

NOTICE OF MEETING
TUESDAY, MARCH 13, 2018 6:00 p.m.

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

WORKSHOP MEETING AGENDA

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **ADDITIONS TO THE AGENDA**
- IV. **GOLF MECCA PROPOSAL**
- V. **PARKS OPERATIONS / GOLF OPERATIONS CONSTRUCTION UPDATE**
- VI. **SUNSET VALLEY GOLF CLUB UPDATES**
 - A. **CLUBHOUSE**
 - B. **GOLF COURSE**
- VII. **PARK DISTRICT OF HIGHLAND PARK SIGNAGE PROGRAM**
- VIII. **REVIEW OF VOUCHERS**
- 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**
- 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.



Memorandum

To: Board of Park Commissioners

From: Jeff Smith, Assistant Director of Parks, Properties & Planning; Dan Voss, Director of Parks, Properties and Planning; Kathy Donahue, Deputy Director of Operations; Liza McElroy, Executive Director

Date: March 13, 2018

Subject: **PARK AND GOLF MAINTENANCE FACILITY PROJECT UPDATE**

CONSTRUCTION PROGRESS

Work is nearing completion. Over the past month, the stairway, elevator, ceiling tiles, and cabinetry in the training room were completed. Door hardware, AV equipment, security cameras, phones, internet and appliances were installed.

Final inspections are currently being completed. Staff have begun the process of moving into the building and expect to be completed by mid-March. Outstanding items yet to be completed include installation of the entrance gate, chemical loading station and expansion gap at the upper lot entrance. In spring, the asphalt surface layer will be installed and landscaping will be completed. It has been decided that the recessed sections of the building exterior will not be painted as planned. However, this will be reevaluated at a future date.

FINANCIAL REPORT

Below is the current project financial report. Expenses to date cover design, engineering, permitting, site testing, pre-construction management, construction administration, and construction since the approval of the Integrated Project Development Agreement in September 2016. Contingency dollars have been used for various changes to the project as real-time conditions present. The dollar amount reflected below also includes credits to the project identified through ongoing value engineering. In the last month, contingency dollars have been applied to the addition of a bollards at the gas and electrical meters, relocation and replacement electrical receptacles, installation of vertical expansion joint in fire sprinkler line, addition of dryer exhaust booster fan, replacement of heat detector heads, and additional steel tubing at base of stair railing.

Park and Golf Maintenance Facility	Budget	- Project YTD	- Variance
Total Lamp Construction (Base Bid and Alternates)	\$4,891,390.00	\$3,345,989.00	(\$1,545,401.00)
Total Soft Costs	\$863,530.00	\$750,468.90	(\$113,061.10)
Contingency	\$229,950.00	\$164,720.00	(\$65,230.00)
Total Park and Golf Maintenance Facility Project	\$5,984,870.00	\$4,261,177.90	(\$1,723,692.10)

EMP: \$5,984,400

PROJECT TIMELINE

Estimated remaining project schedule is as follows:

- Grand Opening: March 21, 2018
- Parks Garage Demolition: Early April 2018



Memorandum

To: Board of Park Commissioners
From: Brian Romes, Director of Recreation and Facilities; Kathy Donahue, Deputy Director of Operations; Liza McElroy, Executive Director
Date: March 13, 2018
Subject: **SUNSET VALLEY GOLF CLUB - CLUBHOUSE RENOVATION PROJECT UPDATE**

RENOVATION PROGRESS

The Park Board of Commissioners approved the Guaranteed Maximum Price and Contract Management Agreement with WB Olson on March 6, 2018. Site demolition is scheduled to begin on Monday, March 12, 2018. Staff will be holding a kick off meeting this same day to discuss the projected construction timeline which is currently estimated to be completed in July.

FINANCIAL REPORT

Below are the current project financials:

<u>SVGC Clubhouse Renovation</u>	<u>Budget</u>	<u>Project YTD</u>	<u>Variance</u>
Total Hard Costs (GMP)	\$ 1,832,234	\$	\$ (1,832,234)
Contingency	\$ 90,892	\$	\$ (90,892)
Other Soft Costs	\$ 269,426	\$	\$ (269,426)
<u>Total SVGC Clubhouse Renovation</u>	<u>\$ 2,103,607</u>	<u>\$</u>	<u>\$ (2,103,607)</u>

Next month Staff will provide updated financials as the actual renovation work will have begun.



Memorandum

To: Board of Park Commissioners
From: Ryan Ochs, Superintendent of Golf
Brian Romes, Director of Facilities and Recreation
Kathy Donahue, Deputy Director of Operations
Liza McElroy, Executive Director
Date: 3/13/2018
Subject: **SUNSET VALLEY GOLF COURSE – COURSE RENOVATION UPDATE**

RENOVATION UPDATE

Staff will present an update of how the course progressed through winter and plans for upcoming course landscaping and grow in maintenance.

Staff will be available to answer any questions.

FINANCIAL REPORT

Below is the current project financial report. The financial report below reflects a five percent retainage being held to Wadsworth as well as additionally budgeted funds for the cart paths to be sealed in the spring. Project savings will be transferred to the clubhouse renovation project.

Sunset Valley Golf Course Project Financials

		Actual
Wadsworth Construction + (Alternates)	\$	4,409,919.95
5% Retainage Held + Cart Paths to be sealed	\$	103,213.00
Alternate O Irrigation Control Upgrade(In-house)	\$	88,848.00
Soft Cost (Professional Fee's)	\$	294,412.05
SVGC Course Savings to be transferred to clubhouse project	\$	203,607.00
Total Budget Land Improvements	\$	5,100,000.00



Memorandum

To: Board of Park Commissioners

From: Liz Gogola, Director of Communication & Marketing;
Liza McElroy, Executive Director McElroy

Date: March 8, 2018

Subject: **PARK SIGNAGE PROGRAM**

Overview

A planning initiative of the GreenPrint 2024 master plan calls for development and adoption of a standardized uniform park signage system. The Marketing Department has developed such a system that standardizes the District's signs within our parks.

The goal of the project was to develop a signage system that:

- Standardizes sign aesthetics, quality, and messaging within our parks
- Easily, efficiently, and clearly orients and directs visitors or alerts them to rules or hazards
- Consistently adheres to ADA, PDRMA, and other regulations
- Is cost effective
- Consolidates messaging to reduce the number of signs within the parks
- Utilizes inspiration from the color palette and minimalistic signage at Rosewood Beach
- Extends the PDHP brand to our parks

As part of this project, Woodhouse Tinucci Architects has developed three options for park and facility monument signs for the Board's consideration. Attached is the recommended park signage system and three monument sign options that Director Gogola will present at the Board meeting.

attachment

Sign Standards

Park District of Highland Park

Signs Today



- 100s of signs
- Multiple designs, many are dated
- Multiple variations of the same message
- Many do not communicate concise, consolidated, consistent messages

Goals

- Standardize aesthetics, quality, and messaging
- Easily, efficiently, and clearly orient and direct visitors or alert them of rules or hazards
- Consistently adhere to ADA, PDRMA, and other regulations
- Cost effective design
- Consolidate messaging to reduce number of signs
- Inspiration... Color palette and minimalistic design of Rosewood Beach signs
- Extend the PDHP brand to our parks



Research

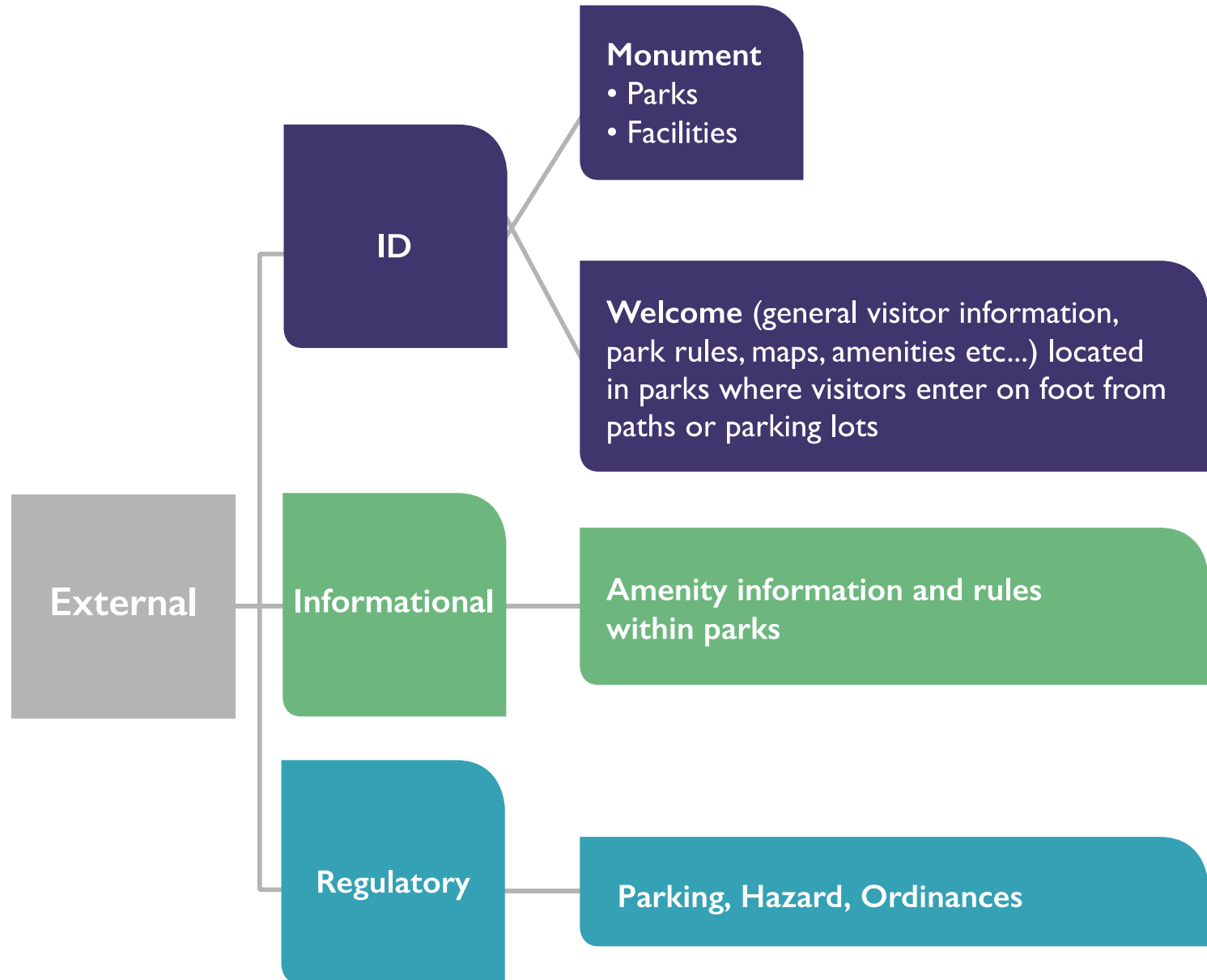
- Local Park Districts & Forest Preserves
- City of Highland Park
- National Park Service
- Universities
- Hospitals
- Cities
- ADA/PDRMA
- PDHP Parks, Risk Management & Planning



University brand successfully integrated into a signage package



Signage System Framework



Monument Sign

Location: front of parks & facilities. Identifies property name

Size: large enough to be seen from roadway

Visibility: Viewed from road & requires high contrast between sign background and lettering

Life span: +20 year life to sign structure & aesthetics (colors, type, etc)

Monument Sign



INDIAN GRASS (SORGHASTRUM NUTANS)



LITTLE BLUE STEM (SCHIZACHYRIUM SCOPARIUM)

PLANTINGS AT SIGN BASES: NATIVE PRAIRIE GRASSES

Option #1 Monument Sign



MATERIAL EXAMPLES



OPTION 1: WEATHERED STEEL SIGN + BLACK FRAME

Options #2 Monument Sign

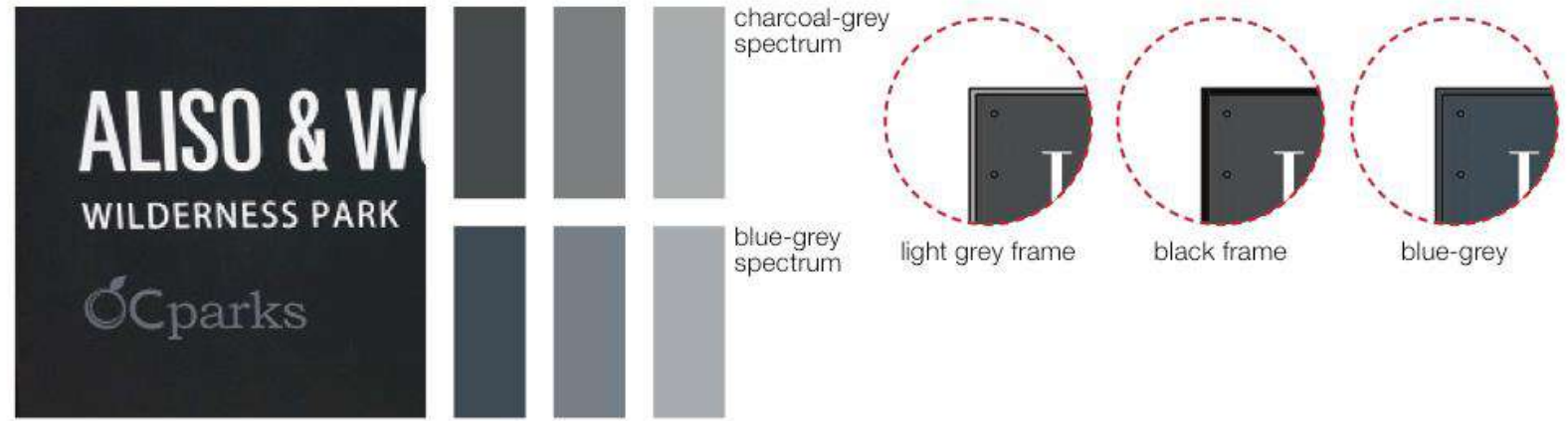


MATERIAL EXAMPLES



OPTION 2: PAINTED METAL SIGN + WEATHERED STEEL FRAME

Option #3 Monument Sign



MATERIAL EXAMPLES

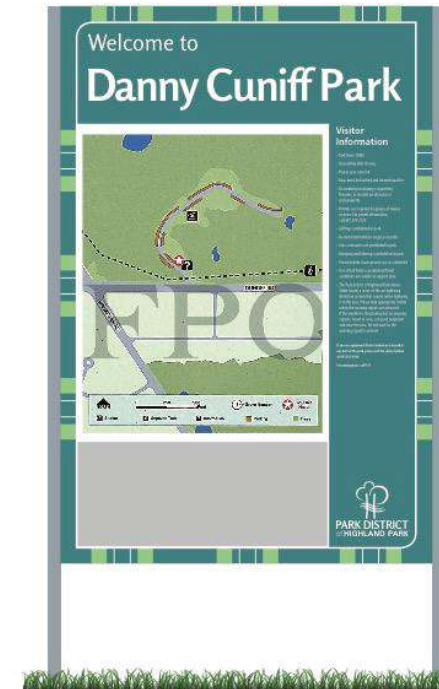


**OPTION 3: PAINTED METAL SIGN WITH PAINTED STEEL FRAME
CHARCOAL-GREY OR BLUE-GREY**

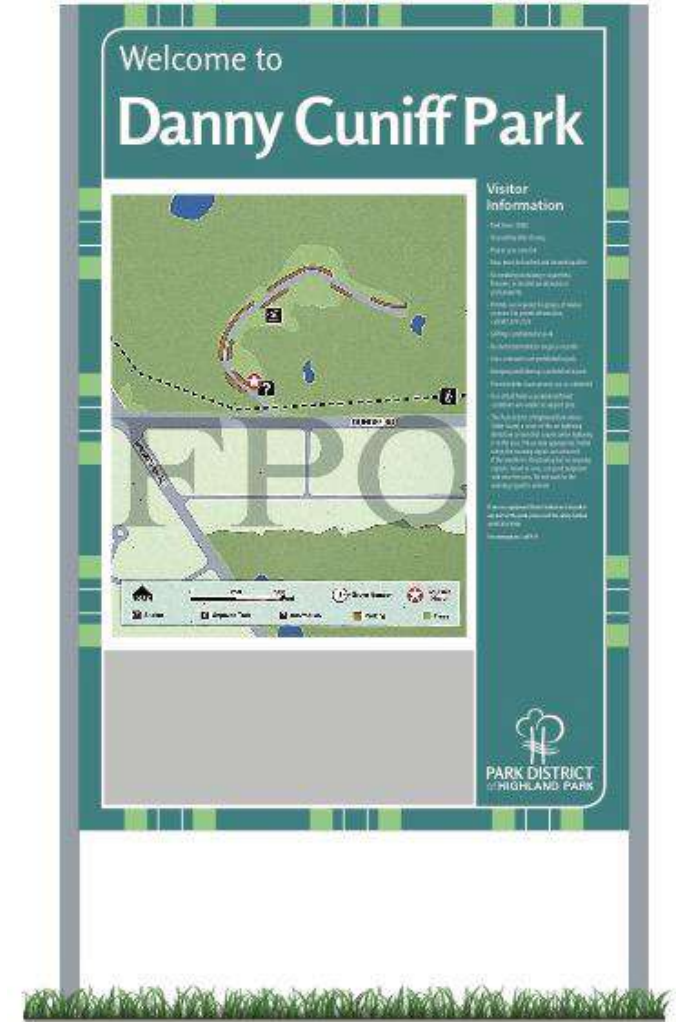
Welcome Signs

- **Location:** Entrances to a park (walking path entrances, parking lot entrances)
- **Visibility:** Walk-up
- **Information:** Consolidates info from multiple signs that exist today, provides additional park information & orients customer to park

Includes - Park name, general visitor info (park hours & rules). Larger Parks - natural areas/features, illustration map (you are here icon, amenities, walking/biking path mileage, links to regional paths, etc.)



Welcome Sign Consolidation Opportunity



Informational Signs

- **Location:** Entrance to an amenity within a park (dog park, dog beach, playground, tennis courts)
- **Information:** provides non-regulated/non-hazard information

Debbie Gottlieb Beitler Dog Park



Hours: Open dawn to dusk daily unless closed for maintenance.

Rules:

- Use of this area requires a membership/permit and scan card which users must have their valid pass with them at all times while at the dog park. To obtain these, call 847.433.6901 or visit Heller Nature Center, 2821 Ridge Road.
- This Park is unsupervised – ENTER AT YOUR OWN RISK.
- Owners/handlers are solely responsible for damage or injury caused by their dogs to another dog, person or park property.
- Dogs must be fully immunized and display both City of Highland Park and rabies tags.
- Maximum of 2 dogs per person on any single visit.
- Dogs must be 4 months of age or older.
- Dogs known to be aggressive are prohibited. Be prepared to leash your dog if it becomes aggressive.
- Dogs must wear collars at all times. Spiked or pinch collars are prohibited.
- Owners are responsible for immediately cleaning up & properly disposing of waste.
- Children must be at least 10 years of age and they must be closely supervised.
- Appropriate dog park behavior: no running, no chasing dogs, and no petting of other dogs unless permission is requested from owner first.
- Food is prohibited in the off-leash area.
- Dogs must be leashed at all times when outside the off-leash area. Fines up to \$500. / City Ord. 61-09, J.35, p. 193-219, (passed 10/26/09) Park District Ordinance No. 01-04, SECTION 2.03 (c).

Maintenance Hours: Dog park may be closed for maintenance as needed on Tues. from 9-11am and Wed. from 1-3pm.

Emergency: 911 • Police: 847.432.7730 • Park District Safety Hotline: 847.831.3968

This Playground Designed for Children 2-5 Years of Age

Playground Rules

Permits required for groups of twelve or more. 847.831.3810.

Play at your own risk.

Parents or guardians must inspect play area before starting to play and are responsible for their child's conduct, skill and fitness level for activities.

Do not use equipment when wet (can cause slippage), or hot (can cause burns).

Do not wear on play equipment (can cause head entrapment and strangulation):

- No Clothing with drawstrings, hoods or toggles

- No Bicycle helmets

Proper footwear is required.

No pets or animals allowed in the play area.

No rollerblades, skateboards, bicycles, tricycles, scooters, or similar vehicles allowed.

Park closes at dusk

Call the Safety Hotline at 847-831-3968 if you have a safety concern

Park District Main Office 847-831-3810

Enjoy the Park & Play Safely



Outdoor Tennis Court Rules

Attendants are not on duty.

Players are required to use the rack-up system as follows:

1. To reserve a court for play, hang your racquet on the designated hook below for that court.
2. Courts change on the top of the hour.
3. Waiting players must inform current players of their desire to use the court.

All Park District of Highland Park tennis programs have priority of the courts during spring/summer/camp programs. One court is always open for public play.

Dogs, are not allowed on the courts.

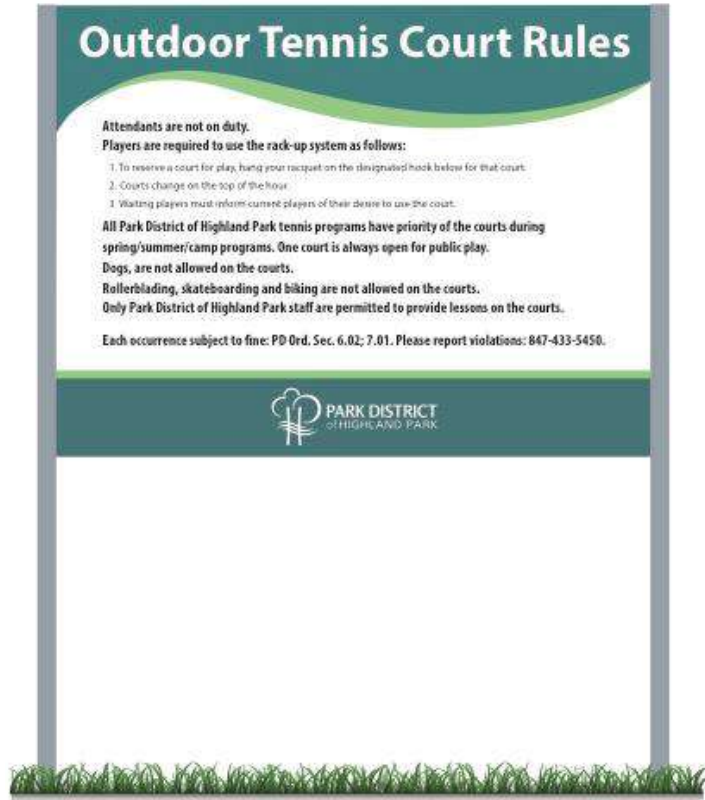
Rollerblading, skateboarding and biking are not allowed on the courts.

Only Park District of Highland Park staff are permitted to provide lessons on the courts.

Each occurrence subject to fine: PD Ord. Sec. 6.02; 7.01. Please report violations: 847-433-5450.



Informational Sign Consolidation



Regulatory Signs

- **Use:** warning, life safety, ordinance/fine related (clean up after dogs, bridge closed)
- **Format:** same format used by City of HP

WARNING!
AREA NOT SUPERVISED
USE SLED HILL AT OWN RISK

- SLEDDING IS A RECREATIONAL ACTIVITY THAT PRESENTS INHERENT RISKS
- USERS ASSUME FULL RESPONSIBILITY FOR DETERMINING IF CONDITIONS ARE SAFE FOR SLEDDING
- USE CAUTION WHEN SLEDDING AND BE CONSIDERATE TO OTHERS
- PARENTS/GUARDIANS ARE RESPONSIBLE FOR THEIR CHILDREN
- SLEDDING PERMITTED ONLY IN DESIGNATED AREAS
- **NO SNOWBOARDING ALLOWED**

 PARK DISTRICT
of HIGHLAND PARK

DANGER

**UNSTABLE
TERRAIN**

**NO ACCESS
BEYOND THIS POINT**

 PARK DISTRICT
of HIGHLAND PARK

**YOU MUST LEASH &
CLEAN UP
AFTER YOUR DOG**



Violators will be fined \$75
CITY ORDINANCE 61-09, 1.35, P. 193-219, (PASSED 10.26.09)
PARK DISTRICT ORDINANCE NO. 01-04, SECTION 2.03 (C)

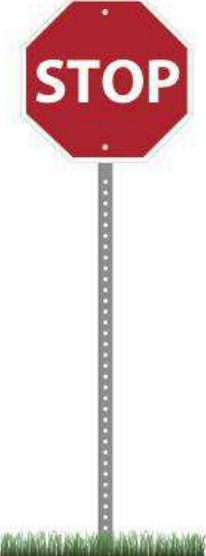
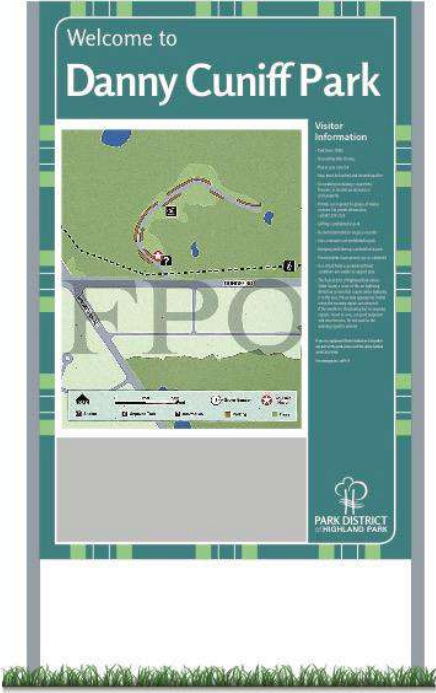
Enforced by the Highland Park Police Dept., Dial 911 to report a violation.
For other concerns or questions call our SAFETY HOTLINE at: 847.831.3968

 PARK DISTRICT
of HIGHLAND PARK

Regulatory Sign Consolidation



Internal Park Sign System



Goals:

- Standardize park signage with consistent aesthetics, quality, and efficient/consolidated messaging throughout the parks
- Easily, efficiently, and clearly direct visitors to their desired destination or to alert them of rules or hazards

...Next Steps

- Board approval of monument sign option
- Kennedy Park – first installation
- Fine-tune program - as needed
- Full Implementation – per Planning Dept. project schedule/budget



To: Board of Park Commissioners

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

Date: March 13, 2018

Subject: Bills presented for the Board's review on March 13, 2018.
Checks written February 23, 2018 through March 8, 2018.

BILLS

<u>DATE</u>	<u>AMOUNT</u>
February 27, 2018	\$ 37.38
March 8, 2018	\$ 710.57
March 8, 2018	\$ 375,666.89
Void Payments	\$ (428.40)
Bank Drafts	\$ 10,576.26
P-Card	\$ 227,516.67
TOTAL	\$ 614,079.37

PAYROLL DISBURSEMENTS

TOTAL

GRAND TOTAL \$ **614,079.37**



Park District of Highland Park, IL

Check Register

Packet: APPKT01497 - 20180227 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	
11998	PARK DISTRICT RISK MGMT AGCY	02/27/2018	Regular	0.00	37.38	181294
<u>02012018</u>	Invoice	02/01/2018	Health Invoice balance due - Plotkin, Stu	0.00	37.38	

Bank Code: AP-AP BANK

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	37.38
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	37.38



Park District of Highland Park, IL

Check Register

Packet: APPKT01507 - 03082018 1 HPCC

By Check Number

Vendor Number Payable #	Vendor DBA Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP-AP BANK						
16969 <u>0003827880</u>	LAKESHORE RECYCLING SYSTEMS, LI invoice	03/08/2018 12/31/2017	Regular Trash Removal January 2018	0.00 0.00	110.57 110.57	181295
17074 <u>9590300</u>	THE OFFICE OF THE STATE FIRE MAR invoice	03/08/2018 02/20/2018	Regular Boiler Inspection/Certificate Fee	0.00 0.00	100.00 100.00	181296
17075 <u>022118</u>	WENDY POSNOCK invoice	03/08/2018 02/21/2018	Regular 09/29/18 Booking Cancellation	0.00 0.00	500.00 500.00	181297

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	3	3	0.00	710.57
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	3	3	0.00	710.57



Park District of Highland Park, IL

Check Register

Packet: APPKT01509 - 03082018 3

By Check Number

Vendor Number Payable #	Vendor DBA Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP-AP BANK						
10006 <u>022218</u>	3301-NCPERS - IL IMRF Invoice	03/08/2018 02/22/2018	Regular NCPERS Group Life Insurance	0.00 0.00	32.00 32.00	181298
10049 <u>509494332</u> <u>510289458</u>	ADP, INC. Invoice Invoice	03/08/2018 02/22/2018 03/02/2018	Regular Payroll Services 01/05/18 W-2's Payroll Services 02/23/18	0.00 0.00 0.00	5,126.06 4,573.09 552.97	181299
17062 <u>391127</u> <u>391130</u>	ALINA POMIAN Invoice Invoice	03/08/2018 02/26/2018 02/26/2018	Regular Refund Refund	0.00 0.00 0.00	50.00 25.00 25.00	181300
17065 <u>395919</u> <u>395919-1</u>	ALLESSANDRA BACIC Invoice Invoice	03/08/2018 03/02/2018 03/02/2018	Regular Refund Refund	0.00 0.00 0.00	22.16 4.48 17.68	181301
17061 <u>391092</u> <u>391095</u>	AMEE HOWARD Invoice Invoice	03/08/2018 02/26/2018 02/26/2018	Regular Refund Refund	0.00 0.00 0.00	50.00 25.00 25.00	181302
16954 <u>395922</u>	AMIR BLOOM Invoice	03/08/2018 03/02/2018	Regular Refund	0.00 0.00	44.83 44.83	181303
10149 <u>61987</u>	ANCEL, GLINK, DIAMOND, BUSH, DICI Invoice	03/08/2018 02/12/2018	Regular Professional fees thru January 31, 2018	0.00 0.00	12,599.72 12,599.72	181304
16949 <u>0962910</u> <u>0964954</u> <u>0965151</u> <u>7072695</u> <u>7072696</u>	ANDERSON LOCK Invoice Invoice Invoice Invoice Invoice	03/08/2018 01/02/2018 01/22/2018 01/24/2018 02/28/2018 02/28/2018	Regular Hidden Creek Storeroom Lever Lock Hidden Creek Electric Strike/Latchbolt Loc POGO Wireless access control POGO Interior doors installed RCHP furnish & install door hardware	0.00 0.00 0.00 0.00 0.00 0.00	111,258.84 3,720.67 2,480.85 28,766.16 10,788.50 65,502.66	181305
17066 <u>392070</u>	ARTHUR SANDERS Invoice	03/08/2018 02/27/2018	Regular Refund	0.00 0.00	43.33 43.33	181306
17070 <u>394857</u>	CASSANDRA SPARKS Invoice	03/08/2018 03/01/2018	Regular Refund	0.00 0.00	25.90 25.90	181307
10420 <u>6780311</u>	CENTERPOINT ENERGY SERVICES, IN Invoice	03/08/2018 02/28/2018	Regular 01/01/18-01/31/18	0.00 0.00	13,817.62 13,817.62	181308
17063 <u>010518</u>	CHARLES QUIRK Invoice	03/08/2018 01/05/2018	Regular Refund	0.00 0.00	12.00 12.00	181309
17077 <u>401357</u>	CHERYL LEVIN Invoice	03/08/2018 03/07/2018	Regular Refund	0.00 0.00	431.30 431.30	181310
17078 <u>399933</u>	CLAUDE LERNER Invoice	03/08/2018 03/06/2018	Regular Refund	0.00 0.00	25.00 25.00	181311
10537 <u>1814767015.022</u> <u>7261044014.022</u>	COMED Invoice Invoice	03/08/2018 02/22/2018 02/23/2018	Regular Egandale Sec Light at Boat Beach, Cuniff 1 01/25/18-02/23/18	0.00 0.00 0.00	770.78 204.77 566.01	181312
16142 <u>0043740309</u> <u>0043740309.022</u>	CONSTELLATION NEWENERGY INC Invoice Invoice	03/08/2018 02/20/2018 02/20/2018	Regular January-February 2018 December2017- January 2018	0.00 0.00 0.00	26,955.00 11,800.29 15,154.71	181313

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	
17068	COURTNEY WEINBERG	03/08/2018	Regular	0.00	25.90	181314
<u>394871</u>	Invoice	03/01/2018	Refund	0.00	25.90	
16328	EXCEL AERIAL IMAGES, LLC	03/08/2018	Regular	0.00	200.00	181315
<u>00016</u>	Invoice	02/22/2018	Video/Photography	0.00	200.00	
17057	ERIN VINE	03/08/2018	Regular	0.00	190.00	181316
<u>386679</u>	Invoice	02/22/2018	Refund	0.00	190.00	
17064	FAYETTE AURELIA NICHOLS	03/08/2018	Regular	0.00	50.00	181317
<u>022018</u>	Invoice	02/20/2018	Speaker Ecological Gardening Series 2/25	0.00	50.00	
17059	HALLE EICHNER	03/08/2018	Regular	0.00	32.20	181318
<u>391043</u>	Invoice	02/26/2018	Refund	0.00	32.20	
17071	HILLARY MANASTER	03/08/2018	Regular	0.00	253.00	181319
<u>394479</u>	Invoice	03/01/2018	Refund	0.00	253.00	
16748	JODY SCHRIMMER	03/08/2018	Regular	0.00	40.53	181320
<u>391059</u>	Invoice	02/26/2018	Refund	0.00	17.25	
<u>391059-1</u>	Invoice	02/26/2018	Refund	0.00	23.28	
17076	KACE COMMUNICATIONS LLC	03/08/2018	Regular	0.00	11,060.00	181321
<u>PAR011618</u>	Invoice	01/16/2018	POGO cabinet & fan klt	0.00	671.00	
<u>PDHP030518</u>	Invoice	03/05/2018	POGO Cabling Changes & Camera Installa	0.00	7,789.00	
<u>PDHP030518-1</u>	Invoice	03/05/2018	POGO Installation & additional network d	0.00	2,600.00	
17069	KERRI ECKERLING	03/08/2018	Regular	0.00	37.40	181322
<u>394860</u>	Invoice	03/01/2018	Refund	0.00	37.40	
11526	LAKE SHORE WOMEN'S TENNIS LEA	03/08/2018	Regular	0.00	150.00	181323
<u>030818</u>	Invoice	03/08/2018	1 summer team fee	0.00	75.00	
<u>03082018</u>	Invoice	03/08/2018	1 summer team fee	0.00	75.00	
15913	MARCIE KLEINMAN	03/08/2018	Regular	0.00	265.00	181324
<u>401344</u>	Invoice	03/07/2018	Refund	0.00	265.00	
16875	MARIANA HENRIQUES - PETTY CASH	03/08/2018	Regular	0.00	119.81	181325
<u>022718</u>	Invoice	02/27/2018	Petty cash reimbursed	0.00	119.81	
17058	MARY CARY	03/08/2018	Regular	0.00	27.20	181326
<u>386922</u>	Invoice	02/22/2018	Refund	0.00	27.20	
15060	NORTH SHORE TROPHY	03/08/2018	Regular	0.00	840.00	181327
<u>19618</u>	Invoice	02/28/2018	Plaque	0.00	840.00	
16928	E-QUANTUM CONSULTING, LLC	03/08/2018	Regular	0.00	165.00	181328
<u>4293</u>	Invoice	03/01/2018	Natural Gas Consulting Services	0.00	165.00	
11860	MUTUAL ACE HARDWARE	03/08/2018	Regular	0.00	36.95	181329
<u>1191_022818</u>	Invoice	02/28/2018	Supplies	0.00	36.95	
13504	NORTH SHORE GAS	03/08/2018	Regular	0.00	1,295.56	181330
<u>0601145072-000</u>	Invoice	03/02/2018	1240 Fredrickson Pl 02/02/18-03/01/18	0.00	1,295.56	
11998	PARK DISTRICT RISK MGMT AGCY	03/08/2018	Regular	0.00	2,040.92	181331
<u>030118</u>	Invoice	03/01/2018	Health Invoice	0.00	2,040.92	
11998	PARK DISTRICT RISK MGMT AGCY	03/08/2018	Regular	0.00	147,245.91	181332
<u>0218133H</u>	Invoice	02/28/2018	Health Invoice	0.00	147,245.91	
11998	PARK DISTRICT RISK MGMT AGCY	03/08/2018	Regular	0.00	30,537.26	181333
<u>0218133</u>	Invoice	02/28/2018	Property/Liability/Workers Comp/Emp	0.00	30,537.26	
15146	PETER E HERNANDEZ	03/08/2018	Regular	0.00	756.00	181334
<u>0206180030</u>	Invoice	02/06/2018	02/03/18 photo shoot	0.00	543.50	

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	
0305180031	Invoice	03/05/2018	03/04/18 photo shoot	0.00	212.50	
12091	POSTMASTER OF HIGHLAND PARK	03/08/2018	Regular	0.00	225.00	181335
<u>PermitNum127</u>	Invoice	02/20/2018	Permit #127	0.00	225.00	
12124	PROSPECT HIGH SCHOOL	03/08/2018	Regular	0.00	680.00	181336
<u>022018</u>	Invoice	02/20/2018	2/11/18 Tournament fee	0.00	680.00	
14137	RESERVE ACCOUNT	03/08/2018	Regular	0.00	2,500.00	181337
<u>47958863 03071</u>	Invoice	03/07/2018	Postage deposit	0.00	2,500.00	
12211	RICOH USA, INC	03/08/2018	Regular	0.00	706.77	181338
<u>5052456363</u>	Invoice	02/14/2018	Copies 01/17/18-02/16/18	0.00	706.77	
17060	RITA PAPPAS	03/08/2018	Regular	0.00	21.67	181339
<u>391044</u>	Invoice	02/26/2018	Refund	0.00	21.67	
12362	SHEILA LONERGAN	03/08/2018	Regular	0.00	54.52	181340
<u>022818</u>	Invoice	02/28/2018	Reimbursement for I-Tunes for Ice Show	0.00	54.52	
16451	STEVEN MOORE	03/08/2018	Regular	0.00	50.00	181341
<u>391116</u>	Invoice	02/26/2018	Refund	0.00	25.00	
<u>391122</u>	Invoice	02/26/2018	Refund	0.00	25.00	
12532	TEMP-MASTER INC	03/08/2018	Regular	0.00	230.00	181342
<u>2244-37673</u>	Invoice	02/09/2018	02/08/18 Service call	0.00	230.00	
16409	TOTAL PARKING SOLUTIONS, INC	03/08/2018	Regular	0.00	1,800.00	181343
<u>104119</u>	Invoice	02/27/2018	5/1/18-4/30/19 prevent maint cleaning &	0.00	840.00	
<u>104120</u>	Invoice	02/27/2018	5/1/18-4/30/19-1yr WebOffice CMS moni	0.00	960.00	
12703	UNITED WAY OF METRO CHICAGO	03/08/2018	Regular	0.00	34.00	181344
<u>030118</u>	Invoice	03/01/2018	United Way	0.00	34.00	
16908	VALLADOLID USA	03/08/2018	Regular	0.00	180.00	181345
<u>401314</u>	Invoice	03/07/2018	Refund	0.00	80.00	
<u>401328</u>	Invoice	03/07/2018	Refund	0.00	100.00	
16823	WELLS FARGO EQUIPMENT FINANCI	03/08/2018	Regular	0.00	515.26	181346
<u>5004642020</u>	Invoice	03/04/2018	Walking green's mower lease	0.00	515.26	
16823	WELLS FARGO EQUIPMENT FINANCI	03/08/2018	Regular	0.00	515.26	181347
<u>5004570211</u>	Invoice	02/02/2018	Walking green's mower lease	0.00	515.26	
16823	WELLS FARGO EQUIPMENT FINANCI	03/08/2018	Regular	0.00	1,046.23	181348
<u>5004642019</u>	Invoice	03/04/2018	Walking green's mower lease	0.00	1,046.23	
17067	WELLS PARK 9 U GOLD	03/08/2018	Regular	0.00	475.00	181349
<u>394878</u>	Invoice	03/01/2018	Refund	0.00	475.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	70	52	0.00	375,666.89
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
	70	52	0.00	375,666.89



Park District of Highland Park, IL

Check Register

Packet: APPKT01500 - 03062018 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 16969	LAKESHORE RECYCLING SYSTEMS, LI	02/02/2018	Regular	0.00	-428.40	181172

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	-428.40
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	0	1	0.00	-428.40



Park District of Highland Park, IL

Check Register

Packet: APPKT01499 - 02282018 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						
10058	AFLAC	02/28/2018	Bank Draft	0.00	1,309.01	DFT0001724
<u>AFLAC 022318</u>	Invoice	02/23/2018	AFLAC 02/23/18	0.00	1,309.01	

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	1,309.01
EFT's	0	0	0.00	0.00
	1	1	0.00	1,309.01



Park District of Highland Park, IL

Check Register

Packet: APPKT01502 - 03062018 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: PAYROLL-PAYROLL BANK						
11161	ICMA RETIREMENT TRUST #302037	03/06/2018	Bank Draft	0.00	8,917.25	DFT0001725
<u>ICMA 457 03011</u>	Invoice	03/01/2018	Wire Transfer ICMA 457 Deferred Comp	0.00	8,917.25	
12825	ICMA RETIREMENT TRUST #705568	03/06/2018	Bank Draft	0.00	350.00	DFT0001726
<u>ICMA Roth 03011</u>	Invoice	03/01/2018	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	9,267.25
EFT's	0	0	0.00	0.00
	2	2	0.00	9,267.25



Park District of Highland Park, IL

Check Register

Packet: APPKT01480 - 20180221 1

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
10313	BOA P-CARD STATEMENTS	02/21/2018	Bank Draft	0.00	36,130.66	DFT0001713
<u>020718</u>	Invoice	02/08/2018	P-Card with PA	0.00	36,130.66	

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	36,130.66
EFT's	0	0	0.00	0.00
	1	1	0.00	36,130.66



Park District of Highland Park, IL

Check Register

Packet: APPKT01481 - 20180221 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						
Payment Type: Bank Draft						
10313	BOA P-CARD STATEMENTS	02/21/2018	Bank Draft	0.00	191,386.01	DFT0001714
<u>02062018</u>	Invoice	02/06/2018	P-Card with PA	0.00	191,386.01	
Total Bank Draft:					191,386.01	

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	191,386.01
EFT's	0	0	0.00	0.00
	1	1	0.00	191,386.01

P-Card Transactions
01/08/18 - 02/07/18

Vendor Name	Transaction Count	Amount Total
2XL CORP/CARE-GYMWIPES	2	\$1,471.91
32364 - CHICAGO HILTON	5	\$180.00
72403 - 55 EAST MONROE	1	\$44.00
72823 - MILLENNIUM PAR	1	\$31.00
72827 1001 S STATE	1	\$10.00
ABC BUSINESS FORMS INC	1	\$78.70
ADAZON INC.	1	\$887.35
AIR CON REFRIGERATION	1	\$2,120.50
AliExpress	1	\$64.98
ALL GOALS INC	1	\$739.20
ALLSTATE ARENA	1	\$1,795.00
AMAZON MKTPLACE PMTS	21	\$1,924.51
AMAZON MKTPLACE PMTS W	15	\$982.27
Amazon.com	2	\$102.30
AMAZON.COM AMZN.COM/BI	7	\$509.93
ANDERSON LOCK CO	1	\$8,936.00
ANDERSON PEST SOLUTION	1	\$415.58
ANTHONY'S BALLOONS, LL	1	\$1,234.00
AQUA VISIONS AQUATIC S	1	\$182.78
AQUATIC COUNCIL	1	\$365.00
ASCAP LICENSE FEE	1	\$362.53
AT&T PREMIER EBIL	1	\$1,612.03
ATT BUS PHONE PMT	3	\$2,189.11
AVALON PETROLEUM	1	\$6,350.11
BANNER PLUMBING SUPPLY	1	\$19.65
BARNABYS OF NORTHBROOK	1	\$217.75
BARNES & NOBLE #2020	1	\$28.91
BED BATH & BEYOND #32	1	\$155.69
BLS SPAMTITAN	1	\$180.00
Bluegrass	1	\$30.86
BORNQUIST, INC.	1	\$519.00
BSN SPORT SUPPLY GROUP	1	\$467.98
BULBS.COM INC	1	\$167.70
BURRIS EQUIPMENT CO	3	\$914.99
BUYSEASONS ENTERPRISES	1	\$179.16
CANTEEN COFFEE78052560	3	\$814.00
CareerBuilder	1	\$375.00
CERAMIC SUPPLY CHICAGO	1	\$837.30
CHICAGO SKY	1	\$278.00
CITGO R & S PETROLEUM	1	\$15.00
CITY OF HIGHLAND PARK	31	\$10,388.78
CITY OF HIGHLAND PARK	2	\$285.00
CLUCKERS CHARCOAL CH	2	\$167.28
COE FINANCIAL GROUP	1	\$1,000.00
COMCAST CHICAGO	1	\$144.85
COMCAST CHICAGO CS 1X	9	\$1,976.00
COSTUME GALLERY	4	\$5,035.70
CRAFTWOOD LUMBER & HAR	24	\$2,496.94
CUSTOMINK LLC	1	\$263.28
CVS/PHARMACY #04787	2	\$39.16
CYGANY INC	1	\$547.50

P-Card Transactions
01/08/18 - 02/07/18

DICK'S SPORTING GOODS	1	\$44.97
DIRECT FITNESS SOLUTIO	1	\$278.39
DOLLAR TREE	1	\$31.00
DOMESTIC UNIFORM IL	1	\$167.80
DONE DEAL PROMOTIONS	1	\$471.00
DRACMAN LLC	1	\$112.00
DROPBOX 8BNSK8PCKLBM	1	\$9.99
DTV DIRECTV SERVICE	3	\$733.11
DUNBAR ARMORED	1	\$1,058.32
ECOLAB INC MF	5	\$2,534.32
EIG FATCOW	1	\$194.39
EQUIPATRON	1	\$467.16
EREPLACEMENTPARTS.COM	1	\$14.73
ESSEX INN	1	\$97.97
FACEBK CV57BEN4D2	1	\$197.27
FACEBK DV57BEN4D2	1	\$25.44
FCC FRANKLINCVYSEMINAR	2	\$4,221.36
FEDEX 258317380	1	\$24.86
FEDEXOFFICE 00036178	1	\$6.00
FEDEXOFFICE 00050526	1	\$0.22
FERGUSON ENT #1550	1	\$46.76
FIELDTEX PRODUCTS, INC	1	\$36.95
FISH TECH	3	\$21.52
FOX VALLEY FIRE AND SA	1	\$221.00
FUN EXPRESS	1	\$107.53
G&O THERMAL SUPPLY CO	6	\$580.71
GOOGLE SVCSAPPS_pdhp.	1	\$4.16
HALOGEN SUPPLY COMPANY	1	\$246.00
HARRELLS LLC	1	\$2,406.00
HERB N KITCHEN	5	\$39.09
HEY AND ASSOCIATES	1	\$2,616.75
HILTON 720 SOUTH GRILL	2	\$52.60
HILTON HOTELS CHICAGO	2	\$435.57
HILTON KITTY OSHEAS	1	\$18.62
HOME ICE HOCKEY	1	\$4.99
HOMEDEPOT.COM	2	\$1,821.73
IDLEWOOD ELECTRIC S-HP	7	\$770.50
IL CAMPING OR MUSEUM	1	\$170.00
IL TOLLWAY - WEB - UNP	1	\$7.60
ILLINOIS ASSOCIATION O	1	\$639.00
ILLINOIS LANDSCAP	1	\$119.00
IMPARK00220099U	2	\$52.00
IMPERIAL SURVEILLANCE,	5	\$56,505.99
INT IN ENERGY PRODUCT	1	\$350.00
INT IN EXTRACTOR CORP	1	\$1,250.00
INTEGRITY FITNESS	1	\$525.00
INTERNATIONAL TRANSACTION	1	\$1.44
IPRA	1	\$165.00
J2 EFAX SERVICES	1	\$33.90
JEWEL #3459	22	\$766.14
JOANN STORES #612	1	\$40.54
JORSON AND CARLSON COM	1	\$105.03

P-Card Transactions
01/08/18 - 02/07/18

KEYTH TECHNOLOGIES	3	\$834.00
KEYTH TECHNOLOGIES	2	\$47.00
KONE, INC.	3	\$5,370.44
KRITZ VACUUM & ALLERGY	3	\$378.96
LAKE CO. POPULATION HE	1	\$457.00
LAKE FOREST ACUTE CARE	1	\$222.50
LAKESHORE IT SOLUTIONS	6	\$9,004.77
LAKESHORE RECYCLING SY	8	\$1,426.62
LAZ PARKING 600118	1	\$10.00
LENNYS FOOD N FUEL, LL	1	\$29.00
LIFE FITNESS	1	\$465.09
LIFEGUARD STORE - ONLI	2	\$189.30
LITTLE TOMMY'S PLU	1	\$2,830.00
MAILCHIMP MONTHLY	1	\$240.00
MARIANOS 00085316	1	\$38.00
MARK VEND CO.	1	\$120.00
MENARDS GURNEE IL	1	\$70.64
MICHAELS STORES 5018	1	\$13.97
MICHAELS STORES 8625	1	\$8.93
MICHAELS STORES 9961	1	\$12.17
MID TOWN PETROLEUM ACQ	1	\$445.75
MIDWEST ASSOC GCS	1	\$125.00
MONOPRICE, INC.	1	\$38.87
MUTUAL ACE HARDWARE	1	\$115.00
MUTUAL ACE HARDWARE &	34	\$1,623.81
NAPA AUTO PARTS	44	\$4,551.05
NAT DRUG SC	1	\$300.00
NATL ASSOC FOR INTERPR	1	\$75.00
NELS J JOHNSON TREE EX	2	\$3,245.00
NORTH SHORE POOL &	1	\$329.24
NORTHSHORE PHYSICIAN	2	\$424.00
NSC NORTHERN SAFETY CO	1	\$62.38
OFFICESUPPLY.COM	5	\$1,541.37
OTC BRANDS, INC.	4	\$232.78
PANERA BREAD #204027	1	\$168.97
PANERA BREAD #601763	4	\$120.85
PARK DISTRICT OF HIGHL	7	\$7.00
Park District Risk Man	4	\$150.00
PARKWHIZ, INC.	1	\$50.00
PARTY CITY	4	\$169.27
PAYPAL 1PARTYSPPLY	1	\$27.75
PAYPAL CMWIDUGER	1	\$186.00
PAYPAL EVERYEVENT	1	\$127.97
PAYPAL LOUITINGTING	1	\$129.99
PAYPAL SHINDIGZSTU	1	\$98.97
PEOPLES AUTO PARKING 2	1	\$16.00
PETRA 1	1	\$524.50
PIEROS PIZZA - MOTO	4	\$352.00
PITMAN	4	\$812.64
PITNEY BOWES PI	2	\$353.16
PIZANOS PIZZA	1	\$1,227.62
PRAIRIEMOON	1	\$68.03

P-Card Transactions
01/08/18 - 02/07/18

QUALITY INN AND SUITES	2	\$384.16
RACETIMES 2018 RACE DI	1	\$76.23
RAL IN_DNR_CAMP	1	\$47.80
RAL WI STATE PARKS	1	\$189.65
READY CARE-PURE FIJI	1	\$399.80
READYREFRESH BY NESTLE	2	\$242.96
REINDERS - BUFFALO GRO	2	\$2,074.04
REVDANCE/TENTH HOUSE	3	\$3,192.30
RONDOUT SERVICE CENTER	1	\$23.50
S&S WORLDWIDE-ONLINE	1	\$24.94
SAMS CLUB #6228	1	\$70.48
SAMS CLUB #8184	2	\$290.31
SAMSCLUB.COM	2	\$130.76
SANTO SPORT STORE	7	\$9,474.40
SHRM ANNUAL700065352	1	\$1,445.00
SIP_DYBATOURNAMENTPAG	2	\$1,000.00
SMITHEREEN PEST MANAGE	2	\$108.00
SP_CARNIVALSOURCE	1	\$58.15
SPOTHERO 844-324-7768	2	\$43.00
SQ SQ JG'S REPTILE R	1	\$300.00
SQ SQ ROB OLDHAM 312	1	\$775.00
SQU SQ BENT FORK BAKE	1	\$1,100.00
STAPLES 00116616	1	\$37.91
STEINER ELEC ELK GROVE	1	\$415.21
STU SHINDIGZ DECORATIO	1	\$216.92
SUNNY CLEANERS	1	\$45.00
SUNSET FOODS #1	2	\$11.86
T C FURLONG INC	1	\$149.52
TARGET 00008375	1	\$11.49
TARGET 00011684	8	\$392.61
TAXI SVC CHICAGO	1	\$10.50
TEC #126	1	\$68.21
TERMINAL SUPPLY - TR	5	\$678.82
THE HOME DEPOT #1926	12	\$501.42
THE MORTON ARBORETUM -	1	\$112.00
THORNTONS #312	5	\$199.69
TLF FLORAL GARDENS INC	1	\$62.00
TME PEOPLE MAGAZINE	1	\$100.00
TRADER JOE'S #682 QPS	1	\$8.97
TST REAL URBAN BBQ HP	2	\$128.94
TYCOINTEGRATEDSECURITY	1	\$1,239.00
UPS 1ZD8F35T0328906037	1	\$9.94
US KID GOLF FOUNDATION	1	\$195.00
USA WRESTLING	1	\$49.75
USPS PO 1636060035	2	\$14.37
VERMONT SYSTEMS INC	1	\$9,144.00
WALGREENS #3273	1	\$638.82
WAL-MART #3893	4	\$164.15
WALMART.COM	1	\$10.69
WAREHOUSE DIRECT	32	\$4,567.38
WEB NETWORKSOLUTIONS	3	\$28.95
WM SUPERCENTER #3893	2	\$89.56

P-Card Transactions
01/08/18 - 02/07/18

WPRA	1	\$125.00
WSG WILSON SPTG GDS	5	\$2,394.26
WW GRAINGER	7	\$3,171.51
WWW.ISTOCK.COM	3	\$95.45
XO COMMUNICATIONS	1	\$283.24
YOUR ADVANTAGE II LTD	1	\$240.00
TOTAL		\$227,516.67