximum Price. As agreed by the Owner and Construction Manager, the Guaranteed Maximum Price is an amount that the Contract Sum shall not exceed. The Contract Sum consists of the Construction Manager's Fee plus the Cost of the Work, as that term is defined in Article 6 of this Agreement.

§ A.1.1.1 The Contract Sum is guaranteed by the Construction Manager not to exceed One Million Eight Hundred Thirty Two Thousand Two Hundred Thirty Four (\$ 1,832,234.00), subject to additions and deductions by Change Order as provided in the Contract Documents.

§ A.1.1.2 Itemized Statement of the Guaranteed Maximum Price. Provided below is an itemized statement of the Guaranteed Maximum Price organized by trade categories, allowances, contingencies, alternates, the Construction Manager's Fee, and other items that comprise the Guaranteed Maximum Price.
(Provide below or reference an attachment.)

See attached Exhibit 'A' 10 pages

§ A.1.1.3 The Guaranteed Maximum Price is based on the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the Owner:
(State the numbers or other identification of accepted alternates. If the Contract Documents permit the Owner to accept other alternates subsequent to the execution of this Amendment, attach a schedule of such other alternates showing the amount for each and the date when the amount expires.)

None

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An Additions and Deletions Report that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201[™]-2007, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

Int.

§ A.1.1.4 Allowances included in the Guaranteed Maximum Price, if any:
(Identify allowance and state exclusions, if any, from the allowance price.)

Item	Price (\$0.00)
Drywall	
Food Service Equipment	

§ A.1.1.5 Assumptions, if any, on which the Guaranteed Maximum Price is based:

See Exhibit 'A' 10 pages

§ A.1.1.6 The Guaranteed Maximum Price is based upon the following Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
N/A			

§ A.1.1.7 The Guaranteed Maximum Price is based upon the following Specifications:
(Either list the Specifications here, or refer to an exhibit attached to this Agreement.)
See Exhibit 'B' 1 page

Section	Title	Date	Pages
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§ A.1.1.8 The Guaranteed Maximum Price is based upon the following Drawings:
(Either list the Drawings here, or refer to an exhibit attached to this Agreement.)
See Exhibit 'B' 1 page

Number	Title	Date
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§ A.1.1.9 The Guaranteed Maximum Price is based upon the following other documents and information:
(List any other documents or information here, or refer to an exhibit attached to this Agreement.)

ARTICLE A.2

§ A.2.1 The anticipated date of Substantial Completion established by this Amendment: 7/31/18

OWNER (Signature)

CONSTRUCTION MANAGER (Signature)

(Printed name and title)

David L. Olson, Co-President
(Printed name and title)

Init.



Park District of Highland Park, IL

Income Statement

Current Period Ending 01/31/2018

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
100 - PROGRAMS	857,196.69	665,830.49	857,196.69	665,830.49	191,366.20	3,034,811.59	884,167.65	884,167.65
110 - CAMPS	50.00	258,016.66	50.00	258,016.66	-257,966.66	1,549,078.00	518,783.88	518,783.88
120 - LESSONS	30,181.15	31,319.62	30,181.15	31,319.62	-1,138.47	346,684.50	27,880.90	27,880.90
130 - SPECIAL EVENTS	507.00	2,919.07	507.00	2,919.07	-2,412.07	108,288.00	29,551.75	29,551.75
410 - TAX	15,981.99	427,166.66	15,981.99	427,166.66	-411,184.67	13,072,257.00	24,587.43	24,587.43
420 - FEES & CHARGES	23,821.38	31,722.45	23,821.38	31,722.45	-7,901.07	1,270,299.20	42,860.88	42,860.88
440 - MEMBERSHIPS	125,729.58	134,128.33	125,729.58	134,128.33	-8,398.75	1,717,654.00	126,560.79	126,560.79
450 - RENTALS	130,681.51	148,345.54	130,681.51	148,345.54	-17,664.03	1,263,617.75	158,121.14	158,121.14
460 - MERCHANDISING	4,114.29	3,293.01	4,114.29	3,293.01	821.28	66,465.00	3,634.25	3,634.25
470 - INTEREST INCOME	11,086.03	8,750.00	11,086.03	8,750.00	2,336.03	105,000.00	3,731.32	3,731.32
480 - MISCELLANEOUS INCOME	9,970.67	10,324.17	9,970.67	10,324.17	-353.50	193,400.00	163.95	163.95
510 - OTHER INCOME	0.00	1,060.82	0.00	1,060.82	-1,060.82	37,380.00	0.00	0.00
520 - BOND/DEBT PROCEEDS	2,003.04	0.00	2,003.04	0.00	2,003.04	0.00	255.49	255.49
Total Revenue:	1,211,323.33	1,722,876.82	1,211,323.33	1,722,876.82	-511,553.49	22,764,935.04	1,820,299.43	1,820,299.43
Expense								
100 - PROGRAMS	79,658.87	162,683.14	79,658.87	162,683.14	83,024.27	1,647,113.91	85,457.93	85,457.93
110 - CAMPS	744.79	12,579.36	744.79	12,579.36	11,834.57	882,710.33	18,277.45	18,277.45
120 - LESSONS	5,493.65	15,358.77	5,493.65	15,358.77	9,865.12	159,167.83	4,002.90	4,002.90
130 - SPECIAL EVENTS	21,350.00	14,011.37	21,350.00	14,011.37	-7,338.63	214,264.61	15,755.69	15,755.69
610 - SALARIES & WAGES	247,170.70	560,942.28	247,170.70	560,942.28	313,771.58	7,537,251.09	244,171.76	244,171.76
620 - CONTRACTUAL SERVICES	231,215.30	355,303.85	231,215.30	355,303.85	124,088.55	2,896,927.79	265,961.73	265,961.73
630 - INSURANCE	835.01	174,888.80	835.01	174,888.80	174,053.79	2,099,502.41	171,329.56	171,329.56
640 - MATERIALS & SUPPLIES	2,435.73	39,888.52	2,435.73	39,888.52	37,452.79	588,970.66	2,513.12	2,513.12
650 - MAINTENANCE & LANDSCAPING CONTRACTS	675.45	24,689.11	675.45	24,689.11	24,013.66	435,352.52	9,859.34	9,859.34
660 - UTILITIES	-768.54	73,867.27	-768.54	73,867.27	74,635.81	980,619.05	31,643.99	31,643.99
670 - PENSION CONTRIBUTIONS	28,928.40	70,265.54	28,928.40	70,265.54	41,337.14	911,368.95	27,765.06	27,765.06
680 - COST OF GOODS SOLD	276.00	1,239.08	276.00	1,239.08	963.08	26,546.00	338.34	338.34
710 - DEBT RETIREMENT	0.00	0.00	0.00	0.00	0.00	3,077,362.50	0.00	0.00
720 - CAPITAL OUTLAY	3,472.98	1,301,490.92	3,472.98	1,301,490.92	1,298,017.94	8,560,614.00	-17,012.85	-17,012.85
Total Expense:	621,488.34	2,807,208.01	621,488.34	2,807,208.01	2,185,719.67	30,017,771.65	860,064.02	860,064.02
Report Total:	589,834.99	-1,084,331.19	589,834.99	-1,084,331.19	1,674,166.18	-7,252,836.61	960,235.41	960,235.41

Fund Summary

Fund	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
01 - GENERAL CORPORATE	-88,767.55	-32,174.98	-88,767.55	-32,174.98	-56,592.57	-382,023.74	-174,385.88	-174,385.88
25 - SPECIAL RECREATION	-147,489.74	-147,489.50	-147,489.74	-147,489.50	-0.24	546,866.00	-150,298.96	-150,298.96
29 - RECREATION	831,172.22	430,328.97	831,172.22	430,328.97	400,843.25	3,106,547.63	1,279,101.93	1,279,101.93
60 - DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	-1,562,812.50	0.00	0.00
70 - CAPITAL PROJECTS	-5,079.94	-1,334,995.68	-5,079.94	-1,334,995.68	1,329,915.74	-8,961,414.00	5,818.32	5,818.32
Report Total:	589,834.99	-1,084,331.19	589,834.99	-1,084,331.19	1,674,166.18	-7,252,836.61	960,235.41	960,235.41



Park District of Highland Park, IL

General Fund

Income Statement

Current Period Ending 01/31/2018

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
410 - TAX	15,981.99	427,166.66	15,981.99	427,166.66	-411,184.67	5,126,000.00	24,587.43	24,587.43
420 - FEES & CHARGES	2,881.88	3,275.87	2,881.88	3,275.87	-393.99	39,326.20	13,985.00	13,985.00
450 - RENTALS	0.00	5,000.00	0.00	5,000.00	-5,000.00	60,000.00	8,000.00	8,000.00
460 - MERCHANDISING	13.69	9.99	13.69	9.99	3.70	120.00	21.74	21.74
470 - INTEREST INCOME	11,086.03	8,750.00	11,086.03	8,750.00	2,336.03	105,000.00	3,731.32	3,731.32
480 - MISCELLANEOUS INCOME	61.51	8,308.26	61.51	8,308.26	-8,246.75	99,700.00	38.95	38.95
510 - OTHER INCOME	0.00	1,060.82	0.00	1,060.82	-1,060.82	12,735.00	0.00	0.00
Total Revenue:	30,025.10	453,571.60	30,025.10	453,571.60	-423,546.50	5,442,881.20	50,364.44	50,364.44
Expense								
610 - SALARIES & WAGES	92,088.63	229,123.47	92,088.63	229,123.47	137,034.84	2,744,517.07	90,119.56	90,119.56
620 - CONTRACTUAL SERVICES	12,738.81	83,436.22	12,738.81	83,436.22	70,697.41	1,001,399.70	24,160.58	24,160.58
630 - INSURANCE	835.01	101,187.22	835.01	101,187.22	100,352.21	1,214,729.83	97,490.32	97,490.32
640 - MATERIALS & SUPPLIES	479.86	20,682.40	479.86	20,682.40	20,202.54	248,263.36	1,137.75	1,137.75
650 - MAINTENANCE & LANDSCAPING CONTRACTS	146.56	9,597.95	146.56	9,597.95	9,451.39	115,197.52	294.65	294.65
660 - UTILITIES	1,487.93	10,303.57	1,487.93	10,303.57	8,815.64	123,662.61	1,427.99	1,427.99
670 - PENSION CONTRIBUTIONS	11,015.85	31,415.75	11,015.85	31,415.75	20,399.90	377,134.85	10,119.47	10,119.47
Total Expense:	118,792.65	485,746.58	118,792.65	485,746.58	366,953.93	5,824,904.94	224,750.32	224,750.32
Report Total:	-88,767.55	-32,174.98	-88,767.55	-32,174.98	-56,592.57	-382,023.74	-174,385.88	-174,385.88

The General Fund is the general operating fund of the District. It accounts for all revenues and expenditures of the District which are not accounted for by other funds. This fund accounts for administrative, planning, and park expenditures. As this is the first month of the fiscal year it is difficult to draw any strong conclusions as to the District's financial condition. Deficit for the month is \$88,767.

Salaries and related benefits are understated (in Recreation as well) because the January 5th payroll pertained to December 2017 activity and was accrued into December. Additionally, the payroll for the last two weeks of the month was paid on February 2nd and will be recorded in February. This pattern will continue until March, when there will be three payrolls.



Park District of Highland Park, IL

Special Recreation

Income Statement

Current Period Ending 01/31/2018

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	941,707.00	0.00	0.00
Total Revenue:	0.00	0.00	0.00	0.00	0.00	941,707.00	0.00	0.00
Expense								
620 - CONTRACTUAL SERVICES	147,489.74	147,489.50	147,489.74	147,489.50	-0.24	394,841.00	150,298.96	150,298.96
Total Expense:	147,489.74	147,489.50	147,489.74	147,489.50	-0.24	394,841.00	150,298.96	150,298.96
Report Total:	-147,489.74	-147,489.50	-147,489.74	-147,489.50	-0.24	546,866.00	-150,298.96	-150,298.96

The Special Recreation Fund is used to account for revenues derived from a special annual property tax levy and expenditures of these monies to Northern Suburban Recreation Association for recreation services for the disabled. Activity included first installment of member agency contribution.



Park District of Highland Park, IL

Recreation

Income Statement

Current Period Ending 01/31/2018

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
100 - PROGRAMS	857,196.69	665,830.49	857,196.69	665,830.49	191,366.20	3,034,811.59	884,167.65	884,167.65
110 - CAMPS	50.00	258,016.66	50.00	258,016.66	-257,966.66	1,549,078.00	518,783.88	518,783.88
120 - LESSONS	30,181.15	31,319.62	30,181.15	31,319.62	-1,138.47	346,684.50	27,880.90	27,880.90
130 - SPECIAL EVENTS	507.00	2,919.07	507.00	2,919.07	-2,412.07	108,288.00	29,551.75	29,551.75
410 - TAX	0.00	0.00	0.00	0.00	0.00	5,490,000.00	0.00	0.00
420 - FEES & CHARGES	20,939.50	28,446.58	20,939.50	28,446.58	-7,507.08	1,230,973.00	28,875.88	28,875.88
440 - MEMBERSHIPS	125,729.58	134,128.33	125,729.58	134,128.33	-8,398.75	1,717,654.00	126,560.79	126,560.79
450 - RENTALS	130,681.51	143,345.54	130,681.51	143,345.54	-12,664.03	1,203,617.75	150,121.14	150,121.14
460 - MERCHANDISING	4,100.60	3,283.02	4,100.60	3,283.02	817.58	66,345.00	3,612.51	3,612.51
480 - MISCELLANEOUS INCOME	9,909.16	2,015.91	9,909.16	2,015.91	7,893.25	93,700.00	125.00	125.00
510 - OTHER INCOME	0.00	0.00	0.00	0.00	0.00	24,645.00	0.00	0.00
Total Revenue:	1,179,295.19	1,269,305.22	1,179,295.19	1,269,305.22	-90,010.03	14,865,796.84	1,769,679.50	1,769,679.50
Expense								
100 - PROGRAMS	79,658.87	162,683.14	79,658.87	162,683.14	83,024.27	1,647,113.91	85,457.93	85,457.93
110 - CAMPS	744.79	12,579.36	744.79	12,579.36	11,834.57	882,710.33	18,277.45	18,277.45
120 - LESSONS	5,493.65	15,358.77	5,493.65	15,358.77	9,865.12	159,167.83	4,002.90	4,002.90
130 - SPECIAL EVENTS	21,350.00	14,011.37	21,350.00	14,011.37	-7,338.63	214,264.61	15,755.69	15,755.69
610 - SALARIES & WAGES	155,082.07	331,818.81	155,082.07	331,818.81	176,736.74	4,792,734.02	154,052.20	154,052.20
620 - CONTRACTUAL SERVICES	67,376.75	90,056.87	67,376.75	90,056.87	22,680.12	1,071,187.09	80,052.17	80,052.17
630 - INSURANCE	0.00	73,701.58	0.00	73,701.58	73,701.58	884,772.58	73,839.24	73,839.24
640 - MATERIALS & SUPPLIES	1,955.87	19,206.12	1,955.87	19,206.12	17,250.25	340,707.30	1,375.37	1,375.37
650 - MAINTENANCE & LANDSCAPING CONTRACTS	528.89	15,091.16	528.89	15,091.16	14,562.27	320,155.00	9,564.69	9,564.69
660 - UTILITIES	-2,256.47	63,563.70	-2,256.47	63,563.70	65,820.17	856,956.44	30,216.00	30,216.00
670 - PENSION CONTRIBUTIONS	17,912.55	38,849.79	17,912.55	38,849.79	20,937.24	534,234.10	17,645.59	17,645.59
680 - COST OF GOODS SOLD	276.00	1,239.08	276.00	1,239.08	963.08	26,546.00	338.34	338.34
720 - CAPITAL OUTLAY	0.00	816.50	0.00	816.50	816.50	28,700.00	0.00	0.00
Total Expense:	348,122.97	838,976.25	348,122.97	838,976.25	490,853.28	11,759,249.21	490,577.57	490,577.57
Report Total:	831,172.22	430,328.97	831,172.22	430,328.97	400,843.25	3,106,547.63	1,279,101.93	1,279,101.93

Fund Summary

Fund	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
29 - RECREATION	831,172.22	430,328.97	831,172.22	430,328.97	400,843.25	3,106,547.63	1,279,101.93	1,279,101.93
Report Total:	831,172.22	430,328.97	831,172.22	430,328.97	400,843.25	3,106,547.63	1,279,101.93	1,279,101.93

The Recreation Fund is used to account for the operations of the facilities and programs. Financing is provided primarily from an annual property tax levy and from fees charged for programs and activities. As this is the first month of the fiscal year it is difficult to draw any strong conclusions as to the District's financial condition. Rectrac recognizes revenue at the program start date, in prior years this processes was not followed. As a result camp revenue appears to be understated as compared to 2017.



Park District of Highland Park, IL

Debt Service

Income Statement

Current Period Ending 01/31/2018

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	1,514,550.00	0.00	0.00
Total Revenue:	0.00	0.00	0.00	0.00	0.00	1,514,550.00	0.00	0.00
Expense								
710 - DEBT RETIREMENT	0.00	0.00	0.00	0.00	0.00	3,077,362.50	0.00	0.00
Total Expense:	0.00	0.00	0.00	0.00	0.00	3,077,362.50	0.00	0.00
Report Total:	0.00	0.00	0.00	0.00	0.00	-1,562,812.50	0.00	0.00

The Debt Service Fund is used to account for the accumulation of resources for and the payment of general long term debt principal and interest.

There was no activity during the month



Park District of Highland Park, IL

Capital Projects

Income Statement

Current Period Ending 01/31/2018

Typ...	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
Revenue								
520 - BOND/DEBT PROCEEDS	2,003.04	0.00	2,003.04	0.00	2,003.04	0.00	255.49	255.49
Total Revenue:	2,003.04	0.00	2,003.04	0.00	2,003.04	0.00	255.49	255.49
Expense								
620 - CONTRACTUAL SERVICES	3,610.00	34,321.26	3,610.00	34,321.26	30,711.26	429,500.00	11,450.02	11,450.02
720 - CAPITAL OUTLAY	3,472.98	1,300,674.42	3,472.98	1,300,674.42	1,297,201.44	8,531,914.00	-17,012.85	-17,012.85
Total Expense:	7,082.98	1,334,995.68	7,082.98	1,334,995.68	1,327,912.70	8,961,414.00	-5,562.83	-5,562.83
Report Total:	-5,079.94	-1,334,995.68	-5,079.94	-1,334,995.68	1,329,915.74	-8,961,414.00	5,818.32	5,818.32

The Capital Projects Fund is used to account for financial resources acquired through bond issues and excess surpluses in the Recreation Fund per the District's Fund Balance Policy. These resources are to be used for improvements to existing park facilities, maintenance supplies and staff for the general upkeep of all parks within the District.

Activity for the month consisted of interest received, equipment lease for SV course, and professional fees for the SV projects.



Sunset Valley Golf Course

	2017 Total Budget	2017 YTD Activity	2018 Total Budget	2018 YTD Activity
Revenue	-00	173.00	599,017.00	-00
Expense	574,453.26	531,932.00	1,085,536.00	18,558.00
Report Surplus (Deficit):	(574,453.26)	(531,759.00)	(486,519.00)	(18,558.00)

Recreation Center of HP

	Total Budget	YTD Activity	Total Budget	YTD Activity
Revenue	2,248,608.20	2,297,202.00	2,332,264.00	174,632.00
Expense	2,225,616.52	2,027,798.00	2,223,108.00	64,017.00
Report Surplus (Deficit):	22,991.68	269,404.00	109,156.00	110,615.00

Deer Creek Raquet Club

	Total Budget	YTD Activity	Total Budget	YTD Activity
Revenue	1,452,829.00	1,430,239.00	1,436,889.00	240,647.00
Expense	1,181,276.00	1,143,818.00	1,149,399.00	36,101.00
Report Surplus (Deficit):	271,553.00	286,421.00	287,490.00	204,546.00

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Y-T-D JANUARY 2018

Park District of Highland Park, IL
RECREATION FUND

For Fiscal: 2018 Period Ending: 01/31/2018

	2016	2017	2017	2018	2018
	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity
Center: 11 - ADMINISTRATIVE					
Revenue	4088850.02	4988000	4899231.81	5529000	4,000.00
Expense	1844629.31	1840018.06	1679543.53	1763681.39	60,258.54
Center: 11 - ADMINISTRATIVE Surplus (Deficit):	2244220.71	3147981.94	3219688.28	3765318.61	-56,258.54
Net Revenue:	54.89%	63.11%	65.72%	68.10%	-1,406.46%
Center: 24 - WEST RIDGE CENTER					
Revenue	496429.3	475282	534939.03	540503	251,652.08
Expense	731339.91	713275.05	769360.73	849990.37	25,065.98
Center: 24 - WEST RIDGE CENTER Surplus (Deficit):	-234910.61	-237993.05	-234421.7	-309487.37	226,586.10
Net Revenue:	-47.32%	-50.07%	-43.82%	-57.26%	90.04%
Center: 26 - ATHLETICS					
Revenue	978018.43	1040734	964109.06	995801	219,615.49
Expense	900515.72	999216.03	884882.76	951805.08	42,548.61
Center: 26 - ATHLETICS Surplus (Deficit):	77502.71	41517.97	79226.3	43995.92	177,066.88
Net Revenue:	7.92%	3.99%	8.22%	4.42%	80.63%
Center: 28 - CAMPS					
Revenue	822693.52	905963	823752.55	893222	1,550.00
Expense	573287.63	658770.02	604983.3	650062.97	7,242.58
Center: 28 - CAMPS Surplus (Deficit):	249405.89	247192.98	218769.25	243159.03	-5,692.58
Net Revenue:	30.32%	27.29%	26.56%	27.22%	-367.26%
Center: 29 - SPECIAL EVENTS					
Revenue	75078.55	102303	50636.35	69033	433
Expense	224868.85	251186.42	189135.13	218607.1	22,610.40
Center: 29 - SPECIAL EVENTS Surplus (Deficit):	-149790.3	-148883.42	-138498.78	-149574.1	-22,177.40
Net Revenue:	-199.51%	-145.53%	-273.52%	-216.67%	-5,121.80%
Center: 31 - HIDDEN CREEK AQUAPARK					
Revenue	457278.58	469775.88	376920.41	457333	0
Expense	512339.54	629831.12	484849.44	480719.33	1,671.54
Center: 31 - HIDDEN CREEK AQUAPARK Surplus (Deficit):	-55060.96	-160055.24	-107929.03	-23386.33	-1,671.54
Net Revenue:	-12.04%	-34.07%	-28.63%	-5.11%	0.00%
Center: 32 - ROSEWOOD INTERPRETIVE CENTER					
Revenue	109597.77	113943.5	112802.8	111565.55	5,992.00
Expense	100576.04	106036.52	102248.76	107342.88	1,337.07
Center: 32 - ROSEWOOD INTERPRETIVE CENTER Surplus (Deficit):	9021.73	7906.98	10554.04	4222.67	4,654.93
Net Revenue:	8.23%	6.94%	9.36%	3.78%	77.69%
Center: 33 - ROSEWOOD BEACH					
Revenue	26249.79	57925	55773.38	72570	165
Expense	110926.27	156165.49	113757.63	116597	984.19

Center: 33 - ROSEWOOD BEACH		Surplus (Deficit):	-84676.48	-98240.49	-57984.25	-44027	-819.19
		Net Revenue:	-322.58%	-169.60%	-103.96%	-60.67%	-496.48%
Center: 34 - PARK AVENUE							
Revenue			75423.67	88318.61	84015.44	93279.58	12,189.66
Expense			77233.72	88781.77	69607.17	72920.78	1,177.01
Center: 34 - PARK AVENUE		Surplus (Deficit):	-1810.05	-463.16	14408.27	20358.8	11,012.65
		Net Revenue:	-2.40%	-0.52%	17.15%	21.83%	90.34%
Center: 38 - ICE ARENA							
Revenue			1276453.64	1254735	1152872.37	1271588.73	246,918.77
Expense			961771.93	919115.54	969292.58	977945.77	31,186.56
Center: 38 - ICE ARENA		Surplus (Deficit):	314681.71	335619.46	183579.79	293642.96	215,732.21
		Net Revenue:	24.65%	26.75%	15.92%	23.09%	87.37%
Center: 41 - MAINTENANCE							
Revenue			886.25	0	175	0	0
Expense			578544.26	556842.9	500751.44	615250.76	11,105.71
Center: 41 - MAINTENANCE		Surplus (Deficit):	-577658.01	-556842.9	-500576.44	-615250.76	-11,105.71
		Net Revenue:	-65,180.03%	0.00%	-286,043.68%	0.00%	0.00%
Center: 42 - PRO SHOP							
Revenue			874395.22	0	35.48	599017	0
Expense			355128.47	17610.36	31198.87	470285.94	7,452.11
Center: 42 - PRO SHOP		Surplus (Deficit):	519266.75	-17610.36	-31163.39	128731.06	-7,452.11
		Net Revenue:	59.39%	0.00%	-87,833.68%	21.49%	0.00%
Center: 49 - RECREATION CENTER ADMIN							
Revenue			182132.54	179852	166799.31	190645	18,896.32
Expense			1112491.8	1193443.66	1067241.72	1145869.29	29,651.70
Center: 49 - RECREATION CENTER ADMIN		Surplus (Deficit):	-930359.26	-1013591.66	-900442.41	-955224.29	-10,755.38
		Net Revenue:	-510.81%	-563.57%	-539.84%	-501.05%	-56.92%
Center: 51 - RECREATION CENTER FITNESS							
Revenue			1771299.16	1809907	1928487.89	1897881	140,670.27
Expense			639044.89	678982.77	679050.04	735656.88	25,038.85
Center: 51 - RECREATION CENTER FITNESS		Surplus (Deficit):	1132254.27	1130924.23	1249437.85	1162224.12	115,631.42
		Net Revenue:	63.92%	62.49%	64.79%	61.24%	82.20%
Center: 53 - RECREATION CENTER AQUATICS							
Revenue			225398.07	258849.2	205900.37	243738	15,066.10
Expense			327472.4	353190.09	288021.08	341582.54	9,328.22
Center: 53 - RECREATION CENTER AQUATICS		Surplus (Deficit):	-102074.33	-94340.89	-82120.71	-97844.54	5,737.88
		Net Revenue:	-45.29%	-36.45%	-39.88%	-40.14%	38.08%
Center: 55 - INDOOR TENNIS							
Revenue			1203353.29	1235896.55	1247551.43	1248037.44	240,647.20
Expense			983930.08	989311.68	993306.53	1001713.47	35,661.09
Center: 55 - INDOOR TENNIS		Surplus (Deficit):	219423.21	246584.87	254244.9	246323.97	204,986.11
		Net Revenue:	18.23%	19.95%	20.38%	19.74%	85.18%
Center: 56 - OUTDOOR TENNIS							
Revenue			183700.21	216932	217443.11	188852	0
Expense			175109.23	191963.89	174846.09	147686.44	440.34
Center: 56 - OUTDOOR TENNIS		Surplus (Deficit):	8590.98	24968.11	42597.02	41165.56	-440.34
		Net Revenue:	4.68%	11.51%	19.59%	21.80%	0.00%

Center: 61 - HELLER NATURE CENTER

Revenue	275247.1	322406.34	257930.59	291630.54	3,749.30
Expense	646345.38	701240.46	615301.04	672273.54	13,263.53
Center: 61 - HELLER NATURE CENTER Surplus (Deficit):	-371098.28	-378834.12	-357370.45	-380643	-9,514.23
Net Revenue:	-134.82%	-117.50%	-138.55%	-130.52%	-253.76%

Center: 74 - HPCC LEARNING CENTER

Revenue	162904.91	233907.81	178788	172100	0
Expense	105853.82	143023.69	108496.81	160974.88	3,163.98
Center: 74 - HPCC LEARNING CENTER Surplus (Deficit):	57051.09	90884.12	70291.19	11125.12	-3,163.98
Net Revenue:	35.02%	38.85%	39.32%	6.46%	0.00%

Center: 76 - HPCC BUILDING

Revenue	1451.84	1134.39	938.95	0	17,750.00
Expense	503847.95	543948.51	560644.21	278282.8	18,934.96
Center: 76 - HPCC BUILDING Surplus (Deficit):	-502396.11	-542814.12	-559705.26	-278282.8	-1,184.96
Net Revenue:	-34,604.10%	-47,850.75%	-59,609.70%	0.00%	-6.68%
Report Surplus (Deficit):	1821584.66	2023911.25	2372584.47	3106547.63	831,172.22
Net Revenue:	13.71%	14.71%	17.89%	20.90%	70.48%

Park District of Highland Park
Investment Schedule
January 31, 2018

Security	Type		Purchase Date	Maturity Date	Interest Rate	Effective Yield to Mat	Purchase Price	Amortized Book Value	Par Value	Monthly Interest	Expected Interest
CIT	CD	365	2/28/17	2/27/18	1.23%	1.23%	249,000.00	249,000.00	249,000.00	260.12	3,062.70
Bank of Kremlin OK	CD	417	12/1/16	1/22/18	0.85%	0.85%	247,000.00	247,000.00	247,000.00	126.55	2,398.61
Solera National Bank Lakewood CO	CD	455	12/15/16	3/15/18	0.90%	0.90%	246,000.00	246,000.00	246,000.00	188.04	2,759.92
Asian Pacific National Bank CA	CD	473	12/1/16	3/19/18	0.80%	0.80%	246,000.00	246,000.00	246,000.00	167.15	2,550.31
First internet Bank of indiana	CD	365	3/23/17	3/23/18	1.17%	1.17%	246,000.00	246,000.00	246,000.00	244.45	2,878.20
Cornerstone Bank, Nebraska	CD	365	3/23/17	3/23/18	1.15%	1.15%	246,000.00	246,000.00	246,000.00	240.27	2,829.00
Regent Bank, Nowata OK	CD	365	3/23/17	3/23/18	1.10%	1.10%	246,000.00	246,000.00	246,000.00	229.82	2,706.00
Franklin Synergy Bank TN	CD	365	4/25/17	4/25/18	1.16%	1.16%	246,000.00	246,000.00	246,000.00	242.36	2,853.60
Global Bank NY	CD	365	4/25/17	4/25/18	1.10%	1.10%	246,000.00	246,000.00	246,000.00	229.82	2,706.00
Prudential Savings Bank PA	CD	365	4/25/17	4/25/18	1.10%	1.10%	246,000.00	246,000.00	246,000.00	229.82	2,706.00
Third Coast Bank, TX	CD	365	5/24/17	5/24/18	1.30%	1.30%	246,000.00	246,000.00	246,000.00	271.61	3,198.00
American National Bank of MN	CD	365	5/24/17	5/24/18	1.25%	1.25%	246,000.00	246,000.00	246,000.00	261.16	3,075.00
Post Oak Bank, TX	CD	365	5/24/17	5/24/18	1.20%	1.20%	246,000.00	246,000.00	246,000.00	250.72	2,952.00
Industrial & Commercial Bank of China NY	CD	365	6/19/17	6/19/18	1.40%	1.40%	246,000.00	246,000.00	246,000.00	292.50	3,444.00
Savoy Bank, NY NY	CD	365	6/19/17	6/19/18	1.30%	1.30%	246,000.00	246,000.00	246,000.00	271.61	3,198.00
Bank of the Ozarks AZ	CD	592	12/1/16	7/16/18	0.99%	0.99%	245,000.00	245,000.00	245,000.00	206.00	3,933.96
Quontic Bank, Astoria NY	CD	365	7/24/17	7/24/18	1.52%	1.52%	245,000.00	245,000.00	245,000.00	316.28	3,724.00
Mainstreet Bank, Herndon VA	CD	365	7/24/17	7/24/18	1.50%	1.50%	245,000.00	245,000.00	245,000.00	312.12	3,675.00
Bank of China, NY	CD	365	8/11/17	8/13/18	1.50%	1.50%	245,000.00	245,000.00	245,000.00	312.12	3,675.00
Affiliated Bank, Arlington TX	CD	365	8/11/17	8/13/18	1.46%	1.50%	246,000.00	246,000.00	246,000.00	305.04	3,591.60
Valley National Bank OK	CD	627	12/1/16	8/20/18	1.03%	1.03%	245,000.00	245,000.00	245,000.00	214.32	4,334.89
American Bank of Missouri	CD	655	12/1/16	9/17/18	1.10%	1.10%	244,000.00	244,000.00	244,000.00	227.96	4,816.49
Granite Community Bank	CD	365	10/3/17	10/3/18	1.41%	1.40%	246,000.00	246,000.00	246,000.00	294.59	3,468.60
Landmark community Bank TN	CD	365	10/3/17	10/3/18	1.40%	1.40%	246,000.00	246,000.00	246,000.00	292.50	3,444.00
Security State Bank, Wewoka OK	CD	365	10/5/17	10/5/18	1.40%	1.40%	246,000.00	246,000.00	246,000.00	292.50	3,444.00
Pacific Enterprises Bank CA	CD	690	12/1/16	10/22/18	1.11%	1.11%	244,000.00	244,000.00	244,000.00	230.03	5,119.99
CFG Community Bank, MD	CD	455	8/11/17	11/9/18	1.50%	1.50%	244,000.00	244,000.00	244,000.00	310.85	4,562.47
Longview Bank	CD	455	8/11/17	11/9/18	1.45%	1.45%	244,000.00	244,000.00	244,000.00	300.49	4,410.38
Exchange Bank, Gibbon NE	CD	1095	12/1/15	11/30/18	1.54%	1.54%	238,000.00	238,000.00	238,000.00	311.29	10,995.60
Stearns Bank NA St Cloud MN	CD	1095	12/1/15	11/30/18	1.45%	1.45%	239,000.00	239,000.00	239,000.00	294.33	10,396.50
Southside Bank Tyler TX	CD	1095	12/1/15	11/30/18	1.40%	1.40%	239,000.00	239,000.00	239,000.00	284.18	10,038.00
Great Midwe. Bank Ssb, Brookfield WI	CD	1095	12/1/15	11/30/18	1.35%	1.35%	240,000.00	240,000.00	240,000.00	275.18	9,720.00
Community West Bank NA Goleta CA	CD	1095	12/1/15	11/30/18	1.33%	1.33%	240,000.00	240,000.00	240,000.00	271.10	9,576.00
Gbc International Bank LA. CA.	CD	1095	12/1/15	11/30/18	1.30%	1.30%	240,000.00	240,000.00	240,000.00	264.99	9,360.00
Western Alliance Bank, Phoenix	CD	365	12/14/17	12/14/18	1.65%	1.65%	245,000.00	245,000.00	245,000.00	343.34	4,042.50
T Bank, Tollway, TX	CD	365	12/14/17	12/14/18	1.61%	1.61%	245,000.00	245,000.00	245,000.00	335.01	3,944.50
Discover Bank (DE)	CD	365	1/31/18	1/31/19	1.80%	1.80%	246,000.00	246,000.00	246,000.00	12.13	4,428.00
Goldman Sachs Bank NY	CD	365	1/31/18	1/31/19	1.80%	1.80%	246,000.00	246,000.00	246,000.00	12.13	4,428.00
United Bank of Iowa Ida Grove IA	CD	545	8/11/17	2/7/19	1.50%	1.50%	243,000.00	243,000.00	243,000.00	309.58	5,442.53
Native Amcn Bank CO	CD	545	8/11/17	2/7/19	1.45%	1.45%	243,000.00	243,000.00	243,000.00	299.26	5,261.12
Capital Bank , Jacinto City TX	CD	545	8/24/17	2/20/19	1.60%	1.60%	243,000.00	243,000.00	243,000.00	330.21	5,805.37
Mission National Bank, San Francisco CA	CD	545	8/23/17	2/19/19	1.45%	1.45%	244,000.00	244,000.00	244,000.00	300.49	5,282.77
Foresight Bank, Plainview MN	CD	455	12/14/17	3/14/19	1.57%	1.57%	244,000.00	244,000.00	244,000.00	325.36	4,775.38
Fieldpoint Private Bank & Trust CT	CD	528	10/3/17	3/15/19	1.45%	1.45%	244,000.00	244,000.00	244,000.00	300.49	5,117.98
Security Bank & Trust	CD	528	10/3/17	3/15/19	1.43%	1.43%	244,000.00	244,000.00	244,000.00	296.34	5,047.39

Orrstown Bank, Shippensburg PA	CD	556	10/3/17	4/12/19	1.49%	1.49%	243,000.00	243,000.00	243,000.00	307.51	5,515.37
Cibc(Acquired Private Bank & Trust Chgo	CD	556	10/3/17	4/12/19	1.45%	1.45%	244,000.00	244,000.00	244,000.00	300.49	5,389.39
Mound City Bank	CD	554	10/5/17	4/12/19	1.65%	1.65%	243,000.00	243,000.00	243,000.00	340.53	6,085.65
First National Bank Paragould AR	CD	554	10/5/17	4/12/19	1.44%	1.44%	244,000.00	244,000.00	244,000.00	298.42	5,332.97
Safra National Bank of NY	CD	454	1/31/18	4/30/19	1.89%	1.89%	247,000.00	247,000.00	247,000.00	12.79	5,806.60
First Exchange Bank of Alabama, Louisville AL	CD	545	12/14/17	6/12/19	1.75%	1.75%	243,000.00	243,000.00	243,000.00	361.17	6,349.62
Crestmark Bank, Troy MI	CD	545	12/14/17	6/12/19	1.60%	1.60%	243,000.00	243,000.00	243,000.00	330.21	5,805.37
Luana Savings Bank, Luana IA	CD	545	12/14/17	6/12/19	1.55%	1.55%	243,000.00	243,000.00	243,000.00	319.89	5,623.95
Stearns Bank Holdingford NA	CD	545	12/14/17	6/12/19	1.55%	1.55%	243,000.00	243,000.00	243,000.00	319.89	5,623.95
							13,195,000.00		13,195,000.00	14,277.14	260,712.24



Memorandum

To: Board of Park Commissioners

From: Ryan Ochs, General Manager/Superintendent Golf Operations
Brian Romes, Director of Facilities and Recreation
Kathy Donahue, Deputy Director of Operations
Liza McElroy, Executive Director

Date: 3/6/2018

Subject: **SUNSET VALLEY GOLF CLUB - GOLF CART LEASE**

SUMMARY

With Sunset Valley Golf Club opening in August 2018 and the previous golf cart lease agreement having expired in 2017, the Park District solicited bids for a new lease agreement. Bids were accepted for 65 golf carts and 1 beverage cart. A variety of options were considered during the bidding process for golf carts which are listed below:

- 1. Option 1: Lithium Ion Battery operated carts for a 5-year lease term and warranty**
 - Lithium Ion Battery operated carts are the newest technology requiring far less maintenance and include a full 5-year warranty compared to a maximum 4 years for all other battery-operated carts. These batteries are smaller and weigh a mere 49 lbs. compared to 328 lbs. for lead-acid batteries. They use less energy, charge in half the time and require less out of wall power than lead acid batteries. Off season maintenance does not require heat or ventilation as all other carts do. Battery operated carts are also quieter than gas operated carts.
- 2. Option 2: Lead Acid Battery operated carts for a 4-year lease term and warranty**
 - Lead Acid Battery operated carts are quieter than gas operated carts. All battery-operated carts emit less emissions.
- 3. Option 3: EFI Gas operated carts with the option for a 4 or 3 year lease term & Warranty**
 - EFI gas operated carts are the most economical cart. They are quieter, more efficient and emit less emissions than the traditional gas cart options, but do not fare as well as battery operated carts. They provide a longer warranty and require less maintenance than battery operated carts. Gas carts do not require a conversion of the current cart barn.

All carts included an alternate for GPS navigation. The navigation system will be supported by sponsorship funds and incorporated in the operation budget.

BID RESULTS AND FINANCIAL IMPACT

1. Lithium Ion **Battery operated** carts for a 5-year lease term and warranty
 - Only one manufacturer currently offers a lithium ion battery operated cart. EZ-GO provided an annual lease payment for the base bid of \$67,154. In addition to the base bid, EZ-GO provided a credit of \$20,000 to be used towards the renovation of the cart barn, or as a credit towards the annual payment (reducing the annual lease payment to \$63,154 per year).
 - EZ-GO \$63,154.00

2. Lead Acid **Battery operated** carts for a 4-year lease term and warranty
 - We received 3 bids for Lead Acid battery operated carts. The annual lease payments are as follows:
 - Club Car \$50,700.00
 - Yamaha \$58,792.50
 - EZ-GO \$60,966.10

3. EFI **Gas operated** carts with the option for a 4 or 3-year lease term and warranty
 - We received 3 bids for Lead Acid battery operated carts. The annual lease payments are as follows:
 - Club Car \$44,200.00
 - Yamaha \$49,221.90

4. Beverage Carts with a 4-year lease term and warranty for gas operated carts.
 - The annual lease payments are as follows:
 - EZ-GO \$2,000.63
 - Club Car \$1,995.00
 - Yamaha \$1,732.68

Staff would recommend leasing the Lithium Ion Battery Operated Carts for the Sunset Valley Golf Club. This recommendation is based on the long term benefits of this type of cart which include the sustainability impacts to the environment, reduced maintenance costs, the ability to control cart access, and a quieter ride. In addition, the weight of this cart will have the least impact on the new turf.

RECOMMENDATION

Staff recommends approval from the Park Board of Commissioners to enter into a 5-year lease term with EZ-GO for 65 lithium ion battery operated golf carts and 1 gas operated beverage cart for a 5-year total of \$363,776.20.

The current 4-year Capital Budget for Gas Golf Carts is \$236,140. If the Board approves this recommendation the 5-Year Capital Budget will need to be adjusted by \$89,633 to accommodate the 5-year lease for the electric golf carts and the beverage cart.

EXECUTIVE DIRECTOR'S MONTHLY REPORT

MARCH 2, 2018

UPCOMING MEETINGS AND DATES

- March 13, 2018/6:00 p.m./West Ridge Center/Workshop Meeting
- March 27, 2018/6:00 p.m./West Ridge Center/Regular Meeting
- April 10, 2018/6:00 p.m./West Ridge Center/Workshop Meeting
- April 24, 2018/6:00 p.m./West Ridge Center/Regular Meeting

FACILITIES

DEER CREEK RACQUET CLUB

	<u>2016</u>	<u>2017</u>	<u>2018</u>
Total Memberships	739	708	678*

News & Events

- *Junior memberships are down since 2016. We are seeing a decrease in individual memberships by 23 and a small decrease in family memberships.
- The Family Tennis Night was held on Feb. 3 and was a smashing success with 6 families having participated.
- Spring Registration began Feb. 5. The new session will begin March 5.
- DCRC's Mom's Day Out event is set for Monday, Feb 19 at 9am-2:30pm. Members who bring a non-member friend receive 50% off fees.
- We hosted a home match of the Northshore Park District Travel Junior League is set for Feb. 10 4-6pm.

CENTENNIAL ICE ARENA

	<u>2016</u>	<u>2017</u>	<u>2018</u>
Daily Drop in Fees			
Public Skate	1251	1056	910
Freestyle	23	43	140
Open Hockey	6	0	9
Open Gymnastics	71	100	52
Skate Rental	1193	1007	706
Punch Passes			
Public Skate	13	22	39
Freestyle	13	21	28
Skate Rental	68	84	60
Facility Rentals			
Total Hours			186.37

ATHLETICS

	<u>2016</u>	<u>2017</u>	<u>2018</u>
Winter Football Clinic	86	60	44
Girls Softball Clinic	3	8	9
After School Sports	48	52	27
Total	137	120	80

News & Events:

- The registration numbers are down for the football clinic as the popularity of football within Highland Park is decreasing significantly.
- After School Sports have decreased enrollment due to only having 2 school participate this session whereas last year there were 4.

RECREATION CENTER OF HIGHLAND PARK

<u>Memberships</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Annual	1904	1954	1953
Non-Annual	64	61	59
NorthShore Grant	23	15	18
Total Memberships	1991	2030	2030
Kid Fit Memberships	77	88	64

<u>Active Members</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Annual	3147	3178	3233
Non-Annual	64	61	59
NorthShore Grant	24	16	18
Total Members	3235	3255	3310
Kid Fit Members	129	138	144

<u>Punch Pass/Day Pass</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Fitness/Aquatics Punch	66	69	65
Track Pass	0	0	1286
Open Gym Punch	11	25	8
Kid Fit Punch Pass	14	7	5
Facility Day Pass	227	210	257
Aquatics Day Pass	122	137	62
Open Gym Day Pass	561	510	371
Kid Fit Day Pass	39	52	19
Kid Fit Time Out	0	0	6

<u>Facility Usage</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Fitness / Aquatic	16215	15819	15,646
Track	0	0	2,364
Kid Fit	1094	1060	647
Group Exercise (per class)	14.2	13.1	15.07
Total Group Exercise	5580	5375	7219
Water Aerobics (per class)	12	10.25	11.75
Free Day Passes	281	249	246

<u>Personal Training/Programs</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Personal Training Units Sold	811.5	829.5	312
Personal Training Usage	1162	1095	669

<u>Rental Bookings</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
	109.3	132	136.24

News and Events

1. Memberships remain consistent with January 2017. We have seen a 1.7% increase in total members (3,310 in 2018 vs 3,255 in 2017), which illustrates an increase in our multi-member passes. We are expecting our New Year Resolution promotions and programs to cause a rebound within this category as the programs end mid-February.
2. Body Transformation Challenge (Non-Members program) registration increased 42% from 56 participants in 2017 to 80 participants in 2018. The success of this program was the result of creative marketing and promotional efforts, as well as increased internal communication amongst staff in order to empower all front-line staff and instructors to be "selling the program."

3. Passport to a Better You (Member program) registration increased 52% from 138 participants in 2017 to 210 participants in 2018. This is due to an increase in the promotional personal training packages and the addition of four small group training programs.
4. Total Group Exercise participation has increased 34% from January 2017. Class averages also increased by 13% from January 2017 (15.07 in 2018 vs. 13.01 in 2017).
5. While PT units sold have decreased 62% from 2017, this is reflective of our Passport “Back to the Basics” packages sold to date are 52% greater than January 2017 (210 vs. 138). This is a primary reason why usage shows a decrease of 38%. Passport packages began being utilized on January 8. Additionally, a tremendously successful Cyber Monday promotion took place on November 30, 2017 for online PT sales, which a large amount of members took advantage of but was reflected in the November 2017 data.
6. 1,286 Track Passes have been sold, including the 367 sold in January; 985 Residents, 301 Non-Residents.
7. Rental Bookings are up 3% from January 2017 due to the addition of new basketball groups and multiple larger events.

HELLER NATURE CENTER

Cross-Country Ski Rentals

	<u>2016</u>	<u>2017</u>	<u>2018</u>
Number of Rentals	6	0	62
Revenue	\$84	\$0	\$813

Facility Rentals

	<u>2016</u>	<u>2017</u>	<u>2018</u>
HELLER NATURE CENTER			
Rentals	7	7	3
Birthday Party Package	0	2	1
Total	7	9	4
ROSEWOOD INTERPRETIVE CENTER			
Rentals	1	1	2
Birthday Party Package	1	0	0
Total	1	1	2

School Programs

	<u>2016</u>	<u>2017</u>	<u>2018</u>
HELLER NATURE CENTER			
In-District Schools	0	0	0
Out-of-District Schools	4	4	4
TOTAL	4	4	4

News and Events

- Heller has enough snow to open ski rentals for the season.
- Staff attended the annual Illinois Parks and Recreation Association conference.

PARKS & PLANNING

News and Events

- Staff conducted focus groups with coaches and user groups for the development of the Sports Field Management Strategy. Additional focus groups are scheduled over the next two months.
- Staff are in the process of hiring an architecture and engineering firm to assist with the planning for the Highland Park Country Club Conversion.
- Staff are working with the US Army Corps of Engineers to resolve the stabilization issue in portions of the ravine at Rosewood Beach. Work is expected to occur this fall.
- Bids are currently being prepared for the Annual Asphalt Project, Kennedy Park Playground Installation, Hidden Creek AquaPark Splash Pad Replacement, Park Avenue Beach Dredging and Landscape Maintenance.
- Sunset Woods outdoor ice was open for 2 ½ weeks.
- Staff repaired and built new picnic tables and restored benches from Memorial Park.
- Preparing for move to POGO.
- RFP was prepared, contractor started work to remove dead trees at Brown, Mooney, Upper Rosewood, and Sunset Parks.

GRANT-IN-AID January 2018

	2017	2018
Total YTD Subsidy	\$ 30,258	\$ 11,037
Households		
100% Subsidy YTD	35	39
50% Subsidy YTD	6	5
Total YTD	41	44

News and Events

- The number of households receiving a Grant-In-Aid scholarship has increased 7% compared to 2017.
- The variance in the YTD subsidy is due to changes in the way subsidized funds are distributed in Class versus RecTrac. Class recognizes a large portion of the subsidized funds in bulk at the start of the year; whereas RecTrac accounts for it as registrations are processed throughout the year.

West Ridge Center January 2018 Rentals

	2017	2018	Variance
Rental Bookings (hrs)	8	18	10

Special Events - January 2018

	2017	2018	Variance
Special Events	11	0	-11
Total Registrations	11	0	-11

News and Events

- There were no special events offered in January 2018.

Marketing & Communications (Jan 6 – Feb 13)

Social Media			
			
3,280	789	442	34
Likes	Followers	Followers	Views

Email			
33,064	59,826	11,425	796
Total Audience	Emails Delivered	Emails Opened	Clicks to pdhp.org

pdhp.org		
16,194	26,781	60,946
Visitors	Visits	Pageviews

Digital Brochures			
Winter		Camp	
142	5	69	6
Views	Clicks to Register	Views	Clicks to Register

SUMMARY

Most of the month's work was focused on promoting camps, MLK Day, spring registration, Nature Discovery Day, Early Bird pool pass sales, the new Sunset Valley golf course marketing and the Foundation events. Work began on the summer brochure which mails to residents on April 25.

Graphics



PDHP.org
Jan 5-Feb 13 Usage

Page ?	Pageviews ? ↓	Unique Pageviews ?	Avg. Time on Page ?
	60,946 % of Total: 100.00% (60,946)	47,670 % of Total: 100.00% (47,670)	00:01:36 Avg for View: 00:01:36 (0.00%)
1. /	12,320 (20.21%)	9,293 (19.49%)	00:01:42
2. /recreation-center-highland-park-fitness-pool/	5,831 (9.57%)	4,529 (9.50%)	00:02:20
3. /centennial-ice-arena/	4,568 (7.50%)	3,543 (7.43%)	00:02:14
4. /programs/	3,158 (5.18%)	2,217 (4.65%)	00:00:28
5. /heller-nature-center/	2,657 (4.36%)	2,018 (4.23%)	00:01:51
6. /facilitiesparks/	1,913 (3.14%)	1,599 (3.35%)	00:00:20
7. /highland-park-country-club/	1,537 (2.52%)	1,096 (2.30%)	00:01:49
8. /camps/	1,523 (2.50%)	1,025 (2.15%)	00:03:12
9. /parties-rentals/	1,152 (1.89%)	859 (1.80%)	00:00:44
10. /recreation-center-highland-park-fitness-pool/group-exercise/	1,131 (1.86%)	861 (1.81%)	00:02:26
11. /athletics/	949 (1.56%)	770 (1.62%)	00:00:20
12. /join-our-team/	877 (1.44%)	706 (1.48%)	00:03:59
13. /deer-creek-racquet-club/	705 (1.16%)	559 (1.17%)	00:02:10
14. /west-ridge-center/	661 (1.08%)	562 (1.18%)	00:02:30
15. /staff-directory/	647 (1.06%)	599 (1.26%)	00:02:52
16. /youth-sports/youth-basketball/	636 (1.04%)	452 (0.95%)	00:01:02
17. /bids-rfps/	560 (0.92%)	440 (0.92%)	00:02:58
18. /events/	536 (0.88%)	418 (0.88%)	00:01:20
19. /heller-nature-center/cross-country-skiing/	470 (0.77%)	428 (0.90%)	00:03:04
20. /rosewood-beach-2/	444 (0.73%)	378 (0.79%)	00:01:44
21. /event/daddy-daughter-dance-fat-herdaughter-ages-3-10/	419 (0.69%)	356 (0.75%)	00:03:31
22. /404.html?page=/centennial-ice-arena/learn-to-skate&from=http://www.pdhp.org/programs/	412 (0.68%)	262 (0.55%)	00:00:48
23. /2018/02/winter-storm-program-facility-updates-feb-8-830pm/	398 (0.65%)	347 (0.73%)	00:04:37
24. /boys-ncaa-basketball-schedule/	398 (0.65%)	364 (0.76%)	00:04:41
25. /hidden-creek-aquatic-park-outdoor-pool/	362 (0.59%)	326 (0.68%)	00:02:19
26. /body-transformation-challenge/	361 (0.59%)	273 (0.57%)	00:01:35
27. /centennial-ice-arena/gymnastics/	348 (0.57%)	245 (0.51%)	00:02:06
28. /youth-sports/youth-baseball/	334 (0.55%)	229 (0.48%)	00:01:33
29. /parks/sled-hill/outdoor-skating-rink/	323 (0.53%)	289 (0.61%)	00:01:53
30. /parks/	306 (0.50%)	255 (0.53%)	00:01:25
31. /find-listing/	295 (0.48%)	260 (0.55%)	00:01:36
32. /sunset-valley-golf-course-renovation/	294 (0.48%)	239 (0.50%)	00:02:18

Social Media Campaigns

Body Transformation Challenge Boosted Post Performance

Results

(1/2/18-1/9/18)

- Ad reached 3,473 people (unique views)
- 289 post engagements (liked, shared, or commented on the post)
- 53 link clicks to learn more
- Body Transformation had significantly more participants compared to 2017
- Cost: \$30

Nature Discovery Day Boosted Post Performance Results

(1/31/18-2/3/18)

- Ad reached 2,953 people (unique views)
- 292 post engagements (liked, shared, or commented on the post)
- Increased attendance and awareness of Nature Discovery Day and Heller Nature Center
- Cost: \$50

Parks Foundation Shrimp Boil Boosted Post Performance

Results

(2/6/18-2/13/18)

- Ad reached 2,888 people (unique views)
- 295 post engagements (liked, shared, or commented on the post)
- 12 link clicks to learn more
- Increased awareness and for the first Parks Foundation Event at Bluegrass
- Cost: \$30


Park District of Highland Park added 6 new photos — with Lauri Fleischmann Stern at Recreation Center of Highland Park.

Published by Emily Biang [1] · December 27, 2017 · Highland Park ·

#HealthyfortheHolidays Week 7: Get Motivated!
The hardest part of a fitness journey is sometimes knowing where to start. Let us help you take the first step with our Body Transformation Challenge and the Recreation Center of Highland Park!

A 6-week fitness challenge complete with:
- RCHP 6 week individual membership
- Group exercise 101 classes
- Over 90 drop-in group ex classes per week
- 4 personal training sessions
- Health and wellness information to keep you on track in and outside the gym
- And a little competition to get you going!

All this for only \$120 (over \$400 value)
What are you waiting for... DO IT FOR YOU! #bodytransformation
Register Here: <http://bit.ly/2kAQ6C5>



Park District of Highland Park added 4 new photos — at Heller Nature Center.

Published by Emily Biang [1] · January 31 at 5:02pm · Highland Park ·

Hip Hip Hooray for Nature Discovery Day! Join us from 10am-Noon this Saturday, Feb. 3 at Heller Nature Center to learn about and have fun in the natural world around us!

This is a FREE family event that will be filled with opportunities to explore the science of nature, visit our nature classrooms, interact with live animals, and so much more!

See you in the woods! #optoutside #freefamilyevent



Park District of Highland Park added 2 new photos.

Published by Emily Biang [1] · February 6 at 1:43pm ·

On March 4 from 12pm- 3pm dine for SMILE with the Parks Foundation of Highland Park at the Inaugural Shrimp Boil at Bluegrass Restaurant!

Cost is \$75 per person and includes All-You-Can-Eat Shrimp, sides, beer, wine and soda. PLUS, \$25 goes to the Parks Foundation of Highland Park SMILE Grant-in-Aid Program.

Make your reservations today, space is limited!
Call 847.831.0595.

#shrimpbolfforsmile #giveasmiletoday

