

AMENDED 4/9/18

NOTICE OF MEETING
WEDNESDAY, APRIL 11, 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. PARK OPERATIONS AND GOLF OPERATIONS UPDATES
- V. SUNSET VALLEY GOLF UPDATES
- VI. PARK AVENUE BARGE
- VII. HIGHLAND PARK COUNTRY CLUB PROPOSAL
 - HEY AND ASSOCIATES PROPOSAL
- VIII. BOND COMPLIANCE
- IX. REVIEW OF VOUCHERS
- X. OPEN TO PUBLIC TO ADDRESS BOARD
- XI. **CLOSED SESSION PURSUANT TO THE FOLLOWING SECTIONS OF THE OPEN MEETINGS ACT:** Section 2(c)1 – the appointment, employment, compensation, discipline of the District including legal counsel for the District; Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District; Section 2(c)8 – security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property; Section 2(c) 11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c) 21 – the discussion of minutes lawfully closed under the Act, whether for the purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in section 2.06 of the Act.; Section 2(c) 29 - for discussions between internal or external auditors and the Board. Possible action by the Board on items discussed in closed session.
- XII. ACTION FROM CLOSED SESSION IF ANY
- XIII. ADJOURNMENT

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the Park District's ADA Compliance Officer, 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

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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: April 11, 2018

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

CONSTRUCTION PROGRESS

Conditional occupancy was received, and Golf Operations and Parks Operations staff began occupying the building, on March 12th. Over the past month, staff have continued to move in equipment and supplies.

Punch list items are being completed. Once the weather allows, the asphalt surface layer will be installed, landscaping will be completed and the expansion gap at the upper lot entrance will be installed.

Utilities are in the process of being disconnected at the former Parks Maintenance Garage. Once all disconnections are complete, permitting will be completed and demolition will begin.

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 relocation and replacement electrical receptacles and additional conduit for security cameras.

Park and Golf Maintenance Facility	Budget	- Project YTD	- Variance
Total Lamp Construction (Base Bid and Alternates)	\$4,891,390.00	\$3,880,100.00	(\$1,011,290.00)
Total Soft Costs	\$863,530.00	\$791,339.10	(\$72,190.90)
Contingency	\$229,950.00	\$192,302.00	(\$37,648.00)
Total Park and Golf Maintenance Facility Project	\$5,984,870.00	\$4,863,741.10	(\$1,121,128.90)

EMP: \$5,984,400

PROJECT TIMELINE

Estimated remaining project schedule is as follows:

- Parks Garage Demolition: Late April/Early May 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: April 11, 2018

Subject: **SUNSET VALLEY GOLF CLUB - CLUBHOUSE RENOVATION PROJECT UPDATE**

RENOVATION PROGRESS

Demolition of the SVGC clubhouse site began the week of March 12, 2018 and is nearing completion. To date, demolition has included the following:

Outside:

- Landscaping vegetation, bushes and trees have been removed including removal of the heritage tree and 3 key trees on the south side of the building.
- Asphalt, concrete pads and sidewalk surrounding the clubhouse have been removed
- The starter hut and concrete slab has been removed
- Light ballards have been removed

Inside:

- Existing drywall, plaster and gypsum on the walls and ceilings have been removed
- Doors, windows, framing and exterior wall for new storefront glazing has been removed and boarded
- Flooring has been removed
- Existing locker rooms have been demolished
- Electrical and plumbing fixtures have been removed
- Structural beam has been removed to allow for a consistent ceiling height

Additional progress includes installation of the footings, foundation and piers for the outside patio that wraps around the north, east and south of the building and installation of down spout drains. We have received the final permit for inside construction which is scheduled to begin the week of April 9.

FINANCIAL REPORT

<u>SVGC Clubhouse Renovation</u>	<u>Budget</u>	<u>Project YTD</u>	<u>Variance</u>
Total Hard Costs (GMP)	\$ 1,832,234	\$ 150,000	\$ (1,682,234)
Contingency	\$ 90,892	\$ 5,029	\$ (85,863)
Other Soft Costs	\$ 269,426	\$ 115,007	\$ (154,419)
Total SVGC Clubhouse Renovation	\$ 2,192,552	\$ 270,036	\$ (1,922,516)



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: April 11, 2018

Subject: **PARK AVENUE BARGE UPDATE**

Due to structural concerns, access to the east side of the Park Avenue barge has been restricted since 2016 and the barge's condition has continued to be monitored. After the winter thaw in mid-February, staff found the condition of the barge to have significantly deteriorated. The WT Group visited the site in March and documented that most of the steel side plates along the lakeside of the barge had collapsed, allowing water to enter the barge and erode the underlying gravel fill causing the concrete slabs to collapse.

PDRMA also visited the site in March and recommended that all access to the barge be restricted. To accomplish this, staff are obtaining 48-inch-tall concrete barriers that will be placed along the west side to the water's edge and along the entire north side. This action will eliminate pedestrian access to the west side for returning boats and will result in a one-lane boat launch.

Staff are currently investigating options for a permanent solution and will be preparing a Request For Proposals to hire an engineering firm to develop specifications for this work.

A presentation will be made by staff on the status of the Park Avenue Barge and the measures being taken to address its condition.



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: April 11, 2018

Subject: **Highland Park Country Club Proposal from Hey and Associates, Inc.**

As part of the process of to convert the Highland Park Country Club property to a passive natural area, the Park District of Highland Park will select a firm to provide planning, design and engineering services. Staff is recommending entering into an agreement with Hey and Associates, Inc. Hey and Associates conducted the Master Planning for the adjacent Skokie River Woods property which included the design of the Gateway Path and development of a conceptual design for a path across Highland Park Country Club connecting Skokie River Woods to Highland park Woods. This proposal includes the completion of the plans to construct the Gateway Pathway to provide public access to Skokie River Woods.

Staff will provide a review of the Hey and Associates Proposal as well as a review of the Park District's planned outreach efforts for the Highland Park Country Club Conversion.

Attached is the recommended Hey and Associates Proposal in full. Below is a summary of the project approach and scope of services:

Project Initiation and Data Review

- Internal Planning Committee Meeting - Initiate project and review project schedule
- Data Review
- Advisory Committee Meeting -Discuss stakeholder interests, concerns and project goals

Site Inventory and Analysis

- Field Reconnaissance
- Wetland Delineation and Jurisdictional Determination
- Tree Inventory
- Topographic Survey
- Bathymetric Survey
- Geotechnical Investigation
- Path Condition Assessment
- Drainage Inventory
- Flood Inundation/Duration Analysis
- Assemble Base Files

Develop Design Program

- Advisory Committee Meeting - Review existing site inventory and refine project scope
- Identify Components to be Included in Concept Design

Conceptual Planning

- Concept Designs

- Advisory Committee Meeting - Present two concept plans
- Internal Planning Committee Meeting – Review Advisory Committee feedback
- Internal Planning Committee and Park Board Meeting - Present revised concept plans
- Public Meeting - Present concept plans
- Internal Planning Committee -Review feedback from the Public Meeting

Design Development

- Finalize Design
- Design Development Documents (DDD)
- Cost Opinion
- Advisory Committee Meeting - Review 100% DDD
- Internal Planning Committee Meeting - Review Advisory Committee feedback
- Internal Planning Committee IPC and Park Board Meeting - Present 100% DDD
- Public Meeting - Present 100% DDD

Construction Documents

- Construction Documents – Gateway Path and HPCC Connector Path
- Gateway Path Boardwalk Systems
- Detention, Compensatory Storage and Water Quality
- Construction Documents – Native Plantings and Site Amenities

Permitting

- Pre-Permit Correspondence
- Permit Submittals

Bidding

- Bidding Assistance
- Bid Evaluation

Construction (Optional, Fee TBD)

- Construction Administration
- Construction Observation

Demonstration Plantings

- Demonstration Plantings – Turf Islands to Native Plantings
- Demonstration Plantings – Shoreline Plantings

Additional Requested Services (Optional, Fee TBD)

- Additional meetings and project coordination beyond the scope outlined above
- Tree inventory for the remainder of the HPCC site
- Topographic survey for the remainder of the HPCC site
- Supplemental interior drainage inventory (if needed)
- Bathymetric survey of the remaining two ponds (add \$1,500 if performed concurrently with 10.b. above)
- As-built survey
- IGA / Easement support

Budget Impact

Total Available HPCC Planning Budgeted Funds	\$170,000
Total Available Gateway Path Design/Engineering Budgeted Funds	\$60,000
Hey and Associates Fees	<u>\$188,900</u>
Anticipated Amount over/ <u>under</u> budget	(\$41,000)

RECOMMENDATION

Staff recommends approval for the Executive Director to enter into an agreement with Hey and Associates, Inc., for services relating to the Highland Park Country Club Conversion Project for a lump sum in the amount of \$188,900.00.

PROPOSAL

**HIGHLAND PARK COUNTRY CLUB
PLANNING, DESIGN AND
ENGINEERING SERVICES**

FOR THE
PARK DISTRICT OF HIGHLAND PARK



SUBMITTED BY

Hey and Associates, Inc.
Engineering, Ecology and Landscape Architecture

26575 W. Commerce Dr., Suite 601
Volo, Illinois 60073
847-740-0888

First Draft: February 13, 2018

Revision 1: March 1, 2018

Hey and Associates, Inc.

Engineering, Ecology and Landscape Architecture

MILWAUKEE, WISCONSIN

*26575 W. COMMERCE DR., SUITE 601
VOLO, ILLINOIS 60073
PHONE (847) 740-0888*

CHICAGO, ILLINOIS

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Hey and Associates, Inc.

Engineering, Ecology and Landscape Architecture

MILWAUKEE, WISCONSIN

26575 W. COMMERCE DR., SUITE 601

VOLO, ILLINOIS 60073

PHONE (847) 740-0888

CHICAGO, ILLINOIS

February 13, 2018

Ms. Liza McElroy
Executive Director
Park District of Highland Park
Highland Park, Illinois 60035

Re: Proposal for Highland Park Country Club Planning, Design and Engineering Services

Dear Ms. McElroy,

Hey and Associates, Inc. (Hey) is pleased to submit this proposal for planning, design, and engineering services for the advancement of the previous Gateway Path and Highland Park Country Club (HPCC) Connector Path work as well as the addition of the HPCC site conversion.

We understand, based on our previous correspondence and meetings with you, that it is HPCC's intent to engage this work as soon as is practical. We also understand that portions of this work are contingent on IGA agreement amendments, land transfer transactions and other variables which could influence the timing of the work. The following project approach and scope of services reflects our current understanding of the project tasks. We have applied fees to the known components and have left flexibility to refine and further develop costs for items that are more ambiguous at this point.

We appreciate the opportunity to propose on this project and look forward to our continued relationship with the Park District of Highland Park. Please do not hesitate to contact us if you require any additional information (kkleinjan@heyassoc.com 847-740-0888).

Sincerely,



Tom Polzin, PE, CFM
President



Kevin Kleinjan, ASLA
Project Manager

Hey and Associates, Inc.

Engineering, Ecology and Landscape Architecture

MILWAUKEE, WISCONSIN

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COVER LETTER

TABLE OF CONTENTS i

PROJECT APPROACH / SCOPE OF SERVICES 1

FEE SUMMARY 8

STANDARD TERMS AND CONDITIONS EXHIBIT A

PROJECT APPROACH / SCOPE OF SERVICES

As previously discussed with members of the Park District of Highland Park (PDHP) staff, we propose to perform the following scope of work to achieve the goals and meet the schedule of the Highland Park Country Club (HPCC) project.

1. Project Initiation and Data Review

- a. **Meeting #1.** We will meet with the Internal Planning Committee (IPC) to initiate the project, review the project schedule and receive existing pertinent site data the IPC has collected for the HPCC and the surrounding properties. It is our assumption that the IPC will be assembling known data and coordinating with the City of Highland Park to obtain additional information. Our preference is to have as much data provided in vector format for use in CAD and GIS programs as possible, with raster and hard copy information provided when vector formats are not available. Existing data may include, but not be limited to:
 - 1) Boundaries, property ownership and easements
 - 2) City of Highland Park utility atlas information (GIS format preferred)
 - 3) HPCC power, communication, irrigation and misc. utilities (if different from Utility atlas information; scans of irrigation plans from 1995 for HPCC have already been forwarded to us)
 - 4) Topographic surveys (scans of grading plans from 1995 for portions of HPCC have already been forwarded to us)
 - 5) Drainage information (scans of drainage plans from 1995 for portions of HPCC have already been forwarded to us)
 - 6) Geo-technical reports
 - 7) Aerial photography (if different from Lake County GIS information, which we have)
 - 8) Local ordinances and development standards
 - 9) Environmental reports
 - 10) Flood elevation information if different from published values
- b. **Data Review.** We will review the data provided by the IPC and identify potential additional data needs. We will identify an initial working list of project opportunities and constraints.
- c. **Meeting #2.** We will meet with the Advisory Committee to discuss stakeholder interests, concerns and project goals. It is our understanding that this Kick off meeting will be led by the IPC and include guest speakers with a discussion of current conditions and initial scope definition. We will lead the vision building discussion with the Advisory Group. As we will listen to stakeholders, we will continue to build, edit and prioritize the list of constraints and opportunities. These lists will become the foundation for the development of a design program that will meet the objectives of the community and PDHP.

2. Site Inventory and Analysis

- a. **Field Reconnaissance.** We will perform a thorough field reconnaissance of the proposed project area to review existing conditions and identify any special or unusual constraints. We will photograph the project area and immediate surroundings at this time to capture current conditions for reference throughout the planning process. Key staff will spend time in the field identifying and evaluating the existing resources that fall under their expertise. Some field verification of existing utilities on the site may be conducted to corroborate those shown on previously provided mapping.
- b. **Wetland Delineation and JD.** We will perform a wetland delineation within the project area applying the general procedures detailed in the 1987 U.S. Army Corps of Engineers' (USACE) wetland delineation manual and the 2010 Regional Supplement-Midwest Region. We assume, based on prior conversations with PDHP, that the portions of the site in the northeast corner that are associated with the Legacy Club

- will be excluded. The Skokie River Woods site has recently been delineated and is also excluded. We will submit for a USACE wetlands jurisdictional determination (JD) and prepare a summary of Regional Permit requirements. We will collect the wetland flagging using survey-grade GPS equipment.
- c. **Tree Inventory.** We will perform a tree inventory for trees within 10-feet of the proposed gateway path and HPCC path corridor improvements. It is anticipated that approximately 100 trees occur within these limits. The remainder of the site will not be inventoried as part of this task. The inventory will include all trees with a diameter six-inches (6”) or greater at breast height (DBH) pursuant with the City’s Code of Ordinances under Section 94.402 - Definitions and Construction (B) *Tree Survey*. We will tag each tree in the field and provide a corresponding spreadsheet detailing tree species, size and condition rating (good, fair, poor). Tree inventory work will be completed by a Certified Arborist. This inventory should not be construed as a tree risk assessment. The locations of the trees and corresponding tree tag numbers will be collected as part of the topographic survey.
 - d. **Topographic Survey.** We will perform a topographic survey within 10-feet of the proposed gateway path and HPCC path corridor improvements where the improvements are consistent with existing paths and paving. Wider coverage (up to 100 feet) will occur in areas where new trail sections and improvements are planned to allow for design flexibility. The survey shall include all observable or marked utilities, boundary markers, and existing elements (including trees tagged as part of the tree inventory outlined above) within the proposed path corridors. A boundary survey is not included as part of this task. It is anticipated that Lake County GIS 1-foot contour mapping will be suitable for the remainder of the site for concept planning.
 - e. **Bathymetric Survey.** *NOTE: This task has been omitted and will be addressed at a future date, if needed, as part of 10.b. below.*
 - f. **Geotechnical Investigation.** We will coordinate a geotechnical investigation (using our subcontractor) to support the planning and design of the Gateway Path, HPCC Connector Path and to determine the general asphalt and aggregate base thickness of the existing cart paths at select locations. The following samples will be collected:
 - 1) One (1), twenty-foot deep boring at the Gateway Path boardwalk/overlook location.
 - 2) Seven (7), five-foot deep borings where new path segments and parking are proposed along the Gateway Path and HPCC Connector Path.
 - 3) Five (5) pavement cores with soil probe where existing path segments are proposed to be reused or rehabilitated along the Gateway Path and HPCC Connector Path.
 - 4) Seven (7) pavement cores with soil probe at additional existing path locations that will either be used for secondary circulation or removed
 - g. **Path Condition Assessment.** We will incorporate the results of the visual condition assessment of the existing cart paths performed by PDHP into our base files. It is assumed that GIS or CAD based linework will be provided along with a descriptive narrative or other graphic representation of the conditions.
 - h. **Drainage Inventory.** We will incorporate the results of the condition assessment of the cart path culverts performed by PDHP into our base files. It is assumed that GIS or CAD based linework will be provided along with a descriptive narrative or other graphic representation of the conditions. We assume that suitable planning level information for the major storm drainage networks connecting to the Skokie River, the interior ponds, the Legacy Club ponds and other off-site connections will be provided to us by PDHP as part of the City of Highland Park GIS atlas information or other data obtained through the transfer of land from the City. If suitable information is not available, we can perform an inventory of the major drainage networks as part of a separate task and fee (as discussed later in this document).
 - i. **Flood Inundation/Duration Analysis.** We will perform a flood inundation/duration analysis to inform concept planning and evaluate the potential to modify water level controls. We will obtain gauge data for

the Skokie River as well as the most recent version of the hydraulic model for the river. Research indicates that flow and stage information is available at Clavey and Westleigh Roads upstream and downstream of the project area. It also appears the hydraulic model for the Skokie River was updated through SMC in about 2006. We will use interpolated long-term gauge information to determine inundation/frequency relationships by using the flow data as input in the hydraulic model. This information will be useful in identifying plant community zones and compatibility with hydraulic conditions. This task assumes that gauge and hydraulic model data are available in usable digital form and that additional supplemental hydraulic survey of the river is not needed.

- j. **Assemble Base Files.** We will incorporate the previously gathered information and site inventory information into comprehensive base files for use throughout the project from concept planning through Construction Documents (where applicable). We will prepare any data gathered to date for use at the second Advisory Committee Meeting (Meeting #3 outlined below).

3. Develop Design Program

- a. **Meeting #3.** We will meet with the Advisory Committee to review the existing site inventory information, and further discuss and refine the project scope.
- b. **Design Program.** Prior to commencing the concept planning stage, it will be important to develop a design program, which will identify components that are to be included in the concept designs. Design program elements will consider input from the IPC and Advisory Committee. It is our understanding, based on discussions to date, that possible design program elements to be considered might include, but are not necessarily limited to:
 - 1) Gateway path connection points (both north and south)
 - 2) HPCC connector path final alignment (City of Highland Park tree nursery footprint to be finalized)
 - 3) Types of amenities to be included (e.g. observation areas, site furnishings, signage, etc.)
 - 4) Park entryway experience
 - 5) Interior pathway routes and materials
 - 6) Connections or exclusions to the Legacy Club
 - 7) Turf/lawn areas for passive use (picnics, etc.)
 - 8) Native vegetation zones
 - 9) Shoreline enhancement areas
 - 10) Nature based play elements (boulders and logs for informal play experiences, for example)
 - 11) Stormwater and wetland enhancement and creation opportunities
 - 12) Regional flood storage opportunities (2 flood storage concepts)
 - 13) Existing infrastructure and cart paths to remain, remove or abandon
 - 14) Public health, safety and/or welfare goals

4. Conceptual Planning

- a. **Concept Designs.** We will prepare concept alternatives for the HPCC site. The design program described above will be used to guide concept design. Our project team members will develop various components of the concept design and supporting technical documents based on their areas of expertise. Major elements to be addressed may include:
 - 1) Site conversion with a focus on passive natural open space opportunities
 - 2) Multi-use trail connections and development
 - 3) Interior path connections and development
 - 4) Access to open water (physical and/or visual)
 - 5) Ecological and habitat planning

- 6) Stormwater and drainage planning
- 7) Regional flood storage planning
- 8) Vegetation guidelines (e.g. species selection, establishment of desirable cover, weed management, etc.)

The concept planning phase will conclude with the preparation of several major components. Two concept plans will be developed to present design possibilities and illustrate the site geometry, type and organization of the project elements. We anticipate that one concept will focus primarily on turf to native conversion with minor trail and other site disturbing activities while a second concept would likely include pond and wetland expansion options. Supporting graphics necessary to illustrate and explain the plans will be created.

- b. **Meeting #4a.** We will meet with the Advisory Committee to present the two concepts plans and receive feedback. We will prepare written summaries of discussions following the meeting.
- c. **Meeting #4b.** We will meet with the IPC to review the feedback from the Advisory Committee meeting and receive IPC recommendations for Concept Plan refinement.
- d. **Meeting #5.** We will meet with the IPC and Park Board to present the two revised concept plans (per meeting #4b) for approval to advance for public input.
- e. **Meeting #6.** We will lead a Public Meeting to present the Concept Plans and receive feedback. It is our understanding that you will coordinate the facility, public announcement and attendee invites. We will listen to the thoughts, ideas and concerns about the design from the attendees and prepare written summaries of discussions following the meeting.
- f. **Meeting #7.** We will meet with the IPC to review the feedback from the Public meeting and receive IPC recommendations to refine previous concepts into one preferred Concept Plan.

5. Design Development

- a. **Finalize Design.** We will finalize the design, based on the preferred Concept Plan, including the size, geometry, materials and finish of the proposed improvements.
- b. **Design Development Documents.** We will prepare the Design Development Documents (DDD) including existing conditions information, plan view drawings, supplemental drawings, outline specifications, product data and material samples (as appropriate).
- c. **Cost Opinion.** We will prepare a summary of estimated quantities and an estimate of probable cost.
- d. **Meeting #8a.** We will meet with the Advisory Committee to review the 100% DDD and receive feedback. We will prepare written summaries of discussions following the meeting.
- e. **Meeting #8b.** We will meet with the IPC to review the feedback from the Advisory Committee meeting and receive IPC recommendations for refinement.
- f. **Meeting #9.** We will meet with the IPC and Park Board to present the 100% DDD for approval to advance for public presentation.
- g. **Meeting #10.** We will lead a Public Meeting to present the 100% DDD. It is our understanding that you will coordinate the facility, public announcement and attendee invites.

6. Construction Documents

- a. **Construction Documents – Gateway Path and HPPC Connector Path.** We will prepare final construction documents including plans, specifications, summary of quantities, and a final opinion of probable cost for the Gateway Path and HPPC Connector Path. We will review standard PDHP “front end” documentation (provided by PDHP) and recommend revisions if warranted. We will generally rely on standard IDOT pay items and specifications where practical to simplify the bidding process and provide supplemental Special Provisions as required.

- b. **Boardwalk Systems.** The Gateway Path boardwalk and overlook are intended to use a driven wood pile system that has been indicated as an acceptable construction method on the existing landfill (and used by the Lake County Forest Preserve District throughout their preserves). It is our intent to coordinate the horizontal geometry and intended materials and railing preferences with a boardwalk subcontractor that we have used on other projects. The boardwalk subcontractor will prepare final drawings and supporting structural calculations that will be signed and sealed by an Illinois Licensed Structural Engineer.
- c. **Detention, Compensatory Storage and Water Quality.** The detention, compensatory storage and water quality provisions of the Lake County Watershed Development Ordinance (WDO) shall be met for this project. Trails 12 feet wide, or less, fall under the SMC stormwater detention threshold, therefore detention is assumed to not be required for the trails. In addition, it appears likely that there will be no net increase in imperviousness resulting from the project as currently understood, assuming at least some cart paths will be removed. Therefore, detention is assumed to not be required due to impervious requirements. We have assumed that the water quality provisions of the WDO shall be met by the use of proposed conversion of turfgrass to native plant communities. This has been previously approved by SMC as an acceptable method of treatment. Compensatory storage shall be required for all fill placed in the floodway or flood fringe. We will determine the proposed fill amount and modify the plans as required to provide the required offsetting cut amount. We understand that City engineering staff has alluded to a flood elevation that is different from published values. We will contact the City to determine relevant alternative flood elevation information if not provided under Task 1. This task does not include any explicit hydrologic or hydraulic modeling of the Skokie River. No floodway or floodplain mapping or remapping activities are anticipated.
- d. **Construction Documents – Native Plantings and Site Amenities.** Once the overall concept plan and design development process has been completed for the overall site, the final components will be more fully understood, and we will provide cost information to prepare final construction documents including plans, specifications (with a 3 to 5 year maintenance schedule for native plantings), summary of quantities, and a final opinion of probable cost for the native planting areas and associated site amenities. We will generally rely on standard IDOT pay items and specifications where practical to simplify the bidding process and provide supplemental Special Provisions as required. The Demonstration Gardens will be treated as a separate component and is further described later.

7. Permitting

- a. **Pre-permit correspondence.** We will communicate by email, phone and/or a pre-application meeting with pertinent approval agencies and/or entities during the concept and design development stages to inform design.
- b. **Permit submittals.** We will prepare required permit submittal documents and support for the planned trail construction activities, this excludes Demonstration Plantings (see item 10 below). We will submit permit documents to the respective regulatory agencies. We will communicate with you as necessary to discuss review letters received from regulatory agencies. We will make one (1) set of authorized revisions to appropriate permit documents and resubmit to the respective agencies. It is assumed that all permitting fees will be paid directly by PDHP. We assume that permits or coordination will be needed from the following:
 - 1) City of Highland Park for Building Permits.
 - 2) U.S. Army Corps of Engineers Section 404 Permitting (we assume that no wetland mitigation will be required) or a Letter of No Objection (LONO).
 - 3) Lake County Stormwater Management Commission (SMC) for a Watershed Development Permit.

- 4) Illinois Department of Natural Resources – Office of Water Resources (IDNR-OWR) for activities within the floodplain and floodway. We assume that detailed computer modeling of the Skokie River shall not be required for permitting of the improvements. We will submit a permit application and letter to IDNR-OWR requesting delegation of floodway and flood fringe permitting to SMC.
- 5) Illinois Department of Natural Resources – Office of Realty and Planning for biological resources. It is assumed that the project does not have state or state passed through funding and is therefore not subject to the Interagency Wetland Policy Act.
- 6) Illinois Department of Natural Resources – State Historic Preservation Office for cultural resources.
- 7) Illinois Environmental Protection Agency (IEPA) for NPDES Permitting (we assume that the area of disturbance will exceed one acre if both the Gateway Path and the HPCC Connector Path are constructed together, necessitating a Notice of Intent (NOI) and preparation of a Stormwater Pollution Prevention Plan (SWPPP). If only the Gateway Path is constructed, the area of disturbance will likely remain under one acre, and in that instance a SWPPP would not likely be required.

8. Bidding

- a. **Bidding Assistance.** We will assist PDHP during bidding by attending any required pre-bid meetings and answering any questions that arise during the bidding process.
- b. **Bid Evaluation.** We will also assist, as requested, with evaluation of bids and issue a summary of bids.

9. Construction

- a. **Construction Administration.** We can, at your request, assist you in administering your construction contract with the Contractor. Services may include, but may not be limited to:
 - 1) Conducting a pre-construction meeting
 - 2) Issuing interpretations or clarifications
 - 3) Preparing recommendations for construction change orders
 - 4) Reviewing submittals and shop drawings
 - 5) Reviewing testing procedures and data provided by independent testing
- b. **Construction Observation.** We can assist PDHP by performing construction observation tasks including grading, paving, soil erosion control, planting, and punch list inspections. Note: this service excludes construction means, methods or job site safety.

10. Demonstration Plantings

- a. **Demonstration Plantings – Turf Islands to Native Plantings.** We will prepare a detailed planting plan to convert the two existing turf islands (identified by PDHP) into native plant demonstration areas. These areas total approximately 3,700 square feet and are anticipated to maintain a 3-foot perimeter turf mow boundary and receive approximately 1,750 native plants (1-gallon containers). We assume that PDHP will coordinate the bidding and selection of a contractor to install the plantings. We will provide installation oversight assistance (up to 16 hours assumed).
- b. **Demonstration Plantings – Shoreline Plantings.** PDHP has identified that up to 1,000 linear feet of shoreline for a demonstration of native shoreline plantings along portions of the two ponds visible from the Recreation Center (connected by a path culvert). As discussed, we will perform a topographic survey of the perimeter of these two ponds (extending from the water's edge upslope approximately 20 feet horizontally). We will also survey the underwater shelf adjacent to the water's edge to the extent practical using waders and finish the remainder of the pond bathymetry by boat or canoe. The remaining two ponds are excluded from this scope. We will generate a cross section (or multiple cross sections) that represent typical shoreline conditions. Proposed planting treatments will be developed based on these

cross sections and planting zones will be depicted on a planting plan. It is assumed that no earthwork will take place and the plantings will be limited to plugs within the delineated wetland line (to the extent practical). It is assumed that the treatment outside the delineated wetland line will be limited to herbiciding turfgrass, soil preparation (if necessary) and seeding or installing plug or potted material at the existing grades. We assume that PDHP will coordinate the bidding and selection of a contractor to install the plantings. We will provide installation oversight assistance (up to 16 hours assumed).

- 11. Additional Requested Services.** We can, upon your authorization, perform additional services on a time-and-materials basis or by separate proposal. Potential additional services may include, but not be limited to
- a. Additional meetings and project coordination beyond the scope outlined above
 - b. Tree inventory for the remainder of the HPCC site
 - c. Topographic survey for the remainder of the HPCC site
 - d. Supplemental interior drainage inventory (if needed)
 - e. Bathymetric survey of the remaining two ponds (add \$1,500 if performed concurrently with 10.b. above)
 - f. As-built survey
 - g. IGA / Easement support

FEE SUMMARY

The following table summarizes our fees for the major tasks previously outlined.

Task	Description	Fee	Fee Type	Notes
1	Project Initiation and Data Review	\$5,900	Lump Sum	
2	Site Inventory and Analysis	\$54,500	Lump Sum	
3	Develop Design Program	\$5,000	Lump Sum	
4	Conceptual Planning	\$28,900	Lump Sum	
5	Design Development	\$23,000	Lump Sum	
6	Construction Documents	\$43,300	Lump Sum	excludes native plantings and site amenities (TBD)
7	Permitting	\$10,400	Lump Sum	gateway path and HPCC trail connector
8	Bidding	\$5,300	Lump Sum	gateway path and HPCC trail connector
9	Construction	TBD	TBD	
10	Demonstration Plantings	\$12,600	Lump Sum	
11	Additional Requested Services	TBD	TBD	T&M (time and materials) or by separate proposal as requested
Total		\$188,900	Lump Sum	

TBD items listed above reflect tasks or portions of tasks with components that are not fully known or defined at this time. We will work with PDHP to further define these costs as the planning process evolves.

Compensation

Profession

Principal

Hourly Bill Rate

\$195

Engineering

Senior Civil Engineer

\$165

Civil Engineer I to V

\$100-140

Engineering Designer

\$150

Water Resources Specialist I to IV

\$90-120

Engineering Technician I to II

\$90-105

Wetlands and Ecology

Senior Project Scientist

\$155

Environmental Services Manager

\$135

Senior Water Resources Planner

\$100

Environmental Scientist I to III

\$85-105

Native Landscape Restoration

Ecological Restoration Manager

\$120

Environmental Scientist I to III

\$85-105

Environmental Intern

\$45

Landscape Architecture

Senior Landscape Architect

\$160

Landscape Architect I to II

\$105-130

Landscape Designer

\$85

Erosion Control

Senior Erosion and Sediment Control Specialist

\$150

Erosion and Sediment Control Specialist

\$90

Subsurface Drainage Services

Subsurface Drainage Services Manager

\$150

Engineering Technician I to II

\$90-105

Design Support

CAD Manager

\$100

CAD Technician

\$95

GIS Specialist

\$85

Administration

Senior Administrator

\$110

Accounting/Marketing Administrator

\$70

Administrative Assistant

\$65

Expert Testimony

Rates to be determined on per-project basis

Reimbursable Expense

Reimbursable expenses shall be reimbursed at cost plus an 8% administrative service charge. Such expenses shall include, but are not necessarily limited to travel, reproduction, shipping/delivery, aerial photographs, phone and other communication charges, consultants and subcontractor fees, equipment and supply costs related to the execution of the project. Fixed reimbursable expense costs are as follows:

Travel	\$.65/mile
Copies	\$.20/page
Software/Digital Resource Charge	\$100.00/project
ATV Usage	\$ 40.00/hour
ATV Discing, Herbicide, Spraying, Mowing	\$ 45.00/hour
Boat Usage	\$ 75.00/hour
Chain Saw Usage	\$ 20.00/hour
Additional Plotting, B & W	\$.90/sq. ft.
Additional Plotting, Color	\$ 2.75/sq. ft.
Additional Plotting, Mylar	\$ 4.50/sq. ft.
Flow Meter	\$ 50.00/day
GPS Rover	\$350.00/day
Total Station	\$100.00/day

Insurance

Throughout the duration of the project, Hey will procure and maintain the following insurance:

Liability	Limits of Liability
Workers' Compensation and Employer's Liability	\$ 500,000 each incident
Commercial General Liability	\$ 2,000,000
Professional Liability	\$ 2,000,000
Automobile Liability	\$ 1,000,000

Within the limits of this insurance, Hey agrees to hold the Client harmless from and against loss, damage, injury or liability arising directly from the negligent acts or omissions of employees, agents, or subcontractors of Hey.

Client will limit any and all liability, claim for damages, losses, cost of defense, or expenses to be levied against Hey on account of any design defect, error, omission, or professional negligence to a sum not to exceed the amount of Hey's fee under this agreement. Should the Client require other types of insurance coverage, limits in excess of the above limits, and/or certificates naming any other(s) than the Client as additional insured parties, Hey's cost of obtaining such coverage, limits, or certificates shall be reimbursable by the Client.

Billing

Billings shall be on a monthly basis and are payable upon receipt. An additional charge of 1½ percent per month (18% per annum) shall be applied to any balance unpaid more than 30 days beyond date of invoice. Client shall pay any attorney's fees, court costs or other expenses incurred collecting delinquent accounts.

Hey and Associates Inc. (Hey), with seven days written notice, reserves the right to suspend or terminate work under this agreement on any account that is past due. The Client's obligation to pay for the work contracted is in no way dependent upon the Client's ability to obtain financing, zoning, permit approval by governmental or regulatory agencies, or upon the Client's successful completion of the project. The rates presented herein are effective for the period January 1, 2018 through January 31, 2019 and shall be subject to modification on February 1, 2019.

Limitation of Costs

Hey will not be obligated to continue performance or incur costs beyond the estimated costs unless the Client agrees in writing to a revised cost estimate.

Client's Responsibilities

Client shall arrange for access to and make all provisions for Hey to enter upon private and public property as required for Hey to perform services under this Agreement. Client shall provide Hey with all existing available information regarding this project as required. Hey shall be entitled to rely upon information and documentation provided by the Client or consultants retained by the Client in relation to this project, however Hey assumes no responsibility or liability for their completeness or accuracy.

Cost Opinions

Any cost opinions or project economic evaluations provided by Hey will be on the basis of experience and judgment, but, because Hey has no control over market conditions or bidding procedures, we cannot warrant that bids, construction cost, or project economics will not vary from these opinions.

Standard of Care

The standard of care for all services performed by Hey under the agreement will be the care and skill ordinarily used by members of the Hey's profession practicing under similar circumstances at the same time and in the same locality. Hey makes no warranties, express or implied, under this Agreement or otherwise, in connection with Hey's services.

Means & Methods

Hey will neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the construction of the subject project(s).

Mutual Indemnification

Subject to the foregoing provisions, the Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors, employees and agents from and against any liabilities, damages and costs (including reasonable attorneys' fees and costs of defense) arising out of the death or bodily injury to any person or the destruction or damage to any property, to the extent caused, during the performance of Services under this Agreement, by the negligent acts, errors or omissions of the Consultant or anyone for whom the Consultant is legally responsible, subject to any limitations of liability contained in this Agreement. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees and agents from any liabilities, damages and costs (including reasonable attorney's fees and costs of defense) to the extent caused by the negligent acts, errors or omissions of the Client, the Client's contractors, consultants or anyone for whom Client is legally liable.

Copyright Indemnification

To the fullest extent permitted by law, OWNER shall indemnify and hold harmless HEY from and against any and all costs, losses and damages (including but not limited to all attorney fees and charges, all court or arbitration or other dispute resolution costs, and any time spent by HEY in defense of any such claims) resulting from any claims brought against HEY alleging copyright, trademark, or patent infringement or any other cause of action or regulatory decision resulting from the HEY's use of, or reliance on, the design, plans and specifications provided by the Owner for the Project. This provision shall survive the completion of the services provided under this Agreement.

Consequential Damages

To the fullest extent permitted by law, Owner and Hey waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project.

Dispute Resolution

Owner and Hey agree that they shall first submit any and all unsettled claims, counterclaims, disputes, and other matters in question between them arising out of or relating to this Agreement or the breach thereof ("Disputes") to mediation. If such mediation is unsuccessful in resolving a Dispute, then such Dispute shall be resolved by a court of competent jurisdiction.



Memorandum

To: Board of Commissioners

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

Date: April 11, 2018

Subject: **Debt Certificate/ Bond Post Issuance Compliance Report**

Background/Analysis

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

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

To facilitate the review, Chapman and Cutler has provided the District with a check list which provides a methodology for compliance. The attached report summarizes the findings for the reviews related to Debt Certificate 2012A, 2013, & Bond 2016 ,2017. The District is currently in compliance with the applicable tax law requirements and no further action is necessary at this time.

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

POST-ISSUANCE TAX COMPLIANCE REPORT

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

Pursuant to my responsibilities as the Compliance Officer as set forth in a Bond Record-Keeping Policy (the "*Policy*") adopted by the Board of Park Commissioners (the "*Board*") of the Park District of Highland Park, Lake County, Illinois (the "*District*"), on the 28th day of June, 2012, as heretofore supplemented and amended, I have prepared a report reviewing the District's contracts and records to determine whether the Tax Advantaged Obligations (as defined in the Policy), comply with the applicable federal tax requirements. In accordance with the proceedings and agreements under which the Tax Advantaged Obligations were issued, the District has covenanted generally to take all action necessary to comply with the applicable federal tax rules and regulations relating to the Tax Advantaged Obligations, including covenants necessary to preserve the excludability of interest on the Tax Advantaged Obligations from gross income for federal income taxation purposes. The following sets forth a summary demonstrating the District's compliance with such covenants and expectations.

- (a) *Records.* I have in my possession all of the records required under the Policy.
- (b) *Arbitrage Rebate Liability.* I have reviewed the agreements of the District with respect to each issue of the Tax Advantaged Obligations. At this time, the District does not have any rebate liability to the U.S. Treasury.
- (c) *Contract Review.* I have reviewed copies of all contracts and agreements of the District, including any leases, with respect to the use of any property owned by the District and acquired, constructed or otherwise financed or refinanced with the proceeds of the Tax Advantaged Obligations and other records. At this time, each issue of the Tax Advantaged Obligations complies

with the federal tax requirements applicable to such issue, including restrictions on private business use, private payments and private loans.

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

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

Respectfully submitted this 24 day of April, 2018.

By _____
Compliance Officer



To: Board of Park Commissioners

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

Date: April 11, 2018

Subject: Bills presented for the Board's review on April 11, 2018.
Checks written March 23, 2018 through April 5, 2018.

BILLS

<u>DATE</u>	<u>AMOUNT</u>
March 23, 2018	\$ 250.00
March 26, 2018	\$ 650,497.00
March 27, 2018	\$ 1,500.00
April 2, 2018	\$ 15,088.00
April 3, 2018	\$ 15,088.00
April 5, 2018	\$ 14,765.77
April 5, 2018	\$ 329,122.68
Void Payments	\$ (15,470.50)
Bank Drafts	\$ 86,783.83
P-Card	\$ 174,488.57
TOTAL	\$ 1,272,113.35

PAYROLL DISBURSEMENTS

TOTAL

GRAND TOTAL \$ **1,272,113.35**



Park District of Highland Park, IL

Check Register

Packet: APPKT01524 - 20180323 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						
11176	ILL LIQUOR CONTROL COMMISSION	03/23/2018	Regular	0.00	250.00	181409
<u>03142018</u>	Invoice	03/14/2018	State liquor license for special events	0.00	250.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	250.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<u>1</u>	<u>1</u>	<u>0.00</u>	<u>250.00</u>



Park District of Highland Park, IL

Check Register

Packet: APPKT01527 - 20180326 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						
16119	LAMP INC	03/26/2018	Regular	0.00	581,993.00	181410
<u>10</u>	Invoice	02/28/2018	POGO-HP General Construction	0.00	581,993.00	
11539	LANDMARK FORD INC	03/26/2018	Regular	0.00	68,504.00	181411
<u>10282017</u>	Credit Memo	03/26/2018	Trade-2004 Ford Ranger,2008 F-250 w/pl	0.00	-6,200.00	
<u>161593</u>	Invoice	03/12/2018	2018 Ford Truck F250	0.00	35,220.00	
<u>161594</u>	Invoice	03/12/2018	2018 Ford Truck F250	0.00	39,484.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	4	2	0.00	650,497.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	4	2	0.00	650,497.00



Park District of Highland Park, IL

Check Register

Packet: APPKT01531 - 20180327 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						
16379	NORTH SHORE GAS COMPANY	03/27/2018	Regular	0.00	1,500.00	181412
<u>N201057</u>	Invoice	03/26/2018	Disconnection fee - Meter# N201057	0.00	750.00	
<u>N432221</u>	Invoice	03/26/2018	Disconnection fee - Meter# N432221	0.00	750.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	1	0.00	1,500.00
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
	2	1	0.00	1,500.00



Park District of Highland Park, IL

Check Register

Packet: APPKT01534 - EMERGENCY CHECK 4.2.2018

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						
11048	ZINGARI LLC	04/02/2018	Regular	0.00	15,088.00	181413
<u>2.18.2018</u>	Invoice	04/02/2018	Deposit for Horse Riding Lessons	0.00	5,088.00	
<u>3.15.208</u>	Invoice	04/02/2018	Deposit for Tent Rental	0.00	10,000.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	1	0.00	15,088.00
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
	2	1	0.00	15,088.00



Park District of Highland Park, IL

Check Register

Packet: APPKT01536 - 20180403 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						
11048	ZINGARI LLC	04/03/2018	Regular	0.00	15,088.00	181414
<u>031618</u>	Invoice	03/16/2018	Deposit for horse riding lessons	0.00	5,088.00	
<u>031618</u>	Invoice	03/16/2018	Deposit for circus tent rental	0.00	10,000.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	1	0.00	15,088.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<u>2</u>	<u>1</u>	<u>0.00</u>	<u>15,088.00</u>



Park District of Highland Park, IL

Check Register

Packet: APPKT01547 - 04052018 7 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						
16972	CONSTELLATION NEWENERGY GAS I	04/05/2018	Regular	0.00	3,457.78	181415
<u>2258779</u>	Invoice	03/02/2018	January 2018	0.00	3,457.78	
16964	DYNEGY ENERGY SERVICES*	04/05/2018	Regular	0.00	9,098.97	181416
<u>87360418011</u>	Invoice	03/06/2018	January 2018	0.00	5,009.32	
<u>87360418021</u>	Invoice	03/06/2018	February 2018	0.00	4,089.65	
17118	INDIA BULLETIN INC.*	04/05/2018	Regular	0.00	190.00	181417
<u>7175</u>	Invoice	11/17/2017	29-76 HPCC Quarter Page Color Ad	0.00	190.00	
17121	NORTH SHORE WATER RECLAMATIC	04/05/2018	Regular	0.00	1,344.87	181418
<u>3735772</u>	Invoice	03/10/2018	1163 Park Ave W 09/21/17-12/20/17	0.00	15.65	
<u>3737013</u>	Invoice	03/10/2018	1201 Park Ave W 09/21/17-12/20/17	0.00	1,329.22	
17120	SVET RUSSIAN MEDIA*	04/05/2018	Regular	0.00	500.00	181419
<u>63970</u>	Invoice	01/01/2017	29-76 January 2017	0.00	500.00	
17119	TYCO INTEGRATED SECURITY LLC*	04/05/2018	Regular	0.00	174.15	181420
<u>30219994</u>	Invoice	03/10/2018	29-76 Quarterly Billing 04/01/18-06/30/1	0.00	174.15	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	8	6	0.00	14,765.77
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
	8	6	0.00	14,765.77



Park District of Highland Park, IL

Check Register

Packet: APPKT01548 - 20180405 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						
10006	3301-NCPERS - IL IMRF	04/05/2018	Regular	0.00	32.00	181421
<u>032318</u>	Invoice	03/23/2018	NCPERS Group Life Insurance	0.00	32.00	
15147	ABC PRINTING COMPANY	04/05/2018	Regular	0.00	586.14	181422
<u>222110</u>	Invoice	03/14/2018	29-32 1000 Door hangers Rosewood Beac	0.00	134.14	
<u>222474</u>	Invoice	03/23/2018	29-42 2000 Brochures 'Game On'	0.00	452.00	
10039	ACME AWNING CO	04/05/2018	Regular	0.00	1,662.00	181423
<u>032718</u>	Invoice	03/27/2018	01-14 Awning repair - Sunset Park	0.00	1,662.00	
16398	ADDISON GROUP	04/05/2018	Regular	0.00	1,220.63	181424
<u>842658</u>	Invoice	03/24/2018	01-11 03/18-18-03/24/18	0.00	515.38	
<u>845417</u>	Invoice	03/31/2018	01-11 03/25/18-03/31/18	0.00	705.25	
10049	ADP, INC.	04/05/2018	Regular	0.00	515.65	181425
<u>511836957</u>	Invoice	03/30/2018	Payroll Services 03/23/18	0.00	515.65	
10055	AEREX PEST CONTROL	04/05/2018	Regular	0.00	65.00	181426
<u>1071771</u>	Invoice	03/22/2018	29-61 Service - March 2018	0.00	65.00	
17048	AMY GREGOR	04/05/2018	Regular	0.00	32.50	181427
<u>384630-1</u>	Invoice	02/20/2018	Refund	0.00	32.50	
10149	ANCEL, GLINK, DIAMOND, BUSH, DICI	04/05/2018	Regular	0.00	10,813.75	181428
<u>61477</u>	Invoice	01/10/2018	Professional fees thru December 31, 2017	0.00	10,813.75	
17126	BEVERLY SEIFFERT	04/05/2018	Regular	0.00	24.00	181429
<u>417751</u>	Invoice	03/22/2018	Refund	0.00	24.00	
15673	BGRA BASEBALL	04/05/2018	Regular	0.00	475.00	181430
<u>032318</u>	Invoice	03/23/2018	29-26 05/26/18-05/29/18 Tournament fe	0.00	475.00	
10295	BILL HORGAN	04/05/2018	Regular	0.00	360.00	181431
<u>040218</u>	Invoice	04/02/2018	29-26 Referee fees - Feb/Mar 2018	0.00	360.00	
10420	CENTERPOINT ENERGY SERVICES, IN	04/05/2018	Regular	0.00	13,714.49	181432
<u>6820681</u>	Invoice	03/28/2018	02/01/18-02/28/18	0.00	13,714.49	
17131	CHARLES WATHEN	04/05/2018	Regular	0.00	100.00	181433
<u>413706-1</u>	Invoice	03/19/2018	Refund	0.00	100.00	
16752	COLUMBIA CASCADE COMPANY	04/05/2018	Regular	0.00	2,665.00	181434
<u>40239-36</u>	Invoice	03/14/2018	01-14 3 sets bench replacement slats	0.00	2,665.00	
10537	COMED	04/05/2018	Regular	0.00	906.80	181435
<u>1814767015 032</u>	Invoice	03/28/2018	Egandale Sec Light at Boat Beach, Cuniff 2	0.00	52.90	
<u>7261044014 032</u>	Invoice	03/26/2018	02/23/18-03/26/18	0.00	853.90	
14477	COMMERCIAL RECREATION SPECIAL	04/05/2018	Regular	0.00	6,450.00	181436
<u>0011245</u>	Invoice	03/15/2018	01-11 1yr service contract - Lighting Dete	0.00	6,450.00	
16142	CONSTELLATION NEWENERGY INC	04/05/2018	Regular	0.00	21,618.71	181437
<u>0044107885</u>	Invoice	03/20/2018	January - February 2018	0.00	11,443.89	
<u>0044107885 032</u>	Invoice	03/20/2018	February - March 2018	0.00	10,174.82	
14938	DAVE HARACZ	04/05/2018	Regular	0.00	475.00	181438
<u>428225</u>	Invoice	04/02/2018	Refund	0.00	475.00	
10737	DON CHRIST	04/05/2018	Regular	0.00	74.00	181439

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>031318</u>	Invoice	03/13/2018	29-26 Referee fees-Jan/Feb 2018	0.00	74.00	
17123	RYDIN	04/05/2018	Regular	0.00	916.86	181440
<u>341831</u>	Invoice	03/22/2018	29-34 353 Boat Permits, 459 Beach Permi	0.00	916.86	
10756	DRUE HOFFMAN	04/05/2018	Regular	0.00	180.00	181441
<u>040218</u>	Invoice	04/02/2018	29-26 Referee fees - Feb/Mar 2018	0.00	180.00	
10760	DUKE'S OIL SERVICE LLC	04/05/2018	Regular	0.00	75.00	181442
<u>85177</u>	Invoice	03/07/2018	29-41 Reclaim waste oil - service charge	0.00	75.00	
17122	DYNEGY ENERGY SERVICES	04/05/2018	Regular	0.00	9,098.97	181443
<u>2990529007</u>	Invoice	03/06/2018	Rec Center 01/25/18-02/22/18	0.00	4,089.66	
<u>2990529007 030</u>	Invoice	03/06/2018	Rec Center 12/21/17-01/24/18	0.00	5,009.31	
17127	EDMUND JR. TROPP	04/05/2018	Regular	0.00	13.60	181444
<u>423951</u>	Invoice	03/28/2018	Refund	0.00	13.60	
17115	GEVIK ANBARCHIAN	04/05/2018	Regular	0.00	111.00	181445
<u>031318</u>	Invoice	03/13/2018	29-26 Referee fees - Jan/Feb 2018	0.00	111.00	
17059	HALLE EICHNER	04/05/2018	Regular	0.00	64.53	181446
<u>426048</u>	Invoice	03/30/2018	Refund	0.00	64.53	
15888	HEARTLAND BUSINESS SYSTEMS LLC	04/05/2018	Regular	0.00	555.00	181447
<u>256373-H</u>	Invoice	03/16/2018	70-11 Labor - additional swtch	0.00	555.00	
14814	HIGHLAND PARK COUNTRY CLUB	04/05/2018	Regular	0.00	1,858.75	181448
<u>15215</u>	Invoice	03/24/2018	29-29 03/24/18 event	0.00	1,858.75	
11276	JAY ZIMMERMAN	04/05/2018	Regular	0.00	300.00	181449
<u>040218</u>	Invoice	04/02/2018	29-26 Assignor fees & Umpire fees Feb/M	0.00	300.00	
17125	JESSICA LEVY	04/05/2018	Regular	0.00	27.00	181450
<u>418716</u>	Invoice	03/23/2018	Refund	0.00	27.00	
17128	JESSICA ROQUE	04/05/2018	Regular	0.00	60.00	181451
<u>423938</u>	Invoice	03/28/2018	Refund	0.00	60.00	
11332	JMS ENVIRONMENTAL ASSO	04/05/2018	Regular	0.00	3,062.50	181452
<u>2263000</u>	Invoice	03/06/2018	70-11 Golf Clubhouse asbestos consulting	0.00	1,212.50	
<u>2263001</u>	Invoice	03/15/2018	70-11 Golf Clubhouse asbestos removal	0.00	1,850.00	
11357	JOHN DORAN	04/05/2018	Regular	0.00	231.00	181453
<u>040218</u>	Invoice	04/02/2018	26-26 Referee fees - Feb/Mar 2018	0.00	231.00	
11575	LEIBOLD IRRIGATION, INC.	04/05/2018	Regular	0.00	2,351.76	181454
<u>0007498-IN</u>	Invoice	02/28/2018	29-41 Irrigation computer system moved	0.00	2,351.76	
16875	MARIANA HENRIQUES - PETTY CASH	04/05/2018	Regular	0.00	67.99	181455
<u>032718</u>	Invoice	03/27/2018	Petty cash reimbursed	0.00	67.99	
16928	E-QUANTUM CONSULTING, LLC	04/05/2018	Regular	0.00	165.00	181456
<u>4365</u>	Invoice	04/01/2018	01-11 Natural Gas Consulting Services	0.00	165.00	
11797	MIDCO	04/05/2018	Regular	0.00	1,178.50	181457
<u>323482</u>	Invoice	03/03/2018	01-14 Extensions from SVGC to HCAP app	0.00	351.00	
<u>323638</u>	Invoice	03/15/2018	29-41 Extensions from SVGC controller to	0.00	273.00	
<u>323693</u>	Invoice	03/19/2018	29-49 Women's locker room phone	0.00	554.50	
17117	MIKE PAVONE	04/05/2018	Regular	0.00	111.00	181458
<u>031318</u>	Invoice	03/13/2018	29-26 Referee fees - Jan/Feb 2018	0.00	111.00	
17132	MILA LOVE	04/05/2018	Regular	0.00	25.00	181459
<u>430132</u>	Invoice	04/04/2018	Refund	0.00	25.00	
17130	NEW TRIER FEEDER BASEBALL ASSO	04/05/2018	Regular	0.00	475.00	181460

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>428227</u>	Invoice	04/02/2018	Refund	0.00	475.00	
11998 <u>0318133</u>	PARK DISTRICT RISK MGMT AGCY Invoice	04/05/2018 03/31/2018	Regular Property/Liability/Workers Comp/Emp	0.00	30,537.26	181461
11998 <u>040118</u>	PARK DISTRICT RISK MGMT AGCY Invoice	04/05/2018 04/01/2018	Regular Health Invoice	0.00	2,040.92	181462
11998 <u>0318133H</u>	PARK DISTRICT RISK MGMT AGCY Invoice	04/05/2018 03/31/2018	Regular Health Invoice	0.00	145,095.95	181463
12252 <u>040218</u>	RON KATZ Invoice	04/05/2018 04/02/2018	Regular 29-26 Referee fees - Feb/Mar 2018	0.00	60.00	181464
17129 <u>423972</u>	SARI ISAACSON Invoice	04/05/2018 03/28/2018	Regular Refund	0.00	70.00	181465
12409 <u>1798</u>	SPECIALTY FLOORS, INC Invoice	04/05/2018 03/14/2018	Regular 29-55 RB Courts sanded and lines painted	0.00	4,400.00	181466
12490 <u>16029</u>	SUNDEK OF ILLINOIS, INC. Invoice	04/05/2018 03/15/2018	Regular 01-14 HCAP vinyl flooring removal	0.00	1,200.00	181467
17124 <u>425966</u>	SYLVANA OSORIO Invoice	04/05/2018 03/30/2018	Regular Refund	0.00	153.00	181468
12606 <u>040218</u>	TIM GALASSINI Invoice	04/05/2018 04/02/2018	Regular 29-26 Referee fees - Feb/Mar 2018	0.00	111.00	181469
17116 <u>031318</u>	TIMOTHY KAUFFMAN Invoice	04/05/2018 03/13/2018	Regular 29-26 Referee fees - Jan/Feb 2018	0.00	202.00	181470
12631 <u>040218</u>	TONY ROSS Invoice	04/05/2018 04/02/2018	Regular 29-26 Referee fees Feb/Mar 2018	0.00	120.00	181471
12703 <u>040118</u>	UNITED WAY OF METRO CHICAGO Invoice	04/05/2018 04/01/2018	Regular United Way	0.00	51.00	181472
10650 <u>06-4436</u> <u>07-4473</u> <u>08-4494</u> <u>08-4508</u> <u>08-4509</u> <u>12-4493</u> <u>12-4506</u>	WOODHOUSE TINUCCI ARCHITECTS Invoice Invoice Invoice Invoice Invoice Invoice Invoice	04/05/2018 11/15/2017 01/11/2018 03/12/2018 03/12/2018 03/12/2018 03/12/2018	Regular 70-11 Golf Clubhouse 70-11 Golf Clubhouse 70-11 Golf Clubhouse 70-11 Golf Clubhouse 70-11 Golf Clubhouse 70-11 HP Maintenance Building 70-11 HP Maintenance Building	0.00 0.00 0.00 0.00 0.00 0.00 0.00	62,362.42 94.82 908.35 203.96 2,850.00 45,000.00 305.29 13,000.00	181473

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	67	53	0.00	329,122.68
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
	67	53	0.00	329,122.68



Park District of Highland Park, IL

Check Register

Packet: APPKT01525 - 20180323 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 11176	ILL LIQUOR CONTROL COMMISSION	03/14/2018	Regular	0.00	-250.00	181350

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	-250.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	0	1	0.00	-250.00



Park District of Highland Park, IL

Check Register

Packet: APPKT01530 - 03272018 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 17048	AMY GREGOR	02/22/2018	Regular	0.00	-32.50	181237

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	-32.50
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	0	1	0.00	-32.50



Park District of Highland Park, IL

Check Register

Packet: APPKT01537 - 20180403 3

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-AP BANK 11048	ZINGARI LLC	04/02/2018	Regular	0.00	-15,088.00	181413

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	-15,088.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	0	1	0.00	-15,088.00



Park District of Highland Park, IL

Check Register

Packet: APPKT01546 - 04052018 5

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
17107	CIRCLE OF STILLNESS	03/22/2018	Regular	0.00	-100.00	181362

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	-100.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	0	1	0.00	-100.00



Park District of Highland Park, IL

Check Register

Packet: APPKT01539 - 20180403 6

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
11161	ICMA RETIREMENT TRUST #302037	03/30/2018	Bank Draft	0.00	8,551.09	DFT0001756
<u>ICMA 457 03301</u>	Invoice	03/30/2018	Wire Transfer ICMA 457 Deferred Comp	0.00	8,551.09	
12825	ICMA RETIREMENT TRUST #705568	03/30/2018	Bank Draft	0.00	325.00	DFT0001757
<u>ICMA Roth 03301</u>	Invoice	03/30/2018	Wire Transfer ICMA Roth	0.00	325.00	
11177	ILL MUNICIPAL RETIREMENT FUND	03/30/2018	Bank Draft	0.00	75,944.24	DFT0001758
<u>IMRF March 201</u>	Invoice	03/30/2018	IMRF 03/30/18	0.00	75,944.24	

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	84,820.33
EFT's	0	0	0.00	0.00
	3	3	0.00	84,820.33



Park District of Highland Park, IL

Check Register

Packet: APPKT01541 - 20180403 8

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
10058	AFLAC	04/03/2018	Bank Draft	0.00	1,963.50	DFT0001759
<u>AFLAC 040318</u>	Invoice	04/03/2018	AFLAC 04/03/18	0.00	1,963.50	

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	1,963.50
EFT's	0	0	0.00	0.00
	1	1	0.00	1,963.50



Park District of Highland Park, IL

Check Register

Packet: APPKT01532 - 20180327 4

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
10313	BOA P-CARD STATEMENTS	03/27/2018	Bank Draft	0.00	174,488.57	DFT0001745
<u>030718</u>	Invoice	03/07/2018	P-Card with PA	0.00	174,488.57	

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	174,488.57
EFT's	0	0	0.00	0.00
	1	1	0.00	174,488.57

P-Card Transactions
02/08/18-03/07/18

Vendor Name	Transaction Count	Amount Total
#03475 JEWEL	1	\$11.97
2XL CORP/CARE-GYMWIPES	1	\$840.00
ACT Dupage Forest	1	\$60.00
AED SUPERSTORE	1	\$392.00
AFFILIATED PARTS LLC	1	\$1,350.00
AMAZON MKTPLACE PMTS	5	\$1,880.21
AMAZON MKTPLACE PMTS W	9	\$1,222.91
AMAZON.COM AMZN.COM/BI	5	\$1,611.80
AmazonPrime Membership	2	\$0.00
ANIMOTO INC	1	\$264.00
AQUA VISIONS AQUATIC S	1	\$130.00
ARAMARK ROSEMONT CONVE	1	\$14.24
ASLA MEMBER SERVICES	1	\$470.00
AT&T PREMIER EBIL	1	\$1,816.01
ATT BILL PAYMENT	1	\$371.23
ATT BUS PHONE PMT	4	\$2,236.88
AUTOMATIC ICEMAKERS	1	\$300.00
AUTOMATIC ICEMAKERS, L	1	\$700.00
AVALON PETROLEUM	2	\$7,614.01
AVERUS INC	1	\$76.00
AWARDS CO	1	\$64.91
BANNER PLUMBING SUPPLY	1	\$202.43
BARNABYS OF NORTHBROOK	3	\$309.25
BARNES & NOBLE #2020	1	\$25.95
BECKER ARENA PRODUCTS	1	\$1,419.58
BED BATH & BEYOND #32	1	\$36.98
BEST BUY 00003038	1	\$52.47
BHFX #10	3	\$125.00
BLICK ART 800 447 1892	1	\$319.90
BLS SPAMTITAN	1	\$180.00
Bluegrass	1	\$124.59
BP#8935694LAKE & GRQPS	1	\$20.20
BUFFOS	2	\$195.92
BURRIS EQUIPMENT CO	5	\$1,119.31
CERAMIC SUPPLY CHICAGO	3	\$1,001.57
CHEMETRICS.COM	1	\$69.87
CHICAGO BEARS FOOTBALL	1	\$750.00
CHICAGO FSC	1	\$155.00
CITY OF HIGHLAND PARK	9	\$8,355.78
CLIFFORD WALD AND COMP	1	\$510.00
CLUCKERS CHARCOAL CH	2	\$167.28
COMCAST	1	\$11,761.98
COMCAST CHICAGO	1	\$144.85
COMCAST CHICAGO CS 1X	9	\$1,976.00
CORRECTIONAL TECHNOLOG	1	\$324.00
COUNTY OF LAKE - RECOR	1	\$2.00
CRAFTWOOD LUMBER & HAR	16	\$679.74
CVS/PHARMACY #04787	1	\$116.86
DAVEBUSTERS	2	\$1,409.72
DOLLAR TREE	4	\$88.00
DOMESTIC UNIFORM IL	1	\$221.25

P-Card Transactions
02/08/18-03/07/18

DROPBOX QGBH1YYLW7YX	1	\$9.99
DTV DIRECTV SERVICE	2	\$452.95
DUNBAR ARMORED	1	\$1,095.42
DUNLOP SPORTS	1	\$972.00
EAGLE CAVE RESORT	1	\$75.00
EASTER EGG	1	\$240.00
EB 2018 ROUNDTABLE CO	3	\$100.00
ECOLAB INC MF	1	\$599.58
FACEBK EMKDQEE4D2	1	\$137.60
FACEBK MMKDQEE4D2	1	\$72.40
FIN FUN MERMAID	1	\$845.00
FISH TECH	4	\$32.28
FOOD AT ROSATIS PIZZA	1	\$72.49
FOX VALLEY FIRE AND SA	1	\$514.61
G&O THERMAL SUPPLY CO	2	\$1,506.49
GEMPLER'S	1	\$395.74
GFS STORE #1919	1	\$29.27
GIH GLOBALINDUSTRIALEQ	7	\$8,701.25
GLENVIEW PARK DISTRICT	1	\$62.00
GLOBAL SPECIALTIES DIR	1	\$1,030.00
GOOGLE SVCSAPPS_pdhp.	1	\$4.15
HARRELLS LLC	2	\$0.00
HEAD/PENN RACQUET SP	1	\$114.55
HOMEDEPOT.COM	4	\$1,393.91
HOUSE OF RENTAL	1	\$271.05
Howard Industries	2	\$408.27
HYATT REGENCY O'HARE	1	\$15.00
ID WHOLESALER	1	\$86.30
IDLEWOOD ELECTRIC S-HP	6	\$727.80
IL TOLLWAY-WEB	1	\$50.00
ILLINOIS BASSET COURSE	1	\$14.75
ILLINOIS GOVERNMENT FI	1	\$300.00
INDIANA PARK AND RECRE	1	\$150.00
INFINITY MOVEMENT	1	\$359.00
INT IN SERVICEMASTER	1	\$1,995.00
INT IN TGF ENTERPRISE	1	\$1,250.00
INTERNATIONAL TRANSACTION	2	\$9.30
INTL EQUIPM	2	\$159.02
IPRA	2	\$330.00
J2 EFAK SERVICES	1	\$33.90
JEWEL #3223	1	\$12.48
JEWEL #3459	9	\$209.75
JIMMY JOHNS - 1032	1	\$34.55
JOANN STORES #2057	1	\$119.94
JOANN STORES #2113	1	\$95.96
JORGENSON LOCKERS	1	\$1,169.76
JORSON AND CARLSON COM	2	\$842.15
JUDY'S PIZZERIA	1	\$73.00
K & M PRINTING	2	\$340.00
KEISER CORPORATION	1	\$1,496.25
KEYTH TECHNOLOGIES	1	\$9.00
KOSIRS RAPID RAFTS	1	\$1,500.00

P-Card Transactions
02/08/18-03/07/18

KRITZ VACUUM & ALLERGY	1	\$24.99
LAKE CO. POPULATION HE	1	\$455.00
LAKE GENEVA CANOPY TOU	1	\$640.00
LAKESHORE IT SOLUTIONS	9	\$16,191.39
LAKESHORE RECYCLING SY	8	\$1,865.60
LIFE FITNESS	3	\$302.62
LOGSDON OFFICE SUPPLY	1	\$4,500.00
MAHONEY ENVIRONMEN	1	\$153.00
MAILCHIMP MONTHLY	1	\$240.00
MARIANOS 00085332	2	\$25.14
MARIANOS FRESH00085233	1	\$55.49
MARK VEND CO.	1	\$127.20
MARTIN IMPLEMENT-ORLAN	2	\$168.60
MENARDS GURNEE IL	2	\$29.29
MENONI AND MOCOJNI	4	\$716.75
METAVANTE-TDS CONV FEE	2	\$3.90
MICHAELS STORES 2037	1	\$8.26
MICHAELS STORES 5019	1	\$6.47
MPMSCHOOLSUPPLIES.COM	1	\$42.36
MS TEDDY BEAR	1	\$216.45
MUSKEGON STATE PARK	1	\$88.00
MUTUAL ACE HARDWARE &	23	\$1,852.27
NAPA AUTO PARTS	26	\$7,348.66
NATIONAL RECREATION &	2	\$135.00
NIR ROOF CARE INC	1	\$855.00
OFFICESUPPLY.COM	5	\$1,324.06
ONCE UPON A BAGEL	1	\$72.60
OTC BRANDS, INC.	1	\$159.68
PALOS SPORTS	2	\$423.05
PANERA BREAD #601763	2	\$29.60
PAPA JOHN'S #04792	2	\$119.33
PAPERWRISTBANDS	1	\$69.75
PARK DISTRICT OF HIGHL	23	\$23.00
PARTY CITY	3	\$82.68
PAYPAL CAVE MOUNDS	1	\$100.00
PAYPAL MADCORE INC	1	\$88.55
PAYPAL MASCOTSALE	1	\$309.99
PAYPAL USA SPORTS	1	\$203.28
PAYPAL WPRA	1	\$125.00
PETRA 1	1	\$240.47
PIEROS PIZZA - MOTO	2	\$160.75
POTBELLY #42	1	\$92.77
PRO AM TEAM SPORTS	1	\$340.00
QUALITY INN AND SUITES	1	(\$192.08)
RACETIMES 2018 RACE DI	1	(\$76.23)
READYREFRESH BY NESTLE	2	\$297.51
REVDANCE/TENTH HOUSE	1	\$942.73
ROSEMONT EXPOSITION SE	1	\$60.00
SANTO SPORT STORE	6	\$15,127.75
SEARS ROEBUCK 1620	1	\$129.99
SHOPLET.COM	1	\$130.98
SIGNAZON.COM	1	\$155.95

P-Card Transactions
02/08/18-03/07/18

SKOKIE VALLEY CLEANERS	1	\$410.40
SMITHEREEN PEST MANAGE	2	\$108.00
SOUTHERN ALUMINUM	1	\$3,218.00
SQ SQ DEVILS LAKE CL	1	\$1,962.70
STA KLEEN	1	\$380.00
STAPLES 00116616	2	\$45.14
SUNSET FOODS #1	4	\$124.31
T C FURLONG INC	1	\$452.00
TARGET 00011684	7	\$251.97
TDS PAYMENT	2	\$1,258.02
teamviewer.com	1	\$982.80
THE HOME DEPOT #1926	10	\$499.04
THE HOME DEPOT #1941	1	\$22.02
THE HOME DEPOT 1926	1	\$246.98
THORNTONS #312	2	\$82.63
TLF FLORAL GARDENS INC	1	(\$4.00)
TRIBUNE PUBLISHING COM	1	\$173.09
U OF IL ONLINE PAYMENT	2	\$540.00
ULINE SHIP SUPPLIES	6	\$11,908.00
UPS 1ZD8F35T0336028846	1	\$9.94
USPS PO 1620160015	1	\$13.45
VHPD SULLIVAN	1	\$50.00
VILLAGE OF ROSEMONT	1	\$15.00
VZWRLSS MW M7228-01	26	\$4,914.64
WAL-MART #3893	1	\$17.62
WAREHOUSE DIRECT	21	\$2,818.56
WAUKEGAN TIRE #2	1	\$671.73
WEB NETWORKSOLUTIONS	2	\$33.96
WEISSMAN DESIGNS FOR D	4	\$1,168.64
WELDON, WILLIAMS & LIC	1	\$355.44
WM SUPERCENTER #3893	1	\$24.72
WSG WILSON SPTG GDS	2	\$344.91
WW GRAINGER	2	\$322.46
WWW.ISTOCK.COM	1	\$176.00
XO COMMUNICATIONS	1	\$283.24
YOUR ADVANTAGE II LTD	1	\$204.00
TOTAL		\$174,488.57