

NOTICE OF WORKSHOP MEETING

Wednesday, April 09, 2025

Workshop Meeting

6:00 pm

Park District of Highland Park
Board of Park Commissioners
West Ridge Center
636 Ridge Road, Highland Park, IL 60035
No Live Stream

WORKSHOP MEETING AGENDA

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. ADDITIONS TO THE AGENDA**
- IV. PUBLIC COMMENT FOR ITEMS ON AGENDA**
- V. 2024 ADA ACCESSIBILITY AUDIT AND TRANSITION PLAN UPDATE**
- VI. MASTER PLAN UPDATE**
- VII. PDHP POLICY MANUAL AND ORDINANCE UPDATE**
- VIII. APPROVAL OF ORDINANCE 2025-06 AUTHORIZING THE RENAMING OF THE RECREATION CENTER OF HIGHLAND PARK TO PARK FITNESS**
- IX. APPROVAL OF THE 2025 CENTENNIAL ICE ARENA ROOF TOP UNIT REPLACEMENT BID**
- X. RECIPROCAL AGREEMENT WITH GLENCOE PARK DISTRICT**
- XI. CONSTRUCTION PROJECT UPDATES**
 - a. New Facility and Site Improvements at West Ridge Park**
 - b. Club Pickle and Padel Facility project**
 - c. Park Avenue South Boat Storage Restoration project**
 - d. Park Avenue North Beach Access Improvements project**
 - e. Old Elm and Port Clinton Playground Renovation projects**
 - f. Sunset Woods Park Improvements project**
 - g. Larry Fink Park Tot Lot Renovation project**
 - h. Lincoln Park Improvements project**
- XII. REVIEW OF VOUCHERS**
- XIII. OTHER BUSINESS**
- XIV. OPEN TO PUBLIC TO ADDRESS THE BOARD**

XV. CLOSED SESSION PURSUANT TO THE FOLLOWING SECTIONS OF THE OPEN MEETINGS

ACT: Section 2(c)1: The employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body; Section 2(c)2: Collective negotiating matters between the public body and its employees or their representatives, or deliberation concerning salary schedules for one or more classes of employees; 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)12: the establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member; 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.

XVI. ACTION FROM CLOSED SESSION IF ANY

XVII. ADJOURNMENT



Memorandum

To: Park Board of Commissioners

From: Amalia Schwartz, Planning Manager; Jeff Smith, Director of Planning, Projects, and IT;
Brian Romes, Executive Director

Date: April 9, 2025

Subject: **2024 ADA Accessibility Audit and Transition Plan Update**

Summary

The Park District of Highland Park is committed to inclusion and providing equal public recreation opportunities in the most integrated setting to individuals with disabilities, as defined under applicable law. This includes complying with the Americans with Disabilities Act (ADA), the Illinois Human Rights Act (IHRA), and all other applicable local, state, and federal laws.

At least every 10 years The Park District of Highland Park conducts an ADA audit of all facilities and parks, and the Park Board formally adopts an ADA Transition Plan. This Plan identifies physical obstacles to accessibility, describes the methods to be used to make facilities accessible; provides a recommended schedule for making the access modifications; and a yearly schedule for making the modifications. At least every 5 years the Park Board will formally review the entire plan. The Park District also reviews the ADA Transition Plan annually to incorporate improvement projects into the annual and 5-year capital plan.

On February 28, 2024, the Park Board of Commissioners approved a professional services agreement with WT Group to conduct the 2024 ADA Accessibility Audit and development of an updated Transition Plan.

WT has since completed the transition plan which identifies physical barriers at Park District parks and facilities. WT has also completed a program and policy review that offers recommendations to improve accessibility to Park District programs.

Representatives from WT will provide an overview of the transition plan and program and policy review and discuss next steps.

PARK DISTRICT OF HIGHLAND PARK

AMERICANS WITH DISABILITIES ACT

ACCESS AUDIT AND TRANSITION PLAN

FINAL REPORT

JANUARY 31, 2025

BOARD OF PARK COMMISSIONERS

Cal Bernstein, President

Jennifer Freeman, Vice-President

Terry Grossberg, Commissioner

Barnett Ruttenberg, Commissioner

Rafael Labrador, Commissioner

PARK DISTRICT STAFF PROJECT TEAM

Brian Romes, Executive Director

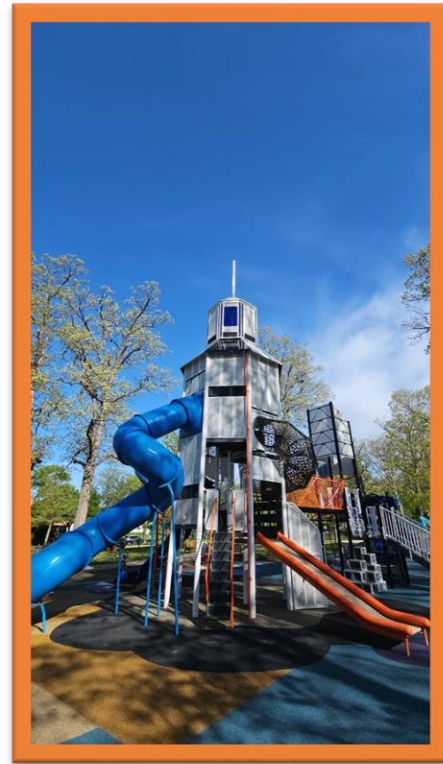
Amalia Schwartz, Planning Manager

Jeff Smith, Director of Planning and Projects

Ben Kutscheid, Projects Manager

Casey Lawler, Planning and Projects Supervisor

Dan Voss, Director of Parks



WT GROUP ACCESSIBILITY PRACTICE PROJECT TEAM

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INTRODUCTION AND THE ADA MANDATES

Federal and Illinois requirements mandate the accessibility of Park District of Highland Park (PDHP) sites and facilities. This report is a summary of our findings and recommendations to make PDHP parks and facilities more accessible to people with disabilities. Details and our recommendations are in the site reports. This report recommends steps to meet the federal and state requirements and incorporate smart practices.

For efficiency, the District cannot implement all of our recommendations at once; no local government can do so. We suggest a phased approach to retrofits. It is important that Park District staff gain a good understanding of the findings and recommendations. We suggest a systematic approach, as described in the following pages.

We first review the application of the Americans with Disabilities Act (ADA) to District facilities and parks. This portion also identifies some tasks that remain to be completed by the District.

What are the Americans with Disabilities Act (ADA) General Mandates?

The [Americans with Disabilities Act](#) (ADA) is a comprehensive federal civil rights law. It prohibits discrimination on the basis of disability. Effective January 26, 1992, it has been amended by Congress only once, in 2008. The ADA has three principal titles. Title II applies to PDHP and the 89,000 other units of state and local government across the country, and it requires the District to make parks, facilities, policies, communications, and programs, accessible to and usable by people with disabilities. Other portions of the ADA prohibit discrimination by employers (title I), and businesses and nonprofits (title III).

The subject of this report is PDHP parks and facilities. We also address spaces used principally by District employees that a member of the public may visit. These must have access for a visitor with a disability. PDHP also has relationships with nonprofits, sports leagues, or other entities, and when an entity uses or benefits from the use of District property, the entity is strictly prohibited from discrimination on the basis of disability.

The ADA is to be broadly interpreted. In this section of the final report, we will define terms as the ADA defines them. In the remainder of this section, we will review the:

- ADA administrative requirements for the District;
- Ways in which the ADA applies to new design and construction;
- ADA requirements for existing facilities;
- ADA Transition Plan requirement;
- ADA requirements for District public-facing policies;
- ADA requirements for District programs; and
- ADA requirements for District communications.

Finally, this section concludes with a review of the limitations of the accessibility requirements, including technical infeasibility and the concepts of undue burden.

What Are the ADA Administrative Requirements?

The US Department of Justice (DOJ) published the title II implementing regulation in 1991, and it became effective on January 26, 1992. It has been amended once, and those changes became effective March 15, 2011. The DOJ title II regulation is [here](#). PDHP faces many administrative requirements under title II of the ADA. In this section of the report, we will describe and review five key administrative requirements.

35.106 Notice Requirement: PDHP must make its citizens aware of the “...protections against discrimination assured them...” by the ADA. In doing so, the District must provide information about how parks, facilities, programs, policies, and communications are affected by the ADA. **We recommend the District do so in a way that is inviting and appealing. This should also be consistent with the way PDHP communicates with members of other protected classes.**

35.107(a) Designation of Responsible Employee: PDHP must appoint at least one employee “...to coordinate its efforts to comply with and carry out...” its obligations under the ADA. Known as the ADA Coordinator, this employee investigates complaints regarding noncompliance and coordinates overall ADA implementation. PDHP named **the Executive Director as the ADA Compliance Officer and meets this requirement.** PDHP must also shall identify the ADA Coordinator to the public.

35.107(b) Complaint Procedure: PDHP must have a process by which disputes regarding accessibility at sites and inclusion in programs and services can result in “...prompt and effective resolution...”. DOJ refers to this as a “grievance procedure”. We recommend that PDHP change the way it refers to this process. Naming this a grievance process makes it sound adversarial. It need not be, and in fact, many believe that a more positive approach yields “prompt and effective resolution” in a much more customer-friendly way. **We suggest PDHP rename the process to *Access and Inclusion Solutions Process*, or some other appropriate name that is inviting, not adversarial. We have provided a sample process for the District.**

35.130(b)(7) Make Reasonable Modifications: PDHP must make reasonable modifications itself or through the Northern Suburban Special Recreation Association (NSSRA) that enable access to programs and facilities when so requested by a person with a disability unless doing so creates an undue burden. The statute and the DOJ regulation identify many actions or devices that are a reasonable modification. In addition, court decisions and DOJ settlement agreements help further define the term and the limits on the concept of reasonable modification. The DOJ ADA website is a good source of information on this subject at www.ada.gov.

35.150(a)(3) Writing Requirement: PDHP, whenever it denies a request for a reasonable modification, must create a writing. This is a mandate once it is determined by District staff that a request would create an undue burden. Importantly, the writing is to be signed by “...the head of the entity or his or her designee...”. In making this decision, the entity is to consider “...all resources available for use in the funding and operation of the service, program, or activity...”. **We recommend that the Board of Commissioners**

delegate this authority to the Executive Director, who can then delegate that authority to department or program heads (including NSSRA) as needed. We also recommend that the District keep these writings together for ease of access and analysis. These have great risk management value and will help in forecasting requests the District receives.

What Are the ADA Requirements for New Design and Construction?

Many of the ADA requirements are open to some interpretation regarding compliance. There is, however, one set of clear requirements: all Park District new design and construction must comply with the federal [2010 Standards for Accessible Design](#) and any State of Illinois requirements that are more stringent from an access perspective. The [2018 Illinois Accessibility Code](#) includes a broader range of assets and is therefore to guide District plans. The DOJ regulation at section 35.151 establishes this requirement and permits a variance only when it is “structurally impracticable” to comply with the Standards fully.

Experts estimate that design and construction for ADA compliance adds not more than 1% to the facility cost. For the District, it is critical that all designers and contractors understand and comply with this mandate. Plan review and effective project management by District staff ensure that plans and construction are compliant. The investment of human resources towards this goal is much less costly than removing barriers after constructing a site.

New design and construction include alterations and additions, therefore alterations and additions must adhere to the 2010 Standards. The DOJ title II regulation, at 35.151(b)(4), establishes a requirement that when alterations or additions occur at an existing Park District of Highland Park facility, that a “path of travel” is required to connect the accessible elements of the existing facility with accessible elements in the altered area or addition. In preparing the regulation, DOJ recognized the inequity of a result whereby the accessibility portion of an alteration or addition, the path of travel, could require more fiscal resources than the alteration or addition. The regulation therefore introduces the concept of disproportionality, which permits the District to limit path of travel costs to 20% of the cost of a project.

Three clarifications are necessary regarding the concept of disproportionality. First, the District *may* elect to apply the concept of disproportionality; it is not required to do so. If the District wishes to make the cap 30% of the cost of the alteration or addition, it may do so. The ADA sets the floor, not the ceiling.

Second, the path of travel must be applied when the alteration or addition is to a primary function area. A primary function area is “...a major activity for which the facility is intended.” Examples in the title II regulation include “...the dining area of a cafeteria, the meeting rooms in a conference center, as well as offices and other work areas in which the activities of the public entity using the facility are carried out.” We would add other examples, pertinent to PDHP facilities. These include playground surfaces and playground components at District playgrounds, and spectator seating and player seating at District softball and baseball fields.

Third, some work at an alteration or addition is simply maintenance and the cost of that work may be deducted from the determination of the cost of the alteration or addition, thereby affecting the amount necessary to meet the 20% disproportionality test. At many sites, these non-alteration costs are very small. In a world where every PDHP penny counts, it is appropriate to apply the concept of disproportionality properly.

Access requirements for new design and construction are important in the context of the PDHP Capital Improvement Plan (CIP). It is critical that CIP designers and contractors meet or exceed federal and state requirements.

What Are the ADA Requirements for Existing Facilities?

The title II requirements for existing facilities begin with a requirement that the **programs** within those facilities and sites are what is to be made accessible. DOJ title II at 35.149 clearly states that "...no qualified individual with a disability shall, because a public entity's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity."

The term "program" is to be broadly interpreted. For the District, a program is an opportunity made available to the public. Swimming at Hidden Creek Aquapark is a program. Making public comment at a Board of Commissioners meeting is a program. A New Year's workout at the Community Center is a program. Sports fields are a program. A scheduled activity that meets at a specific time for a specific duration is a program. Playgrounds are a program. Having picnic tables in a park is a program. Staffing and conducting recreation summer camps is a program.

Think broadly here, and understand that a program is not just an organized activity for which one registers, pays a fee, and participates. In applying 35.149, it is a violation of the ADA if a District program cannot be accessed by a person with a disability because the facility in which the program is located is inaccessible.

Title II at 35.150 discusses the parameters for making existing facilities accessible. It requires the District to view that program "...in its entirety..." at 35.150(a). This is interpreted to mean that all of the locations of a program, e.g., every PDHP playground, must be viewed before determining which will be made accessible and which will be left as is until next altered or replaced. This latter statement is made clear at 35.150(a)(1), where the District is told by DOJ that these requirements do not "...necessarily require a public entity to make each of its existing facilities accessible to and usable by individuals with disabilities...".

Making a program accessible does not always require making a facility accessible. This is explained by DOJ at title II 35.150(b), where it reviews some of the methods to make a program accessible. The non-structural methods, include, but are not limited to:

- Relocating a program from an inaccessible site to a site that is accessible;
- Providing a program at two or more sites, one of which is not accessible and at least one of which is accessible;
- Redesign or acquisition of equipment to make program participation possible;
- Bringing the program to the person with a disability by making home visits;
- Construction of new accessible facilities to house the program; and
- Providing extra staff to facilitate interaction by program beneficiaries.

Elsewhere in title II, the District is required to make changes to rules and policies as well. These nonstructural alternatives may be effective in making a program accessible.

However, when nonstructural alternatives are not effective in making the program accessible, 35.150(b) requires the District to alter existing parks, facilities, and assets, and when doing so, to treat the alteration as new work and comply with title II 35.151. The District must also give the highest priority "...to those methods that offer services, programs, and activities...in the most integrated setting". We review this mandate elsewhere in this report. The District must also disperse the accessible programs that are to be retrofit. For example, all accessible playgrounds cannot be located in one quadrant of the District.

The 2011 title II regulation amendments introduced the concept of safe harbor for the District and other states and local governments at 35.150(b)(2). If the District in designing and constructing an asset, before March 15, 2012, complied with the 1991 Standards for Accessible Design, it cannot be penalized if the Standards change at a later date.

An example of safe harbor is the reach range requirement. In the 1991 Standards, reach range could be as high as 54" above the finished floor (AFF) if a side approach was used and only 48" AFF if a forward approach was used. In the 2010 Standards, because of confusion about forward reach and side reach, the maximum reach range was simply reduced to 48" AFF. The safe harbor concept applies here, and at PDHP facilities designed and constructed before March 15, 2012, where a proper side reach can be used, an operating mechanism can be as high as 54" AFF. However, if that hypothetical operating mechanism is at 55" AFF, it failed to meet the 1991 Standards and must be retrofit to meet the 2010 Standards maximum of 48" AFF.

It is important to note that many District assets were not addressed by the 1991 Standards, and were only addressed later in the 2010 Standards. That includes District playgrounds, sports fields, sports courts, and fitness facilities, to name a few.

As such, the concept of safe harbor **cannot** apply to these assets, and the program access test reviewed earlier in this section applies. As an example, playgrounds, but not necessarily all playgrounds, must be accessible. See our discussion regarding the transition plan for more detail.

What is the ADA Transition Plan Requirement?

The title II regulation, at 35.150(c) and 35.150(d), make clear the Transition Plan requirements. A transition plan is a phased order of retrofit for all existing parks and facilities. At 35.150(d), the requirements are:

- Describe the deficits at every District asset;
- Describe a solution for each deficit, or if it is to be left as is, describe why;
- Specify the year or by what date in which the retrofit will occur; and
- Name the District official responsible for assuring compliance.

No PDHP plan can be effective, however, without cost references or estimates. In developing the Transition Plan, the District has received cost references for planning purposes to enable effective planning for the retrofits that will occur.

PDHP must understand the guidance as to by what date it must complete all retrofits. The title II regulation, at 35.150(c), discussing the time period for compliance, offers this guidance:

“Where structural changes in facilities are undertaken to comply with the obligations established under this section, such changes shall be made within three years of January 26, 1992, but in any event as expeditiously as possible.”

To suggest that this is not helpful guidance to the District is an understatement, for several reasons. First, the ADA became effective January 26, 1992. Second, it would be literally impossible for the District to have made all of the necessary retrofits by January 26, 1995. In fact, it would be literally impossible for the District to make all retrofits that are necessary during any three-year period. Third, when DOJ amended the title II regulation and it became effective March 15, 2011, this language was not updated with a new compliance date. Fourth, when the 2010 Standards were published and included for the first time certain types of recreation assets, there was no change to the completion date of 1995.

The District can draw guidance from the statement above by acknowledging that retrofits will occur as soon as possible. This requires a balancing of District resources, integration of Transition Plan retrofits with CIP activity, and making Transition Plan work a higher priority than discretionary development and acquisition.

Regarding parks and facilities, there is other guidance by DOJ. If there is only one of a type of asset, it must be made accessible. If there are numerous assets of the same or similar type, such as playgrounds and sports fields, not necessarily all must be retrofit to be accessible.

When the issue of recurring assets arises, DOJ does not specify a ratio or percentage that must be accessible. Our work in preparing transition plan recommendations relies on making a minimum of one of every three recurring assets accessible, and dispersing accessible assets throughout the District. This assures that no matter where a resident is, some District assets are near him or her and are accessible. Phase one included unique sites and one of each recurring asset.

Lastly, title II at 35.150(d)(a) requires the District to provide an opportunity for the public to participate in the development of the transition plan. The District conducted a feedback session on July 18, 2024.

What Are the ADA Requirements for Park District of Highland Park Communications?

The title II regulation, at 35.160, requires that PDHP communications to the public with disabilities must be “as effective” as communications to those without disabilities. People with certain health conditions such as deafness or impaired vision may not be able to ascertain the message within the communication. People with a cognitive impairment may not understand the message. People with physical disabilities that limit their ability to use a mouse may not be able to get the cursor to the content on the website.

More and more local governments were using their websites for communication with the public as well as with employees. Certainly today, post pandemic, that reliance has only

grown. The broad requirements apply to the District website, letters, contracts, aural communication that might occur at a District Board meeting, emails, phone calls, and more.

What Are the ADA Limitations? Technical Infeasibility and Undue Burden...

Title II does impose some restraint on the making of reasonable modifications, removal of architectural barriers, and making communications accessible. DOJ expects that these will be implemented as an exception, rather than the rule.

In the 2010 Standards, technical infeasibility is defined within section 106.5 regarding Defined Terms. The District need not make retrofits when doing so is technically infeasible. Again, recognizing that the ADA sets a floor and not the ceiling, the District can choose to make the retrofit. The District may deem a retrofit to an existing facility as technically infeasible when it meets the condition described below:

“With respect to an alteration of a building or a facility, something that has little likelihood of being accomplished because existing structural conditions would require removing or altering a load-bearing member that is an essential part of the structural frame; or because other existing physical or site constraints prohibit modification or addition of elements, spaces, or features that are in full and strict compliance with the minimum requirements.”

Title II also defines undue burden. The concept of undue burden includes three elements: undue administrative burden, undue economic burden, and fundamental alteration. DOJ requires at 35.130(a)(3) that the District bear the burden of demonstrating that denial of a request by a person with a disability rises to the level of one of these three conditions. Each is cited and discussed below.

35.150(a)(3) Undue Administrative Burden: DOJ and the US Congress recognized that there may be circumstances in which a small local government will find it difficult to administratively obtain the personnel, devices, and processes by which it can make reasonable modifications, or remove barriers. This circumstance will be hard to show in Highland Park. Park districts across the state will have addressed and resolved the request related to disability faced by the PDHP.

35.150(a)(3) Undue Financial Burden: DOJ and the US Congress recognized that there may be circumstances when a local government will find it difficult to provide the fiscal resources to make a modification or to remove barriers. This circumstance is hard to show for the District. No other state has a property tax levy usable to fund programs for people with disabilities and site retrofits at existing facilities. DOJ guidance requires that the District consider the entire budget before claiming Undue Financial Burden. For example, if a modification for a child with a physical disability will require the creation of a firm and stable accessible route to sports fields, the District must consider operating and capital budget unexpended resources in determining whether it can grant this request for modification. With the section 5-8 levy authority, it will be difficult to show Undue Financial Burden.

As an important note, District staff must understand this approach. Often, staff will consider only the budget they control, in making decisions about Undue Financial Burden. That is not the correct approach. If a Park District employee takes a job at

another agency, and there are \$10,000 in salary savings due to that departure, it is the burden of the District to show why that \$10,000 could not be allocated to the accessible route example above.

35.130(b)(7) Fundamental Alteration in Nature of the Service, Program, or Activity: DOJ and Congress recognized that a circumstance may arise where a local government will find it difficult to provide the requested modification based on disability because in doing so the fundamental nature of the service, program, or activity will be changed. For example, sand volleyball is very popular. However, a person using a wheelchair will be unable to negotiate the sand surface in a beach volleyball court. If he or she requests a modification such as replacing the sand with a hard surface court (wood, asphalt, concrete, etc.), the District could do so, as the engineering is not complex. Were that to happen, however, the very nature of sand volleyball would be changed.

These same three concepts apply to PDHP communications. These must be as effective for people with communication impairments as are communications for people without disabilities. Language identical to 35.150(a)(3) and 35.130(b)(7) is found at title II 35.164.

A GUIDE TO THIS REPORT

There are more than 2,300 access deficits identified in the 43 site reports. The ADA requires that the access audit identify every access deficit at every site, and a solution for each.

The District does **not necessarily have to make every site accessible**. It **does** have to make every program it conducts within its sites accessible.

In this report, we identify some broad solutions, such as refreshing all accessible parking, as a way to address issues identified in the site reports, and as a way for the District to better manage compliance. This gives the District flexibility within its compliance efforts to move resources so that they are applied with optimal impact. We offer these systemic changes as a complement to a site-by-site approach. The District will determine how to proceed, and many local governments apply a hybrid of a systemic and site-by-site approach.

The scope of our work does not include the design of a solution. Our recommendations are performance-based. For example, if a parking stall at Sunset Woods needs to be made accessible by having the proper striping and signage, we recommend that action and note the dimensions and sign type. District staff or contractors then design the solution.

We recommend the following to facilitate review:

First, read this Report. It provides a “big picture” review of the issues and solutions.

Second, read the 43 site reports. View the reports digitally, and you have instant access to the report content and supporting images.

Third, use your knowledge of the sites and the expertise of District staff. District staff know District sites better than we do, and District staff know the staff better than we do. Blend in what you know with what we recommend in the report. There are many ways to solve access problems, and the successful alternative may well be one you define.

CRITICAL ISSUES

The District faces some critical issues in the journey to park and facility accessibility. Here are five the District must address. These range from a better understanding of certain concepts to the need to make improvements to specific infrastructure types.

1. The scope of the project excluded assets that were in the planning stages for removal or renovation. This included playgrounds, basketball courts, routes, parking, as well as West Ridge Center. *These assets were not audited or included in the Transition Plan*, nor were these assets considered in the scoping for the program access test. As new construction occurs, it should be designed, constructed, and maintained to meet federal and state standards. Assets should also be audited and added to the District's Transition Plan as they become available to the public. PDHP must ensure that contractors and staff work to design and construct new assets to be compliant.
2. The District maintains ongoing upgrades to park assets and features, alongside newly constructed features provided throughout the District. During the audit, some of these new features did not fully comply with the Standards. PDHP must ensure that new construction is designed and constructed to comply. Examples of instances where new construction occurred, but did not comply, include Rosewood Beach Boardwalk, where many gaps exceeded .5" between boards, and Sunset Woods Spaceship Playground, where slopes exceed the permitted range for compliance.
3. Through the program and policy review, it was concluded that staff were unclear as to which employee is the ADA Coordinator. The ADA Coordinator should be identified to both the public and District staff. This will ensure that both the public and staff have a clear understanding of the point of contact for accessibility inquiries.
4. For playgrounds to comply with the 2010 Standards, PDHP must provide certificates obtained from the surface manufacturer verifying that a compliant surface type is provided at PDHP playgrounds. The certificates are usually held by manufacturers and are referenced in the 2010 Standards and 2018 IAC. The certificates attest that the surfaces meet the American Society for Testing and Materials (ASTM) standards for impact attenuation (F1292) and accessibility (F1951-99). PDHP did not provide ASTM F1951-99 certifications. *While we assume the surfaces are compliant, we are unable to conclude with certainty that playground surfaces are indeed compliant.*
5. Deer Creek Racquet Club offers a lift to provide court access. However, the lift stops on the court, causing passengers to disrupt play as passengers move to the centrally used warm-up area along the hallway. While the lift provides access, a user must interrupt play to obtain access. This is not compliant with the concept of independent usage, which is integral to accessibility.

COMMON ISSUES

In our work, some common big-picture issues arose that complement the recommendations in the specific site reports. These one-step options may facilitate accessibility.

One of these is the ways in which maintenance affects accessibility to playground surfaces and other assets.

Maintenance

The District uses a conscientious staff to maintain its parks and facilities. However, over time, every site yields to wear and tear. The recommendations below describe ways in which attention to maintenance can specifically address some access deficits.

1. **Provide training** to maintenance staff regarding the features of an accessible route and how to ensure that it remains unobstructed. This requires staff to place park amenities, e.g., garbage cans or signs, adjacent to the accessible route.
2. **Add door closer checks** to park maintenance staff checklists, and record observations regularly. When too much force is required to open a door, adjust the closer.
3. **Purchase some new tools.** The District needs battery-powered 2' digital levels and tools designed to measure pounds of force. Do not use 4' digital levels. These tools can be assigned to staff for scheduled checks at doors.

Changes in Level and Gaps

The routes and sidewalks that make up the District's network of accessible routes are in fair condition. Wear and tear, settling, weather, and other factors combine to cause changes in level, and gaps along portions of those accessible routes, making that portion noncompliant and a barrier to many visitors with physical and sensory disabilities.

Removing changes in level and gaps has a significant universal design benefit too, as more people with all types of conditions can more easily use District routes, such as staff pushing carts of supplies, parents with kids in strollers, and people using an assistive device such as a wheelchair, Segway, or walker.

4. **Add changes in level of more than .25" to park maintenance safety checklists.** This helps identify and correct these problems before they worsen. Make or buy pre-measured shims and distribute to employees for their use and ease of measurement.
5. **Add inspections for gaps of greater than .5" to park maintenance safety checklists.** Identify and fill these gaps before they expand. **In the alternative, consider resurfacing segments of deteriorated asphalt routes.**
6. **Eliminate changes in level.** Using the rationale that the most severe changes in level are the greatest barriers to access, make changes in level of greater than .75" the highest priority. Make changes in level of between .5" and .75" the second priority. Make beveling of changes in level of .25" to .5" the third priority. **Consider acquiring or contracting for a grinder.**
7. **Adopt** a policy about the use of Other Power-Driven Mobility Devices (OPDMD) at District sites, and promote that policy to the general public. Every day, people with

limited physical mobility start to use a Segway or similar machines. We have included a sample policy in our deliverables.

Per the new ADA title II regulation published September 14, 2010, District policies or processes permitting the use of OPDMDs were required as of March 15, 2011.

These assistive devices provide great benefits to people with disabilities and the sooner the District has a policy regarding their use the better. The policy could, at a minimum, address times of allowed use (dawn to dusk), speed limits, off-limits areas, status of the user as a person with a disability, and minimum age.

It is important to note that a power-driven mobility device is not a wheelchair. That device has a separate definition and is already allowed in facilities and parks. The Department of Justice has a good advisory on this topic. It is [here](#).

Obstructed Accessible Routes

Employees **may** see an accessible route as an empty 36" wide space in which a potted plant or garbage can is a perfect fit. However, that blocks or obstructs the accessible route.

8. **Provide training to park maintenance, recreation, and administration staff** regarding maintenance of accessible routes in parks and in recreation facilities.

Employee Work Areas

PDHP employs many qualified and skilled full time staff, making parks and recreation services available to residents. The District employs many more on a part-time or seasonal basis. The District likely has employees with disabilities and in the future, will have **more** employees with disabilities, in all categories of employment.

It is important to address access to work areas, and both the title II regulation and the work of the Access Board do so. Section 203.9 of the 2010 Standards for Accessible Design makes clear how to treat employee areas.

Generally, a person with a disability should be able to **approach**, **enter**, and **exit** the work area. This is addressed by requirements for accessible routes and accessible means of egress. Other factors are door width and threshold changes in level.

Excluded from this exception are several types of common spaces in employee areas. Spaces such as the ones below must meet the access guidelines as they are excluded from the definition of employee-only areas:

- corridors;
- toilet rooms;
- kitchenettes for employee dining use, and
- break rooms.

In short, the key issues are the accessible route, changes in level, doors and entries, and maneuvering space once within the work area. This approach is effective so long as when PDHP hires an employee with a disability, or a current employee acquires a disability, it will remove architectural barriers in work areas or make other accommodations. The two recommendations below are important for all employees at all District sites.

9. **Address accessibility in the District personnel policies**, and note that, upon request by an employee, the District will make reasonable accommodations, which **may** include the removal of architectural barriers in workspaces.
10. **Require new construction, and alterations or additions** that include employee work areas to be designed and constructed so they are compliant with the 2010 Standards for Accessible Design and the 2018 IAC.

Accessible Parking

PDHP maintains public parking spaces with designated accessible spaces. It is common to see barriers in parking, and the access audit revealed many deficits in parking. Apply the ratio of accessible stalls to stalls in each parking lot. See our site reports for details.

11. **Create a parking stall template.** A suggested template is below.

Parking Stall Dimensions

Stalls are a minimum of 8' wide. An adjacent access aisle must also be a minimum of 8' wide. The access aisle must be diagonally striped with **high quality yellow paint**. The access aisle can be shared by two accessible stalls.

The collection of signs must include the US Department of Transportation R7-8 standard sign (the blue icon in a wheelchair). Below that must be the statewide fine sign. Unless Highland Park has adopted a higher fine by ordinance, the sign must note the statewide fine. Federal settlement agreements require a third sign, on at least one stall, that says VAN ACCESSIBLE. This stall must be 11' wide with a 5' access aisle. An acceptable alternate is 8' and 8'.

Finally, the bottom edge of the lowest parking sign is a minimum of 60" above the finished grade. We suggest that the signpost be centered at the head of the accessible stall and we suggest that the curb cut and detectable warning run the distance of the access aisle. Illinois requires that the sign be no more than 6' from the front of the stall.

The most common deficit in accessible parking stalls and access aisles is the slope. The 2018 IAC limits the slope to **not more than 2.08% in any direction. This is a challenging requirement that can take considerable effort to meet.**

Connection to the Accessible Route

The access aisles should connect to an accessible route. The maximum running slope for the accessible route is 5%, and to account for heaving and settling, we recommend 4%. The maximum cross slope is 2%.

Passenger Loading Zone

The loading zone must have an access aisle adjacent and parallel to vehicle pull-up space. The loading zone access aisle must be a minimum of 60" wide and 20' long.

12. **Develop a plan to correct every accessible stall** at every PDHP site. Integrate this plan with other plans that require parking lot repair, restriping, or resurfacing.

Running Slope and Cross Slope

There are many sites with running slopes steeper than permitted. At some sites, this was a minimal issue, but at others, it was a significant variance. This condition naturally occurs when concrete settles, or at connections between new and old routes. Cross slope is equally important, as it serves drainage as well as access purposes.

13. **Require contractors and designers** to specify slopes more gentle than 2.08% for cross slope and 5% for running slope.
14. **Instruct project managers** to more regularly inspect cross slopes and running slopes to ensure compliance.

Detectable Warnings

The US Access Board suspended the detectable warning requirement in the late 1990s, for several years. It was restored in 2002. However, it is not required in the 2010 Standards. **As a smart practice, WTG recommends the use of detectable warnings.**

15. As with parking, **develop a template for detectable warnings.**
16. In the same year that parking is refreshed, **implement a plan to correct or refresh every detectable warning** at every curb or crossing at District facilities. If necessary, phase this out over a two or three-year period.
17. Weather greatly affects the life of detectable warnings. We recommend the use of durable, metal plates as opposed to plastic plates.

Door Opening Force Requirements

PDHP facilities have many doors. Many have closer mechanisms. Some of these need adjustment to bring the pounds of force (# push) necessary into compliance (5 # push for interior doors and 8.5 # push for exterior doors). However, some of the closers are just old.

The wear and tear of 20 or more years erodes the closer effectiveness. This is a role consistent with the PDHP Facilities Department objectives.

18. **Evaluate and determine the age of door closers.**
19. **Add door closer maintenance checks** to safety checklists and for closers with 10 years of service or less, aggressively maintain them for effectiveness.

20. **Purchase and install new door closers** for all exterior doors (with closers 20 years old or more) and 50% of interior doors as soon as is possible.
21. **Purchase and install** new door closers for all remaining interior doors (with closers 20 years old or more) as soon as possible.
22. **Consider acquiring, installing, and maintaining** power-assisted door openers for PDHP facilities with heavy consumer traffic.

Signage

District signs serve several purposes. First, signs assist wayfinding in large sites such as Heller Nature Center. Second, signs identify important permanent elements of facilities, such as restrooms. Third, signs facilitate access by people with vision and physical limitations.

The 2018 IAC treats two types of signs differently. Signs for permanent spaces, such as a bathroom, must be in both Grade 2 Braille and raised lettering. Signs that are directional or informational only require visual lettering of a certain size. Be certain to incorporate these approaches into signs in buildings and sites operated by the District.

23. **Create a sign template for use by the District**, and describe where and in what facilities signs will be used. The template could include size of sign, mounting height, mounting location, size of characters, space between characters, contrast between characters and background, icons or symbols used in the signs, District information (name of facility? phone number? main office number?), and more.
24. **Continue to implement signage template and refresh** District signs.

Bathrooms

Bathrooms are an essential part of a visit to a PDHP site. Exercise, food and beverage, social activities, and more all rely on one of the oldest designs known to us. Making those facilities accessible is tremendously important.

25. **Develop a bathroom template.** Confirm it with the State of Illinois. This is a list of criteria for restrooms, not a design template. Be sure to include temporary facilities such as portable toilets in the template. The template should address the toilet, grab bars, items in the stall such as toilet paper and hooks, the stall, operating mechanisms, mirrors, sinks, hand towels, and more.
26. **Include bathroom renovations** at facilities in the PDHP Capital Improvement Plan.
27. **Consider the use of automatic flush controls, as the District does in alterations and new construction.** These have environmental benefits and are a great way to eliminate some accessibility problems.
28. **In the interim, implement non-structural modifications recommended in each section of this report**, such as lowering mirrors, remounting grab bars, changing the height of toilets and urinals, installing compliant stall hardware, and so forth. These

less costly changes on a site-by-site basis will serve your customers well until resources are available to renovate restrooms on a comprehensive scale.

29. **Make at least one portable toilet**, where provided at a site, accessible. This includes a portable toilet placed at a picnic shelter or adjacent to sports fields. These must be accessible and must be served by **an accessible route**.

The District has sites with portable toilets. Use site report recommendations and require compliance by District affiliates and vendors.

Alarms

In existing facilities where an aural or audible fire alarm system is provided, a visual alarm is not required unless the building was constructed after January 26, 1992 or has been upgraded since that same date. If an alarm in an existing facility is audible only, it need not be modified to include a visual alarm unless it is replaced or upgraded in the future.

30. **Determine** if systems have been upgraded or replaced since 1992.
31. **Develop a plan** for the installation of aural and visual alarms in renovations.
32. **Retrofit construction that has occurred since 1992** to include aural and visual alarms.

Publications and Online Information

The use of an interactive park grid on the PDHP website is an important tool for residents and can now be used to communicate about accessibility. Incorporate the access work the District staff completes and indicate in your amenity list the location of accessible features.

33. **Update print material parks and facilities** information to reflect District plans regarding access, and to note which sites are accessible or will be made accessible.
34. **Update website** information to reflect District plans regarding access, and to note which sites are accessible or will be made accessible.

People with disabilities rely on the information in PDHP publications as well as the District website. Later in this report, we summarize our recommendations for making PDHP assets that recur, such as playgrounds and sports fields, accessible. Remembering that not necessarily every recurring asset must be accessible, we urge PDHP to use print and online materials to “brag” about what assets are accessible at which sites. The District has accomplished much and will accomplish even more in the years to come. Tell your community about those achievements through your print and online materials.

35. **Promote accessibility success stories** at District sites, in print and online materials.

Maintenance Buildings

Maintenance areas are addressed in specific site reports, and employee areas are addressed earlier in this report. We noted earlier that PDHP can apply a different standard to

employee work areas, but employee work areas are not exempt from access requirements. District maintenance staff should receive training regarding applying the **approach, enter, and exit** strategy so that they understand the reason for the various requirements.

36. **Train maintenance staff supervisors** in accessibility concepts that are applicable to the maintenance building.
37. **Implement recommendations regarding parking, accessible route, changes in level, gaps, doors, and alarm systems** in maintenance areas.

Unique Assets

PDHP has some unique assets - golf at Sunset Valley and the Ice Rink at Centennial Ice Arena to name two. This raises the bar on the expectation of access to the amenities at these sites, as there is no “alternate” site to which PDHP can direct patrons with disabilities to, so they can enjoy the “programs” of golf and ice skating.

For these sites, efforts must be made annually towards the correction of access deficiencies. This can be done through existing capital plans, or by following our recommendations in the site reports for specific retrofit work.

PROGRAM ACCESS TEST

The US DOJ test for existing facilities is known as the “program access test”. A “program” is an opportunity made available by PDHP. It can include eating a sandwich at a picnic table in a park, enjoying a playground at a park, enjoying a walk on the Rosewood Beach boardwalk, attending a Board of Commissioners meeting, and making public comment at that meeting. A program is not just an activity for which a person registers and pays a fee. Do advertise accessible amenities on the PDHP website and in printed materials.

Trails

Before 2018, there was no **final and enforceable standard for trails**. The US Access Board provided significant guidance; however, for various reasons, the DOJ had not issued that guidance as a final and enforceable standard for the Park District and all other state and local governments. Trails developed before 2018 and after 2018 often fail the requirements, because little guidance was available. We highlight some issues below.

Was there any Federal Guidance Regarding Trails? In 2013 the US Access Board published the Architectural Barriers Act Accessibility Guidelines (ABAAS). ABAAS governs trails developed by federal agencies such as the Army Corps of Engineers, Forest Service, and National Park Service. As a smart practice, many park districts adhere to the ABAAS standards.

Did the District develop a trail before late October 2018? It is clear some District assets such as boating and fishing areas, and some assets likely found in a typical park such as playgrounds, sports fields, and sports courts are subject to the federal final and enforceable 2010 Standards for Accessible Design in each of the 50 states. In 2018 however, the federal government had not yet made a final and enforceable standard for viewing areas, trails, beaches, campsites, and park furniture such as grills and picnic tables. Nor had the State of

Illinois, until October 23 of that year, when it added trails and other outdoor assets to the Illinois Accessibility Code.

Some States Have Acted! Like Illinois, some states tired of waiting for federal action and adopted guidance for those outdoor recreation assets into their state codes. This is important because a park asset in Illinois must adhere to the federal standard or state standard, whichever is more stringent. States that have so acted include Illinois and California, and Texas plans to do the same. New Jersey, Massachusetts, Colorado, New Hampshire, and other states have adopted more stringent restroom, playground, or website requirements, affecting park assets in those states.

Remember New Construction Requirements! PDHP likely resurfaces trails or portions of trails on a regular basis. Unlike patching, resurfacing is new construction. As new construction, it must strictly adhere to the 2018 IAC requirements. PDHP should consider sorting those where work occurred after November 1, 2018, and make those a higher priority for retrofit.

What Alternatives Exist for the District? The outdoor asset guidance is final and enforceable for PDHP. See it in the [Illinois Accessibility Code](#), specifically, sections 247, 1017, and related to limitations on access, 1019. Trails that are newly designed and constructed must comply with IAC 2018. However, for existing trails, the program access test applies and options here include the design and construction of new trails or trail segments that will be accessible. Retrofits to existing trails are also an option.

What About Funder Requirements? We note that some funders, such as the State of Illinois and the federal government, require compliance with the Architectural Barriers Act and ABAAS. This “backdoor” access requires a newly designed and constructed trail, when federal or state funds are in use, to meet ABAAS. Failing to follow funder requirements could result in loss of grants, repayment of funds, and ineligibility for future federal or state funds.

Must the District Retrofit Every Trail? No. In fact, instead of making retrofits to existing trails, the alternative mentioned above, developing new trails that meet access requirements, may be more viable. Many jurisdictions have used this approach. It saves the resources in a retrofit and applies those human and fiscal resources to new development. This approach is specifically mentioned in the title II regulation at 35.150(b).

What is Our Recommendation? We know the District wants trails to be accessible. For the Transition Plan, we have included in Phase Three most trail retrofits. In moving ahead, the District should take three steps.

- We identified 388 trail deficits. PDHP should identify when trail resurfacing occurred at trail segments. If that work occurred after November 1, 2018, it should have been accessible and is a higher retrofit priority.
- Address dispersion of trails. Make retrofit plans to ensure that trails across the District see improvements each year.
- Create a toolkit for staff and contractors to use when trail resurfacing projects arise. The toolkit should guide staff and contractors regarding cross slopes, running slopes, rest areas, gaps, changes in level, surface types, and signage.

The **minimum required** of the District by title II of the ADA is that the “program” of trails be accessible to residents. This is measured by the “program access test” found in section 35.150 of the title II regulation (see 28 CFR Part 35).

For similar multiple sites, no guidance is given as to how many existing trails should be accessible. We recommend that a minimum of one trail of every three be accessible.

We saw 23 trails with none being fully compliant. **We recommend access to eight trails.** Any trails to be replaced in the future, or designed and built where one did not exist, must comply with the 2018 Illinois Accessibility Code and will therefore be accessible.

The Program Access Chart illustrates the areas where work is recommended so that every resident is close to an accessible trail.

38. **Make corrections** cited in the reports so the trails below **become** accessible:

- **Larry Fink Memorial Park**
- **Mooney Park**
- **Moraine Park and Beach (Art Trail)**
- **Skokie River Woods**
- **Sunset Woods Park**
- **The Preserve of Highland Park (one of eight)**
- **West Ridge Park**
- **Heller Nature Center (one of five)**

39. **Leave as is** the trails at the parks named below, and if future alterations or renovations occur at those sites, make them accessible.

- **Foley’s Pond**
- **Highmoor Park**
- **Sleepy Hollow Park**
- **The Preserve of Highland Park (six of eight)**
- **Heller Nature Center (four of five)**
- **Danny Cuniff**

Playgrounds

The **minimum required** of the District by title II of the ADA is that the “program” of playgrounds be accessible to residents. This is measured by the “program access test” described in section 35.150 of the title II regulation (see 28 CFR Part 35). For similar multiple sites, no guidance is given as to how many existing playgrounds must be accessible. Treat this as a planning exercise and aim for one of three playgrounds to be made accessible.

Our evaluation included 31 playgrounds. Many had excellent and compliant play components. However, of these, we cannot claim that any have an accessible surface due to the inability to see surface certifications. We do believe the certifications exist, as no manufacturer can sell these surfaces and claim they are accessible without having the certification. **We urge the District to require surface vendors to provide ASTM F1951-99**

Certifications to ensure that surfaces are accessible. Additionally, we recommend access to 14 playgrounds.

Any playgrounds to be replaced in the future, or designed and built where one did not exist, must comply with the 2010 Standards and 2018 Illinois Accessibility Code and will therefore be accessible.

The Program Access Chart illustrates the areas where work is recommended so that every resident of the District is close to an accessible playground.

40. **Provide ASTM certifications and make corrections** per the site reports, so that the playgrounds at the sites below **become or remain** accessible:

- **Brown Park (2-5, 5-12)**
- **Danny Cunniff Park (2-5 and 5-12)**
- **Kennedy Park (2-5 and 5-12)**
- **Larry Fink Memorial Park (5-12)**
- **Mooney Park (2-5 and 5-12)**
- **Rosewood Beach (2-5 and 5-12)**
- **Sunset Woods (5-12)**

41. **Leave as is** the playgrounds at the parks named below, and if future alterations or renovations occur at those sites, make them accessible.

- **Moroney Park (2-5)**
- **Carrol F. Snyder Park (2-12)**
- **Central Park (2-12)**
- **Devonshire Park (2-5 and 5-12)**
- **Fontana-Pasquesi Park (2-5 and 5-12)**
- **Olson Park (2-5 and 5-12)**
- **Sherwood Park (2-5 and 5-12)**
- **Sunset Woods Park (2-5 and 5-12)**
- **The Preserve of Highland Park (2-5)**
- **West Ridge Park (2-5 and 5-12)**
- **Heller Nature Center**
- **Woodridge Park (2-5 and 5-12)**

42. **Consider and determine the District's preferred surface type for future projects. We believe a variety of surface types can work together to ensure use by residents with an array of preference, if maintained properly.**

For engineered wood fiber surfaces to remain accessible, District staff must more frequently inspect and maintain the surface. Unitary surfaces such as poured-in-place rubber or interlocking rubber tiles, and artificial turf surfaces are much easier to use for persons with mobility impairments. These surfaces also meet the standard for impact attenuation.

We believe that the District can use 5-8 levy funds for the added human resources to properly maintain engineered wood fiber playground surfaces, if done so frequently and regularly to meet the needs of use.

Ball Fields and Backstops

The **minimum required** of the District by title II of the ADA is that the “program” of ball fields and backstops be accessible to residents. This is measured by the “program access test” found in section 35.150 of the title II regulation (see 28 CFR Part 35). For similar multiple sites, no guidance is given as to how many existing ball fields should be accessible. We recommend that a minimum of one field of every three be accessible.

We saw eight ball fields and none are accessible. **We recommend access to three ball fields.** We saw 10 backstops and one is accessible. **We recommend access to one additional backstops.**

Any ball fields to be replaced in the future, or designed and built where one did not exist, must comply with the 2010 Standards and 2018 Illinois Accessibility Code and will therefore be accessible. The Program Access Chart illustrates the areas where work is recommended so that every resident is close to an accessible ball field.

43. **Make corrections** cited in the reports so the backstop below **remains** accessible:

- **Fontana-Pasquesi Park (backstop)**

44. **Make corrections** cited in the reports so the ball fields and backstops below **become** accessible:

- **Sunset Woods Park (ball field)**
- **Mooney Park (backstop)**
- **Danny Cunniff Park (one of two ball fields)**

45. **Leave as is** the ball fields and backstops at the following sites:

- **Brown Park (ball field and backstop)**
- **Danny Cunniff Park (one of two ball fields)**
- **Olson Park (backstop)**
- **West Ridge Park (two ball fields)**
- **Kennedy Park (two backstops)**
- **Sherwood Park (backstop)**
- **Sleepy Hollow Park (backstop)**
- **Sunset Woods Park (backstop)**
- **Woodridge Park (backstop)**

Basketball Courts

The **minimum required** of the District by title II of the ADA is that the “program” of basketball be accessible to residents. This is measured by the “program access test” found in section 35.150 of the title II regulation (see 28 CFR Part 35). For similar multiple sites, no guidance is given as to how many existing basketball courts should be accessible. We recommend a minimum of one basketball court of every three be accessible. We saw seven basketball courts and two are accessible. **We recommend access to two additional basketball courts.**

Any basketball courts to be replaced in the future, or designed and built where one did not exist, must comply with the 2010 Standards and 2018 Illinois Accessibility Code and will therefore be accessible. The Program Access Chart illustrates areas where work is recommended so every resident is close to an accessible court.

46. **Make corrections** cited in the reports so the basketball courts below **remain** accessible:
 - **Woodridge Park**
47. **Make corrections** cited in the reports so the basketball courts below **become** accessible:
 - **Mooney Park**
 - **Danny Cunniff Park**
48. **Leave as is** the basketball courts at the following sites:
 - **Kennedy Park**
 - **Fontana-Pasquesi Park**
 - **Larry Fink Memorial Park**
 - **West Ridge Park**
 - **Old Elm Park**

Rectangular Fields

The **minimum required** of the District by title II of the ADA is that the “program” of rectangular fields be accessible to residents. This is measured by the “program access test” found in section 35.150 of the title II regulation (see 28 CFR Part 35). For similar multiple sites, no guidance is given as to how many existing rectangular fields should be accessible. We recommend that a minimum of one rectangular field of every size, type, or age designation be accessible.

We saw 14 rectangular fields and none were accessible. **We recommend access to four rectangular fields.**

Any rectangular fields to be replaced in the future, or designed and built where one did not exist, must comply with the 2010 Standards and 2018 Illinois Accessibility Code and will therefore be accessible. The Program Access Chart illustrates the areas where work is recommended so that every resident is close to an accessible field.

49. **Make corrections** cited in the reports so one of each type of the rectangular fields below **become** accessible:
 - **Danny Cunniff Park (one of three)**
 - **Kennedy Park**
 - **West Ridge Park (two of three)**

50. **Leave as is** the rectangular fields at the following sites:

- **Danny Cuniff Park (two of three)**
- **Olson Park (five of five)**
- **West Ridge Park (one of three)**
- **Larry Fink Park (two of two)**

Tennis Courts

The **minimum required** of the District by title II of the ADA is that the “programs” of tennis be accessible to residents. This is measured by the “program access test” found in section 35.150 of the title II regulation (see 28 CFR Part 35). For similar multiple sites, no guidance is given as to how many existing tennis courts should be accessible. We recommend that at least one of every three be accessible. There are 24 tennis courts and eight are accessible. **We recommend access to two additional tennis courts.**

51. **Make corrections** cited in the reports so the tennis courts below **remain** accessible:

- **Larry Fink Memorial Park**

52. **Make corrections** cited in the reports so the tennis courts below **become** accessible:

- **Fontana-Pasquesi Park**

53. **Leave as is** the tennis courts at the following sites:

- **Brown Park**
- **Danny Cuniff Park**
- **Old Elm Park (dual use – pickleball and tennis courts)**
- **Sunset Woods Park (dual use – pickleball and tennis courts)**
- **Woodridge Park**

Pickleball Courts

The **minimum required** of the District by title II of the ADA is that the “programs” of pickleball be accessible to residents. This is measured by the “program access test” found in section 35.150 of the title II regulation (see 28 CFR Part 35). For similar multiple sites, no guidance is given as to how many existing pickleball courts should be accessible. We recommend that at least one of every three be accessible. There are 21 pickleball courts and none are accessible. **We recommend access to 19 pickleball courts.**

54. **Make corrections** cited in the reports so the pickleball courts below **become** accessible:

- **Danny Cuniff Park (16 pickleball courts)**
- **Sunset Woods Park (2 dual use pickleball courts)**

55. **Leave as is** the pickleball courts at the following sites:

- **Old Elm Park (dual use – pickleball and tennis courts)**
- **Woodridge Park**

Picnic Areas and Picnic Shelters

The **minimum required** of the District by title II of the ADA is that the “program” of picnicking be accessible to residents. This is measured by the “program access test” described in section 35.150 of the title II regulation (see 28 CFR Part 35). For similar multiple sites, no guidance is given as to how many existing picnic areas or shelters should be accessible. There are 12 picnic areas and 11 picnic shelters. One shelter is accessible. **We recommend access to seven additional picnic opportunities.**

Any picnic areas or picnic shelters to be replaced in the future, or designed and built where one did not exist, must comply with the 2010 Standards and 2018 Illinois Accessibility Code and will therefore be accessible. The Program Access Chart at the end of this section illustrates the areas where work is recommended so that every resident of the District is close to an accessible picnic area or picnic shelter.

56. **Make corrections** needed to **maintain access**, including adding accessible picnic tables, to the picnic shelter at:

- **Sunset Woods (shelter behind restrooms by play area)**

57. **Make corrections** cited in report so the picnic areas and shelters at the sites below **become** accessible:

- **Danny Cunniff Park (shelter and picnic area)**
- **Jen Jensen Park (picnic area)**
- **Old Elm Park (shelter)**
- **Rosewood Beach (picnic area)**
- **Rosewood Park (picnic area)**
- **Heller Nature Center (shelter)**

58. **Leave as is** the picnic areas and picnic shelters at the following sites, until next altered:

- **Brown Park (picnic area)**
- **Carrol F. Snyder Park (picnic area)**
- **Larry Fink Memorial Park (shelter and picnic area)**
- **Memorial Park (gazebo)**
- **Mooney Park (picnic area)**
- **Moroney Park (picnic area)**
- **Sunset Woods Park (two shelters and one picnic area)**
- **The Preserve of Highland Park (two shelters one picnic area)**
- **Woodridge Park (shelter)**
- **Central Park (picnic area)**

Fishing

The **minimum required** of the District by title II of the ADA is that the “program” of fishing be accessible to residents. This is measured by the “program access test” described in section 35.150 of the title II regulation (see 28 CFR Part 35).

For similar multiple sites, no guidance is given as to how many existing fishing areas must be accessible. Treat this as a planning exercise and aim for one of three fishing areas being made accessible. Our evaluation included 11 fishing areas. Of these, two are accessible. **We recommend access to two additional fishing areas.**

The Program Access Chart illustrates the areas where work is recommended so that every resident of the District is close to an accessible fishing area.

59. **Continue to maintain fishing access**, per the site reports, so that the fishing areas at the sites below **remain** accessible:

- **Larry Fink Memorial Park (one of two)**
- **The Preserve of Highland Park (one of five)**
- **Park Avenue Boating Facility**

60. **Make corrections** cited in report so the fishing areas at the sites below **become** accessible:

- **Danny Cunniff Park**

61. **Leave as is** the fishing area at the park named below, and if future alterations or renovations occur at this site, make the fishing area accessible.

- **The Preserve of Highland Park (four of five)**
- **Rosewood Park**
- **Larry Fink Memorial Park (one of two)**
- **Foley’s Pond**

Disc Golf

The **minimum required** of the District by title II of the ADA is that the “program” of disc golf be accessible to residents. This is measured by the “program access test” described in section 35.150 of the title II regulation (see 28 CFR Part 35).

For similar multiple sites, no guidance is given as to how many existing disc golf courses must be accessible. Treat this as a planning exercise and aim for one of three disc golf courses being made accessible. Our evaluation included two disc golf areas. Of these, none are accessible. **We recommend access to one disc golf course.**

The Program Access Chart illustrates the areas where work is recommended so that every resident of the District is close to an accessible disc golf course.

62. **Make corrections** cited in report so the disc golf course at the site below **becomes** accessible:
- **Larry Fink Memorial Park**
63. **Leave as is** the disc golf at the park named below, and if future alterations or renovations occur at this site, make the fishing area accessible.
- **Danny Cunniff Park**

Dog Parks

The **minimum required** of the District by title II of the ADA is that the “program” of dog parks be accessible to residents. This is measured by the “program access test” described in section 35.150 of the title II regulation (see 28 CFR Part 35). For similar multiple sites, no guidance is given as to how many existing dog parks must be accessible. Treat this as a planning exercise and aim for one of three dog parks being made accessible. We audited two dog parks. Of these, none are accessible. **We recommend access to one dog park.**

The Program Access Chart illustrates the areas where work is recommended so that every resident of the District is close to an accessible dog park.

64. **Make corrections** cited in report so the dog park at the site below **becomes** accessible:
- **Larry Fink Memorial Park**
65. **Leave as is** the dog park at the park named below, and if future alterations or renovations occur at this site, make the fishing area accessible.
- **Moraine Park and Beach**

TRANSITION PLAN

The District must have a transition plan per 35.150(d) of the DOJ title II regulation. The plan should identify the barrier, the corrective work, the date by which the work will occur (in our reports, the Phase), and the person responsible for barrier removal.

Barriers should be removed as soon as possible. Phasing the work allows access to occur and makes the best use of the resources of PDHP. We recognize that each phase requires a different number of years for implementation. The District should determine the annual activity within its fiscal years.

We recommend work in four phases, including a phased titled ongoing which includes deficits that require ongoing maintenance. We also note work we believe need **not** occur in a category titled Option. Should District plans change, or should other resources become available, the corrective work needed at these sites is known. Finally, we do recommend some work occur as a smart practice.

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We have made cost **references for planning purposes** for the corrective work recommended. We note that these are not estimates and should be used only for planning purposes. The final design, the year in which the work will occur, the relationship with the contractor, and many other factors must be considered before a cost estimate is made.

Our total of all cost references is **\$7,294,897.73**. We believe the work in Phase One, Two, and Three, as well as the maintenance required in the ongoing phase (6), can be accomplished in 13 fiscal years.

We have balanced work through all three phases, and the District can certainly choose to reorder those recommendations. We describe our phasing below.

- In Phase One, we recommend work in three categories: new construction that has occurred since March 15, 2012 that is non-compliant, unique sites where programs are not replicated elsewhere within the District, and achievement of at least one accessible asset, in reference to meeting program access, within the District.

We suggest that completion of this phase requires four fiscal years. Cost references for Phase One are \$2,129,474.57.

- In Phase Two, we recommend work that aims to meet program access at a ratio of 1 of 3, and assets that are new to the 2010 Standards. This includes sports fields and courts, playground surfaces, playground components, and other park assets. This phase includes deficits and their recommendations that further ensure program access determined by the program access test.

We suggest that completion of this phase requires two fiscal years. Cost references for Phase Two are \$1,502,632.15.

- In Phase Three, we recommend work in areas in two categories: where retrofit is complex or costly and sites with shared partners.

We suggest that completion of this phase requires seven fiscal years. Cost references for Phase Three are \$3,646,151.51.

- We identify corrections that are not currently subject to standards, but we refer to as “smart practices” in the column labeled “4”. These corrections, we believe, make your services and assets more accessible and usable by individuals with disabilities.

Cost references for smart practices are \$33,658.00.

- We identify corrections that require ongoing maintenance to ensure accessible assets throughout the District. This includes assets that require ongoing maintenance to maintain and achieve compliance. We refer to this phase as Ongoing in the column labeled “5”.

Cost references for smart practices are \$16,639.50.

- We do phase some work as District Option, and we refer to District Option in the column labeled “6”. This is work at a site or element with access deficits where we believe the

District can meet the program access test and defer plans to make these sites accessible, until and unless the District later alters these for another purpose.

Cost references for District Option are \$5,157,125.36.

COMMUNITY ENGAGEMENT

The ADA does require the District to provide an opportunity for public feedback in the shaping of transition plan priorities. Two in-person public feedback sessions were held, the first on July 30 at the Walter E. Heller Nature Center, and the second on July 31 at West Ridge Center. We also prepared a survey that the District distributed. This survey was available for response from July 11, 2024 to August 8, 2024.

The audience commented regarding access to programs, parks, and park assets. In both sessions and in the survey, the consensus on the order of retrofit was to start with the basics (parking, restrooms, and accessible routes). The audience commended the District for its commitment to access and inclusion.

FUNDING ACCESS RETROFITS

We provide this section to discuss some of the potential funding sources other park districts have used for ADA compliance. This is not intended as a comprehensive list.

No Dedicated Federal Source

There is no dedicated source of federal funds for accessibility renovations to existing sites. The new administration is unlikely to provide such a funding source. Even if a change were to occur, federal funding is unpredictable, as seen before in other federal programs.

Earmarks

Some of our clients have pursued Congressional earmarks for access work. Earmarks are unpopular and difficult to obtain. While Congressional earmarks were not used for a decade or more, both political parties now support their use. This may be an opportunity for PDHP.

Community Development Block Grant Funds

Several of our clients have acquired federal Community Development Block Grant (CDBG) funds for accessibility renovations at existing sites. CDBG funds often have a scale of priority. It is important to establish accessibility as a priority for CDBG applications. We note however the uncertainty about the continued availability of CDBG funds.

State Grants Programs

Several states, and several of our clients, have successfully pursued state legislation to set aside dedicated state funds that can be used for specific park purposes, including access retrofits. To name a few, Illinois, New Jersey, Colorado, Ohio, Florida, and Texas all have sources of revenue funded in various ways, such as a real estate transfer tax. While the

various states have all at times not fully funded these grant programs, they remain an effective tool regarding site acquisition and development.

State Discretionary Funds

Most state legislatures provide some type of discretionary funding for members of the legislature. In some states, these are relatively small grants of under \$50,000. These can be a viable option for a Park District with good relationships with state legislators.

Special Accessibility Legislation

The Park District is well aware of the legislation that allows districts and municipalities that are partners in a special recreation association to levy a tax that can be used only for recreation for people with disabilities. The funds can be used for access retrofits at existing sites and facilities. Statewide, Illinois park districts and villages levy more than \$80,000,000 annually for this purpose. Unfortunately, no other state has adopted this model.

Private Giving

Some of our clients have successfully sought private gifts for accessibility purposes. The private giving area is subject to fluctuations depending on the economy, political issues, and related fiscal impacts. In our experience, private giving works best when an agency has an employee dedicated to this purpose.

Corporate Giving

Some of our clients have successfully sought grants from corporations. These may, for corporate purposes, come from marketing (such as naming rights to a facility) or from community giving. Also, many corporations have a related foundation that manages corporate giving. In our experience, corporate giving works best when an agency has an employee dedicated to this purpose.

Community Foundations and Other Foundations

Community foundations, which operate on a regional basis, have also been involved in accessibility giving. Perhaps the greatest example here is the multi-million dollar Kellogg Foundation project that improved accessibility in Michigan, Ohio, Indiana, Illinois, and other states that bordered the Kellogg headquarters in Michigan.

Other Methods

There are many other methods, some of which are crafted by a community to meet a unique set of circumstances. These include:

- Communities in New Jersey and Oregon take 100% of accessible parking fines and apply those funds towards recreation for people with disabilities.
- Several Illinois park districts have added a \$1 to \$10 surcharge to every registration, earmarking the fees generated for access and inclusion expenses.

- Several communities have successfully sought budget increases to address accessibility backlogs, just as they have with maintenance backlogs. Those increases may be general fund allocations, proceeds from successful referenda, or reallocations of under-expended funds originally budgeted for other local government purposes.

Outdoors for All Act

On December 20, 2024, Congress passed bipartisan legislation known as the Outdoors for All Act. This legislation, part of the Expanding Public Lands Outdoor Recreation Experiences (EXPLORE) Act, provides funding to communities across the nation. This legislation was a decade in the making and was a key part of the National Recreation and Park Association legislative platform. It may be an opportunity for the District. We again note the uncertainty about the continued availability of federal funds.

Risk Management

Investing in safety saves money by avoiding legal expenses related to injuries on PDHP properties. The same concept applies here. Investing in retrofits saves PDHP the cost of staff time and attorneys to defend against ADA lawsuits or administrative complaints.

While we do not believe a decision about access should hinge solely on risk management factors, we do recommend that PDHP be aware of this factor going forward. ADA enforcement continues to grow and touch more and more communities.

Relief under the ADA is injunctive in nature, but the time consumed and cost of litigation can be a great drain on human and fiscal resources.

The General Fund

Another method is to fund retrofits through the General Fund, Corporate Fund, or CIP. Some of the methods discussed earlier in this section help to reduce General Fund reliance. These typically are not a substitute for General Fund support.

IMPLEMENTATION STRATEGIES

Title II of the ADA is relatively straightforward. That said, we offer some suggestions below regarding the implementation of the several mandates in the regulation.

1. ***Maintain a strong relationship with disability advisory groups.*** Make it a point to seek out and work with local advocacy groups, and seek their feedback on future initiatives. A good relationship between the District and the advocacy groups will help greatly in meeting the ADA mandates and improving the quality of life for all, including those with disabilities.
2. ***Acquire and maintain the Certified ADA Coordinator credential.*** There is no nationwide credential required for ADA implementation. However, a Certified ADA Coordinator will benefit the District, keeping it current on implementation strategies and smart practices from other local entities in the United States.

3. **Identify available sign language interpreters and enter into agreements** before situations arise where the District needs such services. Negotiate rates, availability, environments where the work will occur, and so forth.
4. One of the title II requirements for communications produced by the District **requires the District to respond to inquiries in the same form used by the person who inquired**. We also believe that this is the courteous way to respond. Here, if an inquiry to the Park District comes in the form of a Braille document, the response from the Park District should also be in Braille.

We recommend the Park District or NSSRA either locate the nearest Braille printer and enter into an arrangement for use, or simply acquire one and have employees learn how to use it. For a review of this topic by the American Foundation for the Blind, visit [this site](#).

5. **Acquire assistive listening systems.** There are three principal types: inductive loop systems, infrared systems, and FM systems. These devices are helpful for persons with some residual hearing. These devices separate speech from ambient noise and amplify speech. People who are deaf or hard of hearing may prefer, for various reasons, one type of device. The National Association of the Deaf has a brief review of the topic [here](#).
6. **Learn about the website access requirements.** The DOJ published a final and enforceable website access standard in 2024. Website usage increases every year. The District website must comply by April 2027.
7. **Develop an ongoing series of disability training for employees.** Every day, new products appear on the market, agencies issue new enforcement decisions, and local entities develop and refine strategies for inclusion and access. Keep current on these developments and share this news with District staff.
8. **Continue the partnership with the other entities that comprise NSSRA.** This unique and award-winning service delivery model provides benefits for PDHP residents and families with and without disabilities.

CONCLUSION

The Park District of Highland Park has a variety of facilities and sites. The skilled staff operates facilities and sites the community wants and enjoys. This report identifies some issues that are typical in parks and recreation infrastructure and some that are unique to the District. The District takes steps towards accessibility every year and that undoubtedly helps. That said, access work should occur every year during the transition plan.

While no one can say with certainty how long the District can stretch these projects, the District should make access retrofits an ongoing part of its annual plans and budgets. US Department of Justice officials have said the District must complete work as soon as is possible. Be certain to understand that a complaint could force the District to accelerate its pace. Making access projects a high priority is a show of good faith.

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It was an honor to serve the Park District of Highland Park again. If we can help in the future, please reach out.

A handwritten signature in black ink, appearing to read 'JN McGovern', is positioned above the printed name.

Submitted by:

**John N. McGovern, JD
Partner, Principal-in-Charge
WT Group Accessibility Practice**

JNM/TAT/PARK DISTRICT OF HIGHLAND PARK FINAL REPORT 202504



Memorandum

To: Park Board of Commissioners

From: Brian Romes, Executive Director

Date: April 09, 2025

Subject: **Master Plan Update**

Summary

Staff and the Park Board Master Planning Project liaisons met on April 02, 2025, to review our master planning timeline, community survey questions, and public engagement opportunities. Staff will provide a progress update on the Master Plan progress.



Memorandum

To: Park Board of Commissioners

From: Brian Romes, Executive Director

Date: April 09, 2025

Subject: **PDHP Policy Manual and Ordinance Update**

Summary

In accordance with Policy 1.00 from the PDHP Policy Manual, the entire manual containing Board approved policies facilitating the operations of the Park District shall be reviewed at least every five (5) years. Staff has reviewed and made changes to the manual in its entirety. All draft policies have been reviewed by legal, Ancel Glink, to ensure up-to-date compliance with the Park District Code.

Staff and Park Board Policy liaisons reviewed policies 1.00 – 1.04 (chapter 1: Introduction) and 2.00 – 2.08 (chapter 2: Board and Administration). During review, legal recommended the development of an ordinance to establish a schedule for declaring park board vacancy based on absences to support policy 2.01 Organization and Operation of the Board of Park Commissioners. Staff will share a summary of proposed policy changes and an overview of the ordinance establishing a park board vacancy schedule.



PARK DISTRICT OF HIGHLAND PARK

Policy #: 1.00

DEPT: Administration

APPROVED: 7/23/2019

REVISED: 3/19/2025

Introduction

The Park District of Highland Park, (the "District"), is a separate unit of local government, established in 1909 and governed by a Board of five elected commissioners, (the "Board"), who serve without pay. Management and control of District business and property is vested in the Board of Commissioners as created and established by State law. The Board acts as the legislative and policy making body of the District in the operation, control, improvement, and planning of its parks, recreation services, facilities, personnel and fiscal operations.

It is the purpose of the District to effectively and responsibly provide recreational services, facilities, and open space for the residents of the District, consistent with its stated mission and values.

Mission Statement:

To enrich community life through healthy leisure pursuits and an appreciation and preservation of the natural world.

Values Statements and Descriptors

Welcoming:

We welcome everyone, fostering supportive relationships through positive interactions that appreciate the best in others and create a sense of belonging.

- Appreciative: We appreciate and celebrate the best in others
- Inclusive: We are allies for inclusion and equity, where everyone is afforded the same rights and opportunities that result in a sense of belonging, and the ability to safely express themselves authentically, without judgement.
- Supportive: We give the best of ourselves, create positive interactions that foster supportive relationships

Caring:

We care about our relationships with others, as well as sustaining and improving our material, financial and natural resources, through best practices that foster trust and ensure long term health, safety, and wellbeing.

- Health and Safety: We are committed to material, social, emotional, financial, and environmental health, safety and security
- Trust: We believe in each other and demonstrate a commitment to honesty, empathy, humility and accountability.
- Leadership: We responsibly steward our relationships and resources through best practices and a focus on long-term vitality

Extraordinary:

We aspire to provide extraordinary experiences by thinking creatively, creating personal interactions, and delivering unique services that positively impact lives.

- Creative: We are Innovative and resourceful in effort to deliver the delightfully unexpected
- Personal: We create personal interactions that strive to exceed expectations
- Impactful: We strive to leave a long-term positive impact through memorable experiences

The Park District of Highland Park Board of Commissioners recognizes the need for a manual that contains Board approved policies that facilitate the operation of the District on a day-to-day basis. The Board may periodically review the policies contained in this Policy Manual (the "Manual") and revise or amend them from time to time as it deems appropriate at a regular or special meeting of the Board by not less than three members, except where a greater vote is required by law. The entire Manual shall be reviewed at least every 5 years.

The Park District of Highland Park has additional manuals containing employee policies, conduct ordinances, and districtwide and department specific operational procedures that can be changed from time to time in accordance with Policy 2.00 Guidelines for the Development and Implementation of Policies, Procedures, and Regulations.

DRAFT



PARK DISTRICT OF HIGHLAND PARK

Policy #: 1.01

DEPT: Administration

APPROVED: 7/23/2019

REVISED: 3/19/2025

Statutory Authority

The District is governed by the laws, rules, and regulations of the State of Illinois. The principal statutory authority governing the District is the Park District Code (70 ILCS 1205/1-1, et seq.), which is a codification of the general law relating to park districts in Illinois. References to, and excerpts from the Park District Code and other related laws are contained in this Policy Manual. Other laws which supplement the authority granted by the Park District Code include, but are not limited to:

- the Intergovernmental Cooperation Act (5 ILCS 120/1, et seq.)
- the Property Tax Extension Limitation Law (35 ILCS 200/18-185, et seq.)
- the Local Government Debt Reform Act (30 ILCS 350/1, et seq.)
- the Local Government Property Transfer Act (50 ILCS 605/1, et seq.); and
- the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1-101, et seq.)



PARK DISTRICT OF HIGHLAND PARK

Policy #: 1.02

DEPT: Administration

APPROVED: 7/23/2019

REVISED: 3/19/2025

Legal Authority of the Policy Manual

- 1.02.1 In particular, the legal authority of this Policy Manual is Section 8-1(d) of the Code, which states that a park district has the power: "To pass all necessary ordinances, rules and regulations for the proper management and conduct of the business of the board and district and to establish by ordinance all needful rules and regulations for the government and protection of parks, boulevards and driveways and other property under its jurisdiction, and to effect the objects for which such districts are formed."
- 1.02.2 The binding and authoritative statutes, ordinances, administrative regulations, and rules of the State of Illinois or Lake County, or any final decision of a court with competent jurisdiction that is in conflict with the provisions of the Policy Manual shall supersede the provisions of this Policy Manual.



PARK DISTRICT OF HIGHLAND PARK

DEPT: Administration

Policy #: 1.03

APPROVED: 7/23/2019

REVISED: 3/19/2025

Board Edited 3/19/25

Definitions

For the purpose of this Policy Manual, the following terms shall have the definitions given herein:

- A. "District" is the Park District of Highland Park, Lake County, Illinois.
- B. "Board" is the Board of Park Commissioners of the Park District of Highland Park
- C. "Executive Director" is the Executive Director of the Park District of Highland Park.
- D. "Code" is the "Park District Code," 70 ILCS 1205/1-1, et seq., as amended from time to time.
- E. "Conduct Ordinance" is Ordinance 10-04. See also "Regulations".
- F. "Ordinance" is any legally enforceable regulation, adopted by the required majority of the Board, governing the use of parks and property owned or controlled by the District as authorized by Article 8 of the Illinois Park District Code. Ordinances may only be repealed, amended, suspended, or modified by ordinance.
- G. "Policy" is any formal plan or course of action reflecting the aims to be achieved by the District officially approved by the Board. A Policy must be formulated and approved by the Board and shall be recorded in the Policy Manual or Employee Handbook. Policies provide the operational framework within which the District functions.
- H. "Procedure" is any plan or course of action formulated and implemented by the Park District staff to facilitate the day-to-day Park District operations within the respective policy guidelines provided in the Policy Manual or Employee Handbook. Procedures, when appropriate, will be documented and placed in "Park District Procedure Manuals.
- I. "Regulations" are rules governing the use of the parks and property owned, operated and maintained or controlled by the Park District as set forth in Ordinance No. 10-04, commonly referred to as the "Conduct Ordinance."



PARK DISTRICT OF HIGHLAND PARK

Policy #: 1.04

DEPT: Administration


APPROVED: 7/23/2019

REVISED: 3/19/2025

Separability

If any policy or part thereof contained in this Policy Manual shall be determined invalid by a court of competent jurisdiction, such determination shall not affect the validity of the remaining policies or parts thereof. Likewise, if the application of any policy is found unenforceable by a court of competent jurisdiction, such findings shall not affect all other lawful applications of such policy, or other policies not so determined to be invalid or unenforceable.

DRAFT

	PARK DISTRICT OF HIGHLAND PARK
	Policy #: 2.00
DEPT: Board	Guidelines for the Development and Implementation of Policies, Procedures, and Regulations
APPROVED: 7/23/2019	
REVISED: 3/19/2025	

2.00.1 TYPICAL DISTINGUISHING CHARACTERISTICS OF POLICIES AND PROCEDURES

Policy	Procedure
Widespread application	Narrow application to implement policy decisions
Changes less frequently upon approval by the Board	Prone to change based on operational needs and efficiencies
Usually expressed in broad terms	Often stated in detail
Statements of “what” and/or “why”	Statements of “how,” “when,” and/or and sometimes “who”
Addresses major operational issue(s)	Describes process for addressing operational issues

2.00.2 DEVELOPMENT OF POLICIES, PROCEDURES, ETC.

It is the responsibility of the Board of Park District Commissioners to adopt District policies. A policy must be approved by a majority of the board at a regular meeting.

The Board will periodically review and revise the Conduct Ordinance and adopt it at a regular meeting. The entire Ordinance shall be reviewed at least every 5 years.

Procedures and general regulations consistent with policy are developed and implemented by staff. They may be District-wide or specific to a department or facility. Although they do not require Board approval, the Board may monitor the operational procedures of the District as developed by staff to evaluate whether they are consistent with Board policy. The Board will communicate any concerns over operational procedures with the Executive Director, who may in turn work with staff to address the issues identified.

The list below reflects the governance responsibilities of the Park Board and Executive Director and/or staff, including those which are shared and is subject to modification by the Board.

TOPIC/RESPONSIBILITY	BOARD	DIRECTOR
Amend the District's Policies	X	
Amend the District's Personnel Policies	X	
Adjust salary ranges	X	
Alter the fringe benefit package	X	
Create new positions (including drafting job description)		X
Approve job description (Executive Director)	X	
Approve job descriptions (staff)		X
Grant raises of merit within budget		X
Approve District's budget	X	
Set direction of the various funds or total budget	X	X
Determine priorities of capital items	X	X
Approve new programs and services		X
Approve documents for disposal with Board's notification		X
Establish a revenue policy	X	
Establish and approve fees and charges	X	X
Approve tax levy Ordinance	X	
Appoint Park District Attorney	X	
Appoint Park District Audit Firm	X	
Determine special audit areas of investigation	X	X
Select members of focus groups/advisory committees	X	X
Design components of a park design		X
Negotiate & enter into agreements with other govt units	X	X
Purchases superseding Park District Code threshold	X	
Purchases in accordance with Park District Code threshold		X



PARK DISTRICT OF HIGHLAND PARK

Policy #: 2.01

DEPT: Board

APPROVED: 7/23/2019

REVISED: 3/19/2025

Organization and Operation of the Board of Park Commissioners

- 2.01.1 Government. The governing authority of the District is vested in the Board. The members of the Board constitute the corporate authorities.
- 2.01.2 Number. The Board shall be comprised of five Commissioners.
- 2.01.3 Term of Office. Each term of office for a Commissioner shall be six years or until a successor is elected and qualified. Terms are designated to expire on a staggered, two-year system.
- 2.01.4 Inauguration
- 2.01.4 A Newly elected or re-elected Commissioners shall be installed at the Annual Meeting as provided in Section 2.06.1 of this Manual.
- 2.01.4 B Newly appointed Commissioners shall be installed at the first Regular or Special Park Board Meeting following their appointment.
- 2.01.5 Oath of Office. All elected and appointed Commissioners, before entering upon the duties of their office, shall take and subscribe to the Oath of Office, which is filed with the Board Secretary.
- 2.01.6 Prospective Candidate's Orientation. The Executive Director or designee should approve and distribute to those who file a nominating petition to serve as Commissioner a prospective candidate's orientation information packet. This packet should include items such as organizational charts, budgets, recent brochures and any other appropriate items.
- 2.01.7 Vacancies in Office. Whenever any member of the Board neglects or refuses to attend to the duties of their office vacancies shall be filled in accordance with Section 2-25 of the Illinois Park District Code, 70 ILCS 1205/2-25.
- 2.01.7.1.1 Neglect to attend meeting of the board. Whenever any member of the Board neglects or refuses to attend to the duties of his office or neglects to attend Regular, Workshop or Special meetings of the Board for a period of three consecutive calendar months, or neglects to attend a minimum of 10 Regular, Workshop or Special meetings in any 12-month period, or for any other reason now or hereafter specified by law, said office may be declared vacant by the Board. See Ordinance 2025-05.
- 2.01.8 Compensation. In accordance with statute, the Board serves without compensation. (Code, Section 4-1).



PARK DISTRICT OF HIGHLAND PARK

DEPT: Board

Policy #: 2.02

APPROVED:

REVISED:

General Conduct of the Board

2.02.1 Ethics and Conduct

- A. Commissioners of the Park District are expected to be of high moral and ethical character and work together as a team to serve the community by delivering top quality park and recreation opportunities. Each Commissioner is expected to act in the best interests of the District and be free of outside influence and self-interests. In accordance with this Policy, Commissioners will educate themselves about and comply with this Policy and all other federal, state and local laws, regulations, and ordinances applicable to the conduct of the Park District's elected officials. These authorities include but are not limited to, the Illinois Constitution, Open Meetings Act, the Public Officer Prohibited Activities Act, the Government Ethics Act, the State Officials and Employees Ethics Act, the official misconduct and public contracts provisions of the Illinois Criminal Code, the Illinois Human Rights Act, and the District's own Ethics and Conduct Policy, Policy 5.30 Ethics and Conduct and Appendix A Ethics Ordinance.

2.02.2 General Conduct of the Board

- B. The Board recognizes the need for decision making and public responsiveness that requires a commitment to sound operating policies. In order to establish efficiency among Board Members in the performance of their duties, members:
- Shall avoid making individual pronouncements and public conjectures outside of official Board Meetings about District matters not yet decided by the Board.
 - Shall represent all the people of the District while avoiding partisanship based on special interests.
 - Shall not utilize District resources to support or oppose political organizations, candidates seeking political office, or any referendum question.
 - Shall follow the guidelines for the utilization of social media and social network sites set forth in Policy 7.14.
 - Shall make decisions involving the welfare of the District based on study, reports, and evidence recognizing that personal feelings, biases, opinions, and other such factors are not conducive to sound decision making.
 - Shall be accountable to the residents of the District for competent, conscientious and effective accomplishment of Board obligations.
 - Shall demonstrate the principle of Board unity by accepting majority decisions of the Board.

- Shall respect the Board's commitment to work through the Executive Director by requesting desired information about the parks and recreation programs directly from them, by referring to their suggestions for new policies for their professional advice, by refraining from acting on any complaint until after Executive Director has had an opportunity to investigate fully and report to the Board, and by supporting Board approved actions of the Executive Director and key management staff.
- Shall recognize that, in the absence of action by the full Board, they have no more authority over park and recreation policies or operations than any other District resident, and shall speak or act for the Board only when specifically authorized to do so by action of the Board.
- Shall understand and respect the separation of Board responsibilities and functions from those of the Executive Director and their staff.
- Shall only use their title of Commissioner when specifically directed by the Board to represent the PDHP on an outside board or event.
- In the spirit of cooperation and professionalism, shall abide by the following "Commissioner's Creed", which has been adopted by the Board.

As an individual member of the Board

- I will listen.
- I will recognize the integrity of my predecessors and associates and the merit of their work.
- I will be motivated only by a desire to serve the people of my community.
- I will recognize that it is my responsibility together with that of my fellow Board members to see that the District services are properly run--not to run them myself.
- I will work through the Executive Director -- not over or around them.
- I will recognize that District business may be legally transacted only in open meetings legally called.
- I will not "play politics".
- I will attempt to inform myself on the proper duties and functions of a Board Member.

In performing the proper functions of a Board Member

- I will deal in terms of general District policies.
- I will function, in meeting the legal responsibilities that are mine, as a part of a legislative, policy-forming body, not as an administrative officer.
- I will consider myself a trustee of public parks and recreation and will attempt to protect and conserve them.

In maintaining desirable relations with other members of the Board

- I will respect the opinions of others.
- I will recognize that authority rests with the Board in its entirety, not in individual members of the Board.

- I will make no disparaging remarks in or out of meetings about other members of the Board or their opinions.
- I will recognize that to promise in advance of meetings how I will vote on any proposition under consideration is to close my mind and agree not to think through other facts and points of view which may be presented in the meeting.
- I will make decisions in Board meetings only after all sides of the question have been presented.
- I will insist that special committees be appointed to serve only in an investigating and advisory capacity.
- I will consider unethical, and will thus avoid, “star chamber” or “secret” sessions of Board members held without the presence of the Executive Director.

In meeting my responsibility to my community

- I will attempt to appraise fairly both the present and the future park and recreation needs of the community.
I will attempt to ensure there is adequate financial support for our parks and recreation programs, facilities and services.
- I will interpret to the administration as best I can the needs and attitudes of the community.
- I will consider it an important responsibility of the Board to interpret to the community the aims and methods of the District.
- I will insist that business transactions of the District be on an ethical, open and above-board basis.
- I will not buy supplies for personal use at “District prices”.
- I will not consider a position on the Board as a “stepping stone” to political power.

In working with my chief professional executive and the staff

- I will hold the Executive Director responsible for the administration of the District.
- I will give the Executive Director authority commensurate with their responsibility.
- I will expect the District to be administered by the best-trained technical and professional staff it is possible to procure.
- I will participate in Board legislation only after considering the recommendation of the Executive Director and only after they have furnished complete information supporting their recommendation.
- I will expect the Executive Director to keep the Board adequately informed at all times, through both oral and written reports.
- I will expect to spend more time in Board meetings on operational policies, programs and procedures than on business detail.
- I will refer all complaints in writing to the Executive Director or to the Board as a whole.

- I will present any personal criticism of employees to the Executive Director. .
- I will provide adequate safeguards around the Executive Director and other personnel so they may perform the proper functions of parks and recreation services on a professional basis.

DRAFT



PARK DISTRICT OF HIGHLAND PARK

Policy #: 2.03

DEPT: Board

APPROVED: 7/23/2019

REVISED: 3/19/2025

Commissioner Program

Board Commissioners perform a valuable and necessary service in providing governance for a sound Park District. By law, the members of the Board provide their service without monetary compensation. In order to facilitate commissioner involvement and familiarization of District programs and facilities, commissioners and their family members are permitted to register for Park District programs and facilities (space permitting after accommodating participants who have paid a fee for the program or facility use) and be required to pay only the direct cost, if any, that the Park District incurs, such as the fees paid to outside contracted program providers or cost of event tickets incurred by the District. The Commissioner must present the completed registration materials to the Executive Director.

2.03.1 Commissioner Use of District Facilities, Programs, and Services

Commissioners shall receive the same program fee discounts that are afforded to full time Park District employees.

2.03.2 Conferences and Seminars

Commissioners shall be provided the opportunity to attend and participate in professional conferences, conventions, workshops, seminars, and technical meetings at District expense subject to budgetary provisions and legal requirements codified in the Local Government Travel Expense Control Act, 50 ILCS 150/1, *et seq.* Reimbursable expenses shall include registration fees, transportation, lodging, meals, and other legitimate expenses.

2.03.3 Professional Associations

The District shall establish membership in and pay dues for Commissioners' to the National Recreation and Park Association and the Illinois Association of Park Districts or any other professional association approved by the Board. Because both the National Recreation and Park Association (NRPA) and the Illinois Association of Park Districts (IAPD) serve the educational, legislative, and research needs of the Board, which subsequently benefit the District, and because members of the NRPA and IAPD boards of directors and committees are drawn from Commissioners from throughout the nation and state, the Board encourages its members to serve on the boards and committees of NRPA and IAPD and shall reimburse any and all usual and customary expenses incurred by Board members which are directly related to their involvement with NRPA and IAPD boards or committees.

2.03.4 Community Relations Activities

The Board of Commissioners supports the District's representation at non-political social events within the community and surrounding area. The Commissioners, the Executive Director, and others designated by the Board are authorized to attend social events for the purpose of increasing the District's involvement in the community and furthering the mission of the District. The District shall pay the fee charged for participation in a non-political social event by the Commissioners, Executive Director, and other District employees, as approved by the majority of the Board and/or the Executive Director.

2.03.5 Commissioner Attire

Due to the responsibilities related to the Commissioner position, there are occasions when it is necessary for Commissioners to wear proper Park District of Highland Park attire. The District will consider annual cumulative totals for certain non-recurring items to be de minimis if the total cumulative value of these items does not exceed \$100.



PARK DISTRICT OF HIGHLAND PARK

Policy #: 2.04

DEPT: Board

APPROVED: 07/23/2019
REVISED: 3/19/2025

Primary Functions of the Park Board

The duty of the Board is to consider and approve policies for the operation, efficiency, improvement, and future planning of park and recreation facilities, programs and services within the district, consistent with its stated mission, values and goals. Board Commissioners, collectively and individually, act as representatives of all residents of the district in maintaining, planning, and promoting the use of park and recreation facility use. Specifically included in the functions of the Board are the following:

- 2.04.1 To select an Executive Director as chief administrative officer and professional advisor of the district and to properly delegate to the Executive Director the authority and responsibility to execute its policies, enforce its rules and regulations, and administer the parks and recreation facilities, programs and services.
- 2.04.2 To provide for the levy of taxes in order that funds may be available for the maintenance and improvement of the parks and facilities operation, programs and services.
- 2.04.3 To adopt an annual park and recreation budget and appropriation ordinance so that the best possible facilities, programs and services may be provided in a fiscally responsible way.
- 2.04.4 To develop policies in accordance with the law which satisfy the needs of the community and allow for the proper management and conduct of the business of the board and district, and to approve means whereby the policies may be efficiently executed.
- 2.04.5 To assume responsibility for keeping the residents of the District informed concerning the purposes, achievements, requirements and financial condition of their parks, recreational facilities and programs.
- 2.04.6 To access, use, review and evaluate District programs and facilities, subject to the provisions of this Manual.



PARK DISTRICT OF HIGHLAND PARK

Policy #: 2.05

DEPT: Board

APPROVED: 7/23/2019

REVISED: 3/09/2025

Officers of the Board

The officers of the Board shall be President and Vice President. the Secretary and Treasurer and such assistant secretaries, assistant treasurers and other officers as may be chosen by the Board.

The officers of the Board shall be elected annually by the Park Board at the Annual Meeting or as soon thereafter as practicable. Each officer shall hold office until the next annual meeting, a successor is duly chosen, the resignation of such officer, or removal in the manner provided in the Park District Code. Vacancies created in any office by the removal of an officer or the creation of a new office may be filled by the Board at any of its meetings. In the case of temporary absence or the temporary inability of an officer to act as such, the Board may fill the office temporarily.

- 2.05.1 President. The President shall preside at all meetings of the Board and shall call special meetings thereof on their own motion or on request of two or more of the Commissioners, and in the case of a special meeting shall cause notice to be given to all Commissioners as provided in Section 2.07 of this Manual. The Board President shall have the right to vote upon all questions coming before the Park Board and shall be a member thereof. The President shall sign all documents authorized by the Board in its name and on its behalf and shall perform such other duties of the office according to State law and the direction and approval of the Board.
- 2.05.2 Vice President. The Vice President, in the absence of the President, or in the event of their refusal or inability to act, shall be vested with the powers to perform the duties of the President.
- 2.05.3 Secretary and Assistant Secretaries. The Secretary shall have the custody of the Corporate Seal and of all books and records pertaining to the Secretary's office; shall attest and affix the Corporate Seal to all instruments requiring such action when authorized by ordinance or vote of the Board; and shall cause all ordinances, resolutions and other actions of the Board requiring filing and/or publication, to be duly published. The Secretary shall give notice of and attend all meetings of the Board and keep a full and true record of its proceedings. The Secretary shall have the power to administer oaths and affirmations. The Secretary shall perform all duties pursuant to State law and accept all other duties prescribed by the Board. The Secretary need not be a member of the Board, and may be a paid employee, and shall act under the general supervision of the President and Board. Assistant Secretaries may be appointed by the Board with full or limited powers as specified when the appointment is made
- 2.05.4 Treasurer. The Treasurer shall be the chief financial officer and shall report to the Board all receipts and disbursements and submit such financial statements and detailed information as may be required by the Board. The Treasurer shall advise the Board on financial policies, practices and investments. Assistant Treasurers may be appointed by the Board, with full or limited powers as specified when the appointment is made. The Treasurer need not be a member of the Board. The Treasurer shall have the power and responsibility to invest the Park District's funds in a manner consistent with the Investment Policy adopted by the Board of Park Commissioners and the Illinois Public Funds Investment Act, 30 ILCS 235/1, et seq. Assistant Treasurers may be appointed by the Board with full or limited powers as specified when the appointment is made

- 2.05.5 Executive Director. The Executive Director shall at all times be subject to and act in accordance with the policies, rules and regulations, and directions of the Board. The Executive Director will develop and approve the organizational chart for the District and be responsible for hiring subordinates. The Executive Director shall develop a succession procedure delineating the chain of command when the Executive Director or any other member of the administrative staff is incapacitated, out of town, ill or unable to perform duties. The Executive Director shall recommend to the Board such rules, regulations and operating policy for the District as is deemed necessary and appropriate for the proper operation and use of the park system by the public, and the management and programming thereof, not inconsistent with applicable laws and ordinances. If these rules, regulations and statements of operating policy are approved and adopted by the Board, then the Executive Director shall communicate and enforce them. The Executive Director may issue permits and grant permission in accordance with applicable ordinances, policies, rules and regulations of the District. The Executive Director shall attend all meetings of the Board and report on actions and the operation and activities of the District since the previous Board meeting. The Board may approve a contract with the Executive Director for a term not to exceed three (3) years. The Executive Director shall be an unofficial member of all Park Board committees.
- 2.05.6 Attorney. The Attorney shall advise the Board concerning all legal matters and shall be responsible for the prosecution and defense of all litigation in which the District is involved. The Attorney shall draft all ordinances, resolutions and other instruments as may be required by the Board.
- 2.05.7 Auditor. The Auditor shall conduct the annual audit of the District and present the results of the audit and recommendations to the Board.
- 2.05.8 Americans with Disabilities Act (ADA) Compliance Officer. The ADA Compliance Officer is responsible for coordinating the efforts of the district to comply with Title II of the Americans with Disability Act, and for investigating any complaints raised related to ADA compliance.
- 2.05.9 IMRF Authorized Agent. The IMRF Authorized Agent shall perform the duties set forth in Section 7-135 of the Illinois Pension Code, 40 ILCS 5/7-135.
- 2.05.10 Freedom of Information Act (FOIA) Officer. The FOIA Officer shall perform the duties set forth in Section 3.5 of the Freedom of Information Act, 5 ILCS 140/3.5. The Board may designate one or more officials or employees of the district to serve as FOIA Officer.
- 2.05.11 Additional Duties of Appointed Officers. In addition to the duties herein above specified, each officer shall perform other duties as may be required of the Executive Director by the Board or by law.



PARK DISTRICT OF HIGHLAND PARK

Policy #: 2.06

DEPT: Board

APPROVED: 7/23/2019

REVISED: 3/31/2025

Park Board Committees

Regular Park Board Committees - The goal of Board Committees is to increase engagement between the Board and staff, allowing early input on Park District priorities, and advance preparation of recommendations for approval at the Regular Park Board Meeting. No final action or policy decision may be made directly by a Board Committee, but their recommendations may be accepted or rejected by the enter Board. Board Committees will consist of 3 Park Board Commissioners, 1 being the Committee Chairperson, appointed by the Park Board President. Established committees of the Board shall advise the Board on matters of policy concerning their responsibility areas and shall have such further duties as shall from time to time be assigned to them by the Board. Board Committees will be scheduled to meet as needed. Meetings of committees shall be conducted in accordance with the Open Meetings Act. Board Committees may include, but are not limited to the following:

Finance Committee - District-wide finances related to operations, capital, investments, and debt.

Facility and Recreation Committee - Facility construction and renovation projects, facility infrastructure, recreation services, community engagement, marketing and sponsorship

Lakefront, Parks and Natural Areas Committee – Lakefront, Parks and Natural Areas construction and renovation projects and facility infrastructure.

Policy Committee - District-wide policy and ordinance, intergovernmental agreements, and strategic planning.

Special Advisory Park Board Committees - The President of the Board may, by and with the consent of the Board, appoint Commissioner liaisons to special committees from for the purpose of studying specific projects or initiatives of the District, and affording help and assistance in the District's major undertakings.



PARK DISTRICT OF HIGHLAND PARK

Policy 2.07

DEPT: Board

Park Board Meetings

APPROVED: 7/23/2019

REVISED: 3/09/2025

- 2.07.1 Annual Meeting. The annual meeting of the Board shall be the fourth Wednesday in May, or during election years, the first regular meeting subsequent to receipt from the County Clerk of the certified results of the official canvass of election. This shall be the organizational meeting of the Board where new Commissioners are inaugurated. The President and Vice President shall be elected; the Secretary, Assistant Secretary, Treasurer, Attorney, Auditor, IMRF Authorized Agent, Freedom of Information Act (FOIA) Officers, Americans with Disabilities Act Coordinator and Executive Director shall be appointed; and the standing committees of the Board shall be established in accordance with Section 2.06 of this Manual. Other business may be transacted at this meeting.
- 2.07.2 Regular Meetings. Regular meetings (Workshop and Business Meetings) of the Board shall be held on the 2nd (Workshop) and 4th (Business) Wednesday of each month at a time to be determined in November of the previous year. If the day of any meeting falls on a legal holiday, the meeting shall be held when designated by the Board. Public notice of Regular Meetings will comply Section 2.02 of the Open Meetings Act, 5 ILCS 120/2.02. In December of each year, the Board shall establish an annual schedule of meetings, with dates, times, and locations for the coming year and publish notice thereof. Rescheduled Meetings require 48 hour notice to the public, and any change to the annual schedule must be approved by the Park Board.
- 2.07.3 Special Meetings. Special meetings of the Board may be called by the President whenever they shall deem it necessary or shall be called by the President at the request of any two Commissioners. Notice of any such special meetings shall be published as required by the Open Meetings Act, 5 ILCS 120/1, et seq. Special meetings may not be held on legal holidays.
- 2.07.4 Board Member Participation By Telephone. Park Board Commissioners may participate in Board meetings by electronic means provided the following requirements are met:
- A. Notice of, and/or an agenda for the meeting must be posted in the same manner as required by the Open Meetings Act.
 - B. A quorum must be physically present at the meeting location.
 - C. The reasons for participation by electronic means will be limited to personal illness or disability, employment purposes, the business of the Board, a family or other emergency, unexpected childcare obligations, or as otherwise permitted by law.
 - D. Any commissioner wishing to participate in a Board meeting by electronic means must notify the secretary as far in advance of the meeting as possible.
 - E. A commissioner may be permitted to participate in a Board meeting by electronic means only by a vote of a quorum of all members of the Board physically present at said meeting.
 - F. Commissioners participating by electronic means must be able to hear all motions and remarks made by those Park Board members physically present at the meeting, and all comments by members of the public who attend the meeting.
 - G. All Commissioners and members of the public who are physically present at the meeting must be able to hear all motions and remarks made by the Park Board members participating in the meeting by electronic means.
 - H. The minutes of the meeting should identify any member of the Park Board who participates by electronic means.

- I. When any commissioner participates by electronic means, all votes on matters before the Board at that meeting shall be taken by roll call.
- 2.07.5 Place of Meeting. The meetings of the Board shall be held at the West Ridge Center, 636 Ridge Road, Highland Park, Illinois, unless otherwise provided by the Board.
- 2.07.6 Open Meetings. All regular, annual, special and committee meetings of the Board shall be held in accordance with the Open Meetings Act, 5 ILCS 120/1, et seq. Schedule and Notice. The schedule and public notice of all regular, rescheduled or reconvened Board meetings for each calendar year shall be made available in accordance with the Open Meetings Act, 5 ILCS 120/1.
- 2.07.7 Quorum. Three (3) duly elected and qualified Commissioners shall constitute a quorum for the transaction of business; provided, however, that if no quorum is present, the Commissioners attending may adjourn the meeting from time to time without further notice until a quorum is obtained.
- 2.07.8 Agenda. The agenda for all regular meetings will be prepared by the Executive Director. The Board President will review and determine the final agenda. The agenda for special meetings may be proposed by the President or Commissioners calling the special meeting. Any [2] Commissioners may request to the President that an item be placed on the agenda for a regular or special meeting.
- 2.07.9 Order of Business. The order of business at all regular meetings of the Board shall include the following agenda items: Roll Call, Additions to the Agenda, Public Comment for Items on Agenda, Consent Agenda (including Approval of Minutes and Bills and Payroll), Unfinished Business, Treasurer's Report, New Business, Open to Public to Address Board, and Adjournment. Meeting agendas and support materials will generally be sent to Park Board members the Friday prior to the meeting, but in no case less than 48 hours in advance of a regular meeting.
- 2.07.10 Voting. A roll call vote shall be taken for the passage of all ordinances, and for all resolutions or propositions to create any liability or for the expenditure or appropriation of money, and in all cases at the request of any Commissioner and shall be entered upon the minutes of the proceedings. The affirmative vote of three Commissioners is required to adopt any motion, resolution or ordinance regardless of how many Board members are in attendance at the meeting except as otherwise required by State law.
- 2.07.11 Rules of Order. Robert's Rules of Order shall be referenced in all questions of procedure not otherwise provided for herein and unless suspended by a majority vote of the Board.
- 2.07.12 Ordinances, Resolutions and Motions. All ordinances, resolutions and other proceedings of the Board shall be in writing and kept in a regular book of records, open to the public for inspection as prescribed by law.
- 2.07.13 Official Minutes. The Secretary or Assistant Secretary of the District shall keep written minutes of all Board meetings as specified by Section 2.06 of the Open Meetings Act, 5 ILCS 120/2.06. All action taken by the Board at all regular and special meetings of the Board shall be done in open meeting and recorded by the Secretary. The Secretary is charged with keeping an accurate and true record of all motions, resolutions and ordinances in an official minute's book. All minutes will be considered unofficial until approved by the Board at a subsequent meeting.

The official minutes book of the Park District of Highland Park shall be open for public inspection as specified by the Open Meetings Act, 5 ILCS 120/1, et seq. and the Freedom of Information Act 5 ILCS 140/1, et seq.


- 2.07.14 Closed Session Minutes. Closed session minutes will be kept separate and not made part of the official minutes of the District. The Secretary will ensure that the verbatim recordings of all closed sessions are securely maintained. Unless the Board has made a determination that a verbatim recording of a closed session no longer requires confidential treatment, or otherwise consent to disclosure, the verbatim recording shall not be open for public inspection or subject to discovery unless required by court order and subject to an in camera inspection. Duly elected or appointed Commissioners shall have access to verbatim recordings of closed sessions, provided that: access is granted at the District's main office or official storage location; access is provided in the presence of a records secretary, an administrative official of the District, or any elected official for the District; and no verbatim recording is recorded or removed from the District's main office or official storage location without prior approval of the Board or by court order.

The verbatim recordings of closed sessions shall be maintained by the Secretary for 18 months, at which time they may be destroyed, subject to the approval of the Board to destroy a particular recording and the approval of the minutes of the closed session in accordance with the Open Meetings Act. Closed meetings minutes shall be reviewed every six months, or as soon thereafter as is practicable, in closed session. At that time, the Board shall determine, and report in open session, whether the need for confidentiality still exists with regard to all or part of particular minutes, or whether all or part of the minutes no longer require confidential treatment and should be made public for inspection. The Board may ask for assistance of District's legal counsel on which minutes should be made available for public inspection.

- 2.07.15 Rules for Public Comment. The Board of Park Commissioners shall adopt by ordinance, publish and make available for public inspection rules governing the manner in which attendees at public meetings may participate and make public comment during such meetings.

The Park Board adopted and approved Ordinance 19-08 regarding the following rules for public comment.

1. All speakers will sign in, including name and address, sit at the table/podium and speak into the microphone, and state their names before addressing the Board.
2. Each person (or representative) is limited to speak one time only, unless the Board President or presiding officer determines that allowing a speaker to address the Board more than once will contribute new information germane to an issue on the agenda for that meeting.
3. All comments from the public will be limited to three (3) minutes per person. The President or presiding officer reserves the right to suspend or limit the length of time Public Comment may occur without prior notice.
4. No debate or cross examination of speakers is permitted. Comments should be directed to the Park Board of Commissioners only.
5. All comments must be civil in nature. Any person who engages in threatening, slanderous or disorderly behavior when addressing the Board may result in loss of speaking privilege and possible removal from the meeting.

	PARK DISTRICT OF HIGHLAND PARK
	Policy #: 2.08
DEPT: Board	Organizational Chart
APPROVED: 7/23/2019	
REVISED: 03/31/2025	

The Executive Director has the ability to revise/update organizational chart as needed.

DRAFT



Memorandum

To: Board of Park Commissioners

From: Liz Gogola, Director of Communication & Marketing; Brian Romes, Executive Director

Date: April 9, 2025

Subject: **Approval of Ordinance 2025-06 Renaming the Recreation Center of Highland Park to Park Fitness**

Summary

As part of the Park District's on-going branding initiatives to align with the evolving needs and demographics of our community and the overall fitness industry-- staff was tasked to develop a new brand name for the Recreation Center of Highland Park.

The goal of the new brand name would be to provide a new fresh interpretation and potential for the Recreation Center of Highland Park as well as provide the Park District with the opportunity to build stronger connections to our residents, customers, and potential customers. Staff recommends re-naming the Recreation Center of Highland Park to Park Fitness. A verbal presentation of the recommended Recreation Center re-naming was made by Director Gogola at the April 24, 2024, Board of Park Commissioners Workshop Meeting. The recommendation has sat for 60 days in accordance with Park District Policy 4.02 "Naming or Renaming Parks, Buildings and Facilities".

Recommendation

Staff recommends that the Board approve Ordinance 2025-06 to rename the Recreation Center of Highland Park to Park Fitness.

**PARK DISTRICT OF HIGHLAND PARK
ORDINANCE #2025-06**

**AN ORDINANCE NAMING A FACILITY OF THE
PARK DISTRICT OF HIGHLAND PARK**

WHEREAS, the Park District of Highland Park (Park District) owns and operates a facility currently referred to as the Recreation Center of Highland Park (“Facility”); and

WHEREAS, the Park District desires to change the name of the Facility to “Park Fitness”; and

WHEREAS, the naming and/or renaming of Park District Facilities is governed by Park District Policy 4.02 “Policy for Naming or Renaming Parks, Buildings, and Facilities” (“Policy”); and

WHEREAS, the Policy authorizes the naming of a Park District Facility by the affirmative vote of a four-fifths majority of the Board of Commissioners after discussion and a wait of at least sixty days before voting; and

WHEREAS, the Board of Commissioners finds that it is in the best interest of the Park District and its residents to change the name of the Facility from the “Recreation Center of Highland Park” to “Park Fitness”;

NOW, THEREFORE BE IT ORDAINED by the Board of Commissioners of the Park District of Highland Park that:

1. The renaming of the Facility was discussed by the Board of Commissioners at a meeting on April 24, 2024. At least sixty days have passed since that discussion.
2. The Facility known as the “Recreation Center of Highland Park” is hereby renamed to “Park Fitness”.
3. The Park District Executive Director or his designee is hereby authorized to take all action required to rename the facility, including but not limited to, changing signs and logos, and notifying Park users and the general public of the name.

PASSED by roll call vote this 9th day of April 2025.

Roll Call Vote:

Ayes: _____

Nays: _____

Absent: _____

President, Board of Park Commissioners
of the Park District of Highland Park

ATTESTED and RECORDED this
9th day of April 2025
and published in pamphlet form.

Secretary, Park District of Highland Park



Memorandum

To: Park Board of Commissioners

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

Date: April 9, 2025

Subject: **Approval of the 2025 Centennial Ice Arena Roof Top Unit Replacement Bid**

Summary

The Park District of Highland Park received eight sealed bids on April 2, 2025, for the 2025 Centennial Ice Arena Roof Top Unit Replacement. The scope of this project is to replace heating unit that has reached its useful life. Installation is scheduled to occur between June 23, 2025 and July 9, 2025.

Bid Results

<i>Contractor</i>	<i>Total Bas Bid</i>
Air Comfort LLC	\$59,967.00
Amber Mechanical Contractors, Inc.	\$97,000.00
Cahill Heating and Cooling Electric Plumbing & Sewer, Inc.	\$47,900.00
Core Mechanical	\$68,795.00
Element Contracting, LLC	\$45,446.68
Jones Environmental Control, Inc.	\$55,818.00
Mechanical Inc dba Helm Service	\$95,870.00
MG Mechanical Contracting, LLC	\$56,000.00

The low bidder was Element Contracting, LLC. This contractor had favorable references.

Budget Impact

Total Budgeted Capital Funds	\$ 45,000.00
Element Contracting, LLC. Bid	\$ 45,446.68
Total <u>Over</u> Budget	\$ 446.68

Recommendation

Staff approval from the Park Board of Commissioners for Total Base Bid from Element Contracting, LLC for the 2025 Centennial Ice Arena Roof Top Unit Replacement and authorize the Executive Director to enter into an agreement in the amount of \$45,446.68.



Memorandum

To: Park Board of Commissioners

From: Nick Baird, Director of Recreation; Brian Romes, Executive Director

Date: April 09, 2025

Subject: **Reciprocal Agreement with Glencoe Park District**

Background

Staff are recommending a Reciprocal Residency-Benefit Agreement between the Park District of Highland Park and the Glencoe Park District. This agreement will allow residents of both districts to access resident rates and registration benefits for specified programs and services.

- **Glencoe Residents:**
 - Will receive Resident rates on standard Club Pickle & Padel memberships at the Park District of Highland Park.
 - Will receive Resident rates on aquatic swim lesson programs at the Park District of Highland Park.
- **Highland Park Residents:**
 - Will receive Resident rates on outdoor ice utilization at the Glencoe Park District's Weinberg Family Recreation Center, including season passes and daily admissions.

The agreement will be reviewed annually for potential renewal and both districts will track participation and collaborate on marketing efforts to promote the reciprocal benefits to residents.

Staff will review the benefits and the potential impacts from the proposed agreement.



Memorandum

To: Park Board of Commissioners

From: Amalia Schwartz, Planning Manager; Ben Kutscheid, Projects Manager; Jeff Smith, Director of Planning, Projects, and IT; Brian Romes, Executive Director

Date: April 09, 2025

Subject: **Construction Project Updates**

Summary

Staff will provide updates for the following capital purchases and construction projects:

- New Facility and Site Improvements at West Ridge Park
- Club Pickle and Padel Facility project
- Park Avenue South Boat Storage Restoration project
- Park Avenue North Beach Access Improvements project
- Old Elm and Port Clinton Playground Renovation projects
- Sunset Woods Park Improvements project
- Larry Fink Park Tot Lot Renovation project
- Lincoln Park Improvements project

To: Board of Park Commissioners

From: Matthew Bachler - Accounts Payable Administrator
Mari-Lynn Peters - Finance Director
Brian Romes - Executive Director

Date: April 9, 2025

Subject: Bills presented for the Board's review on April 09, 2025.
Checks written March 20, 2025 to April 03, 2025.

BILLS

DATE

AMOUNT

March 20, 2025 Emergency Check	\$ 740.00
March 24, 2025 Emergency Check	\$ 200.00
April 03, 2025	\$ 1,099,737.55
Void Payments	\$ (740.00)
Bank Drafts	\$ 18,645.98
P-Card	\$ 138,692.71
TOTAL	\$ 1,257,276.24

PAYROLL DISBURSEMENTS

TOTAL	\$ -
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GRAND TOTAL	\$ 1,257,276.24
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Park District of Highland Park, IL

Check Register

Packet: APPKT04558 - 03/20/25 Emergency Check Print -
Reissue of Lost Check for Kids in Action Gymnastics Academy

By Vendor DBA Name

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						
20992	KIDS IN ACTION GYMNASTICS ACAD	03/20/2025	Regular	0.00	740.00	192098
09302024	Invoice	09/30/2024	KIAGA GYMNASTICS INVITATIONAL - APRIL..	0.00	740.00	

Bank Code AP Summary				
Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	740.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	740.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2025	740.00
			<hr/> 740.00



Park District of Highland Park, IL

Check Register

Packet: APPKT04560 - 03/24/25 Illinois Department of Public Health - Emergency Check

By Vendor DBA Name

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						
11185	ILLINOIS DEPARTMENT OF PUBLIC H	03/24/2025	Regular	0.00	200.00	192099
03202025	Invoice	03/20/2025	Permit Plan Re-Submittal Fee - Rec. Center...	0.00	200.00	

Bank Code AP Summary				
Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	200.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	200.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2025	200.00
			<hr/> 200.00



Park District of Highland Park, IL

Check Register

Packet: APPKT04575 - 04/03/25 Check Print

By Vendor DBA Name

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						
	Void	04/03/2025	Regular	0.00	0.00	192118
15147	ABC PRINTING COMPANY	04/03/2025	Regular	0.00	100.11	192100
293502	Invoice	04/02/2025	Banner for Sapphire Club	0.00	100.11	
10034	ABSOLUTE HOME IMPROVEMENTS &	04/03/2025	Regular	0.00	2,313.00	192101
1 - Cove Base	Invoice	03/30/2025	New Cove Base for Heller Nature Center	0.00	2,313.00	
16788	ADVANCED TURF SOLUTIONS INC	04/03/2025	Regular	0.00	2,511.00	192102
SQ1277382	Invoice	03/17/2025	Lawn Seeds	0.00	2,511.00	
10055	AEREX PEST CONTROL	04/03/2025	Regular	0.00	73.00	192103
2611754	Invoice	03/19/2025	March 2025 - Pest Control for Heller Natur...	0.00	73.00	
17039	AIR COMFORT, LLC	04/03/2025	Regular	0.00	875.00	192104
410680	Invoice	02/17/2025	HVAC System at 701 Deer Creek Pkwy Rep...	0.00	875.00	
10149	ANCEL, GLINK, DIAMOND, BUSH	04/03/2025	Regular	0.00	10,740.00	192106
109799	Invoice	03/10/2025	Legal Services February 2025	0.00	10,740.00	
21200	APPLIANCE CARPET PARTS LLC	04/03/2025	Regular	0.00	51,714.70	192107
CG504745	Invoice	02/28/2025	New Flooring for Rec. Center Due to Flood...	0.00	51,714.70	
19172	AQUAMOON LLC	04/03/2025	Regular	0.00	675.00	192108
25-0377	Invoice	02/28/2025	Aquarium Service at Heller Nature Center	0.00	675.00	
20071	AVALON PETROLEUM COMPANY	04/03/2025	Regular	0.00	4,809.64	192110
010037	Invoice	03/03/2025	Unleaded Fuel 03/03/25	0.00	1,235.67	
010039	Invoice	03/07/2025	Unleaded Fuel 03/07/25	0.00	1,054.52	
010048	Invoice	03/13/2025	Unleaded Fuel 03/12/25	0.00	987.46	
010058	Invoice	03/14/2025	Unleaded Fuel 03/14/25	0.00	933.68	
041039	Invoice	03/03/2025	Diesel Fuel 03/03/25	0.00	598.31	
16585	BARBARA WEISS	04/03/2025	Regular	0.00	41.00	192111
2747971	Invoice	03/17/2025	Refund	0.00	41.00	
19747	BASS / SCHULER ENTERTAINMENT, I	04/03/2025	Regular	0.00	1,000.00	192112
84561	Invoice	03/12/2025	Deposit for Hello Weekend Band for 07/03...	0.00	1,000.00	
21202	BECKER ARENA PRODUCTS INC	04/03/2025	Regular	0.00	13,086.50	192113
615473	Invoice	03/10/2025	50% Deposit - Centennial Ice Arena Bleach...	0.00	13,086.50	
20379	CENTURISK	04/03/2025	Regular	0.00	1,600.00	192114
664-19198	Invoice	03/18/2025	Annual Valuation Update Services - Final R...	0.00	1,600.00	
20755	CHEN SITE DESIGN STUDIO LLC	04/03/2025	Regular	0.00	7,000.00	192115
2 - Rec Center Pa...	Invoice	03/28/2025	Recreation Center Parking Lot Landscape I...	0.00	800.00	
2 - Rosewood Par...	Invoice	03/28/2025	Rosewood Park Improvement - Landscape...	0.00	2,700.00	
3 - Lincoln Park I...	Invoice	03/28/2025	Lincoln Park Improvements - Landscape Ar...	0.00	3,500.00	
10463	CHICAGO TRIBUNE COMPANY	04/03/2025	Regular	0.00	214.29	192116
112451281000	Invoice	02/28/2025	Listings for Planning, Aqua Park Fence Imp...	0.00	214.29	

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10537	COMMONWEALTH EDISON COMPAN	04/03/2025	Regular	0.00	54,706.99	192117
022725 3986862...	Invoice	02/27/2025	1201 Park Ave (Rec) 01/28/25 - 02/26/25	0.00	10,528.77	
031925 6031140...	Invoice	03/19/2025	1390 Sunset Rd 02/17/25 - 03/19/25	0.00	1,893.06	
032025 1877841...	Invoice	03/20/2025	3100 Trail Way Dr (Centennial) 02/17/25 - ...	0.00	12,416.87	
032025 3788841...	Invoice	03/20/2025	2205 Skokie Rd (Golf Learning Cn) 2/17/25...	0.00	1,210.40	
032625 1911011...	Invoice	03/26/2025	0 E Egandale 1 N Park (Light) 02/24/25 - 0...	0.00	63.10	
032625 7517621...	Invoice	03/26/2025	636 Ridge Rd (West Ridge) 02/24/25 - 03/...	0.00	3,215.97	
032725 0858167...	Invoice	03/27/2025	1240 Fredrickson Pl (POGO) 02/25/25 - 03...	0.00	1,143.89	
032825 0150341...	Invoice	03/28/2025	0 W Linden Av 1 S Laurel Bndstnd 2/25/25 ...	0.00	27.06	
032825 0348721...	Invoice	03/28/2025	1377 Deer Crk Pkwy Fink Ballfield 2/25/25 ...	0.00	898.13	
032825 1488652...	Invoice	03/28/2025	2501 Sheridan Rd 02/25/25 - 03/27/25	0.00	35.36	
032825 2306711...	Invoice	03/28/2025	1 Central Ave Yacht Club Boat Rmp 2/25/2...	0.00	524.59	
032825 6889221...	Invoice	03/28/2025	1 Central Ave (Street Lights) 02/25/25 - 03...	0.00	33.79	
032825 7018392...	Invoice	03/28/2025	St Johns / Rgr Will. Jenson Park 2/25/25 - ...	0.00	30.62	
033125 0740352...	Invoice	03/31/2025	2821 Ridge Rd 02/24/25 - 03/26/25	0.00	1,993.24	
033125 1694872...	Invoice	03/31/2025	1220 Fredrickson Hidden Crk Aqua 2/25/2...	0.00	1,294.01	
033125 1854442...	Invoice	03/31/2025	45 Rog. Will. 1 E Sheridan Rosewd 2/25/25...	0.00	1,624.77	
033125 3986862...	Invoice	03/31/2025	1201 Park Ave (Rec) 02/26/25 - 03/27/25	0.00	9,997.54	
033125 6178872...	Invoice	03/31/2025	1801 Sunset Rd (Sunset Woods) 02/25/25 - ...	0.00	2,783.46	
033125 6409801...	Invoice	03/31/2025	0 N Clavey 1 E Rt 41 Fink Pk Main 2/25/25 ...	0.00	4,992.36	
17719	CONSTELLATION NEWENERGY - GAS	04/03/2025	Regular	0.00	4,525.19	192129
4271331	Invoice	03/24/2025	1201 Park Ave W February 2025	0.00	4,525.19	
18393	COPENHAVER CONSTRUCTION INC	04/03/2025	Regular	0.00	499,324.00	192119
Application No 5...	Invoice	03/10/2025	2024 / 2025 Park Ave Beach Access Impro...	0.00	91,274.41	
Application No 6...	Invoice	03/26/2025	2024 / 2025 Park Ave Beach Access Impro...	0.00	408,049.59	
21198	DANIEL CROCE	04/03/2025	Regular	0.00	20.00	192120
2766708	Invoice	04/01/2025	Refund	0.00	20.00	
20106	DAVID DILLON, JR	04/03/2025	Regular	0.00	360.00	192122
033120205	Invoice	03/31/2025	House Basketball Ref Winter 2025 - 9 Gam...	0.00	360.00	
10637	DAVID DILLON	04/03/2025	Regular	0.00	720.00	192121
03312025	Invoice	03/31/2025	House Basketball Ref Winter 2025 - 18 Ga...	0.00	720.00	
15485	DAVID MANNA	04/03/2025	Regular	0.00	80.00	192123
02252025 II	Invoice	02/25/2025	2 Prep League Basketball Games - 03/09/2...	0.00	80.00	
18562	DAVIS BANCORP INC	04/03/2025	Regular	0.00	1,738.00	192124
130466	Invoice	03/31/2025	Armored Transportation - March 2025	0.00	1,738.00	
21195	DIANE DEBELL	04/03/2025	Regular	0.00	320.00	192125
2765629	Invoice	03/31/2025	Refund	0.00	320.00	
20418	ELENA VICTORIA LLC	04/03/2025	Regular	0.00	3,751.00	192126
03212025	Invoice	03/21/2025	Sewing & Fashion Design Winter Term I - 7...	0.00	3,751.00	
21194	ELMA HALITI	04/03/2025	Regular	0.00	90.00	192127
2765638	Invoice	03/31/2025	Refund	0.00	90.00	
20421	EUGENE BROWN	04/03/2025	Regular	0.00	160.00	192128
03312025	Invoice	03/31/2025	House Basketball Ref Winter 2025 - 4 Gam...	0.00	160.00	
10887	FIRST STUDENT, INC.	04/03/2025	Regular	0.00	412.48	192130
00149178	Invoice	02/28/2025	Bus for Spring Break Field Trip on 03/28/25	0.00	412.48	
10914	FOX VALLEY FIRE & SAFETY CO	04/03/2025	Regular	0.00	626.40	192131
IN00756916	Invoice	03/14/2025	Heller Detector Repair	0.00	626.40	
18159	GARY FULLETT	04/03/2025	Regular	0.00	200.00	192132
03312025	Invoice	03/31/2025	House Basketball Ref Winter 2025 - 5 Gam...	0.00	200.00	

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10974	GEWALT HAMILTON ASSOCIATES INC	04/03/2025	Regular	0.00	5,259.00	192133
6048.100-12	Invoice	03/12/2025	Dome Improvements - Prof Services 2/1/2...	0.00	5,259.00	
21197	HOLLI MCGINLEY	04/03/2025	Regular	0.00	16.00	192135
2766999	Invoice	04/01/2025	Refund	0.00	16.00	
11179	ILLINOIS ASSOC OF PARK DIST.	04/03/2025	Regular	0.00	7,539.29	192136
Dues2025	Invoice	12/11/2024	Annual Membership Dues for 2025	0.00	7,539.29	
11194	ILLINOIS SHOTOKAN KARATE	04/03/2025	Regular	0.00	3,958.96	192137
108	Invoice	03/13/2025	Winter 2025 Karate	0.00	3,958.96	
11196	ILLINOIS STATE POLICE	04/03/2025	Regular	0.00	240.00	192138
20250200686	Invoice	02/28/2025	2/1/25 - 2/28/25 Background Checks	0.00	240.00	
20802	IRENTPROJECTORS	04/03/2025	Regular	0.00	3,796.00	192109
8127	Invoice	03/29/2025	Screens, Projectors, Speakers, Etc - Summ...	0.00	1,898.00	
8128	Invoice	03/29/2025	Screens, Projectors, Speakers, Etc - Summ...	0.00	1,898.00	
21146	IT1 CONSULTING, LLC	04/03/2025	Regular	0.00	2,143.37	192140
MS18188	Invoice	02/14/2025	Microsoft 365 Licenses 01/13/25 - 02/12/...	0.00	2,143.37	
20426	IT1 SOURCE, LLC	04/03/2025	Regular	0.00	642.72	192141
00997701	Invoice	02/12/2025	Lenovo Premier Support Plus Upgrades x ...	0.00	642.72	
20979	JASON BRUCE CHERPAK	04/03/2025	Regular	0.00	600.00	192142
03242025	Invoice	03/24/2025	2 Prep League Basketball Games - 03/09/2...	0.00	80.00	
03312025	Invoice	03/31/2025	House Basketball Ref Winter 2025 - 13 Ga...	0.00	520.00	
11274	JAY BACH	04/03/2025	Regular	0.00	360.00	192143
03312025	Invoice	03/31/2025	House Basketball Ref Winter 2025 - 9 Gam...	0.00	360.00	
16866	JEFF COHEN CREATIVE LTD	04/03/2025	Regular	0.00	537.50	192144
01232025	Invoice	01/23/2025	Photography at Centennial Hill & Deer Cre...	0.00	537.50	
17929	JEFFREY A. SCHELL	04/03/2025	Regular	0.00	160.00	192145
03242025	Invoice	03/24/2025	2 Prep League Basketball Games - 03/09/2...	0.00	80.00	
03312025	Invoice	03/31/2025	House Basketball Ref Winter 2025 - 2 Gam...	0.00	80.00	
11301	JESSICA SOTO	04/03/2025	Regular	0.00	143.55	192146
Reimbursement f...	Invoice	03/13/2025	NPRA Director School Reimbursement 03/...	0.00	143.55	
13391	JIM STATZA	04/03/2025	Regular	0.00	160.00	192147
03312025	Invoice	03/31/2025	House Basketball Ref Winter 2025 - 4 Gam...	0.00	160.00	
20672	JOHN H. FIX	04/03/2025	Regular	0.00	200.00	192148
03312025	Invoice	03/31/2025	House Basketball Ref Winter 2025 - 5 Gam...	0.00	200.00	
18140	JOHN MADDEN	04/03/2025	Regular	0.00	200.00	192149
03312025	Invoice	03/31/2025	House Basketball Ref Winter 2025 - 5 Gam...	0.00	200.00	
21193	JOSHUA SKAJA	04/03/2025	Regular	0.00	375.00	192134
05102025	Invoice	04/01/2025	Deposit for 05/10/2025 Performance at He...	0.00	375.00	
19673	KH KIM TAEKWONDO	04/03/2025	Regular	0.00	4,772.30	192150
2020	Invoice	03/19/2025	Winter 2025 Taekwondo Session	0.00	4,772.30	
20702	L6 TECHNOLOGY, INC.	04/03/2025	Regular	0.00	6,344.00	192151
PDH022325V	Invoice	02/19/2025	Monthly IP Collaboration 02/23/2025 - 03...	0.00	2,672.00	
PDH032125	Invoice	03/21/2025	Cisco WS-C3560CX-8XPD-S X Qty 2 - Pickle...	0.00	1,000.00	
PDH032325V	Invoice	03/12/2025	Monthly IP Collaboration - 03/23/2025 - 0...	0.00	2,672.00	
18474	LRS , LLC	04/03/2025	Regular	0.00	628.94	192152
LR6164537	Invoice	03/25/2025	3100 Trail Way Roll Off 3/19/25	0.00	628.94	
18474	LRS , LLC	04/03/2025	Regular	0.00	394.74	192153

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LR6167337	Invoice	03/25/2025	1201 Park Ave W 4/1/25 - 4/30/25	0.00	394.74	
18474	LRS , LLC	04/03/2025	Regular	0.00	410.22	192154
LR6164535	Invoice	03/25/2025	1240 Fredrickson Pl (POGO) 4/1/25 - 4/30...	0.00	410.22	
18474	LRS , LLC	04/03/2025	Regular	0.00	87.11	192155
LR6164438	Invoice	03/25/2025	2205 Skokie Valley Rd 4/1/25 - 4/30/25	0.00	87.11	
18474	LRS , LLC	04/03/2025	Regular	0.00	650.14	192156
LR6164538	Invoice	03/25/2025	1240 Fredrickson Pl Roll Off 3/24/25	0.00	650.14	
18474	LRS , LLC	04/03/2025	Regular	0.00	150.87	192157
LR6164531	Invoice	03/25/2025	701 Deer Creek Pkwy 4/1/25 - 4/30/25	0.00	150.87	
18474	LRS , LLC	04/03/2025	Regular	0.00	358.00	192158
LR6164533	Invoice	03/25/2025	3100 Trail Way (Centennial) 4/1/25 - 4/30...	0.00	358.00	
18474	LRS , LLC	04/03/2025	Regular	0.00	223.48	192159
LR6164532	Invoice	03/25/2025	636 Ridge Rd 4/1/25 - 4/30/25	0.00	223.48	
18474	LRS , LLC	04/03/2025	Regular	0.00	87.11	192160
LR6164530	Invoice	03/25/2025	2821 Ridge Rd 4/1/25 - 4/30/25	0.00	87.11	
18474	LRS , LLC	04/03/2025	Regular	0.00	87.11	192161
LR6164529	Invoice	03/25/2025	833 Sheridan Rd 4/1/25 - 4/30/25	0.00	87.11	
18474	LRS , LLC	04/03/2025	Regular	0.00	272.46	192162
LR6164534	Invoice	03/25/2025	1390 Sunset Rd 3/1/25 - 4/30/25 Trash & ...	0.00	272.46	
11633	LUCKY LOCATORS INC.	04/03/2025	Regular	0.00	310.00	192163
34243	Invoice	03/18/2025	Utility Locating for 2205 Skokie Valley Rd	0.00	310.00	
11653	MAG CONSTRUCTION CO.	04/03/2025	Regular	0.00	3,980.00	192164
17-1112	Invoice	03/21/2025	HCAP Slide Tower Repairs	0.00	3,980.00	
20607	MAKOM SOLEL LAKESIDE	04/03/2025	Regular	0.00	50.00	192165
2749384	Invoice	03/18/2025	Refund	0.00	50.00	
21196	MARK MULLER	04/03/2025	Regular	0.00	198.00	192166
2748219	Invoice	03/17/2025	Refund	0.00	198.00	
14647	MIDWEST FENCING CLUB	04/03/2025	Regular	0.00	2,990.00	192167
62	Invoice	02/21/2025	Fencing Class: 1/10 - 2/7/25	0.00	1,690.00	
63	Invoice	03/27/2025	Fencing Class: 2/14 - 3/14/25	0.00	1,300.00	
17656	NANCY CRANN	04/03/2025	Regular	0.00	40.00	192168
03312025	Invoice	03/31/2025	House Basketball Ref Winter 2025 - 1 Game	0.00	40.00	
10006	NCPERS GROUP LIFE INSURANCE	04/03/2025	Regular	0.00	48.00	192169
3301042025	Invoice	03/01/2025	NCPERS Group Life Insurance - April 2025 ...	0.00	48.00	
20804	NORTH SHORE CHEER, LLC	04/03/2025	Regular	0.00	7,565.51	192105
02182025	Invoice	02/18/2025	Cheer Clinic on 02/17/2025 - 18 Participan...	0.00	690.30	
03012025	Invoice	03/01/2025	Winter Mini Cheer 2025	0.00	6,875.21	
13604	NORTH SHORE GAS	04/03/2025	Regular	0.00	9,470.57	192170
031825 0601145...	Invoice	03/18/2025	RCHP 02/14/25 - 03/16/25	0.00	2,424.21	
031825 0601145...	Invoice	03/18/2025	1240 Fredrickson Pl 02/14/25 - 03/16/25	0.00	2,048.22	
031825 0601145...	Invoice	03/18/2025	Deer Creek 02/14/25 - 03/16/25	0.00	3,242.82	
031825 0602225...	Invoice	03/18/2025	1390 Sunset 02/14/25 - 03/16/25	0.00	195.51	
031825 0602405...	Invoice	03/18/2025	2900 Trail Way Cuniff Shelter 02/14/25 - ...	0.00	262.15	
031825 0602405...	Invoice	03/18/2025	1377 Clavey Rd 2/14/25 - 3/16/25	0.00	297.16	
031825 0602405...	Invoice	03/18/2025	3100 Trail Way 02/14/25 - 03/16/25	0.00	226.20	
031825 0602405...	Invoice	03/18/2025	Aquatic Park 02/14/25 - 03/16/25	0.00	235.45	
031825 0608197...	Invoice	03/18/2025	1801 Sunset Rd 02/14/25 - 03/16/25	0.00	538.85	

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11933	NORTH SHORE SCHOOL DISTRICT 11	04/03/2025	Regular	0.00	802.50	192171
FR24250213250	Invoice	02/13/2025	Gym Rental at Edgewood School - January...	0.00	802.50	
20075	NRG BUSINESS MARKETING	04/03/2025	Regular	0.00	8,435.37	192172
HS54736461	Invoice	03/07/2025	636 Ridge Rd 2/1/25 - 2/28/25	0.00	3,455.17	
HS54736462	Invoice	03/07/2025	1240 Fredrickson Pl (Hidden Creek) 2/1/25...	0.00	267.45	
HS54736463	Invoice	03/07/2025	3100 Trail Way (Centennial Ice) 2/1/25 - 2...	0.00	4,712.75	
11998	PARK DISTRICT RISK MGMT AGCY	04/03/2025	Regular	0.00	262,555.58	192173
0325133	Invoice	03/31/2025	March 2025 Property & Liability Insurance	0.00	35,214.50	
0325133H	Invoice	03/31/2025	March 2025 Employee Health Insurance	0.00	227,341.08	
21201	PARKPACIFIC, INC	04/03/2025	Regular	0.00	471.00	192174
024441	Invoice	03/26/2025	Playground Hardware - Colombia Cascade	0.00	471.00	
12057	PHILLIP FOLINO	04/03/2025	Regular	0.00	1,040.00	192175
03312025	Invoice	03/31/2025	House Basketball Ref Winter 2025 - 26 Ga...	0.00	1,040.00	
19484	PLANSOURCE	04/03/2025	Regular	0.00	2,346.19	192176
04022025	Invoice	04/02/2025	IMRF Retiree Insurance - April 2025 Premi...	0.00	2,346.19	
19977	PROGRESSIVE TREE SERVICE, INC.	04/03/2025	Regular	0.00	1,965.00	192177
13347	Invoice	03/18/2025	Removal of Fallen Linden Behing 986 Half ...	0.00	1,965.00	
12166	RECORD-A-HIT, INC.	04/03/2025	Regular	0.00	4,185.00	192178
251165	Invoice	02/05/2025	Parkschool Graduation Entertainment - 05...	0.00	810.00	
251171	Invoice	02/04/2025	50% Deposit for Winter Wonderland - 12/...	0.00	1,350.00	
251198	Invoice	02/07/2025	2025 Family Dance Rental - 04/26/2025	0.00	2,025.00	
12211	RICOH USA, INC	04/03/2025	Regular	0.00	1,274.26	192179
5071125700	Invoice	03/17/2025	Copies 2/17/2025 - 03/16/2025	0.00	1,274.26	
21096	RUBINO ENGINEERING, INC.	04/03/2025	Regular	0.00	5,722.75	192180
10604	Invoice	02/28/2025	M24.196 Park Ave Beach - Services throug...	0.00	5,722.75	
16459	SANTO SPORT STORE	04/03/2025	Regular	0.00	4,303.75	192181
711871	Invoice	03/18/2025	2 Youth & 1 Adult Reversible Basketball	0.00	139.50	
711946	Invoice	03/17/2025	42 Youth & 9 Adult Jerseys + 39 Youth & 1...	0.00	1,905.75	
711947	Invoice	03/17/2025	84 Caps, 52 Socks, & 78 Belts	0.00	1,174.00	
711996	Invoice	03/17/2025	14 Youth & 4 Adult Jerseys	0.00	361.75	
711997	Invoice	03/17/2025	14 Youth Jerseys & 4 Adult Jerseys	0.00	361.75	
711998	Invoice	03/17/2025	16 Caps, 13 Socks, 13 Belts, 12 Youth/1 Ad...	0.00	361.00	
21199	SARAH WOHLMAN	04/03/2025	Regular	0.00	25.00	192182
2766696	Invoice	04/01/2025	Refund	0.00	25.00	
18410	SIKICH LLP	04/03/2025	Regular	0.00	10,783.00	192183
87913	Invoice	03/27/2025	Professional Auditing Services Through 03...	0.00	10,783.00	
12490	SUNDEK OF ILLINOIS, INC.	04/03/2025	Regular	0.00	7,885.00	192184
19560	Invoice	03/07/2025	Final Payment Front Entrance, Two Offices...	0.00	7,885.00	
21203	THE BAREFOOT HAWAIIAN, INC	04/03/2025	Regular	0.00	1,675.00	192139
090525PDHP	Invoice	03/24/2025	09/05/25 Summer Series Entertainment	0.00	1,675.00	
12569	THE LAKOTA GROUP, INC.	04/03/2025	Regular	0.00	3,003.90	192185
25006-01	Invoice	03/13/2025	1/1/25 - 2/28/2025 Fees - Greenprint Mas...	0.00	3,003.90	
19785	THE SWEET GROUP	04/03/2025	Regular	0.00	240.00	192187
03312025	Invoice	03/31/2025	House Basketball Ref Winter 2025 - 6 Gam...	0.00	240.00	
12607	TIM GIBSON	04/03/2025	Regular	0.00	960.00	192186
03312025	Invoice	03/31/2025	House Basketball Ref Winter 2025 - 24 Ga...	0.00	960.00	

Check Register

Packet: APPKT04575-04/03/25 Check Print

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	
16409	TOTAL PARKING SOLUTIONS INC	04/03/2025	Regular	0.00	1,926.00	192188
107220	Invoice	03/03/2025	WebOffice CMS Monitoring 5/1/25 - 4/30...	0.00	960.00	
107221	Invoice	03/03/2025	Parking Terminal 5/1/25 - 4/30/26 - Parts /...	0.00	966.00	
12665	TYLER TECHNOLOGIES, INC	04/03/2025	Regular	0.00	2,625.00	192189
045-508196	Invoice	03/01/2025	Annual Student Transportation SaaS 3/1/2...	0.00	2,625.00	
12732	W.B. OLSON, INC.	04/03/2025	Regular	0.00	47,836.00	192190
744-2	Invoice	03/04/2025	New Community Cent. West Ridge Constr...	0.00	47,836.00	
20063	WILLIE ROUNSAVILLE	04/03/2025	Regular	0.00	240.00	192191
03312025	Invoice	03/31/2025	House Basketball Ref Winter 2025 - 6 Gam...	0.00	240.00	
19650	ZEV CHERPAK	04/03/2025	Regular	0.00	200.00	192192
03312025	Invoice	03/31/2025	House Basketball Ref Winter 2025 - 5 Gam...	0.00	200.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	143	92	0.00	1,099,737.55
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	143	93	0.00	1,099,737.55

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	4/2025	1,099,737.55
			<hr/> 1,099,737.55



Park District of Highland Park, IL

Check Register

Packet: APPKT04555 - Bank Draft 03/14/25 HealthEquity

By Vendor DBA Name

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						
19658	HEALTHEQUITY INC	03/14/2025	Bank Draft	0.00	289.14	DFT0005390
INV7599529	Invoice	03/14/2025	HCFSA 2024 & 2025 Visa Card Payments	0.00	289.14	

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	289.14
EFT's	0	0	0.00	0.00
	1	1	0.00	289.14

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2025	289.14
			<hr/> 289.14



Park District of Highland Park, IL

Check Register

Packet: APPKT04556 - Bank Draft 3/17/25 Illinois Dept of Revenue Sales Tax

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
11188	ILLINOIS DEPT OF REVENUE	03/17/2025	Bank Draft	0.00	217.00	DFT0005391
February 2025	Invoice	03/17/2025	February 2025 Sales Tax / Use Tax - ST-1 P...	0.00	217.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	217.00
EFT's	0	0	0.00	0.00
	1	1	0.00	217.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2025	217.00
			<hr/> 217.00



Park District of Highland Park, IL

Check Register

Packet: APPKT04567 - Bank Draft 03/19/25 Illinois Dept. of Revenue

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
11188	ILLINOIS DEPT OF REVENUE	03/19/2025	Bank Draft	0.00	5,472.00	DFT0005403
031925 0802147	Invoice	03/19/2025	Unemployment Insurance Tax Payment Ac...	0.00	5,472.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	5,472.00
EFT's	0	0	0.00	0.00
	1	1	0.00	5,472.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2025	5,472.00
			<hr/> 5,472.00



Park District of Highland Park, IL

Packet: APPKT04566 - Bank Draft 03/24/25 Amalgamated Bank of Chicago

Check Register

By Vendor DBA Name

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						
10111	AMALGAMATED BANK OF CHICAGO	03/24/2025	Bank Draft	0.00	475.00	DFT0005402
64440325	Invoice	03/24/2025	Adm Fee 3/1/25-2/28/26 Trst 1856444008...	0.00	475.00	

Bank Code AP Summary				
Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	475.00
EFT's	0	0	0.00	0.00
	1	1	0.00	475.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2025	475.00
			<hr/> 475.00



Park District of Highland Park, IL

Check Register

Packet: APPKT04565 - Bank Draft 03/24/25 HealthEquity

By Vendor DBA Name

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						
19658	HEALTHEQUITY INC	03/24/2025	Bank Draft	0.00	1,579.09	DFT0005401
INV7622867	Invoice	03/24/2025	PMB DCFSA & HCFSA 2024 & 2025 Visa Pa...	0.00	1,579.09	

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	1,579.09
EFT's	0	0	0.00	0.00
	1	1	0.00	1,579.09

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2025	1,579.09
			<hr/> 1,579.09



Park District of Highland Park, IL

Check Register

Packet: APPKT04563 - Bank Draft 03/24/25 ICMA 457

By Vendor DBA Name

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	03/24/2025	Bank Draft	0.00	7,887.29	DFT0005399
032125 ICMA	Invoice	03/24/2025	03/21/25 ICMA 457 Deductions Plan #302...	0.00	7,887.29	

Bank Code PAYROLL Summary				
Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	7,887.29
EFT's	0	0	0.00	0.00
	1	1	0.00	7,887.29

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2025	7,887.29
			<hr/> 7,887.29



Park District of Highland Park, IL

Check Register

Packet: APPKT04564 - Bank Draft 03/24/25 ICMA Roth

By Vendor DBA Name

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						
12825	ICMA RETIREMENT TRUST #705568	03/24/2025	Bank Draft	0.00	1,237.00	DFT0005400
032125 ICMA	Invoice	03/24/2025	03/21/25 ICMA Roth Deductions Plan #70...	0.00	1,237.00	

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	1	1	0.00	1,237.00
EFT's	0	0	0.00	0.00
	1	1	0.00	1,237.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2025	1,237.00
			<hr/> 1,237.00



Park District of Highland Park, IL

Check Register

Packet: APPKT04568 - Bank Draft 03/28/25 AFLAC

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
10058	AFLAC	03/28/2025	Bank Draft	0.00	624.84	DFT0005404
566509	Invoice	03/28/2025	AFLAC Deductions Period Ending 3/31/20...	0.00	624.84	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	624.84
EFT's	0	0	0.00	0.00
	1	1	0.00	624.84

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2025	624.84
			<hr/> 624.84



Park District of Highland Park, IL

Check Register

Packet: APPKT04570 - Bank Draft 3/28/25 HealthEquity II

By Vendor DBA Name

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						
19658	HEALTHEQUITY INC	03/28/2025	Bank Draft	0.00	752.97	DFT0005406
INV7640942	Invoice	03/28/2025	HCFSa Visa Card Payments - 2024 & 2025	0.00	752.97	

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	752.97
EFT's	0	0	0.00	0.00
	1	1	0.00	752.97

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2025	752.97
			<hr/> 752.97



Park District of Highland Park, IL

Check Register

Packet: APPKT04569 - Bank Draft 3/28/25 HealthEquity

By Vendor DBA Name

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						
19658	HEALTHEQUITY INC	03/28/2025	Bank Draft	0.00	111.65	DFT0005405
INV7651487	Invoice	03/28/2025	HC, DC, & HCDC FSA Admin Fees - Current ...	0.00	111.65	

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	111.65
EFT's	0	0	0.00	0.00
	1	1	0.00	111.65

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2025	111.65
			<hr/> 111.65



Park District of Highland Park, IL

Check Register

Packet: APPKT04562 - P-Card Statement 2/8/25 - 3/7/25 Payment

By Vendor DBA Name

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	03/07/2025	Bank Draft	0.00	138,692.71	DFT0005398
030725	Invoice	03/07/2025	P-Card with PA	0.00	138,692.71	

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	138,692.71
EFT's	0	0	0.00	0.00
	1	1	0.00	138,692.71

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2025	138,692.71
			<hr/> 138,692.71



Payables Left To Pay Again

Vendor Set: 01 - Vendor Set 01

Bank: AP - AP BANK

Vendor Number	Vendor Name			Total Vendor Amount
20992	KIDS IN ACTION GYMNASTICS ACADEMY			-740.00
Payment Type	Payment Number	Original Payment Date	Reversal Date	Payment Amount
Check	191428	10/10/2024	03/20/2025	-740.00
Payable Number:	Description	Payable Date	Due Date	Payable Amount
09302024	KIAGA GYMNASTICS INVITATIONAL - APRIL 2025	09/30/2024	10/10/2024	740.00

Bank Code Summary

Bank Code	Canceled Payables	Payables Left To Pay Again	Total
AP	0.00	-740.00	-740.00
Report Total:	0.00	-740.00	-740.00