

NOTICE OF REGULAR MEETING

December 17, 2025

Regular 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

REGULAR MEETING AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADDITIONS TO THE AGENDA
- IV. PUBLIC HEARING FOR THE TAX LEVY ORDINANCE
- V. PUBLIC COMMENT FOR ITEMS ON AGENDA
- VI. CONSENT AGENDA
 - A. Approval Minutes November 08, 2025 Master Planning Committee Meeting
 - B. Approval of the Minutes November 11, 2025 Finance Committee Meeting
 - C. Approval Minutes November 12, 2025 Workshop Meeting
 - D. Approval Minutes November 19, 2025 Regular Meeting
 - E. Approval Ordinance #2025-13 An Ordinance Authorizing a Supplemental Property Tax Levy to Pay the Principal of and Interest on the Outstanding General Obligation Limited Tax Park Bonds, Series 2024, of the Park District of Highland Park, Lake County, Illinois
 - F. Approval of Ordinance #2025-14 Tax Levy for 2025
 - G. Approval 2026 Highland Park Pops Affiliate Organization Agreement
 - H. Approval 2026 Highland Park Players Affiliate Organization Agreement
 - I. Approval 2026 American Youth Soccer Organization Affiliate Agreement
 - J. Approval 2026 IAPD/IPRA Soaring to New Heights Conference Attendance
 - K. Approval 2026 Uptown Music Theater of Highland Park Affiliate Organization Agreement
 - L. Approval 2026 Renewal Letter of the Independent Contractor's Agreement The Golf Practice
 - M. Approval 2026 License Agreement Between the Park District of Highland Park and the North Shore Yacht Club
 - N. Bills and Payroll in the amount of \$8,625,679.78
- VII. FINANCIAL FORECASTS TREASURER'S REPORT
- VIII. UNFINISHED BUSINESS
 - A. 2026 Proposed Budget and the Budget and Appropriation Ordinance
- IX. NEW BUSINESS
 - A. Parks Foundation Update
 - B. Board Committee Updates
 - C. End of Season Golf Report
 - D. Club Pickle and Padel Report
 - E. Director's Report
 - F. Board Comments
- X. OTHER BUSINESS

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XI. OPEN TO PUBLIC TO ADDRESS THE BOARD

XII. 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.

XIII. ACTION FROM CLOSED SESSION IF ANY

XIV. ADJOURNMENT

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

**MINUTES OF A THE MASTER PLANNING COMMITTEE MEETING
OF THE PARK DISTRICT OF HIGHLAND PARK
HELD ON NOVEMBER 08, 2025, 8:02 AM.**

Present: Commissioner Greenberg, Commissioner Beck, Commissioner Labrador, Vice President Freeman, President Grossberg

Absent: None

Also, Present: Executive Director Romes; Director Smith; Director Hall; Director Ochs; Manager Schwartz; Coordinator Hejnowski

Guest Speaker: The Lakota Group: Siraj Asfahani and Scott Freres

Additions to the Agenda

None.

Master Plan Update

Based on community engagement, findings from the statistically-valid survey, a strengths, weaknesses, opportunities, and challenges (SWOC) analysis, findings from the recreation assessment, the Lakota Group identified key Master Planning priorities related to Capital Development Projects, Capital Improvement Projects, Planning Initiatives, and Operational Goals. The Park Board and staff reviewed the capital development projects, capital improvement projects, planning/programming projects, and operational planning projects and identified seven projects from each category as top priorities.

The Park Board and staff reviewed capital development, capital improvement, planning/programming, and operational projects, and identified seven priority projects within each category.

Other Business

None.

Open to the Public to Address the Board

None.

Adjournment

A motion was made by Commissioner Greenberg and seconded by Vice President Freeman and approved by a unanimous vote. The Master Planning Committee Meeting adjourned at 11:45 a.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary

**MINUTES OF A THE FINANCE COMMITTEE MEETING
OF THE PARK DISTRICT OF HIGHLAND PARK
HELD ON NOVEMBER 11, 2025, 8:02 AM.**

A motion was made by Commissioner Greenberg and seconded by Commissioner Beck to allow Vice President Freeman to participate by electronic means.

Present: Commissioner Greenberg, Commissioner Beck, Commissioner Labrador, Vice President Freeman

Absent: None

Also, Present: Executive Director Romes; Director Peters, Director Smith, Director Voss, Director Gogola, Director Baird, Director Hall, Assistant Director Soto, Manager Ochs, Coordinator Hejnowski

Guest Speaker: None

Additions to the Agenda

None.

Budget Presentation

Director Peters reviewed the 2026 Budget Calendar, including upcoming meetings leading to the Public Hearing for the 2026 Combined Budget Ordinance in January 2026, and outlined key considerations and assumptions used in developing the proposed 2026 budget.

Director Peters presented 2026 Budget Highlights and Assumptions, noting that 2026 will serve as a transition year for new facilities, including Club Pickle and Padel, West Ridge Community Center, and the Centennial Ice Arena programming space. She explained that budgeted revenues exclude impact fees and reflect flat interest income, while increases are expected in recreation programming, memberships, and merchandising.

She also provided a Districtwide Budget Comparison, highlighting that staff are projecting a flat overall budget from 2025 to 2026.

Director Peters compared 2025 Budgeted, 2025 Projected, and 2026 Proposed Budget revenues and expenses by function:

- Administration Function: Includes capital, debt service, special recreation, and all General Fund activities excluding parks.
- Parks Function: Anticipates a deficit, which is typical since revenues are limited to park and dog permit fees and property taxes, while expenses remain high for property maintenance.
- Recreation Function: Reflects just under a 10% increase in salaries and wages to support staffing needs for the new facilities.

Director Peters reviewed budget transfers, noting that the 2026 Proposed Budget includes:

- A \$610,420 transfer from the General Fund to the Debt Service Fund;
- A \$1,034,380 transfer from the Recreation Fund to the Debt Service Fund;
- A \$3,075,000 transfer from the Recreation Fund to the Capital Fund; and
- A \$600,000 transfer from the Special Recreation Fund to the Capital Fund.

She also reviewed fund balance history and projections dating from 2017 through the 2026 Proposed Budget.

Lastly, Director Peters reviewed the Recreation Function by Center, noting a projected deficit at West Ridge Center and Centennial Ice Arena due to the transition period, while Deer Creek Racquet Club shows a decrease in revenue as the facility no longer includes pickleball operations.

Sheridan Road Sidewalk Update

Director Smith reminded the Committee that the IDOT culvert replacement project on Sheridan Road will also include the addition of a pedestrian sidewalk along Sheridan Road from Dean Road to Roger Williams Road. Director Smith noted that, if the Board would like staff to explore adding a boardwalk or sidewalk along the road leading to Rosewood Beach (Lower Rosewood), staff can gather cost estimates for consideration.

Sunset Valley Golf Club Restaurant License Agreement Renewal

Manager Ochs reported that Catering by Relish, Inc. currently serves as the exclusive provider of food and beverage services at Sunset Valley Golf Club through December 31, 2025. Staff and Catering by Relish, Inc. have negotiated a proposed five-year Restaurant/Bar License Agreement, extending from January 1, 2026, through December 31, 2030, which would provide the Park District with \$200,000 in revenue over the five-year term. A breakdown of the monthly payment schedule was presented.

As part of the proposed renewal, Catering by Relish, Inc. has agreed to host ten community events per calendar year at the Clubhouse. These events may include, but are not limited to, movie nights, trivia nights, bingo nights, Breakfast with Santa, Oktoberfest, fish fries, craft nights, wine tastings, and bourbon tastings. In addition, the vendor has agreed to contribute 50% of the cost of musicians for the summer Friday night concerts, up to \$2,000 per calendar year.

In 2025, Sunset Valley hosted eleven Friday night concerts on the outdoor patio between June and August. Manager Ochs provided a brief overview of the financial terms for 2026 through 2030, including a monthly payment schedule.

It was the consensus of the Finance Committee to recommend placing the proposed five-year Restaurant/Bar License Agreement with Catering by Relish, Inc. for Sunset Valley Golf Club—effective January 1, 2026, through December 31, 2030—on the Consent Agenda for the November 19, 2025 Regular Meeting of the Park Board.

November 11, 2025

Winter Outdoor Ice

Executive Director Romes and Director Voss reported that they have been collaborating with the Glencoe Park District on shared services to benefit both communities. The Park District of Highland Park has faced challenges in offering outdoor winter ice. As a result, the Glencoe Park District has agreed to offer the resident rate on a Season Pass, which provides access to open skate, open hockey, and open broomball. The Glencoe Park District will invoice Highland Park for the difference between resident and non-resident rates. By offering this option, the District would no longer need to set up outdoor ice rinks.

Other Business

A. Community Garden

Executive Director Romes reported that the community gardens are moving to the Heller Nature Center.

Open to the Public to Address the Board

None.

Adjournment

The meeting adjourned at 9:56 a.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF WORKSHOP MEETING
NOVEMBER 12, 2025**

The meeting was called to order at 6:02 p.m. President Grossberg.

ROLL CALL

Present: Commissioner Greenberg, Commissioner Beck, Commissioner Labrador, Vice President Freeman, President Grossberg

Absent: None

Staff Present: Executive Director Romes; Director Smith; Director Peters; Director Voss; Director Gogola; Director Baird; Assistant Director Soto; Manager Schwartz; Manager Kutscheid; Coordinator Hejnowski

Guest Speaker: None

Commissioner Labrador joined the meeting at 6:08 p.m.

ADDITIONS TO THE AGENDA

None.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

None.

CAPITAL PLAN PRESENTATION

Director Smith and Director Peters reported that the Five-Year Capital Plan and Ten-Year Funding Model were reviewed in detail at the September 10 Finance Committee Meeting.

Director Peters reviewed the budget timeline. The Public Hearing for the Tax Levy will be in December 2025. The Public Hearing to approve the Budget will be in January 2026.

Director Smith reviewed the capital plan prioritization tiers, noting that tiers 1-3 are safety and legal compliance, critical repairs, and scheduled replacements (highest priority), tiers 4-5 are improving existing items and new items, and tier 6 are unbudgeted items. Director Smith shared a graph showcasing the amount budgeted for tiers 1-3, tiers 4-5, and the total budget (tiers 1-5) over the next 5 years (through 2030). There was also a column for tier 6 unbudgeted projects.

Director Smith shared budgeted funds for tiers 1-5 from 2025 – 2030. There is \$9,682,645 budgeted in 2026 to cover tier 1-5 projects.

Director Peters reviewed the Capital Plan Ten-Year Funding Model for tiers 1-5, highlighting annual transfers to the capital fund and debt issuance years (2028, 2031, and 2034). Staff are recommending transferring \$3,075,000 from the Recreation Fund and \$600,000 from the Special Recreation Fund to the Capital Fund on December 31, 2025.

APPROVAL OF RESOLUTION 2025-16 GRANTING A NONEXCLUSIVE EASEMENT FOR STORM WATER UTILITIES

Director Smith reported that Ahmedjan Properties LLC and Fahsaf Properties LLC are planning to construct a home at 2628 Roslyn Circle in Highland Park, adjacent to Port Clinton Park. They have approached the Park District, requesting a stormwater easement in a portion of the ravine in Port Clinton Park to allow for the construction of a stormwater conveyance line discharging into the ravine in order to meet City of Highland Park permitting requirements.

The proposed easement agreement would allow for construction and operation of the utility, require restoration of the affected area, allow for repairs, and require the property owner be responsible for maintenance.

Staff presented an aerial image of the site to illustrate that the proposed construction and completed work would not impact Port Clinton Park.

A motion was made by Commissioner Labrador, seconded by Commissioner Beck to approve Resolution 2025-16 Granting a Nonexclusive Easement for Storm Water Utilities.

Roll Call:

Aye: Commissioner Greenberg, Commissioner Beck, Commissioner Labrador, Vice President Freeman, President Grossberg

Nay: None

Absent: None

Abstain: None

Motion Carried

MASTER PLAN UPDATE

Executive Director Romes reported that staff and the Park Board met with the Lakota Group on November 8 to review and identify key Master Planning priorities related to Capital Development Projects, Capital Improvement Projects, Planning Initiatives, and Operational Goals.

REVIEW PDHP POLICY MANUAL REVISIONS (CHAPTERS 3 - 6)

Executive Director Romes reported that, pursuant to Policy 1.00 of the PDHP Policy Manual, the manual of Board-approved policies governing Park District operations must be reviewed at least once every five years. Staff completed a comprehensive review and incorporated appropriate revisions, which were subsequently reviewed by legal counsel, Ancel Glink, for consistency with the Park District Code and current statutory requirements.

Staff and Park Board Commissioners reviewed and discussed proposed revisions to Policies 3.00–3.28 (Financials), 4.00–4.25 (General Policies), 5.00–5.15 (Recreation and Facilities), and 6.00–6.04 (Information Technologies) during Policy Committee Meetings. Committee liaisons provided recommendations, which were reviewed by legal counsel for compliance.

A summary of proposed policy changes was distributed to the Park Board prior to tonight’s meeting. Executive Director Romes requested that any additional comments or questions be submitted via email. Staff will seek formal approval of the proposed revisions at the November Regular Park Board Meeting.

CONSIDERATION FOR ART SCULPTURE ON PARK PROPERTIES

Manager Schwartz reported that the City of Highland Park is considering potential locations for the “Miss Nitro” art sculpture, including sites owned by the Park District. Staff will present the applicable policies, procedures, and criteria for placing art on park property, with a focus on Brown Park and Lincoln Place Park. The City owns Miss Nitro and will make the final decision regarding its location.

Manager Schwartz reviewed the Park District’s Art and Cultural Assets Policy, which governs the acceptance, placement, and erection of artwork and other structures—on either a temporary or permanent basis—on property owned or operated by the Park District of Highland Park and outlines the maintenance and management responsibilities for art pieces located on Park District property.

She also reviewed the District’s evaluation criteria related to park use and site suitability. If both parties agree to the placement of Miss Nitro on Park District property, an Intergovernmental Agreement (IGA) will be prepared and presented for approval at a future meeting.

CONSTRUCTION PROJECT UPDATES

A. New Facility and Site Improvements at West Ridge Park

Manager Schwartz highlighted recent progress including ongoing exterior wall assembly, interior framing, and MEP roughing-in work, gas line installation, continued brick veneer installation, interior wall framing, grading/drainage work for the ball field, and design for safety village and native planting. Drywall installation is expected to begin next week and solar is expected to begin in the next few months.

B. Lincoln Park Improvements Project

Manager Kutscheid reported that the playground and shelter installation are complete. The rubber base surface has been laid. The ballfield has been seeded. Park will be open for use on November 21. Staff will hold a ribbon cutting ceremony spring 2026.

C. Rosewood Park Playground Replacement Project

Manager Kutscheid reported that the playground installation is complete. The pathway to the playground will be laid this weekend. Project is expected to be completed by mid-December.

WINTER OUTDOOR ICE

Executive Director Romes reported that the Park District of Highland Park has faced challenges in providing outdoor winter ice. In response, staff have been collaborating with the Glencoe Park District on shared services to benefit both communities. Under this arrangement, the Glencoe Park District will offer the resident rate on a Season Pass, which provides access to open skate, open hockey, and open broomball. The Glencoe Park District will invoice Highland Park for the difference between resident and non-resident rates. By offering this option, the District would no longer need to maintain outdoor ice rinks.

REVIEW OF VOUCHERS

Director Peters reported that there were two notable vouchers: a check to Stuckey Construction for the pool filter project at Park Fitness, and a payment for the purchase of electric vehicles.

OTHER BUSINESS

None.

OPEN TO THE PUBLIC TO ADDRESS THE BOARD

None.

CLOSED SESSION

A motion was made by Commissioner Labrador, seconded by Vice President Freeman to adjourn into Closed Session for discussion of 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;

Roll Call:

Aye: Commissioner Greenberg, Commissioner Beck, Commissioner Labrador, Vice President Freeman, President Grossberg

Nay: None

Absent: None

Abstain: None

Motion Carried

The meeting adjourned into Closed Session at 8:17 p.m.

The meeting reconvened into Open Session at 8:27 p.m.

ACTION FROM CLOSED SESSION IF ANY

President Grossberg reported that the Park Board of Commissioners met in Closed Session under 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;

No action was taken.

ADJOURNMENT

A motion was made by Commissioner Greenberg and seconded by Commissioner Labrador and approved by a unanimous vote. The Board Meeting adjourned at 8:27 p.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF REGULAR MEETING
NOVEMBER 19, 2025**

The meeting was called to order at 6:00 p.m. President Grossberg.

ROLL CALL

Present: Commissioner Beck, Commissioner Labrador, Vice President Freeman, President Grossberg

Absent: None

Staff Present: Executive Director Romes; Deputy Director Carr; Director Smith; Director Peters; Director Voss; Director Gogola; Director Baird; Assistant Director Acevedo; Assistant Director Soto; Manager DiVincenzo; Manager Sassorossi; Supervisor Sylvester; Coordinator Hejnowski

Guest Speaker: None

Commissioner Greenberg joined the meeting at 6:05 p.m.

Vice President Freeman left the meeting at 7:14 p.m.

ADDITIONS TO THE AGENDA

None.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

None.

CONSENT AGENDA

A motion was made by Vice President Freeman, seconded by Commissioner Labrador to approve the Minutes October 08, 2025 Policy Committee Meeting, Minutes October 08, 2025 Workshop Meeting, Minutes October 16, 2025 Finance Committee Meeting, Minutes October 22, 2025 Regular Meeting, the 2026 Board Meeting Calendar, 2026 IAPD/IPRA Credentials Certificate, Revisions to Policies 3.00 - 3.28, 4.00 – 4.25, 5.00 – 5.15, and 6.00 – 6.04 of the PDHP Policy Manual, Ordinance 2025-10 Establishing a Travel Reimbursement Policy, Ordinance 2025-15 Authorizing and Providing for the Conveyance or Sale of Surplus Personal Property, the Restaurant/Bar License Agreement with Catering with Relish, Inc at Sunset Valley Golf Club, and Bills and Payroll in the amount of \$4,108,460.48

Roll Call:

Aye: Commissioner Beck, Commissioner Labrador, Vice President Freeman, President Grossberg

Nay: None

Absent: Commissioner Greenberg

Abstain: None

Motion Carried

FINANCIAL FORECASTS AND TREASURER'S REPORT

Operations (General and Recreation Funds) Budget vs. Actual

Director Peters shared the end-of-year projections and actual figures as of October 31, 2025. She is pleased to report that Actual Revenues exceeded budgeted revenues by almost \$2.74 million and Actual Expenses came in less than budgeted by \$1.9 million giving the Park District a \$4.7 million surplus.

Conclusion

The following Park District programs and facilities are performing better than budget: property taxes has a \$59,000 surplus and interest income has a \$1.3 million surplus. Club Pickle and Padel has exceeded the budget by \$53,000; golf has exceeded the budget by \$550,000 and early childhood enrichment programs have exceeded the budget by \$174,000. Lastly, payroll is under budget by \$350,000.

UNFINISHED BUSINESS

A. Approval of the Truth in Taxation Resolution #2025-14

Director Peters reported that under Illinois law, if a District is considering extending an aggregate property tax levy of more than 5% greater than the preceding year's levy, it must publicly disclose its intention and hold a public hearing. Aggregate levy is defined as real estate taxes, exclusive of the election costs and debt service. Also, the District must determine the amount to be levied at least 20 days prior to adopting the levy ordinance.

Resolution #2025-14 was presented at the October 16 Finance Committee meeting of the Park District Board of Commissioners. The resolution estimates a 4.99% increase over the prior year's extension. This represents an increase of \$717,483. This is essentially a cost-of-living increase based upon the lesser of CPI or 5% while trying to capture new growth. Additionally, it includes a full levy in the Special Recreation Fund of .04% for programs, services, and projects that support people with disabilities. As such, a public hearing will not be required, but will still be offered, at the December 17 Regular Meeting.

Adoption of the levy ordinance is scheduled for the December 17 Regular Meeting. The Levy Request does not guarantee that these funds will be received. In the Spring, when property values and tax cap limits are finalized, the Park District tax extension number is calculated. This is the total property tax amount that is billed to residents.

The estimated tax increase is split into two components: the increase in the Consumer Price Index or 5%, whichever is lower and anticipated growth.

A motion was made by Vice President Freeman, seconded by Commissioner Greenberg to approve the Truth in Taxation Resolution #2025-14, where the estimated percentage increase in the proposed 2026 aggregate levy over the amount of real estate taxes extended upon the final 2025 aggregate levy based on CPI of 2.9% tax cap and anticipated growth is 4.99%.

Roll Call:

Aye: Commissioner Greenberg, Commissioner Beck, Commissioner Labrador, Vice President Freeman, President Grossberg

Nay: None

Absent: None

Abstain: None

Motion Carried

NEW BUSINESS

A. Parks Foundation

Commissioner Beck reported that the Parks Foundation received over \$12,000 for the Learn to Swim Foundation Youth Initiative scholarship program. The Parks Foundation also received an \$8,000 donation to the SMILE Grant-In-Aid Program and Learn to Swim FYI scholarship program from Goldman and Sacks.

B. Board Committee Updates

Executive Director Romes reported at the November 08 Master Planning Committee Meeting Staff, the Park Board of Commissioners, and Representatives from The Lakota Group met to identify key Master Planning priorities related to Capital Development Projects, Capital Improvement Projects, Planning Initiatives, and Operational Goals.

C. Centennial Ice Arena Annual Report

Supervisor Sylvester provided an overview of 2025 events hosted at Centennial Ice Aren and reviewed budget-to-actual revenues for daily skate fees, skating programs, skating school, and rink rentals from August 2024 – July 2025. She noted that despite the rink being down for one-month, actual ice revenues were only \$2,000 below budget.

Manager Sassorossi reviewed budget-to-actual revenues for gymnastics and cheer programs. She highlighted several upcoming initiatives, including the continued success of the cheer program extending into the winter, the launch of a new Cheer Program, preparations for the opening of the new gymnastics' studio, and the upcoming North Shore Winter Classic Skating Competition in December.

D. Directors Report

Executive Director Romes confirmed Park Board availability for the December Public Meetings.

He also reviewed upcoming programs and events:

- **Letters to Santa (Now through December 12):** Children are invited to drop their holiday wish lists, drawings, and cheerful messages into the District’s festive North Pole mailbox to be sent to Santa.
- **Winter Wonderland (December 5, 5:30–8:00 p.m., West Ridge Center):** Guests can meet real reindeer and holiday characters including Buddy the Elf, the Grinch, Elsa, and Santa. Activities include cookie decorating with Mrs. Claus, making dog toys for Orphans of the Storm, exploring the *new* Hanukkah room, riding the mini Polar Express, enjoying the *new* indoor iceless rink, and sipping hot cocoa.
- **Ugly Sweater Round Robin Pickleball Tournament (December 5, 5:30–8:30 p.m., Club Pickle and Padel):** Players will rotate through social, competitive matches while showcasing their festive attire. Prizes will be awarded for play and for the “best” ugly sweater.
- **Breakfast with Santa (December 6, 8:00 a.m.–2:00 p.m., The Clubhouse at Sunset Valley Golf Club):** Tickets include a breakfast buffet, beverages, children’s activities, crafts, a visit from Santa, and a small gift.
- **The Great Ornament Hunt (December 6, 1:00–2:30 p.m., Heller Nature Center):** Participants will follow the trails in search of ornaments hidden in the trees, enjoy hot cocoa, and make their own baubles to take home.
- **North Shore Winter Classic Skating Competition (December 7, 8:00 a.m.–5:00 p.m., Centennial Ice Arena):** Spectators are invited to enjoy a full day of competitive figure skating. Admission is free.
- **Holiday Break Camps (December 22–26 and December 29–January 2):** Offerings include Kids Winter Break Pickleball Camp (ages 7–14) at Club Pickle and Padel, Tennis Winter Break Camp (ages 7–14) at Deer Creek Racquet Club, and STREAM Explorers (ages 5–10) and STREAM 4 Tweens (ages 9–13).

E. Board Comments

None.

OTHER BUSINESS

None.

OPEN TO THE PUBLIC TO ADDRESS THE BOARD

None.

CLOSED SESSION

A motion was made by Commissioner Labrador, seconded by Commissioner Beck to adjourn into Closed Session for discussion of Section 2(c)5: the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired;

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November 19, 2025

Roll Call:

Aye: Commissioner Greenberg, Commissioner Beck, Commissioner Labrador, President Grossberg

Nay: None

Absent: Vice President Freeman

Abstain: None

Motion Carried

The meeting adjourned into Closed Session at 7:32 p.m.

The meeting reconvened into Open Session at 7:50 p.m.

ACTION FROM CLOSED SESSION IF ANY

President Grossberg reported that the Park Board of Commissioners met in Closed Session under Section 2(c)5: the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired.

No action was taken.

ADJOURNMENT

A motion was made by Commissioner Beck and seconded by Commissioner Labrador and approved by a unanimous vote. The Board Meeting adjourned at 7:50 p.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary



Memorandum

To: Board of Commissioners

From: Mari-Lynn Peters, Director of Finance; Brian Romes, Executive Director

Date: December 17, 2025

Subject: **Approval of Ordinance #2025-13 – An Ordinance Authorizing a Supplemental Property Tax Levy to Pay the Principal of and Interest on the Outstanding General Obligation Limited Tax Park Bonds, Series 2024, of the Park District of Highland Park, Lake County, Illinois**

Background

Ordinance #2025-13 is a supplemental tax levy to pay the principal of and interest on certain outstanding limited bonds of the District, namely, the General Obligation Limited Tax Park Bonds, Series 2024 (the “*Bonds*”).

The Bonds are issued pursuant to and in accordance with Park District Code, as amended (the “*Park Code*”). In connection with the issuance of park bonds, Section 6-6 of the Park Code provides, in part: “All park districts, at or before the time of issuance of bonds or notes, shall provide for the levy of taxes, in addition to all other taxes, sufficient to pay the principal of and interest upon said bonds or notes as the same becomes due, and shall file a certified copy of the ordinance or ordinances providing for the levy of said taxes with the county clerk of the county in which the district is located.” However, pursuant to the provisions of the Property Tax Extension Limitation Law, as amended (the “*Tax Extension Limitation Law*”), the District (as a tax-capped district) cannot levy taxes to pay the Bonds (together with all other outstanding limited tax bonds of the District) in excess of the amount of the District’s debt service extension base (the “*DSEB*”).

Pursuant to the provisions of the Local Government Debt Reform Act, as amended (the “*Debt Reform Act*”), the Bonds (together with all other outstanding limited tax bonds of the District) are payable from the DSEB, which is an amount equal to that portion of the extension of the District for the 1991 levy year constituting an extension for payment of principal of and interest on bonds issued by the District without referendum (but not including alternate bonds issued under Section 15 of the Debt Reform Act or refunding obligations issued to refund or to continue to refund obligations of the District initially issued pursuant to referendum, if any). Although the obligation of the District to pay the Bonds is a general obligation under the Park Code, and all taxable property in the District is subject to the levy of taxes to pay the Bonds without limitation as to rate, the amount of taxes that may be extended to pay the Bonds is limited by the Tax Extension Limitation Law to the amount of the DSEB.

In 2009, the General Assembly amended the provisions of the Tax Extension Limitation Law to provide for an inflationary increase in the DSEB equal to the lesser of 5% or the percentage increase in the Consumer Price Index (as defined in the Tax Extension Limitation Law) during the 12-month calendar year preceding the levy year. In anticipation of such DSEB growth, the Bonds were sold at such prices that, in certain levy years, the principal of and interest due on the Bonds (together with all other outstanding limited tax bonds of the District) exceeded the

amount of the DSEB at the time of the issuance of the Bonds. If and when the DSEB increases, the District has the authority, in accordance with the provisions of the Park Code, the Debt Reform Act and the Tax Extension Limitation Law discussed above, to adopt a supplemental levy increasing the amount of taxes levied to pay the Bonds up to the amount of the DSEB (net of the amount of taxes levied to pay principal of and interest on other limited bonds of the District) or the amount of the principal of and interest due on the Bonds payable from the taxes levied for such levy year, whichever is less.

Attached to this memorandum is the supplemental levy Ordinance #2025-13. This ordinance provides for a supplemental tax levy for the Bonds for levy years 2025 to 2027, inclusive, capturing the inflationary increase in the DSEB. The supplemental tax levy equals \$27,189.14 for levy year 2025. Upon passage of this ordinance, staff will deliver an executed copy to Lake County so that it may be recorded by the legal deadline of the last Tuesday of the year, which in 2025 falls on December 30.

Recommendation

Staff requests approval from the Park Board of Commissioners for Ordinance #2025-13, AN ORDINANCE authorizing a supplemental property tax levy to pay the principal of and interest on the outstanding General Obligation Limited Tax Park Bonds, Series 2024, of the Park District of Highland Park, Lake County, Illinois, representing the District's additional request for property taxes to be received in 2026 for the debt service fund. The amount of the supplemental levy is \$27,189.14 (twenty-seven thousand, one hundred eighty-nine dollars and fourteen cents).

ORDINANCE NO. 2025-13

AN ORDINANCE authorizing a supplemental property tax levy to pay the principal of and interest on the outstanding General Obligation Limited Tax Park Bonds, Series 2024, of the Park District of Highland Park, Lake County, Illinois.

* * *

WHEREAS, the Park District of Highland Park, Lake County, Illinois (the “*District*”), is a duly organized and existing Park District created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Park District Code of the State of Illinois, and all laws amendatory thereof and supplementary thereto (the “*Act*”); and

WHEREAS, the District has heretofore issued and has outstanding its General Obligation Limited Tax Park Bonds, Series 2024 (the “*Bonds*”); and

WHEREAS, the Bonds were issued as limited bonds pursuant to and in accordance with the provisions of Section 15.01 of the Local Government Debt Reform Act of the State of Illinois, as amended (the “*Debt Reform Act*”); and

WHEREAS, pursuant to an ordinance adopted by the Board of Park Commissioners of the District (the “*Board*”) on the 22nd day of May, 2024, as supplemented by a Notification of Sale, dated the 4th day of June, 2024 (the “*Bond Ordinance*”), and in accordance with the provisions of the Act and the Debt Reform Act, the District has heretofore levied taxes upon all of the taxable property within the District to pay the principal of and interest on the Bonds as set forth in Column (B) of the schedule attached hereto as *Exhibit A*; and

WHEREAS, the Bond Ordinance has been filed with the County Clerk of the County of Lake, Illinois (the “*County Clerk*”); and

WHEREAS, pursuant to the Bond Ordinance, the District directed the County Clerk to extend the taxes levied in the Bond Ordinance to pay principal of and interest on the Bonds in accordance with the terms of the Bond Ordinance; and

WHEREAS, although the obligation of the District to pay the Bonds is a general obligation under the Act and all taxable property in the District is subject to the levy of taxes to pay the Bonds without limitation as to rate, the amount of said taxes that will be extended to pay the Bonds is limited by the Property Tax Extension Limitation Law of the State of Illinois, as amended (the “*Tax Extension Limitation Law*”); and

WHEREAS, pursuant to and in accordance with the provisions of the Debt Reform Act, the Bonds are payable from the debt service extension base of the District (the “*Base*”), which is an amount equal to that portion of the extension of the District for the 1991 levy year constituting an extension for payment of principal of and interest on bonds issued by the District without referendum, but not including alternate bonds issued under Section 15 of the Debt Reform Act or refunding obligations issued to refund or to continue to refund obligations of the District initially issued pursuant to referendum, increased each year, commencing with the 2009 levy year, by the lesser of 5% or the percentage increase in the Consumer Price Index (as defined in the Tax Extension Limitation Law) during the 12-month calendar year preceding the levy year; and

WHEREAS, the Base for levy year 2025 is equal to \$1,923,379.33 (the “*2025 Base*”); and

WHEREAS, the principal of and interest due on the Bonds is set forth in Column (A) of *Exhibit A* and in certain levy years exceeds the taxes levied in the Bond Ordinance; and

WHEREAS, in accordance with the Act, the Debt Reform Act and the Tax Extension Limitation Law, the District has the authority to adopt a supplemental levy causing the amount of taxes levied to pay the principal of and interest on the Bonds to be increased up to the amount of the 2025 Base (net of any taxes levied for each such levy years to pay other limited bonds of the District), or the amount of the principal of and interest due on the Bonds payable from the taxes levied for each such levy year, whichever is less; and

WHEREAS, the Board has heretofore determined and does hereby determine that it is necessary and in the best interests of the District that the District adopt a supplemental tax levy to pay the principal of and interest on the Bonds as further described herein:

NOW, THEREFORE, Be It Ordained by the Board of Park Commissioners of the Park District of Highland Park, Lake County, Illinois, as follows:

Section 1. The preambles to this Ordinance are hereby found and determined to be true, correct and complete and are hereby incorporated into this Ordinance by this reference.

Section 2. The District does hereby levy for each of the years 2025 to 2027, inclusive, the supplemental amounts set forth in Column (C) of *Exhibit A*, which levy shall be extended against all of the taxable property in the District for the purpose of paying the principal of and interest on the Bonds. The taxes herein levied shall be in addition to and in excess of the taxes levied in the Bond Ordinance. A schedule showing the aggregate of the taxes levied in the Bond Ordinance and the taxes levied in this Ordinance is set forth in Column (D) of *Exhibit A*.

Section 3. Forthwith upon the passage of this Ordinance, the Secretary of the Board is hereby directed to file a certified copy of this Ordinance with the County Clerk, and it shall be the duty of the County Clerk annually in and for the years 2025 to 2027, inclusive, ascertain the rate necessary to produce the tax as set forth in Column (D) of *Exhibit A*, and extend the same for collection on the tax books against all of the taxable property within the District in connection with other taxes levied in each of said years for park purposes, in order to raise the respective amounts aforesaid and in each of said years such annual tax shall be computed, extended and collected in the same manner as now or hereafter provided by law for the computation, extension and collection of taxes for general park purposes of the District, and when collected, the taxes hereby levied shall be placed to the credit of the special fund heretofore created and designated in the Bond Ordinance

as the “Park Bond and Interest Fund of 2024”, which taxes are hereby irrevocably pledged to and shall be used only for the purpose of paying the principal of and interest on the Bonds.

Section 4. If any section, paragraph, clause or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance.

Section 5. All ordinances or parts thereof in conflict herewith be and the same are hereby repealed and that this Ordinance shall be in full force and effect forthwith upon its adoption.

Adopted December 17, 2025.

President, Board of Park Commissioners

Attest:

Secretary, Board of Park Commissioners

EXHIBIT A

SUPPLEMENTAL AND TOTAL TAXES LEVIED AND TO BE EXTENDED

YEAR OF LEVY	(A) DEBT SERVICE ON THE BONDS (\$)	(B) CURRENT TAX LEVY ON FILE (\$)	(C) SUPPLEMENTAL TAX LEVY (\$)	(D) TOTAL TAXES TO BE EXTENDED TO PRODUCE (\$)
2025	\$ 852,412.50	\$825,223.36	\$ 27,189.14	\$852,412.50
2026	956,512.50	900,273.36	54,205.97	954,479.33
2027	1,012,512.50	929,323.36	54,205.97	983,529.33
2028	222,812.50	222,812.50	0.00	222,812.50
2029	222,812.50	222,812.50	0.00	222,812.50
2030	222,812.50	222,812.50	0.00	222,812.50
2031	222,812.50	222,812.50	0.00	222,812.50
2032	222,812.50	222,812.50	0.00	222,812.50
2033	837,812.50	837,812.50	0.00	837,812.50
2034	840,912.50	840,912.50	0.00	840,912.50
2035	833,250.00	833,250.00	0.00	833,250.00
2036	839,000.00	839,000.00	0.00	839,000.00
2037	837,750.00	837,750.00	0.00	837,750.00
2038	834,750.00	834,750.00	0.00	834,750.00

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

CERTIFICATION OF ORDINANCE

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Park Commissioners of the Park District of Highland Park, Lake County, Illinois (the “Board”), and that as such official I am the keeper of the records and files of the Board.

I further certify that the foregoing is a true, correct and complete copy of an ordinance entitled:

AN ORDINANCE authorizing a supplemental property tax levy to pay the principal of and interest on the outstanding General Obligation Limited Tax Park Bonds, Series 2024, of the Park District of Highland Park, Lake County, Illinois.

which said ordinance as adopted at the meeting of the Board on the 17th day of December, 2025, appears in the transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 48-hour period preceding said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said Park District, this 17th day of December, 2025.

Secretary, Board of Park Commissioners

[SEAL]

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Lake, Illinois, and as such official I do further certify that on the ____ day of _____, 2025, there was filed in my office a duly certified copy of an ordinance entitled:

AN ORDINANCE authorizing a supplemental property tax levy to pay the principal of and interest on the outstanding General Obligation Limited Tax Park Bonds, Series 2024, of the Park District of Highland Park, Lake County, Illinois.

duly adopted by the Board of Park Commissioners of the Park District of Highland Park, Lake County, Illinois, on the 17th day of December, 2025, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 20__.

[SEAL]

County Clerk



Memorandum

To: Board of Commissioners

From: Mari-Lynn Peters, Director of Finance; Brian Romes, Executive Director

Date: December 17, 2025

Subject: **Approval of Ordinance #2025-14 - Tax Levy for 2025**

Background

On November 19, 2025, the Park Board of Commissioners passed the Truth in Taxation Resolution for the 2025 tax levy (2026 collections). By law, the Park District must wait for 20 days to officially pass the 2025 tax levy ordinance to formalize the estimated levy described in the resolution.

Attached to this memorandum is the levy ordinance which exactly reflects the Resolution. Upon passage of the ordinance, staff will deliver an executed copy to Lake County so that it may be recorded by the legal deadline of the last Tuesday of the year, which in 2025 falls on December 30.

The 2025 tax levy ordinance represents the District's request for property taxes and reflects an increase of 4.99% from the 2024 property taxes collected during 2025, based upon a CPI increase of 2.9% for those funds which are under the property tax cap and .04% of the total Equalized Assessed Valuation for the Special Recreation Fund. This levy focuses on capturing new growth within the District. The levy request, exclusive of debt service, totals \$15,088,021 (fifteen million, eighty-eight thousand, twenty-one dollars).

Even though the Truth in Taxation percentage is less than 5%, for transparency purposes, a public hearing notice was published in the local paper announcing a public hearing regarding the tax levy this evening, where members of the public can express their opinions of the levy.

Recommendation

Staff recommend approval from the Park Board of Commissioners of Ordinance #2025-14, Tax Levy Ordinance for 2025, representing the District's request for property taxes to be received in 2026. The amount of the levy is \$15,088,021 (fifteen million, eighty-eight thousand, twenty-two dollars, exclusive of debt service).

PARK DISTRICT OF HIGHLAND PARK

ORDINANCE NO. 2025-14

AN ORDINANCE FOR THE LEVY OF TAXES FOR THE PARK DISTRICT OF HIGHLAND PARK FOR 2025

**BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE PARK DISTRICT
OF HIGHLAND PARK, COUNTY OF LAKE AND STATE OF ILLINOIS, AS FOLLOWS:**

SECTION 1: That the sum of fifteen million, eighty eight thousand, twenty one dollars (\$15,088,021) being the total amount required to be raised by taxation for the year 2025 by the Park District of Highland Park, Illinois for all corporate purposes of said Park District and for purposes of providing for the Corporate Fund, a Recreation Fund, and a Special Needs Recreation Fund be and the same is hereby levied upon all taxable property within said Park District of Highland Park subject to taxation for said year in the amounts and for the uses and purposes itemized below:

- I. The amount to be raised by Tax Levy for Corporate Purposes: (Authority Sec. 5-1 Park District Code)

Salaries	\$3,550,000
Contractual Services	1,550,000
Utilities	100,000
Materials and Supplies	250,000
Insurance	1,350,000
Maintenance and Landscaping	150,000
Pension	<u>200,000</u>

Total Levy for Corporate Fund \$7,150,000

- II. The amount to be raised by Tax Levy for Recreation Purposes:

- A) Recreation Fund: (Authority Sec. 5-2a Park District Code)

Salaries and Wages	\$3,913,000
Contractual Services	800,000
Utilities	400,000
Materials and Supplies	200,000
Maintenance and Landscape	210,000
Insurance	900,000
Pension	<u>300,000</u>

Total Levy for Recreation Fund \$6,723,000

III. The amount to be raised by Tax Levy for Handicapped Recreation Purposes:
(Authority Sec. 5-8 Park District Code)

District's share of expenses
providing recreational programs
for individuals with special needs
under a joint agreement with the
members of the North Suburban
Special Recreation Association \$ 615,021
Capital Outlay 600,000

**Total Levy for Handicapped
Recreation Fund \$ 1,215,021**

TOTAL AMOUNT LEVIED \$ 15,088,021

SUMMARY

Total Tax Levy for General Corporate Purposes: \$ 7,150,000

Total Tax Levy for Recreation Purposes: \$ 6,723,000

Total Tax Levy for Handicapped Recreation Purposes: \$ 1,215,021

Total Amount Levied \$ 15,088,021

SECTION 2. That the total amount of Fifteen Million, Eighty Eight Thousand, Twenty One Dollars (\$15,088,021) itemized as aforesaid, be, and the same is hereby levied on all property subject to taxation within the Park District of Highland Park according to the value of said property as the same is assessed and equalized for State and County purposes for the year 2025.

SECTION 3. That there is hereby certified to the County Clerk of Lake County, Illinois, the several sums aforesaid constituting Fifteen Million, Eighty Eight Thousand, Twenty One Dollars (\$15,088,021) which said total amount the said Park District of Highland Park requires to be raised by taxation for the year 2025 of said Park District, and the Secretary of said District is hereby ordered and directed to file with the County Clerk of said County on or before the time required by law, a certified copy of this Ordinance,

along with the certificate of the Park District's presiding officer pertaining to compliance with the Truth in Taxation Law.

SECTION 4. Pursuant to Section 4-4 of the Park District Code, 70 ILCS 1205/4-4, neither the Park District's Budget and Appropriation Ordinance for the fiscal year beginning on January 1, 2026 and ending on December 31, 2026, nor any other Budget and Appropriation Ordinance is intended to or required to be in support of or in relation to the Levy made by this Ordinance.

SECTION 5. This Ordinance shall take effect and be in full force and effect immediately on and after its passage and approval.

ADOPTED this 17th day of December 2025, pursuant to a roll call vote as follows:

AYES: Commissioner Beck, Commissioner Greenberg, Commissioner Labrador, Vice President Freeman, President Grossberg

NAYS: None

ABSENT AND NOT VOTING: None

Terry Grossberg, President
Board of Park Commissioners
Park District of Highland Park

ATTEST:

Brian Romes, Secretary
Board of Park Commissioners
Park District of Highland Park

STATE OF ILLINOIS)) SS
COUNTY OF LAKE)

CERTIFICATION

I, Brian Romes, the duly qualified and acting Secretary of the Park District of Highland Park and the keeper of the Official records thereof,

DO HEREBY CERTIFY, that the attached Ordinance is a true, correct and compared copy of an Ordinance entitled “An Ordinance for the Levy of Taxes for the Park District of Highland Park for the Year 2025,” which was duly passed by the Board of Park Commissioners of the Park District of Highland Park at a regularly convened meeting held on the 17thth day of December, A.D., 2025.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 17th day of December, A.D., 2025.

Brian Romes, Secretary
Board of Park Commissioners
Park District of Highland Park

CERTIFICATE OF PRESIDING OFFICER

I, CALVIN BERNSTEIN, hereby certify that I am the duly elected President of the Board of Park Commissioners of the Park District of Highland Park, Highland Park, Lake County, Illinois, and that as such President, I am the current presiding officer of the corporate authority of said Park District.

I further certify that the attached copy of an ordinance levying and assessing taxes of the Park District of Highland Park for the year 2025 was adopted pursuant to, and in all respects in compliance with, the provisions of Sections 18-60 through 18-85 of The Truth in Taxation Law ("LAW").

The notice and hearing requirements of Sections 18-70 through 18-85 of the Law are applicable.

IN WITNESS WHEREOF, I have signed my name in my official capacity as the President and current presiding officer of the Board of Park Commissioners of the Park District of Highland Park of Highland Park, Illinois this 17th day of December 2025.

Terry Grossberg, President
Board of Park Commissioners
Park District of Highland Park



Memorandum

To: Park Board of Commissioners

From: Debbie Pierce, Districtwide Rentals Manager; Mitch Carr, Deputy Director of Facilities and Operations; Brian Romes, Executive Director

Date: December 17, 2025

Subject: **Approval of 2026 Affiliated Organization Agreements**

Summary

The annual Affiliated Organization Agreements between the Park District of Highland Park and American Youth Soccer Organization (AYSO) of Highland Park, the Highland Park Pops, the Highland Park Players, and Uptown Music Theater of Highland Park expires on December 31, 2025. No changes were made to the 2025 Affiliated Agreement terms and the general rules.

Recommendation

Staff recommends the Park Board of Commissioners approve the 2026 Affiliated Organization Agreements with American Youth Soccer Organization (AYSO) of Highland Park, the Highland Park Pops, the Highland Park Players, and Uptown Music Theater of Highland Park.



636 Ridge Road
Highland Park, IL 60035
847.831.3810 | pdhp.org

Affiliate/Sponsored Organization Application

The Park District of Highland Park recognizes that certain organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific function and group. These organizations are separate and independent from the Park District and provide for their own leadership and operational structure.

To this end, the Park District is willing to establish working relationships and cooperative agreements with designated affiliate or sponsored organizations. Within the terms of a written agreement, the parties will define the working relationship, mutual expectations, and individual responsibilities.

Organizations seeking to achieve affiliate or sponsored status must adhere by all requirements described in **Park District of Highland Park Policy # 6.05** (attached).

Organizations must submit a completed application and supporting documents in order to be considered.

- Application Collection Period: January 2nd to October 30th of the current year
- Application Evaluation Period: November 1st to November 16th of the current year
 - All organizations may be required to conduct a presentation to the Board of Park Commissioners at a Board meeting.
- Approved Applications Announcements: November 30th of the current year
 - Approved organizations will be presented with a 1-year agreement for signature.
- Affiliation/Sponsored Status Period: January 2nd to December 31st of next year

Completed application and supporting documents must be submitted to:

Park District of Highland Park
Affiliate/Sponsorship Request
636 Ridge Road
Highland Park, IL 60035
Attention to: Debbie Pierce, District Wide Rental Manager
Office: 847-579-4047



636 Ridge Road
Highland Park, IL 60035
847.831.3810 | pdhp.org

Organization Name:

Corporation's type:

- ☐ For Profit
☒ Not for Profit

Organization's Liaison and contact information:

Mark Zar
340 Flora Place
Highland Park, IL 60035
312-286-7119
MarkSZar@gmail.com

Organization's Purpose:

The Purpose of the Highland Park Pops Big Band shall be to provide a structured framework for big band musicians to play jazz music on a regular basis and perform for civic functions, outdoor programs, convalescent homes, retirement homes, charitable functions, and dances. The band is not a for-profit organization.

Benefit provided to the Highland Park community:

Our purpose as stated above aligns well with the mission of the Park District "To enrich community life through healthy leisure pursuits...."

The group provides a home for Highland Park jazz musicians to play and provides the community with wonderful music.

Detailed request for facility usage: (Detail location, dates, times, and set up)

For many years the Park District has provided the band with use of the multipurpose room at the West Ridge Center for weekly rehearsals and a closet in the Jammin' Jungle room at the West Ridge Center for storage of our equipment and music. We are requesting that this arrangement continue.

For the last 5 summers the Park District has provided access to a storage closet at Sunset Woods Park in which to store some equipment from week to week. In addition, the Park District has provided 17 folding chairs in this Sunset Woods Park building for the band's use to rehearse weekly in the South Pavilion. We are requesting that these arrangements continue.

Detailed request for Administrative support:

No administrative support is requested.



636 Ridge Road
Highland Park, IL 60035
847.831.3810 | pdhp.org

Required Supporting Documents:

- ☒ Organization's constitution or by-laws;
- ☒ Roster of staff, volunteer officers and/or board members, including addresses;
- ☒ Roster of members or participants, including addresses;
- ☒ List of Organization's activities, programs, and events;
- ☒ Annual detailed budget showing all anticipated revenue and expenditures for the following fiscal year;
- ☒ Certificate of Insurance (If approved, Organization will be required to update COI with PDHP as additionally insured and Certificate holder);
- ☐ Proof of Not for Profit status;

STAFF USE ONLY

Request received ____/____/____ Request for Fiscal Year ____

Board Presentation Schedule ____/____/____

Percentage of members who meet residency requirement: ____

Percentage of activities provided to Highland Park Community: ____

Notes: _____

Request: ☐ Approved ☐ Denied

Updated COI ____/____/____ Agreement Signature ____/____/____



Affiliated Organization Agreement with the Highland Park Pops

Memorandum of Understanding

PURPOSE

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

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

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

I. Criteria and Conditions

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

3. At least 51% of the members/participants and/or activities of the Affiliated Organization must reside and/or serve residents of the Park District. A roster of members, participants, and/or list of program, events or activities must be provided to the Park District on an annual basis. Names and addresses must be included.
4. Activities, programs, and events conducted by the Affiliated Community Group must:
 - a. Be in accordance with the District's philosophy of recreation and be open for participation by any resident of the District.
 - b. Not, other than to adhere to specific membership guidelines, program requirements, or minimum residency standards, discriminate against or exclude any individual, for participation for reasons of race, color, creed, national origin, sex, sexual orientation, disability, or any other characteristic protected by local, state, or federal law.
5. Affiliated Organization must provide an annual detailed budget to the Park District showing all anticipated revenue and expenditures by November 1 for the following fiscal year. Program planning and budgeting shall be done by the club in conjunction with the administrative staff of the District, and completed by November 1.
 - a. The Affiliated Organization acknowledges and agrees that the group is responsible for any and all expenses, including, but not limited to, the provision of equipment and materials related to the Affiliated Organization activities and use of Park District property and facilities, unless otherwise specified and agreed to in writing.
 - b. Any work done by the Parks Department of the District on behalf of any Affiliated Organization will be restricted to District limits unless authorized. If the Affiliated Organization's need for maintenance standards are higher than District standards, that Affiliated Organization shall provide the additional maintenance to meet its own standard provided that approval is granted by the Executive Director for this voluntary maintenance work.
 - c. Costs for maintenance of equipment and/or facilities will be charged to the Affiliated Organization
6. If a fee for participation or membership is required to join the Affiliated Organization or attend an event, program or recreational function conducted by the Affiliated Organization, those fees may be deposited in a separate account under that Affiliated Organization's name. All revenues must be reported to the District. All fees shall be deposited in the Affiliated Organization's account in accordance with accepted District standards.
7. The District shall provide the following staff or administrative services to accommodate the activities of the Affiliated Organizations commensurate with existing programs offered by the District.
 - a. None
8. All public mailings and publicity by the Affiliated Organizations must meet with District standards and must state their affiliation with or sponsorship by the Park District of Highland Park.
9. The Affiliated Organization or members of the Affiliated Organization will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District.

10. The Organization shall not to represent itself or members of the Affiliated Organization as employees, volunteers, or agents of the Park District.
11. Fund-raising for the purpose of supporting an activity must be authorized by the Board. The manner in which fund-raising is to be conducted, the purposes for which the funds are collected and a budget for these funds must be submitted to the District for approval in advance of any fund-raising project. Proceeds from fund-raising may be placed in the Affiliated Organization's separate account.
12. The Affiliated Organization agrees and understands that neither the Affiliated Organization nor its officials, officers, members, employees or volunteers (collectively "Affiliated Organization") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The Affiliated Organization will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage arising out of any Affiliated Organization activity will be the Affiliated Organization's sole responsibility and not the Park District's. Also, it is understood that the Affiliated Organization is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the Affiliated Organization will be solely responsible for its own actions. The Park District will in no way defend the Affiliated Organization in matters of liability.
13. Affiliated Organization shall fully cooperate with any investigation conducted by or on behalf of the Park District and/or the Park District Risk Management Agency "PDRMA". Failure to fully cooperate with any such investigation shall constitute a breach of agreement and in the sole discretion of the Park District, may result in revocation or suspension of any Group privileges under this Agreement
14. Affiliated Organization agrees to conduct criminal background checks for all employees and volunteers eighteen years of age or older and who directly supervise individuals under the age of eighteen (18) years or age. The Affiliated Organization is solely responsible for determining whether any conviction disqualifies any employee/volunteer.
15. Affiliated Organization agrees to cross-reference all staff, employees and volunteers with the federal and state of Illinois Child Offender Databases.
16. Affiliated Organization understands and agrees that it solely responsible for determining whether any staff, employee, or volunteer is qualified and suitable for any Affiliated Organization position and/or activity and that the Park District is not responsible for any hiring or retention decision.
17. Affiliated Organization shall comply with all applicable local, state, and federal laws, including, but not limited to the Illinois Human Rights Act, the American with Disabilities Act, and the Civil Rights Act of 1964. The Affiliated Organization shall base employment, volunteer, and participation criteria upon personal capabilities and qualifications without discrimination because of race, color, religion, sexual orientation, sex (except as an appropriate division for athletics programming), national origin, age (except as an appropriate division of programming levels for youth athletics programming), marital status, or any other protected characteristic as established by law.

II. Facility Use

- 1. The District will provide the following facility and/or storage space:**
 - a. Use of a variety of rooms at West Ridge Center (or other mutually agreeable facility) during weekday evenings for rehearsals. Room will be provided at no cost unless after hours and/or additional staff or other expenses are needed, which will be provided at the expense of the Affiliated Organization.
 - i. Requests shall be made at least 3 months in advance.
 - ii. Park District Programs take precedence.
 - iii. Facility hours of operations shall be enforced.
 - b. Storage closet is provided at West Ridge Center for Musical Equipment.
 - c. If the Affiliated Organization requests another facility of the Park District, the request will be considered under the following terms:
 - i. Requests shall be made at least 3 months in advance.
 - ii. Park District Programs take precedence.
 - iii. Facility hours of operations shall be enforced.
 - iv. If approved, the Affiliated Organization will receive a discount rate of 50% of the regular resident rental rate.
- 2. It is the sole responsibility of the Affiliated Organization to determine whether any facility, field, or location is safe, suitable, and/or appropriate for any intended use.**
- 3. The Affiliated Organization shall inspect each facility, field, or other location prior to and subsequent to each use and shall promptly report any unsafe condition (holes in sports fields, broken equipment, etc.) to the Park District.**
- 4. The Affiliated Organization is solely responsible for providing supervision and security services, as needed, for any and all Affiliated Organization activities.**
- 5. The Affiliated Organization is solely responsible for the cost of repairs to facility or equipment damaged as a result of its usage.**
- 6. The Park District does not assume any responsibility, care, custody, or control of any Affiliated Organization property or equipment brought upon or stored upon Park District property. The Affiliated Organization is solely responsible for the safety and/or security of any property or equipment brought upon or stored on Park District property.**
- 7. The Affiliated Organization shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.**

8. The use of Park District meeting rooms is based on availability and Park District scheduling concerns. The Park District retains the right to move, cancel or reschedule meetings based upon Park District needs.

III. Insurance and Indemnification

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

1. Commercial General and Umbrella Liability Insurance

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

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

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

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

The CGL policy must include individuals for athletic participation.

2. Business Auto and Umbrella Liability Insurance

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

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

3. Workers Compensation Insurance

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

4. Other

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

5. General Insurance Provisions

a. Evidence of Insurance

Prior to exercising any rights under this Agreement, the Affiliated Organization shall furnish the Park District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

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

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

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

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

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

b. Acceptability of Insurers

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating

is less than A VII or a Best's rating is not obtained, the Park District has the right to reject insurance written by an insurer it deems unacceptable.

c. Cross-Liability Coverage

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

d. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to the Park District. At the option of the Park District, the Affiliated Organization may be asked to eliminate such deductibles or self-insured retentions as respects the Park District, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

6. Indemnification

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

IV. No Third Party Beneficiary

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

V. Termination and Duration

1. The initial term of this Agreement shall commence on the date hereof and end on December 31, 2026. Thereafter, this Agreement shall be deemed automatically renewed for successive one year periods unless either party shall advise the other party in writing of its intention not to renew the Agreement at least 30 days prior to the annual renewal date, or unless the Parties otherwise mutually agree to terminate the Agreement.
2. The Park District retains the right to alter the terms and conditions of this agreement or to terminate this agreement at any time and for any reason, including, but not limited to misconduct of the Affiliated Organization or for misuse of property, for purposes deemed necessary for public safety or preservation of property, if termination serves the interests of Park District residents, or because the Affiliated Organization has breached any of its obligations under this Agreement.
3. The Affiliated Organization may terminate this agreement by providing a minimum of 30 days written notice.
 - a. The Affiliated Organization will have financial responsibility to the Park District for any outstanding fees and/or money owed to the Park District and shall promptly reimburse the Park District. Any money owed to the Affiliated Organization by the Park District shall be promptly reimbursed.
 - b. The Agreement may be amended by the written approval of both Parties.

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

Highland Park Pops
by Mark J. Zan

Authorized Officer - Highland Park Pops

12/6/2025

Date

Highland Park Pops

Director of Recreation and Facilities

Date

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

HIGHLAND PARK POPS BIG BAND CONSTITUTION

ARTICLE I. Name of Organization

The name of this organization shall be The Highland Park Pops Big Band.

ARTICLE II. Purpose

The purpose of this organization shall be to provide a structured framework for big band musicians to play jazz music on a regular basis and perform for civic functions, outdoor programs, convalescent homes, retirement homes, charitable functions, and dances. The band is not a for-profit organization.

ARTICLE III. Membership

Membership shall be open to the public with the understanding that participation in rehearsals and performances shall be limited to 17 musicians, based on the following instrumentation:

2 Alto Saxophones
2 Tenor Saxophones
1 Baritone Saxophone
4 Trumpets
4 Trombones
1 Piano
1 Drums
1 Guitar
1 Bass

Potential new members may contact the band via the band website, www.highlandparkpops.com, and may be invited to a rehearsal to replace a member who is unavailable for that rehearsal.

In addition, vocalists may be added for certain performances.

ARTICLE IV. Officers

Officers' positions for this organization shall include:

- A. President (Band Leader)
- B. Treasurer
- C. Secretary

Officers' duties shall include:

- A. President (Band Leader)

The duties of the President (Band Leader) are to lead the band during rehearsals and concerts and be the focal point for any issues raised by band members.

- B. Treasurer

The duties of the Treasurer are to maintain a checking account of any band funds, deposit funds received as donations, and pay for any purchases.

- C. Secretary

The duty of the Secretary is to be responsible for maintaining the performance schedule of the band.

ARTICLE V. Meetings

The band shall hold regularly scheduled rehearsals.

ARTICLE VI. Finances

Members of the band shall not be remunerated for playing events. Donations to the group may be made and shall be used to purchase music and equipment, or to provide donations to music organizations.

Highland Park Pops Big Band - Current Roster of Staff
December 6, 2025

President (Band Leader)

Mark Zar
340 Flora Place
Highland Park, IL 60035

Treasurer

Steven (Skip) Frost
6 The Court of Bayview
Northbrook, IL 60062

Secretary

Mark Zar
340 Flora Place
Highland Park, IL 60035

Highland Park Pops Big Band - Roster of Current Members
December 6, 2025

Last Name	First Name	Instrument	Current HP Resident?	Current or Former HP Resident?
Morrison	Tony	Bass		
Weinstein	David	Guitar		
Frost	Skip	Percussion		Yes
Orlofsky	Jonah	Piano		
Wren	Chris	Sax	Yes 1776 Elmwood	Yes
Lawrence	Jeff	Sax		Yes
Lipsky	Jim	Sax		Yes
Moyer	Fred	Sax		
Willens	Mike	Sax		
Dubin	David	Trombone		
Herzog	Dan	Trombone		
McMaster	Jim	Trombone		
Turner	Jim	Trombone		
Jacobs	Jim	Trumpet		Yes
Letvin	David	Trumpet		
Steinberg	Sandy	Trumpet		
Zar	Mark	Trumpet	Yes 340 Flora	Yes

2026 Events

2026 Planned Events

Our 2026 activities include the following:

During 2021, 2022, 2023, 2024, and 2025, the band conducted weekly public rehearsals on Wednesday evenings during late spring and summer at Sunset Woods Park in Highland Park, with the assistance of the Park District of Highland Park. There was community support for this activity and people brought chairs, blankets, food, etc. and listened to the band. With the Park District's permission, the band plans to continue this "tradition" in 2026.

At the present time, the band has no scheduled events for 2026. This situation will be evolving as we enter 2026.

December 6, 2025

Highland Park Pops
2026 Budget Information

Since we currently do not have any scheduled performances yet for 2026, we currently have no anticipated revenue for 2026.

Currently, we do not have any expected expenditures for 2026.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/21/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
AssuredPartners of Illinois, LLC
4350 Weaver Pkwy
Warrenville IL 60555

CONTACT NAME: Certificate Team
PHONE (A/C, No, Ext): 630-355-2077 **FAX (A/C, No):** 630-355-7996
E-MAIL ADDRESS: certs.apil@assuredpartners.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Philadelphia Indemnity Company	18058
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Highland Park Pops Band
c/o Mark Zar
340 Flora Pl
Highland Park IL 60035

HIGHPAR-04

COVERAGES**CERTIFICATE NUMBER:** 300195636**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		PHPK2653736	3/27/2025	3/27/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A					PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	EQFL			PHPK2653736	3/27/2025	3/27/2026	Limit: \$52,000 Ded: \$1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder is included as additional insured as it pertains to the general liability policy if required by written contract. Subject to policy terms and conditions.

CERTIFICATE HOLDER**CANCELLATION**

Park District of Highland Park Administration Office
West Ridge Center
636 Ridge Road
Highland Park IL 60035

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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636 Ridge Road
Highland Park, IL 60035
847.831.3810 | pdhp.org

Affiliate/Sponsored Organization Application

The Park District of Highland Park recognizes that certain organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific function and group. These organizations are separate and independent from the Park District and provide for their own leadership and operational structure.

To this end, the Park District is willing to establish working relationships and cooperative agreements with designated affiliate or sponsored organizations. Within the terms of a written agreement, the parties will define the working relationship, mutual expectations, and individual responsibilities.

Organizations seeking to achieve affiliate or sponsored status must adhere by all requirements described in **Park District of Highland Park Policy # 6.05** (attached).

Organizations must submit a completed application and supporting documents in order to be considered.

- Application Collection Period: January 2nd to October 30th of the current year
- Application Evaluation Period: November 1st to November 16th of the current year
 - All organizations may be required to conduct a presentation to the Board of Park Commissioners at a Board meeting.
- Approved Applications Announcements: November 30th of the current year
 - Approved organizations will be presented with a 1-year agreement for signature.
- Affiliation/Sponsored Status Period: January 2nd to December 31st of next year

Completed application and supporting documents must be submitted to:

Park District of Highland Park
Affiliate/Sponsorship Request
636 Ridge Road
Highland Park, IL 60035
Attention to: Debbie Pierce, District Wide Rental Manager
Office: 847-579-4047



636 Ridge Road
Highland Park, IL 60035
847.831.3810 | pdhp.org

Organization Name:

Highland Park Players

Corporation's type:

☐ For Profit

☒ X - Not for Profit

Organization's Liaison and contact information:

Bradley Rose – bradleyarose@gmail.com, 773-844-1980

Organization's Purpose:

Since 1988, our purpose at Highland Park Players is to enrich, educate, and entertain our community by providing exceptional live theatre experiences. We strive to create a welcoming, hands-on environment where residents can attend, participate, and celebrate the magic of theatre. Through our productions, workshops, and community programs, we bring people together to share stories, spark creativity, and build lasting connections. At HPP, we're more than a theatre—we're a family, and we invite you to join us in creating unforgettable moments!

Benefit provided to the Highland Park community:

Highland Park Players is entering our 39th season of bringing immense value to the Highland Park community by fostering creativity, connection, and cultural enrichment. Through high-quality productions and accessible programs, we provide a space where residents of all ages can express their talents, engage with the arts, and create lasting memories. Our focus on community involvement—both on and off the stage—strengthens local bonds, supports education, and cultivates a shared appreciation for live theatre. By bringing people together for inspiring performances and meaningful experiences, we enrich the cultural fabric of Highland Park and ensure the arts remain a vibrant part of our community life.

Detailed request for facility usage: (Detail location, dates, times, and set up)

2026 Season

- **Lion Kiong KIDS** – 16 total room reservations from November thru February for auditions/rehearsals plus the rental of Heller Nature Center for the performances in February
- **Beautiful** - 30 total room reservations from May thru July for auditions/rehearsals

Board Meetings – 4 room reservations in calendar year 2026 for board meetings

Detailed request for Administrative support:

Only request needed is the help in booking space



636 Ridge Road
Highland Park, IL 60035
847.831.3810 | pdhp.org

Required Supporting Documents:

- X Organization's constitution or by-laws;
- X Roster of staff, volunteer officers and/or board members, including addresses;
- X Roster of members or participants, including addresses;
- X List of Organization's activities, programs, and events;
- X Annual detailed budget showing all anticipated revenue and expenditures for the following fiscal year;
- X Certificate of Insurance (If approved, Organization will be required to update COI with PDHP as additionally insured and Certificate holder);
- X Proof of Not for Profit status;

STAFF USE ONLY

Request received ____/____/____ Request for Fiscal Year _____

Board Presentation Schedule ____/____/____

Percentage of members who meet residency requirement: _____.

Percentage of activities provided to Highland Park Community: _____.

Notes: _____

Request: ☐ Approved ☐ Denied

Updated COI ____/____/____ Agreement Signature ____/____/____



Sponsored Organization Agreement with the Highland Park Players

Memorandum of Understanding

PURPOSE

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

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

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

I. Criteria and Conditions

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

3. At least 51% of the members/participants and/or activities of the Sponsored Organization must reside and/or serve residents of the Park District. A roster of members, participants, and/or list of program, events or activities must be provided to the Park District on an annual basis. Names and addresses must be included.
4. Activities, programs, and events conducted by the sponsored Community Group must:
 - a. Be in accordance with the District's philosophy of recreation and be open for participation by any resident of the District.
 - b. Not, other than to adhere to specific membership guidelines, program requirements, or minimum residency standards, discriminate against or exclude any individual, for participation for reasons of race, color, creed, national origin, sex, sexual orientation, disability, or any other characteristic protected by local, state, or federal law.
5. Sponsored Organization must provide an annual detailed budget to the Park District showing all anticipated revenue and expenditures by November 1 for the following fiscal year. Program planning and budgeting shall be done by the club in conjunction with the administrative staff of the District and completed by November 1.
 - a. Year-end balances of funds should not exceed the amount of finances needed for start-up services for the next program year. When excess funds are available in the Sponsored Organization's treasury, the District will identify special projects in which such funds may be donated to the District for program and/or facility improvements.
 - b. The Sponsored Organization acknowledges and agrees that the group is responsible for any and all expenses, including, but not limited to, the provision of equipment and materials related to the Sponsored Organization activities and use of Park District property and facilities, unless otherwise specified and agreed to in writing.
 - c. Any work done by the Parks Department of the District on behalf of any sponsored Organization will be restricted to District limits unless authorized. If the Sponsored Organization's need for maintenance standards are higher than District standards, that Sponsored Organization shall provide the additional maintenance to meet its own standard provided that approval is granted by the Executive Director for this voluntary maintenance work.
 - d. Costs for maintenance of equipment and/or facilities will be charged to the Sponsored Organization
6. If a fee for participation or membership is required to join the Sponsored Organization or attend an event, program or recreational function conducted by the Sponsored Organization, those fees may be deposited in a separate account under that Sponsored Organization's name. All revenues must be reported to the District. All fees shall be deposited in the Sponsored Organization's account in accordance with accepted District standards.
7. The District shall provide the following staff or administrative services to accommodate the activities of the sponsored Organizations commensurate with existing programs offered by the District.
 - a. None

8. All public mailings and publicity by the Sponsored Organizations must meet with District standards and must state their affiliation with or sponsorship by the Park District of Highland Park.
9. The Sponsored Organization or members of the Sponsored Organization will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District.
10. The Sponsored Organization shall not to represent itself or members of the Sponsored Organization as employees, volunteers, or agents of the Park District.
11. Fund-raising for the purpose of supporting an activity must be authorized by the Board. The manner in which fund-raising is to be conducted, the purposes for which the funds are collected and a budget for these funds must be submitted to the District for approval in advance of any fund-raising project. Proceeds from fund-raising may be placed in the sponsored Organization's separate account.
12. The Sponsored Organization agrees and understands that neither the Sponsored Organization nor its officials, officers, members, employees or volunteers (collectively "Sponsored Organization") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The Sponsored Organization will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage arising out of any Sponsored Organization activity will be the Sponsored Organization's sole responsibility and not the Park District's. Also, it is understood that the Sponsored Organization is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the Sponsored Organization will be solely responsible for its own actions. The Park District will in no way defend the Sponsored Organization in matters of liability.
13. Sponsored Organization shall fully cooperate with any investigation conducted by or on behalf of the Park District and/or the Park District Risk Management Agency "PDRMA". Failure to fully cooperate with any such investigation shall constitute a breach of agreement and in the sole discretion of the Park District, may result in revocation or suspension of any Group privileges under this Agreement.
14. Sponsored Organization agrees to conduct criminal background checks for all employees and volunteers eighteen years of age or older and who directly supervise individuals under the age of eighteen (18) years or age. The Sponsored Organization is solely responsible for determining whether any conviction disqualifies any employee/volunteer.
15. Sponsored Organization agrees to cross-reference all staff, employees and volunteers with the federal and state of Illinois Child Offender Databases.
16. Sponsored Organization understands and agrees that it solely responsible for determining whether any staff, employee, or volunteer is qualified and suitable for any Sponsored Organization position and/or activity and that the Park District is not responsible for any hiring or retention decision.
17. Sponsored Organization shall comply with all applicable local, state, and federal laws, including, but not limited to the Illinois Human Rights Act, the American with Disabilities Act, and the Civil Rights Act of 1964. The Sponsored Organization shall base employment,

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

II. Facility Use

1. The District will provide the following facility and/or storage space:
 - a. Use of a variety of rooms at West Ridge Center during weekday evenings and during the day on Saturdays for rehearsal and/or workshops. Room will be provided at no cost unless after hours and/or additional staff or other expenses are needed, which will be provided at the expense of the Sponsored Organization.
 - i. Requests shall be made at least 3 months in advance.
 - ii. Park District Programs take precedence.
 - iii. Facility hours of operations shall be enforced.
 - b. If the Sponsored Organization requests another facility of the Park District, the request will be considered under the following terms:
 - i. Requests shall be made at least 3 months in advance.
 - ii. Park District Programs take precedence.
 - iii. Facility hours of operations shall be enforced.
 - iv. If approved, the Sponsored Organization will receive a discount rate of 50% of the regular resident rental rate.
2. It is the sole responsibility of the Sponsored Organization to determine whether any facility, field, or location is safe, suitable, and/or appropriate for any intended use.
3. The Sponsored Organization shall inspect each facility, field, or other location prior to and subsequent to each use and shall promptly report any unsafe condition (holes in sports fields, broken equipment, etc.) to the Park District.
4. The Sponsored Organization is solely responsible for providing supervision and security services, as needed, for any and all Sponsored Organization activities.
5. The Sponsored Organization is solely responsible for the cost of repairs to facility or equipment damaged as a result of its usage.
6. The Park District does not assume any responsibility, care, custody, or control of any Sponsored Organization property or equipment brought upon or stored upon Park District property. The Sponsored Organization is solely responsible for the safety and/or security of any property or equipment brought upon or stored on Park District property.

7. The Sponsored Organization shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.
8. The use of Park District meeting rooms is based on availability and Park District scheduling concerns. The Park District retains the right to move, cancel or reschedule meetings based upon Park District needs.

III. Insurance and Indemnification

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

1. Commercial General and Umbrella Liability Insurance

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

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

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

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

The CGL policy must include individuals for athletic participation.

2. Business Auto and Umbrella Liability Insurance

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

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If

necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

3. Workers Compensation Insurance

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

4. Other

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

5. General Insurance Provisions

a. Evidence of Insurance

Prior to exercising any rights under this Agreement, the Sponsored Organization shall furnish the Park District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

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

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

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

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

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

b. Acceptability of Insurers

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

c. Cross-Liability Coverage

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

d. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to the Park District. At the option of the Park District, the Sponsored Organization may be asked to eliminate such deductibles or self-insured retentions as respects the Park District, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

6. Indemnification

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

IV. No Third Party Beneficiary

This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any

kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.

V. Termination and Duration

1. The initial term of this Agreement shall commence on the date hereof and end on December 31, 2025. Thereafter, this Agreement shall be deemed automatically renewed for successive one year periods unless either party shall advise the other party in writing of its intention not to renew the Agreement at least 30 days prior to the annual renewal date, or unless the Parties otherwise mutually agree to terminate the Agreement.
2. The Park District retains the right to alter the terms and conditions of this agreement or to terminate this agreement at any time and for any reason, including, but not limited to misconduct of the Sponsored Organization or for misuse of property, for purposes deemed necessary for public safety or preservation of property, if termination serves the interests of Park District residents, or because the Sponsored Organization has breached any of its obligations under this Agreement.
3. The Sponsored Organization may terminate this agreement by providing a minimum of 30 days written notice.
 - a. The Sponsored Organization will have financial responsibility to the Park District for any outstanding fees and/or money owed to the Park District and shall promptly reimburse the Park District. Any money owed to the Sponsored Organization by the Park District shall be promptly reimbursed.
 - b. The Agreement may be amended by the written approval of both Parties.

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

Bradley A. Rose

Authorized Officer - Highland Park Players

12/1/25

Date

Highland Park Players

Director of Recreation and Facilities

Date

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

Bylaws of
HIGHLAND PARK PLAYERS
(Adopted as of January 1, 2013)
An Illinois Not-for Profit Corporation

Article I - Name

The name of this organization shall be Highland Park Players ("Players");

Article II - Purpose

The purpose of the Players is to enhance the cultural environment of Highland Park and the North Shore of the greater Chicago area by providing quality theater experiences for the residents and providing for the training and education of actors, directors and others involved in theater productions and by providing an opportunity to demonstrate and improve their skills by participating in theatrical productions.

Article III - Membership

Section 1. The Players is a non-membership Organization and shall not have any members.

Article IV - Officers

Section 1. Officers. The officers of the Corporation shall be the President, the Vice President (or Vice Presidents), the Secretary and the Treasurer. The officers shall be elected by the Board of Directors from among the current Board Members. The Offices of Secretary and Treasurer may be held by the same person.

Section 2. The President shall be the chief executive officer of the Corporation and shall exercise the powers normally associated with such position. The President shall serve as the Chair of the Board of Directors and preside at all meetings of the Board.

Section 3. The Vice President(s) shall act as President in the absence or disability of the President.

Section 4. The Secretary shall keep records of the proceedings of the Board. The Secretary shall also keep the archival records of the Corporation.

Section 5. The Treasurer shall have care and custody of all funds of the Corporation and shall cause financial reports to be prepared as required by the Board of Directors.

Section 6. Vacancies in the Board of Directors shall be filled by a majority vote of the remaining Directors from individuals nominated by the President. Individuals so elected shall serve the unexpired portion of the term.

Article V - Meetings of the Board

Section 1. The Annual Meeting of the Board of Directors shall be held during the month of September at such time and place established by the Board of Directors. Election of Directors to the Board of Directors shall occur at the Annual Meeting. Those elected to the Board of Directors shall take their place on the Board at the completion of the Annual Meeting.

Article VI - Board of Directors

Section 1. The affairs of the corporation shall be directed by a Board of Directors consisting of not fewer than nine (9) members. The Directors shall be selected from those actively involved in the activities of the Players as evidenced by having their name listed in the program of any theatrical production in any position within the past two years.

Section 2. Not less than 40% members of the Board of Directors must be residents of Highland Park, Illinois at the time of their nomination and election and for the duration of

their terms of office. In addition, each Board Member must participate in a theater production at least one time during their term to be eligible for reelection.

Section 3. All Directors shall be elected for two-year terms except for the initial Board of Directors who shall serve staggered terms. The nine initial directors shall determine the length of their term by lottery with two directors serving a one-year term, two directors serving a two-year term and one director serving a three-year term.

Article VII - Meetings of the Board of Directors

Section 1. The Board of Directors shall meet at least annually for the purposes of electing Officers and for the transaction of such other business as may come before the meeting. Any Director who misses more than two meetings in a row, without good cause shown, shall be removed from the Board of Directors. Meetings by telephone conference call are permitted.

Section 2. The meetings of the Board of Directors shall be held in Highland Park, Illinois or at such other place as the Board of Directors, upon a majority vote, shall find to be convenient.

Section 3. Notice of meetings shall be given in person, by phone, or by mail as the need dictates. A message left on a Director's telephone answering machine is deemed sufficient notice.

Section 4. A quorum consisting of a majority of the Directors is necessary for the transaction of any business which comes before the Board of Directors at any meeting.

Article VIII - Nominations, Elections and Voting

Section 1. Not later than 15 days prior to the annual meeting, the Officers shall submit to the Board a list of nominees to be voted upon at the meeting.

Section 2. AT the annual meeting, The Board shall elect Directors from the list submitted by the Officers. Each existing Director shall cast as many votes as there are terms that are expiring. Directors shall run at large and be elected by plurality.

Section 3. All voting by the Directors shall be in person. Proxies are not permitted.

Article IX - Indemnification

Section 1. Each person who, as an Officer or director of the Corporation, is made a party or is threatened to be made a party to or is otherwise involved in any action, suit or proceeding, whether civil, criminal or administrative, by reason of the fact that he or she is or was a director or officer of the Corporation, shall be indemnified and held harmless by the Corporation to the fullest extent authorized by Washington law as the same exists or may hereafter be amended, against all expense, liability and loss, including but not limited to attorneys fees, judgments, fines, taxes or penalties, or amounts paid in settlement reasonably incurred or suffered by such indemnities in connection therewith, and such indemnification shall continue as to indemnitee who has ceased to be a director or officer and shall inure to the benefit of the indemnitee's estate, heirs and personal representatives.

Section 2. No person serving as a director or officer shall be indemnified by the Corporation in any instance in which he or she shall have been adjudged by final judicial decision to have engaged in intentional misconduct or a knowing violation of law or from or on account of any transaction with respect to which it was

determined that such director or officer personally received a benefit in money, property or services to which the director or officer was not legally entitled.

Article X - Administrative and Financial Provisions

Section 1. The Corporation shall operate on a fiscal year beginning January 1st and ending December 31st, or such other fiscal year as may be elected by the Board

Section 2. The Corporation shall keep complete records of accounts and minutes of all meetings of the Board of Directors. The minutes of all meetings shall be available for inspection by anyone at any reasonable time.

Section 3. No loans shall be made by the Corporation to any Director or Officer of the Corporation. No part of the net earnings of the organization shall inure to the benefit of its directors, officers, or other persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the express purposes of the organization

Article XI - Amendment of these bylaws

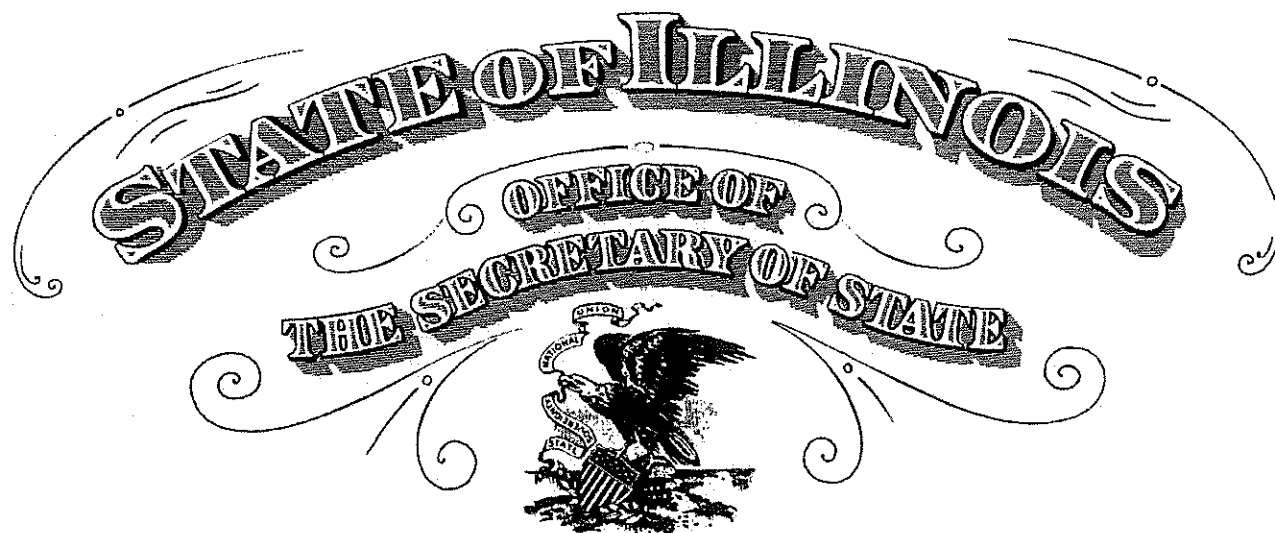
Section 1. These Bylaws may be amended by a vote of two-thirds of the Board of Directors at any meeting of the Board of Directors where the proposed amendment was included in the notice of the meeting.

Article XII - Dissolution

Section 1. In the event that the Board of Directors determines for any reason to dissolve the Corporation, any residual assets, after provision for paying all obligations, shall be transferred to a 501 (C) (3) organization with a similar mission.

File Number

5506-585-3



To all to whom these Presents Shall Come, Greeting:

I, Jesse White, Secretary of State of the State of Illinois, do hereby certify that I am the keeper of the records of the Department of Business Services. I certify that

HIGHLAND PARK PLAYERS, A DOMESTIC CORPORATION, INCORPORATED UNDER THE LAWS OF THIS STATE ON MAY 02, 1988, APPEARS TO HAVE COMPLIED WITH ALL THE PROVISIONS OF THE GENERAL NOT FOR PROFIT CORPORATION ACT OF THIS STATE, AND AS OF THIS DATE, IS IN GOOD STANDING AS A DOMESTIC CORPORATION IN THE STATE OF ILLINOIS.



In Testimony Whereof, I hereto set
my hand and cause to be affixed the Great Seal of
the State of Illinois, this 12TH
day of MARCH A.D. 2019 .

Jesse White

SECRETARY OF STATE

Name	Title	Phone Number	Location
Bradley Rose	President / Artistic Director	773-844-1980	Highland Park
David Shaw	Vice President / Co-Founder	847-910-9619	Highland Park
Ira Rosenthal	Vice President	847-331-6112	Highland Park
Carol Lee Wax	Secretary	847-682-4640	Highland Park
Rick Doppelt	Treasurer	847-903-1001	Deerfield
Myrna Shaw	Member / Co-Founder	847-432-6733	Highland Park
Jacob Cohen	Member	847-338-4813	Highland Park
Scott Schwartz	Member	312-375-9244	Highland Park
Sarah Tilford	Member / Social Media Chair	224-716-2149	Chicago
Henry Gessner	Member	847-757-8581	Highwood
Naomi Hershman	Member	847-533-1004	Highland Park
Sydney Cowie	Member	312-852-3501	Park Ridge
Rob Fenton	Member	847-644-0696	Deerfield

INCOME	2026 BUDGET
TICKET SALES	\$38,000.00
ADS and Donations	\$ 9,000.00
CONC SALES	\$ 2,000.00
50/50 raffle	\$ 500.00
PARK DISTRICT GRANT	\$ 0.00
Royaty Refund	\$ 400.00
Additional Grants (*not guaranteed*)	\$ 5,000
TOTAL INCOME	\$54,900.00
PRODUCTION	
COSTUMES	\$ 3,500.00
PHOTOGRAPHER	\$ 500.00
LIGHTS	\$ 1,000.00
MISC ADMIN	\$ 1,500.00
CONCESSIONS	\$ 500.00
ADVERTISING / PR	\$ 1,500.00
MAKE-UP / HAIR	\$ 500.00
PROPS/Set Dec	\$ 1,500.00
POSTAGE	\$ 500.00
SOUND and LIGHT Rental	\$ 6,000.00
Additional Rental	\$ 2,000.00
PRINTING (flyers, programs, tickets)	\$ 3,500.00
	\$
SHIRTS	\$ 500.00
THEATRE RENTAL	\$ 16,000.00
PUPPET RENTAL / FLYING RENTAL	\$ -
ROYALTY	\$ 4,000.00
PRODUCTION TOTAL	\$ 39,000.00
SALARIES	
Director	\$ 1,500.00
Music Director and Conductor	\$ 1,500.00
Choreographer	\$ 1,500.00
Piano Accompanist	\$ 500.00
Light Designer	\$ 1,500.00
Sound Designer	\$ 1,500.00
Costume Designer	\$ 1,500.00
Stage Manager	\$ 1,500.00
Technical Director	
Set Designer	\$ 1,500.00
Scenic Painter	\$ -
Sound board operator	\$ 1,000.00
Light board operator	\$ 500.00
Master Carpenter / Northbrook Theatre Fees	
Make-up artist	-

Assistant Director	
Props Master/Mistress	\$ 1000.00
Orchestra	\$ 6,000.00
Stage Crew	\$ 600.00
SALARY TOTAL	\$21,600.00
SET	
Material, Lumber, Set dec	\$ 6,000.00
Paint	\$ 500.00
Set Total	\$ 6,500.00
Rental Center/Business Opex	\$
TOTAL EXPENSES	\$67,100.00
NET INCOME	\$ (12,200.00)



Affiliated Organization Agreement with Highland Park AYSO Region 891

Memorandum of Understanding

PURPOSE

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

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

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

I. Criteria and Conditions

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

3. At least 51% of the members/participants and/or activities of the Affiliated Organization must reside and/or serve residents of the Park District. A roster of members, participants, and/or list of program, events or activities must be provided to the Park District on an annual basis. Names and addresses must be included.
4. Activities, programs, and events conducted by the Affiliated Community Group must:
 - a. Be in accordance with the District's philosophy of recreation and be open for participation by any resident of the District.
 - b. Not, other than to adhere to specific membership guidelines, program requirements, or minimum residency standards, discriminate against or exclude any individual, for participation for reasons of race, color, creed, national origin, sex, sexual orientation, disability, or any other characteristic protected by local, state, or federal law.
5. Affiliated Organization must provide an annual detailed budget to the Park District showing all anticipated revenue and expenditures by November 1 for the following fiscal year. Program planning and budgeting shall be done by the club in conjunction with the administrative staff of the District and completed by November 1.
 - a. Year-end balances of funds should not exceed the amount of finances needed for start-up services for the next program year. When excess funds are available in the Affiliated Organization's treasury, the District will identify special projects in which such funds may be donated to the District for program and/or facility improvements.
 - b. The Affiliated Organization acknowledges and agrees that the group is responsible for any and all expenses, including, but not limited to, the provision of equipment and materials related to the Affiliated Organization activities and use of Park District property and facilities, unless otherwise specified and agreed to in writing.
 - c. Any work done by the Parks Department of the District on behalf of any Affiliated Organization will be restricted to District limits unless authorized. If the Affiliated Organization's need for maintenance standards are higher than District standards, that Affiliated Organization shall provide the additional maintenance to meet its own standard provided that approval is granted by the Executive Director for this voluntary maintenance work.
 - d. Costs for maintenance of equipment and/or facilities will be charged to the Affiliated Organization
6. If a fee for participation or membership is required to join the Affiliated Organization or attend an event, program or recreational function conducted by the Affiliated Organization, those fees may be deposited in a separate account under that Affiliated Organization's name. All revenues must be reported to the District. All fees shall be deposited in the Affiliated Organization's account in accordance with accepted District standards.
7. The District shall provide the following staff or administrative services to accommodate the activities of the Affiliated Organizations commensurate with existing programs offered by the District.
 - a. None

- 8.** All public mailings and publicity by the Affiliated Organizations must meet with District standards and must state their affiliation with or sponsorship by the Park District of Highland Park.
- 9.** The Affiliated Organization or members of the Affiliated Organization will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District.
- 10.** The Organization shall not to represent itself or members of the Affiliated Organization as employees, volunteers, or agents of the Park District.
- 11.** Fund-raising for the purpose of supporting an activity must be authorized by the Board. The manner in which fund-raising is to be conducted, the purposes for which the funds are collected and a budget for these funds must be submitted to the District for approval in advance of any fund-raising project. Proceeds from fund-raising may be placed in the Affiliated Organization's separate account.
- 12.** The Affiliated Organization agrees and understands that neither the Affiliated Organization nor its officials, officers, members, employees or volunteers (collectively "Affiliated Organization") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The Affiliated Organization will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage arising out of any Affiliated Organization activity will be the Affiliated Organization's sole responsibility and not the Park District's. Also, it is understood that the Affiliated Organization is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the Affiliated Organization will be solely responsible for its own actions. The Park District will in no way defend the Affiliated Organization in matters of liability.
- 13.** Affiliated Organization shall fully cooperate with any investigation conducted by or on behalf of the Park District and/or the Park District Risk Management Agency "PDRMA". Failure to fully cooperate with any such investigation shall constitute a breach of agreement and in the sole discretion of the Park District, may result in revocation or suspension of any Group privileges under this Agreement
- 14.** Affiliated Organization agrees to conduct criminal background checks for all employees and volunteers eighteen years of age or older and who directly supervise individuals under the age of eighteen (18) years or age. The Affiliated Organization is solely responsible for determining whether any conviction disqualifies any employee/volunteer.
- 15.** Affiliated Organization agrees to cross-reference all staff, employees and volunteers with the federal and state of Illinois Child Offender Databases.
- 16.** Affiliated Organization understands and agrees that it solely responsible for determining whether any staff, employee, or volunteer is qualified and suitable for any Affiliated Organization position and/or activity and that the Park District is not responsible for any hiring or retention decision.
- 17.** Affiliated Organization shall comply with all applicable local, state, and federal laws, including, but not limited to the Illinois Human Rights Act, the American with Disabilities Act, and the Civil Rights Act of 1964. The Affiliated Organization shall base employment, volunteer, and

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

II. Facility Use

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

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

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

ii. Park District Programs take precedence.

iii. Park hours of operations shall be enforced.

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

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

ii. Park District Programs take precedence.

iii. Facility hours of operations shall be enforced.

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

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

3. The Affiliated Organization shall inspect each facility, field, or other location prior to and subsequent to each use and shall promptly report any unsafe condition (holes in sports fields, broken equipment, etc.) to the Park District.

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

5. The Affiliated Organization is solely responsible for the cost of repairs to facility or equipment damaged as a result of its usage.

6. The Park District does not assume any responsibility, care, custody, or control of any Affiliated Organization property or equipment brought upon or stored upon Park District property. The Affiliated Organization is solely responsible for the safety and/or security of any property or equipment brought upon or stored on Park District property.

7. The Affiliated Organization shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.
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The Affiliated Organization shall procure and maintain for the duration of this agreement, the following insurance against claims for injuries to persons or damages to property which may arise from or in connection with any of Affiliated Organization activities:

1. Commercial General and Umbrella Liability Insurance

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The CGL policy must include individuals for athletic participation.

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4. Other

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

5. General Insurance Provisions

a. Evidence of Insurance

Prior to exercising any rights under this Agreement, the Affiliated Organization shall furnish the Park District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

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

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

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

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

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

b. Acceptability of Insurers

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

c. Cross-Liability Coverage

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

d. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to the Park District. At the option of the Park District, the Affiliated Organization may be asked to eliminate such deductibles or self-insured retentions as respects the Park District, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

6. Indemnification

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

IV. No Third Party Beneficiary

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

V. Termination and Duration

1. The initial term of this Agreement shall commence on the date hereof and end on December 31, 2026. Thereafter, this Agreement shall be deemed automatically renewed for successive one year periods unless either party shall advise the other party in writing of its intention not to renew the Agreement at least 30 days prior to the annual renewal date, or unless the Parties otherwise mutually agree to terminate the Agreement.
2. The Park District retains the right to alter the terms and conditions of this agreement or to terminate this agreement at any time and for any reason, including, but not limited to misconduct of the Affiliated Organization or for misuse of property, for purposes deemed necessary for public safety or preservation of property, if termination serves the interests of Park District residents, or because the Affiliated Organization has breached any of its obligations under this Agreement.
3. The Affiliated Organization may terminate this agreement by providing a minimum of 30 days written notice.
 - a. The Affiliated Organization will have financial responsibility to the Park District for any outstanding fees and/or money owed to the Park District and shall promptly reimburse the Park District. Any money owed to the Affiliated Organization by the Park District shall be promptly reimbursed.
 - b. The Agreement may be amended by the written approval of both Parties.

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

Authorized Officer – Highland Park AYSO
Region 891

Date

Highland Park AYSO Region 891

Director of Recreation and Facilities

Date

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



636 Ridge Road
Highland Park, IL 60035
847.831.3810 | pdhp.org

Affiliate/Sponsored Organization Application

The Park District of Highland Park recognizes that certain organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific function and group. These organizations are separate and independent from the Park District and provide for their own leadership and operational structure.

To this end, the Park District is willing to establish working relationships and cooperative agreements with designated affiliate or sponsored organizations. Within the terms of a written agreement, the parties will define the working relationship, mutual expectations, and individual responsibilities.

Organizations seeking to achieve affiliate or sponsored status must adhere by all requirements described in **Park District of Highland Park Policy # 6.05** (attached).

Organizations must submit a completed application and supporting documents in order to be considered.

- Application Collection Period: January 2nd to October 30th of the current year
- Application Evaluation Period: November 1st to November 16th of the current year
 - All organizations may be required to conduct a presentation to the Board of Park Commissioners at a Board meeting.
- Approved Applications Announcements: November 30th of the current year
 - Approved organizations will be presented with a 1-year agreement for signature.
- Affiliation/Sponsored Status Period: January 2nd to December 31st of next year

Completed application and supporting documents must be submitted to:

Park District of Highland Park
Affiliate/Sponsorship Request
636 Ridge Road
Highland Park, IL 60035
Attention to: Debbie Pierce, District Wide Rental Manager
Office: 847-579-4047



636 Ridge Road
Highland Park, IL 60035
847.831.3810 | pdhp.org

Organization Name:

Uptown Music Theater of Highland Park

Corporation's type:

- ☐ For Profit
☒ Not for Profit

Organization's Liaison and contact information:

Jamie Davidson 847-651-9470 jamiedavidson22@gmail.com

Organization's Purpose:

Uptown Music Theater of Highland Park is a not-for-profit organization that produces music theater, plays, and artistic performances. Our core mission is to provide educational instruction and training to help individuals improve and develop their capabilities in theater in a high-quality, professional, and non-discriminatory environment. We work cooperatively with Highland Park, Illinois, schools, and the park district, to create theatrical experiences that are meaningful, accessible, and inclusive.

Benefit provided to the Highland Park community:

- Affordable theater education programming for adults
- Intergenerational programming for families to participate together
- Hands on learning experiences in acting, singing, dancing, and technical theater
- Growing our community of performing artists in Highland Park
- Accessible theater performances in Highland Park

Detailed request for facility usage: (Detail location, dates, times, and set up)

- Rehearsals – January through February 2026, and late May through mid-July 2026 and for future productions upon request, if available. Four evenings or weekend days for approximately 12 hours total per week.

Detailed request for Administrative support:

None



636 Ridge Road
Highland Park, IL 60035
847.831.3810 | pdhp.org

Required Supporting Documents:

- ☐ Organization's constitution or by-laws;
- ☐ Roster of staff, volunteer officers and/or board members, including addresses;
- ☐ Roster of members or participants, including addresses;
- ☐ List of Organization's activities, programs, and events;
- ☐ Annual detailed budget showing all anticipated revenue and expenditures for the following fiscal year;
- ☐ Certificate of Insurance (If approved, Organization will be required to update COI with PDHP as additionally insured and Certificate holder);
- ☐ Proof of Not for Profit status;

STAFF USE ONLY

Request received ____/____/____ Request for Fiscal Year _____

Board Presentation Schedule ____/____/____

Percentage of members who meet residency requirement: _____.

Percentage of activities provided to Highland Park Community: _____.

Notes: _____

Request: ☐ Approved ☐ Denied

Updated COI ____/____/____ Agreement Signature ____/____/____



Affiliated Organization Agreement with the Uptown Music Theater of Highland Park

Memorandum of Understanding

PURPOSE

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

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

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

I. Criteria and Conditions

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

3. At least 51% of the members/participants and/or activities of the Affiliated Organization must reside and/or serve residents of the Park District. A roster of members, participants, and/or list of program, events or activities must be provided to the Park District on an annual basis. Names and addresses must be included.
4. Activities, programs, and events conducted by the Affiliated Community Group must:
 - a. Be in accordance with the District's philosophy of recreation and be open for participation by any resident of the District.
 - b. Not, other than to adhere to specific membership guidelines, program requirements, or minimum residency standards, discriminate against or exclude any individual, for participation for reasons of race, color, creed, national origin, sex, sexual orientation, disability, or any other characteristic protected by local, state, or federal law.
5. Affiliated Organization must provide an annual detailed budget to the Park District showing all anticipated revenue and expenditures by November 1 for the following fiscal year. Program planning and budgeting shall be done by the club in conjunction with the administrative staff of the District and completed by November 1.
 - a. Year-end balances of funds should not exceed the amount of finances needed for start-up services for the next program year. When excess funds are available in the Affiliated Organization's treasury, the District will identify special projects in which such funds may be donated to the District for program and/or facility improvements.
 - b. The Affiliated Organization acknowledges and agrees that the group is responsible for any and all expenses, including, but not limited to, the provision of equipment and materials related to the Affiliated Organization activities and use of Park District property and facilities, unless otherwise specified and agreed to in writing.
 - c. Any work done by the Parks Department of the District on behalf of any Affiliated Organization will be restricted to District limits unless authorized. If the Affiliated Organization's need for maintenance standards are higher than District standards, that Affiliated Organization shall provide the additional maintenance to meet its own standard provided that approval is granted by the Executive Director for this voluntary maintenance work.
 - d. Costs for maintenance of equipment and/or facilities will be charged to the Affiliated Organization
6. If a fee for participation or membership is required to join the Affiliated Organization or attend an event, program or recreational function conducted by the Affiliated Organization, those fees may be deposited in a separate account under that Affiliated Organization's name. All revenues must be reported to the District. All fees shall be deposited in the Affiliated Organization's account in accordance with accepted District standards.
7. The District shall provide the following staff or administrative services to accommodate the activities of the Affiliated Organizations commensurate with existing programs offered by the District.
 - a. None

8. All public mailings and publicity by the Affiliated Organizations must meet with District standards and must state their affiliation with or sponsorship by the Park District of Highland Park.
9. The Affiliated Organization or members of the Affiliated Organization will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District.
10. The Organization shall not to represent itself or members of the Affiliated Organization as employees, volunteers, or agents of the Park District.
11. Fund-raising for the purpose of supporting an activity must be authorized by the Board. The manner in which fund-raising is to be conducted, the purposes for which the funds are collected and a budget for these funds must be submitted to the District for approval in advance of any fund-raising project. Proceeds from fund-raising may be placed in the Affiliated Organization's separate account.
12. The Affiliated Organization agrees and understands that neither the Affiliated Organization nor its officials, officers, members, employees or volunteers (collectively "Affiliated Organization") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The Affiliated Organization will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage arising out of any Affiliated Organization activity will be the Affiliated Organization's sole responsibility and not the Park District's. Also, it is understood that the Affiliated Organization is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the Affiliated Organization will be solely responsible for its own actions. The Park District will in no way defend the Affiliated Organization in matters of liability.
13. Affiliated Organization shall fully cooperate with any investigation conducted by or on behalf of the Park District and/or the Park District Risk Management Agency "PDRMA". Failure to fully cooperate with any such investigation shall constitute a breach of agreement and in the sole discretion of the Park District, may result in revocation or suspension of any Group privileges under this Agreement
14. Affiliated Organization agrees to conduct criminal background checks for all employees and volunteers eighteen years of age or older and who directly supervise individuals under the age of eighteen (18) years or age. The Affiliated Organization is solely responsible for determining whether any conviction disqualifies any employee/volunteer.
15. Affiliated Organization agrees to cross-reference all staff, employees and volunteers with the federal and state of Illinois Child Offender Databases.
16. Affiliated Organization understands and agrees that it solely responsible for determining whether any staff, employee, or volunteer is qualified and suitable for any Affiliated Organization position and/or activity and that the Park District is not responsible for any hiring or retention decision.
17. Affiliated Organization shall comply with all applicable local, state, and federal laws, including, but not limited to the Illinois Human Rights Act, the American with Disabilities Act, and the Civil Rights Act of 1964. The Affiliated Organization shall base employment, volunteer, and

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

II. Facility Use

1. The District will provide the following facility and/or storage space:
 - a. Use of a variety of rooms at West Ridge Center during weekday evenings for rehearsals. Room will be provided at no cost unless after hours and/or additional staff or other expenses are needed, which will be provided at the expense of the Affiliated Organization.
 - i. Requests shall be made at least 3 months in advance.
 - ii. Park District Programs take precedence.
 - iii. Facility hours of operations shall be enforced.
 - b. If the Affiliated Organization requests another facility of the Park District, the request will be considered under the following terms:
 - i. Requests shall be made at least 3 months in advance.
 - ii. Park District Programs take precedence.
 - iii. Facility hours of operations shall be enforced.
 - iv. If approved, the Affiliated Organization will receive a discount rate of 50% of the regular resident rental rate.
2. It is the sole responsibility of the Affiliated Organization to determine whether any facility, field, or location is safe, suitable, and/or appropriate for any intended use.
3. The Affiliated Organization shall inspect each facility, field, or other location prior to and subsequent to each use and shall promptly report any unsafe condition (holes in sports fields, broken equipment, etc.) to the Park District.
4. The Affiliated Organization is solely responsible for providing supervision and security services, as needed, for any and all Affiliated Organization activities.
5. The Affiliated Organization is solely responsible for the cost of repairs to facility or equipment damaged as a result of its usage.
6. The Park District does not assume any responsibility, care, custody, or control of any Affiliated Organization property or equipment brought upon or stored upon Park District property. The Affiliated Organization is solely responsible for the safety and/or security of any property or equipment brought upon or stored on Park District property.

7. The Affiliated Organization shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.
8. The use of Park District meeting rooms is based on availability and Park District scheduling concerns. The Park District retains the right to move, cancel or reschedule meetings based upon Park District needs.

III. Insurance and Indemnification

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

1. Commercial General and Umbrella Liability Insurance

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

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

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

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

The CGL policy must include individuals for athletic participation.

2. Business Auto and Umbrella Liability Insurance

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

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If

necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

3. Workers Compensation Insurance

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

4. Other

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

5. General Insurance Provisions

a. Evidence of Insurance

Prior to exercising any rights under this Agreement, the Affiliated Organization shall furnish the Park District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

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

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

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

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

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

b. Acceptability of Insurers

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

c. Cross-Liability Coverage

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

d. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to the Park District. At the option of the Park District, the Affiliated Organization may be asked to eliminate such deductibles or self-insured retentions as respects the Park District, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

6. Indemnification

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

IV. No Third Party Beneficiary

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

V. Termination and Duration

1. The initial term of this Agreement shall commence on the date hereof and end on December 31, 2025. Thereafter, this Agreement shall be deemed automatically renewed for successive one year periods unless either party shall advise the other party in writing of its intention not to renew the Agreement at least 30 days prior to the annual renewal date, or unless the Parties otherwise mutually agree to terminate the Agreement.
2. The Park District retains the right to alter the terms and conditions of this agreement or to terminate this agreement at any time and for any reason, including, but not limited to, misconduct of the Affiliated Organization or for misuse of property, for purposes deemed necessary for public safety or preservation of property, if termination serves the interests of Park District residents, or because the Affiliated Organization has breached any of its obligations under this Agreement.
3. The Affiliated Organization may terminate this agreement by providing a minimum of 30 days written notice.
 - a. The Affiliated Organization will have financial responsibility to the Park District for any outstanding fees and/or money owed to the Park District and shall promptly reimburse the Park District. Any money owed to the Affiliated Organization by the Park District shall be promptly reimbursed.
 - b. The Agreement may be amended by the written approval of both Parties.

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



Authorized Officer - Uptown Music Theater
of Highland Park
November 23, 2025

Date

Uptown Music Theater of Highland Park

Director of Recreation and Facilities

Date

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

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

APR 24 2019

UPTOWN MUSIC THEATER OF HIGHLAND
PARK
184 LEONARD WOOD SOUTH 208
HIGHLAND PARK, IL 60035-0000

Employer Identification Number:

83-4001388

DLN:

26053495001589

Contact Person:

CUSTOMER SERVICE

ID# 31954

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Public Charity Status:

509(a)(2)

Form 990/990-EZ/990-N Required:

Yes

Effective Date of Exemption:

January 17, 2019

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

UPTOWN MUSIC THEATER OF HIGHLAND

Sincerely,

Stephen A. Martin

Director, Exempt Organizations
Rulings and Agreements

Bylaws of
Uptown Music Theater of Highland Park
(Adopted, as of May 13, 2019)
An Illinois Not-for-Profit Corporation

Article 1 – Name

The name of the organization shall be Uptown Music Theater of Highland Park (“Uptown Music Theater” or “the Corporation”).

Article 2 – Purpose

The purpose of Uptown Music Theater is to produce music theater, plays, and other performance events, and to provide instruction and training of individuals for the purpose of improving or developing their capabilities in theater in a high-quality, professional, and non-discriminatory environment, in cooperation with Highland Park, Illinois and surrounding communities, park districts, schools, and community organizations.

Article 3 – Members

Section 1. Uptown Music Theater is a non-member organization and shall not have any members.

Article 4 – Officers

Section 1. Officers. The officers of the corporation shall be the President, Vice-President (or Vice-Presidents), Secretary, and Treasurer. The officers shall be elected by the Board of Directors from among the current board members. The positions of Secretary and Treasurer may be held by the same person.

Section 2. The President shall be the Chief Executive Officer of the corporation and shall exercise the powers normally associated with that position. The President shall serve as the Chair of the Board of Directors and preside at all meetings of the Board.

Section 3. The Vice-President (or Vice-Presidents) shall act as President in the absence or disability of the President.

Section 4. The Secretary shall keep the records of the proceedings of the Board. The Secretary shall also keep the archived records of the Corporation.

Section 5. The Treasurer shall have care and custody of all funds of the Corporation and shall cause financial reports to be prepared as required by the Board of Directors.

Section 6. Vacancies in the Board shall be filled by a majority vote of the remaining Directors from individuals nominated by the President. Individuals so elected shall serve the unexpired portion of the term.

Article 5 – Board of Directors

Section 1. The affairs of Uptown Music Theater shall be governed by a Board of Directors consisting of at least five Directors.

Section 2. At least 50% of the Board shall consist of residents of Highland Park as of the date of the Annual Meeting each year. Residents include persons residing in Highland Park at the time of their election and also persons who have lived in Highland Park for five years or more.

Section 3. Each Director shall substantially contribute to the production of at least one Uptown Music Theater production each year to be eligible for re-election. Each Director must actively contribute in one or more of the following non-performance related respects: producing, fundraising, marketing, ticket sales, front of house, back of house, auditions & call-backs planning and/or on-site support.

Section 4. All Directors shall be elected for two-year terms, except that the initial Board of Directors shall serve the following terms, President - eight-year term, Vice-Presidents – seven-year terms, Secretary and Treasurer – six-year terms. Election to the Board of Directors shall take place at the annual meeting, with the Directors who are elected to take their places at the end of the annual meeting.

Article 6 – Meetings of the Board of Directors

Section 1. The annual meeting of the Board of Directors shall take place in the month of January at a place and time to be determined by the Board. The Board shall meet at least once annually for the purpose of electing Officers and for the transaction of other business that may come before the meeting. The Board may meet periodically or at any other time, as needed. Any Director who misses more than two meetings in a row without good cause shown shall be removed from the Board. Meetings by telephone conference call and other virtual attendance are permitted.

Section 2. The meetings of the Board of Directors shall be in Highland Park, Illinois, or at another place that the Board, upon a majority vote, determines to be convenient.

Section 3. Notice of meetings shall be given by email, in person, by phone, or by mail, as the need dictates.

Section 4. A quorum consisting of a majority of the Directors is necessary for the transaction of any business that comes before the Board at any meeting.

Article 7 – Nominations, Elections, and Voting

Section 1. At least fourteen days before the Annual Meeting, the Officers shall submit to the Board a list of nominees to be voted upon at the meeting.

Section 2. At the Annual Meeting, the board shall elect Directors from the list submitted by the Officers. Each existing Director shall submit as many votes as there are terms that are expiring. Directors shall run at large and shall be elected by plurality.

Section 3. All voting by Directors shall be in person. Proxies are not permitted.

Article 8 – Indemnification

Section 1. Each person who, as an officer or director of the Corporation, is made a party or is threatened to be made a party to, or is otherwise involved in an action, suit, or proceeding, whether civil, criminal, or administrative, by the fact that he, she or they is or was a director or officer of the Corporation, shall be indemnified and held harmless by the Corporation to the full extent authorized by Illinois law as exists or is amended, against all expense, liability, and loss, including, but not limited to, attorneys fees, judgments, fines, taxes, or penalties, or amounts paid in settlement reasonably incurred or suffered by such indemnities incurred therewith, and such indemnities shall continue as to indemnitee who has ceased to be an officer or director and shall inure to the benefit of the indemnitee's estate, heirs, and personal representatives.

Section 2. No person serving as an Officer or Director of the Corporation shall be indemnified by the Corporation in any instance in which he, she, or they have been adjudged by final judicial decision to have engaged in intentional misconduct or a knowing violation of law or from or on account of any transaction with respect to which it was determined that such officer or director personally received a benefit in money, property, or services to which the officer or director was not legally entitled.

Article 9 – Administrative and Financial Provisions

Section 1. The Corporation shall operate on a fiscal year beginning on January 1st and ending on December 31st, or another fiscal year period, as authorized by the Board.

Section 2. The Corporation shall keep complete records of accounts and minutes of all meetings of the Board of Directors. The minutes of all meetings shall be available for inspection by anyone at any reasonable time.

Section 3. No loans shall be made by the Corporation to any Officer or Director. No part of the net earnings of the organization shall inure to the benefit of its Officers, Directors, or any other person, except that the organization shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the express purposes of the organization.

Article 10 – Amendment of these Bylaws

Section 1. These bylaws may be amended by vote of two-thirds of the Board of Directors at any meeting of the Board of Directors where notice of the proposed amendment is included in the notice of the meeting.

Article 11 – Dissolution

Section 1. If the Board of Directors decides for any reason to dissolve the Corporation, any assets, after paying for all obligations, shall be transferred to a 501(c)(3) organization with a similar mission.

Organizational Budget Details – Uptown Music Theater of Highland Park

Revenues	
Membership Fees	
Program Fees	
Sales	152,000
Individual Contributions	24,000
Corporate Contributions	18,000
Foundation Contributions	12,000
Anonymous Gifts	
Government Support/Grants	6,000
Other Grants (please specify)	
Other Revenue (please specify)	
TOTAL REVENUE	212,000
Expenses	
Personnel	
Employees	
Contractors/Professional Services	90,000
Other (please specify)	
Operations	
Space/Equipment Rental	55,000
Travel/Transportation	

Promotion/Publicity (Print)	13,000
Postage	
Utilities	
Supplies/Materials	32,000
Capital	
Other (please specify) Insurance, Licensing	22,000
TOTAL EXPENSE	212,000
NET	0
FISCAL YEAR FINANCIALS	
Fund Balance / Reserves	
Total Assets	
Total Liabilities	



Memorandum

To: Park Board of Park Commissioners

From: Brian Romes, Executive Director

Date: December 17, 2025

Subject: **Approval of the 2026 IAPD/IPRA Soaring to New Heights Conference Attendance**

Background

In accordance with Park District Policy 3.26 – A Policy Governing Reimbursement of Employee and Commissioner Travel, Meal and Lodging Expenses, the Board of Park Commissioners will reimburse commissioner travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the Park District by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency.

Financial Impact

The cost to attend the 2025 IAPD/IPRA Soaring to New Heights Conference January 29 through 31 ranges from \$607 - \$1,453 depending on the number of days in attendance. Per the policy, Travel and Meal expenses will be reimbursed with a receipt.

Conference Registration	Lodging Rate	Parking/Ride Share	Meals & Incidentals Rate
\$395/person (1 day)	Not Applicable (1 day)	\$120/day per person	\$92/day per person
\$415/person (3 days)	\$134/night per person	\$120/day per person	\$92/day per person

Commissioner Greenberg, Commissioner Beck, and Commissioner Labrador will be representing the Park Board of Commissioners at the conference on Friday, January 30 through Saturday, January 31, 2026.

Recommendation

Staff recommend approval of the 2026 IAPD/IPRA Soaring to New Heights Conference Attendance for Park Board Commissioner travel, meal, and lodging expenses.



Memorandum

To: Park Board of Commissioners

From: Ryan Ochs, Director of Golf Operations; Mari-Lynn Peters, Director of Finance; Brian Romes, Executive Director

Date: December 17, 2025

Subject: **Approval of the Renewal Letter of the Independent Contractor Agreement with The Golf Practice**

Summary

The annual Independent Contractor Agreement between the Park District of Highland Park and The Golf Practice for golf programs and services expires on December 26, 2025. Park District staff met with The Golf Practice to review renewal terms. Below are the changes to Exhibit "A" of the agreement.

- The mutually agreed upon proposal has been modified to increase the private lesson payment by 5%. The \$21,000 dollar payment in 2025 will increase to \$22,050 in 2026, with a continued 5% increase year over year on each anniversary of the effective date. The \$22,050 will be paid in five installments in the months of May, June, July, August and September.
- The revenue share with PDHP for the Golf Practice Half Day Camps at the Golf Learning Center will increase from 30% to 35% for 2026.
- PDHP will waive the 25% revenue share for the High School Prep 11u and 14u summer camp (formerly travel camp) if the Golf Practice continues to pay the full posted greens fee Monday through Friday at Sunset Valley Golf Club for both High School Prep camps.
- The Golf Practice will pay PDHP the monetary difference between resident vs nonresident fees for each individual High School Prep 11u and 14u summer camp participant that is not a resident of Highland Park or Highwood.
- PDHP reserves the right to hire additional Independent Contractors to teach golf lessons up at the Golf Learning Center or Sunset Valley Golf Club.
- All other terms in the proposal shall remain the same.

- The remaining terms of the original agreement have been ratified and neither party is in default of the executed agreement signed on December 26, 2023.

The Park District's legal counsel has reviewed the renewal letter with the modified changes to the Independent Contractor's Agreement. Staff reviewed the terms at the December 9, 2025 Finance Committee Meeting of Park Board Commissioners

Recommendation

Staff recommend approval from the Park Board of Commissioners of the Renewal Letter of the updated terms of the Independent Contractor's Agreement with The Golf Practice.



636 Ridge Road
Highland Park, IL 60035
847.831.3810 | pdhp.org

December 17, 2025

The Golf Practice, LLC
1546 Old Deerfield Rd
Highland Park, IL 60035

RE: Independent Contractor Agreement signed on December 26, 2023, Notice of Intent to Renew

Dear Mr. Alex Prior:

The Park District of Highland Park hereby delivers its notice of intent to renew the referenced Agreement to The Golf Practice, LLC. With this letter the Park District requests your agreement to renew the terms of the Independent Contractor Agreement signed on December 26, 2023, subject to the changes described below.

- 1. Exhibit "A".** The mutually agreed upon proposal has been modified to increase the private lesson payment by 5%. The \$21,000 dollar payment in 2025 will increase to \$22,050 in 2026, with a continued 5% increase year after year on each anniversary of the effective date. The \$22,050 will be paid for in five installments in the months of May, June, July, August and September.

The Revenue Share with PDHP for the Golf Practice Half Day camps at the Golf Learning Center will increase from 30% to 35% for 2026.

PDHP will waive the 25% revenue share for High School Prep 11u and 14u summer camp (formly travel camp) if the Golf Practice continues to pay the full posted greens fee Monday through Friday at Sunset Valley Golf Club for both travel camps.

The Golf Practice will pay PDHP the monetary difference between resident vs nonresident fees for each individual High School Prep 11u and 14u summer camp participant that is not a resident of Highland Park or Highwood.

The Park District reserves the right to hire additional Independent Contractors to teach golf lessons up at the Golf Learning Center or Sunset Valley.

All other terms in the proposal shall remain the same.

The remaining terms of the original agreement have been ratified and neither party is in default of the executed agreement signed on December 26, 2023.

If you agree to renew the Agreement for an additional one year on these terms and conditions, please indicate so by signing below and returning a copy to the undersigned by no later than December 31, 2025.





636 Ridge Road
Highland Park, IL 60035
847.831.3810 | pdhp.org

Very truly yours,

Ryan Ochs
Director of Golf
Sunset Valley Golf Club

CONTRACTOR:

Signature

Date: _____





Memorandum

To: Park Board of Commissioners

From: Debbie Pierce, Districtwide Rentals Manager; Mitch Carr, Deputy Director of Facilities and Operations; Brian Romes, Executive Director

Date: December 17, 2025

Subject: **Approval of the 2026 License Agreement with the North Shore Yacht Club**

Summary

The annual License Agreement between the Park District of Highland Park and the North Shore Yacht Club (NSYC) expires on December 31, 2025. Park District staff met with the NSYC Commadore to review renewal terms. Below are the changes to the agreement.

- The fee schedule increased by 5% to \$8679. Balance will be spread across two payments. The first installment is due in April; the final installment is due in August.

Recommendation

Staff recommend approval from the Park Board of Commissioners of the 2026 License Agreement with the North Shore Yacht Club.

2026 LICENSE AGREEMENT

This License Agreement (“Agreement”) is made as of this 17th day of December 2025, by and between the PARK DISTRICT OF HIGHLAND PARK, an Illinois park district and unit of local government (“District”) and NORTH SHORE YACHT CLUB an Illinois not-for-profit corporation (“NSYC”). District and NSYC are hereinafter sometimes referred to individually as a “Party” and together as the “Parties.”

Recitals

WHEREAS District is the lessee of certain property owned by the City of Highland Park located at 8 Park Avenue, Highland Park, IL (the “Property”) and the owner of certain personal property and buildings located on the Property, which is maintained and operated by District as a public boating and fishing facility; and

WHEREAS NSYC is a not-for-profit corporation that promotes and encourages boating and safe boating techniques and has a history of providing boating education and activities related to boating for its members and the general public; and

WHEREAS, NSYC has for many years been an affiliate organization of the District and as such provides recreational program opportunities to the general public, which the District is permitted to but might not otherwise provide; and

WHEREAS, NSYC has warranted to the district that its membership and activities are open and available to all persons on an equal basis; and

WHEREAS, District has for many years permitted NSYC to use various portions of the Property to conduct activities consistent with NSYC’s charter and the District’s recreational mission, including the provision of boating lessons for NSYC program participants, NSYC business related to its boating activities, and social events related to its boating activities (collectively, the “Licensed Activities”) during days and times as agreed to by the District; and

WHEREAS NSYC desires to be able to continue to conduct the Licensed Activities including the provision of boating lessons for NSYC program participants, at and from the Property, and District has determined that permitting such continued use on and subject to the terms and conditions hereinafter set forth in this Agreement is in the District’s and the public’s interest.

NOW, THEREFORE, in consideration of the mutual promises hereinafter contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Incorporation of Recitals. The foregoing recitals are hereby incorporated into this Agreement, and made part hereof, and all covenants, terms, conditions and provisions hereinafter contained shall be interpreted and construed in accordance therewith.

2. Term. This Agreement shall commence effective the date signed and authorized by the Park Board President and, unless sooner terminated as provided in this Agreement, shall expire at midnight on December 31, 2026. Subject to (a) NSYC and the Park District agreeing to a Memorandum of Understanding related to an improvement fee for the repair and construction of the breakwater and boat launch ramp at the Property (the “MOU”), and (b) NSYC being in compliance with the MOU, the Park District and NSYC may renew this Agreement for successive one year renewal terms. If the Park District elects not to renew, the Park District shall permit NSYC to holdover for not more than 120 days, but only for the purpose of storing personal property and not for operating any programs. If NSYC is not in compliance with the MOU, the Park District reserves the right to terminate this agreement unless NSYC can cure within 30 days of notice.
3. Licenses and Permission. District hereby grants NSYC and NSYC accepts from the District, subject to the terms, covenants and agreements herein contained 1) a non-exclusive, non-assignable license to use the building and deck collectively known as the “Clubhouse” and 2) an exclusive, non-assignable license to use following portions of the Property: A) designated space in the “garage” building located immediately south of the Clubhouse (“Garage”); B) the room adjacent to the Clubhouse containing storage lockers (“Locker Room”); C) 18 spaces in the District’s boat storage racks located on the tarmac proximate to the Clubhouse (“Boat Rack”); D) designated spaces on the cable lock-up fixture located on the beach proximate to the Clubhouse (“Cable Lock-Up”); E) space number 102, 103 and 104 on the south parking pad (“Space 102, 103, 104”); F) the use of the 50/50 lot behind the reclamation building, if available after completion of 2025 north construction project, and alternative storage space for the NSYC boats on the south pad (the “Alternative Storage Spaces”), all as more specifically depicted on Schedule F. The licenses granted herein are collectively referred to as the “License” and the portions of the Property for which the License is granted is sometimes collectively referred to as the “Licensed Facilities” or individually as a “Licensed Facility”. NSYC may not use any other areas of the Property for storage purposes without prior written approval of the Park District. In addition, the NSYC agrees and covenants to comply with the maximum Yacht Club building occupancy. The District reserves the right, but shall be under no obligation, to enter upon the Licensed Facilities at any time(s) to inspect them for compliance by NSYC with the provisions of this Agreement, to make such repairs as the District shall deem necessary or advisable, and for all other lawful reasons.
4. Fees. In consideration of the License granted NSYC under this Agreement, NSYC shall pay a License fee to the District (“License Fee”). The License fee shall be in the amount of Eight Thousand Six Hundred and Seventy Nine Dollars (\$8679.00) per year. The Fees shall be paid as follows

2026 Payment Schedule:

First Payment of License Fee \$4340.00 Due on or before: April 1, 2026

Second Payment of License Fee \$4340.00 Due on or before: August 1, 2026

If NSYC is delinquent in any payment more than ten (10) days past the date for payment specified above, a notice will be sent to NSYC at the mailing address and email address set forth in this Agreement ("Notice of Non-Payment"). If the NSYC does not satisfy any delinquent payment within five (5) business days after receipt of the Notice of Non-Payment, the District shall have the option to suspend the License or terminate this Agreement immediately upon notice to NSYC. Without limiting the exercise of any other remedy herein described, all delinquent payments shall accrue interest at the rate of 1.5% per month and a late payment fee equal to \$50.

5. **Construction of Improvements.** The District agrees to deliver notice to the NSYC not less than 30 days prior to commencing planned construction on the Property that will cause the temporary suspension of the use of the Licensed Facilities. In the event construction results in the temporary suspension of the use of the Licensed Facilities, NSYC will have no recourse against the District for any loss of use, including but not limited to any refunds, but the Term of this Agreement will be extended a period of time equal to the length of the suspension.
6. **No Assignments/Agreements without District Consent.** NSYC shall not license or grant to third parties, in whole or in part, its rights under this agreement other than to rent lockers in the Locker Room to NSYC members. Further, NSYC shall permit only members, their guests, and NSYC or park district program participants to use the Licensed Facilities. In particular, neither NSYC nor its members shall use any portion of the Licensed Facilities to store any equipment or personal property (including but not limited to sails, Stand Up Paddleboards, masts, oars, rudders or life jackets) that is not owned by NSYC, its members, or the District. Further, NSYC shall not enter into any agreements concerning the Licensed Facilities or teaching programs which compete with similar Park District programs with any person, entity, contractor or subcontractor (other than the locker rentals) without the express prior written consent of the District. NSYC warrants to the District that its membership and activities are and will remain open and available to all persons on an equal basis.
7. **Use of Licensed Facilities/Specified Times.** NSYC shall have use of the Clubhouse at the times specified in Schedule "A" attached to and incorporated in this Agreement. NSYC shall have the use of Garage, Locker Room, Boat Rack, Cable Lock- Up, Spaces 102, 103, and 104, as depicted in Schedule "F" and, if available, the Alternative Storage Spaces, at all times during the term of this Agreement. District reserves the right to use or permit third parties to use the Clubhouse at any time or times when not in use by NSYC pursuant to the schedule set forth in Schedule "A". Any requests for alterations of the set schedule for the NSYC must be in writing to the District at least ten (10) business days prior to the NSYC's proposed amendment. NSYC must receive prior approval from District prior to scheduling any activity on dates/times not identified on Schedule "A". Schedule "A" may be modified only in writing by agreement of NSYC and District. The Parties acknowledge that NSYC may decide to cancel a scheduled use of the Clubhouse. In that event, it is essential that the Clubhouse be available for use by the District or other persons. Accordingly, NSYC shall inform District immediately if it will not be using the Clubhouse for a Social Event Date on any of the dates/times scheduled for NSYC's use, but not later

than ten (10) business days before the scheduled event. District acknowledges that other reserved dates/times for the use of the Clubhouse are weather dependent and that advance notice of non-use may not be feasible. .

8. Condition of Licensed Facilities. As of the date hereof, NSYC hereby warrants that it has inspected the Licensed Facilities, that the District has not made any representations regarding the condition of the Licensed Facilities or their utility for a particular purpose, that NSYC is relying solely on its own investigation, and is aware of the conditions identified in Schedule E and, subject to the terms of this section, accepts the Licensed Facilities in an as-is, where-is condition, with all faults. The District shall perform the repairs as listed in Schedule E. Within five (5) days from discovery, NSYC shall advise District of any additional safety or repair issues in written format to District.

NSYC shall not use extension cords in the Licensed Facilities except in compliance with manufacturer recommendations and for Temporary Use ("Temporary Use" being defined as an extension cord being plugged in for no more than 12 consecutive hours and no more than 40 total hours out of any 72-consecutive hour time period) unless such use is approved by the District.

9. Insurance. NSYC shall obtain and maintain the insurance as set forth on Schedule "B". All liability insurance maintained by NSYC shall name the District, its officers, agents, and employees and volunteers as an additional insured. It shall be a condition of the License that Licensee shall provide District with certificates of insurance demonstrating compliance with the minimum insurance requirements set forth in Schedule "B". A copy of the certificate of insurance must be provided to the District upon renewal of each term of the Agreement. Upon NSYC's failure to obtain or maintain the required insurance, the District shall have the option to suspend the License or terminate the agreement immediately upon notice to the NSYC. Alternatively, the District has the option, but not the obligation, to obtain such insurance for NSYC and charge NSYC 110% of the cost thereof, which amount shall be paid on demand.

10. Maintenance. Maintenance responsibilities shall be shared by the Parties as follows:

- a. Except for damage or misuse caused by NSYC or its members or as otherwise provided in this License Agreement, District shall be responsible for maintaining the Licensed Facilities and its systems in good repair and for cleaning the Licensed Facilities (except as noted in the attached Schedule C and Section 10 herein").

Maintenance required because of breakage, vandalism or other unanticipated circumstances must be directed by NSYC to District's Lakefront Supervisor. Action on such requests will be at the reasonable discretion of the District, subject to budgetary and appropriation constraints. In the event District determines not to perform any repair/replacement for which it receives notice from NSYC in a reasonable time, NSYC shall have the option to terminate the License

by giving no less than 14 days prior written notice thereof to District and, except for accrued obligations of the Parties under this License, the Agreement shall thereupon cease.

- b. Except as otherwise provided in subparagraph 10.a above, NSYC shall at all times be responsible for maintaining in a clean, neat and sanitary condition the Licensed Facilities, including the storage areas reserved for use by NSYC and/or its members in the Clubhouse. NSYC shall, after any licensed use, remove all food waste and other garbage from the Clubhouse by placing same in the trash and recycling containers located on the south parking pad. The NSYC may hire, for purposes of maintaining a cleaning standard for the Licensed Facilities, a third-party cleaning service at their cost. A copy of the third-party Certificate of Insurance in compliance with paragraph 8 hereof shall be provided to the Park District. The District shall ensure that both Clubhouse restrooms are maintained with toilet paper and soap in the dispensers at all times.
 - c. A maintenance checklist form as provided by District shall be used for establishing standards for clean-up and evaluating the Licensed Facilities' condition following licensed usage. If it is determined by the Park District staff, that the Yacht Club building was not cleaned properly, as described above, the NSYC will be subject to an additional \$50 cleaning fee for each occurrence. The Park District will be responsible for the cleaning of Licensed Facilities after the utilization by a contracted private party. The NSYC shall provide documentation of Park District not meeting cleaning standards upon their usage of the facility after a contracted private party, as described above, and the District will clean the facility within 24 hours or pay a \$50 cleaning fee to the NSYC.
 - d. Nothing herein shall be construed to create or modify any duty the Park District has to any third parties, if any, or to waive any defenses and immunities available to the District is statute or common law. The Parties agree that the allocation of responsibility for maintenance and repair is solely for their own convenience and any breach of the contract duties shall not represent evidence of negligence or a waiver of the Park District's exercise of discretion regarding whether, when and how to repair or maintain its property.
11. Items of Personal Property. The District shall have no liability to NSYC, its members, guests or other NSYC patrons regarding any stolen, missing, lost or broken items of personal property. NSYC, its members, guests or other NSYC patrons shall have no claim for loss of value, loss of use, consequential damages, or any other claim against the District for any item of personal property. NSYC shall indemnify and hold the District harmless against any claim by its members, patrons or guests arising or resulting from any stolen,

missing, lost or broken items of personal property. Nothing herein shall be construed to characterize the District as a bailee or NSYC, and its members, patrons and guests, as bailors.

12. Rules and Regulations. Except as otherwise expressly provided in this License Agreement, both NSYC and any member(s) of NSYC reserving a Licensed Facility for their own use, shall comply with and adhere to the general procedures, rules and regulations of the District governing application for use of Licensed Facility. NSYC shall comply with all other applicable laws, ordinances, rules and regulations in the conduct of its activities at and its use of the Property. District reserves the right to revise its current rules and regulations pertaining to the Licensed Facilities and to promulgate such other and additional rules and regulations as in its reasonable judgment may from time to time be needed for safety, care, cleanliness and reputation of the Property, including without limitation the Licensed Facilities, and for the preservation of good order therein and to ensure that its use is in conformity with all applicable laws. All rules and regulations shall be binding upon the Parties with the same force and effect as if they had been inserted herein at the time of the execution of this License Agreement.
13. Hold Harmless. To the fullest extent permitted by law, NSYC shall defend, indemnify and hold harmless District, its officers, employees and agents and their successors and assigns, from and against any and all claims or demands of whatsoever nature, including without limitation claims or demands for loss of, or damage to property or for injury or death to any person from any cause whatsoever directly or indirectly arising from, related to or connected with NSYC's use of the Licensed Facilities, or the conduct by NSYC of its organized activities or events on the Property and/or Licensed Facilities, or the grant of the License hereunder. NSYC shall pay all costs and expenses, including without limitation court costs and attorney's fees, which shall be incurred by or imposed on District either in enforcing the terms of this License or in any litigation or other proceeding to which District may be made a party relating to the License or NSYC's use of the Property (other than proceedings brought by District or NSYC to enforce the provisions of this License Agreement where judgment is entered on all counts in favor of NSYC). Provided, however, that NSYC shall have no liability hereunder for bodily injuries sustained or property damage suffered by, or the death of, any person where such injury, death or damage resulted from an intentional wrongful act or willful and wanton conduct of the District or its employees or agents. Nothing herein provided is intended to waive nor shall it waive any of the immunities afforded District under the "Local Government and Governmental Employees Tort Immunity Act" and District shall continue to have all of the protections and immunities provided by said Act as now or hereafter amended. The scope of the indemnity herein described shall not be limited by the insurance coverage required herein, the parties agreeing and acknowledging that such coverage being only a minimum amount reasonably necessary to cover the risks for the activities permitted under this License.
14. Alcohol. NSYC shall not make available for consumption on the Property any alcoholic beverages unless NSYC shall have first acquired host liquor/liquor liability insurance and complied with any and all other ordinances, rules or regulations, as modified from time to time by District as otherwise modified by the terms of this License Agreement, as the same

relate to sale, delivery, or consumption of alcoholic beverages (See attached Schedule “D”). If the District permits NSYC to deliver alcohol on the Property, NSYC will be solely responsible for compliance with all applicable State and local licensing requirements. All alcohol must be consumed on the deck or in the building. Any violations of the above outlined agreements regarding Alcoholic Consumption may result in revocation of this portion of the agreement or the agreement in its entirety.

15. Alterations to Licensed Facility. NSYC shall make no alterations in or additions to the Licensed Facilities or any other part of the Property without District’s prior written consent. Any alterations permitted by the District shall become the property of the District and NSYC shall have no claim for payment or reimbursement for any costs related thereto. Any work allowed to be performed by NSYC shall be constructed pursuant to permit and in compliance with all applicable laws. NSYC will be solely responsible for all costs for its improvements and for obtaining all necessary permits and approvals therefor. NSYC will not cause or allow any lien or claim for lien to be filed against the District or the Property and will indemnify and hold harmless the District for all expenses arising from such lien or claim for lien.
16. Property Loss. If the Clubhouse is made unusable or untenable by fire or other casualty, District may elect to terminate the License as of the date of the fire or casualty by giving notice to NSYC within forty-five (45) days after that date. If District elects to repair, restore or rehabilitate the Clubhouse at District’s expense within one hundred twenty (120) days after District is enabled to take possession of the Clubhouse and undertake reconstruction or repairs, this License shall not terminate, but the License Fee shall be abated on a per diem basis while the Clubhouse is unusable or untenable. District shall advise NSYC promptly in writing of the date District was enabled to take possession of the Clubhouse and undertake reconstruction or repairs. If District elects to repair, restore or rehabilitate the Premises and does not substantially complete the work within the one hundred twenty (120) day period, NSYC may terminate the License as of the date of the fire or casualty provided NSYC gives written notice to District no later than one hundred thirty (130) days after District is enabled to take possession of the Clubhouse and undertake reconstruction or repairs. In the event of termination of the License pursuant to this paragraph, the License Fee shall be apportioned on a per diem basis and be paid to the date of such fire or casualty. If District elects not to repair NSYC may terminate the License by giving written notice to District within thirty(30) days after NSYC is advised by District of its election no to repair. Notwithstanding the foregoing, in order to continue to use portions of the Licensed Facilities to perform its Licensed Activities, NSYC may elect to terminate this License as to that part of the Licensed Facilities that are so damaged, and the Licensed Fee shall be adjusted in a reasonable manner.

With respect to any loss generally covered under the classification “Fire and Extended Coverage Insurance,” the one suffering said loss releases the other of and from any and all claims and they further mutually agree that their respective insurance companies shall have no right of subrogation against the other on account thereof.

17. State of Imminent Danger of Loss of Life or Property. In the event of a bona fide emergency

(which for purposes of this paragraph shall mean reasonably perceived state of imminent danger of loss of life or property), District may, but shall not be obligated to, cure without notice any uncured default by NSYC under this License and whenever District so elects, all costs and expenses incurred, including attorneys' fees, shall be paid by NSYC to District on demand. Alternatively, in the event of a bona fide emergency, as herein defined, District shall have the option to suspend the License or terminate this Agreement immediately upon notice to NSYC.

18. Damage to Property. NSYC shall be responsible for all damage caused by NSYC, its members or its or their invitees done to any of the District's furniture, fixtures and equipment located in or about the Licensed Facilities, ordinary wear and tear and loss by fire or other casualty not the fault of NSYC excepted. NSYC shall also be responsible for any and all damage done to all or any part of the Licensed Facilities or Property by NSYC, its employees, agents, members and invitees, and NSYC shall promptly reimburse District for the full cost for repair of all such damages or replacement. NSYC shall return the Licensed Facilities fixtures and equipment to District at the termination of the License in as good a condition as it received same, reasonable wear and tear and damage by fire or other casualty not the fault of NSYC and poor condition cause by failure of the District to carry out its repair and maintenance obligations under this Agreement excepted
19. Advertising and Marketing. The DISTRICT shall provide at no cost to NSYC digital advertising space for their Programs and Service on the Park District of Highland Park website.. All content must be provided by NSYC to the DISTRICT by established deadlines.
20. Written Notices. All notices, requests, demands, payments, donations, or other communications with respect to this Agreement shall be in writing and shall be deemed to have been duly given upon delivery or refusal of addressee to accept delivery, addressed as follows (or to such other persons or addressees as may be designated by notice given to the other Party in accordance with this Paragraph 13): Notice may be sent by personal delivery, fax or email notice is deemed received with proof of receipt by the intended recipient.

A. NORTH SHORE YACHT
CLUB PO BOX 12
Highland Park, IL 60035

And to:

Attention:Ellie Sylvan, NSYC Commodore
1436 Hackberry Road
Deerfield, Illinois 60015
elliesylvan@gmail.com
847-767-5665

B. PARK DISTRICT OF HIGHLAND

PARK 636 Ridge Road

Highland Park, IL 60035

Attention: Brian Romes, Executive Director

bromes@pdhp.org

With Copy to:

Adam Simon

Ancel, Glink

140 S. Dearborn 6th Floor

Chicago, Illinois 60603

asimon@ancelglink.com

Mari Lynn Peters, Finance Director

Park District of Highland Park

mpeters@pdhp.org

21. Miscellaneous Provisions

- A. This Agreement sets forth the entire understanding of the Parties with respect to the subject matter hereof, and supersedes any and all previous communications and understandings, oral or written, between the Parties. This Agreement cannot be modified or amended unless in writing signed by both Parties and dated a date subsequent to the date of this Agreement.
- B. The headings of the paragraphs of this Agreement are for convenience and reference only, do not form any part of the Agreement, and in no way modify, interpret or construe the meaning of any provision of this Agreement, or the intent of the Parties.
- C. Nothing contained in this Agreement is intended, or shall be interpreted or construed, as creating any partnership or joint venture between the Parties, or as either expressly or implicitly providing any right, privilege or benefit of any kind whatsoever to any person or entity that is not a Party to this Agreement, or as acknowledging, establishing or imposing any legal duty or obligation on the part of either Party to any third party.
- D. This Agreement shall inure to the benefit of, and be binding upon the Parties and their respective permitted successors and assigns, provided however that neither this Agreement nor any right, interest or obligation of NSYC under this Agreement may be assigned in whole or in part by NSYC to any third party without the prior written consent of the District which the District may grant or withhold in its sole discretion, other than as provided in Section 5. The Parties intend for there to be no third-party beneficiaries of this Agreement.
- E. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois. Venue for any dispute arising under this Agreement shall be exclusively in the Circuit Court of Lake County, Illinois.
- F. Survival. All repair and restoration, insurance and indemnification obligations, and all releases and waivers, described herein shall survive the expiration or earlier termination of this Agreement.
- G. CONTRACT CONSTRUCTION.
The rule of contract law that any ambiguity in an agreement shall be construed against the party drafting the Agreement shall not be applicable to construction of this Agreement, as the Parties acknowledge they have been represented by counsel in regard to the negotiation and finalizing of this Agreement.

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

NORTH SHORE YACHT CLUB PARK DISTRICT OF HIGHLAND PARK

By:_____

By:_____

Its:_____

Commodore of NSYC

Its:_____

Park Board President

Attest:_____

Secretary, Board of Park Commissioners

SCHEDULE “A”

Definition of Boating Season: For purposes of this agreement and as it pertains to scheduling, the following will be definitions for the Boating Season.

Pre-Season: April 1 – Friday before Memorial Day

Regular Season: Saturday before Memorial Day -Labor Day

Post – Season: Day after Labor Day – second Friday in November

Clubhouse: Following written notice from the Park District, and subject to Section 6 below, The North Shore Yacht Club shall have use of the clubhouse during the boating season at the following times:

1. NSYC Reserved Time: These are the times reserved at the beginning of the Regular boating season for regular club activities.

Tuesday: 5:00 p.m. - 10:00p.m.

Thursday: 5:00 p.m. - 10:00p.m

Saturday: 8:00 a.m. - 2:00 p.m.

Sunday: 8:00a.m. - 10:00 p.m.

Friday and Saturday Evenings: The PARK DISTRICT shall reserve the Clubhouse for NSYC Events one Friday Evening and one Saturday evening per month for the months of June, July, September, October, and November, and for two Saturday evenings in August. These Dates may be reserved in advance of the public reservations which begin on February 1 of each year. Saturday evening must be used for NSYC activities. Reserved time not used by NSYC will be made available to the PARK DISTRICT. The Clubhouse must be cleaned up (beginning 30 minutes prior to departure) and vacated Friday and Saturday nights by 11:00 p.m. unless previously approved by the PARK DISTRICT. Failure to vacate at designated time during NSYC Events on Friday and Saturday Evenings may result in a fine of \$100 if not vacated within an hour of the designated time, plus an additional \$400 per hour after the first hour.

Pre-Season and Post-Season: The NSYC may request in writing, times to utilize the facility for club activities. Utilization is subject to approval by the PARK DISTRICT and hours for Pre-Season or Post-season activities must align with gate closures associated with Park Hours as established in Section 4.01 of the District Conduct Ordinance.

2. Open Time: All times not listed above are available and must be scheduled individually through the PARK DISTRICT. The PARK DISTRICT may reserve time for other activities in the Clubhouse. Open times not reserved will be made available to the North Shore Yacht Club at the discretion of the PARK DISTRICT. The availability of Open Time not reserved by the public may be reserved three weeks or less prior to the date desired and must be done through the PARK DISTRICT by a designated

NSYC representative. If attendance for this request will exceed 15 individuals, normal rental procedures and fees may be required as determined by the PARK DISTRICT. The PARK DISTRICT will set its policies for making reservations.

3. Material Distribution: The NSYC will provide, upon request, the PARK DISTRICT with all membership and promotional material available for distribution. The PARK DISTRICT must be informed of proposed promotions, events and advertisements.
4. Season Parking Decals: PARK DISTRICT season parking decals are available through the PARK DISTRICT and are required for access to parking at the south property for both residents and non-residents. Season parking decals will be made available to non-resident NSYC members at the resident rate. Non-NSYC members attending Club events may request a complimentary one-day parking pass *on-site* through the NSYC Commodore or NSYC event manager.
5. General: The PARK DISTRICT representative and NSYC Commodore will meet to arrange for day-to-day facility usage items including, but not limited to: closets in the clubhouse, kitchen, locks, facility closing time, gate closing time and common areas usage
6. NSYC must provide a list of active members by May 1, 2026 and/or by request, indicating the number of residents and nonresidents as well as an annual detailed budget showing all anticipated revenue and expenditures for the upcoming fiscal year, as well as a year-end financial report by December 31, 2026 from the previous year.

SCHEDULE B

NOT-FOR-PROFIT ORGANIZATIONS/COMMUNITY GROUPS

I. Commercial General Liability Including: *Limits:*

- Bodily injury \$1,000,000 per occurrence
- Property damage \$2,000,000 annual aggregate
- Personal injury Occurrence Form
- Advertising injury
- Medical payments
- Marine
- ATHLETIC PARTICIPATION EXCLUSION DELETED (for athletic groups, programs, leagues)

1. Coverage to be considered if these exposures exist as a result of the group's operations:

- Ownership, use or maintenance of property
- Incidental medical malpractice
- Sexual abuse and molestation (for the group, not the individual)
- Consumption or use of food products
- Liquor liability
- Workers Compensation

2. Accident Medical Insurance:

Sports groups should also consider purchasing Accident Medical Insurance that pays the medical bills of an injured participant or staff member as excess coverage after benefits are paid under any other collectible insurance. This coverage is often required in many sports liability insurance programs.

II. Directors and Officers Liability *Limits:*

- Wrongful acts \$1,000,000 per occurrence
- Errors and omissions \$2,000,000 annual aggregate Claims-made Form

III. Liquor Liability *Limits:*

- Host liquor liability (serve liquor) \$1,000,000 or statutory
- Dram shop liability (sell liquor)
- Workers Compensation

SCHEDULE C

The PARK DISTRICT shall assign fixed rates regarding utility expenses incurred at the Clubhouse. The NSYC portion will be determined by using the expenses from the Boating Season, April 1, 2025 through the Second Friday in November, 2025 and per the percentage of use hours the Clubhouse is used by the NSYC.

The PARK DISTRICT will provide season opening and closing services for the beach areas including parking lot and landscaping areas. These services include the installation of the beach cables, sand ramp for small craft vessel launching and the boat racks. The PARK DISTRICT will also provide weekly grooming and debris removal services, so long as there is sufficient beach area and access for the beach grooming equipment. These services should be considered customary for all small craft vessel patrons and not specific to NSYC. In the event that a severe weather event or large lake waves cause damage to any of the beach area, the PARK DISTRICT will conduct repairs, debris removal and grooming services as soon as administratively possible for boating patrons. If the NSYC is in need of emergency repair services for their programs the PARK DISTRICT can provide these services. Direct costs for these services will be billed to the NSYC.

Electrical

NSYC usage: 30% utility expense from April 2025-November 2025
(Waiting for November 2025 invoice. Will have actual amount at that time.)

NSYC Total Portion (this fixed amount will be added to annual payments).

This fee must be paid in full by August 1, 2026.

SCHEDULE D

Park District of Highland Park Application to Serve Alcoholic Beverages and Acquire Host Liquor/Liquor Liability Insurance

Serving

Anyone serving alcoholic beverages at a Park District facility must fill out the attached forms and obtain Host Liquor/Liquor Liability Insurance. This insurance is available through the Park District Risk Management Agency (PDRMA) Policy #ESE010658 for a fee of \$195 per event (maximum of 100 attendees) (\$215 per event for over 100 attendees). Fill out the attached form with payment and check made out to the Park District of Highland Park or credit card information. Application must be made a minimum of 10 business days before the event.

Selling

Anyone selling alcoholic beverages, even if by tickets, or as part of a paid meal, must obtain a license from the City of Highland Park. Authorization for a 48-hour "Class D" liquor license may be obtained from the City by sending a copy of the approved Park District of Highland Park's Special Permit for Serving Alcoholic Beverages at Functions to:

Mayor
City of Highland Park 1707 St.
Johns Avenue Highland Park, IL
60035

Include a check in the amount of \$25 per day made payable to the City of Highland Park.

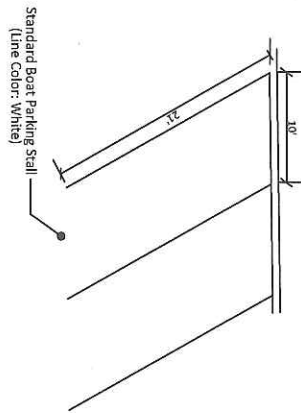
Dram Insurance in addition to the Host Liquor/Liquor Liability Insurance is required for any event where alcoholic beverages are sold. Total insurance cost for events of up to 100 people is \$365

SCHEDULE E

Items for repair and timing of those repairs as discussed in meetings between Park District of Highland Park and North Shore Yacht Club

1. Deck Condition. District will maintain the deck for safety purposes. As time allows, aesthetic updates may occur that do not impact safety or performance, including refinishing and repainting, or striping the existing paint and re-staining may occur.
2. Gutters. District will ensure all gutters are cleaned and repaired, if required, prior to the start of season and will regularly check and clear debris throughout the season.
3. Lighting. District will ensure the navigation light by the hut is operational and repair and optimize light fixtures on and around the NSYC grounds prior to the start of the season, and during the season, if needed.
4. Dampness. District will regularly inspect the clubhouse for dampness and dehumidify as needed. District will maintain as much clearance above the foundation on the rear of the clubhouse as possible.
5. Bathrooms. District will ensure clubhouse toilets are operational showers and shower heads are operational, and stall locks are working prior to start of season.
Women's Shower Door should be operational
6. Doors. District will maintain exit doors and door hardware for proper operation.
7. Window Screens. District will repair any torn or missing screens and install on all windows, prior to start of season.
8. Firepit. District will maintain firepit enclosure and metal cover, as needed.
9. Trees. District will evaluate and address any hazardous trees, as needed.
10. Beach Storage. District will tighten storage cables and replace space markers prior to start of season. District will replace broken rollers on tiered racks prior to start of season.
11. Sand Ramp. District will provide a complete installation of the entire ramp, including all tiles, and/or steel grates, winch, and will maintain at start of season, throughout season, and subject to provisions outlined in schedule C. The winch will be secured in a position so that it can be accessible and operated by users.
12. Locker Room. District will repair locker latch hardware and door hinges to make sure doors open, close, and can be locked securely..

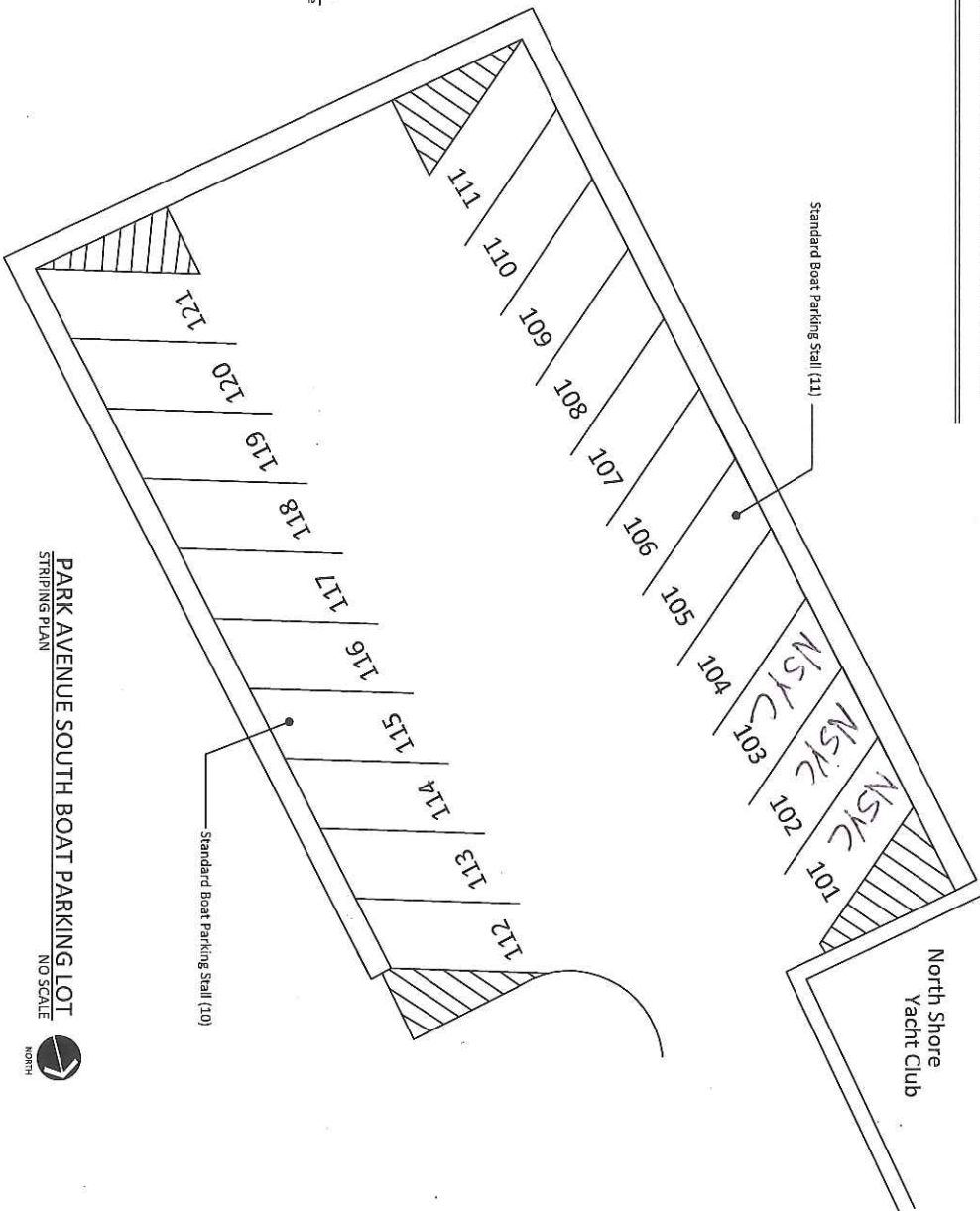
- THE PROPOSED SCOPE OF WORK TO INCLUDE: STRIPING OF ALL STANDARD BOAT PARKING STALLS WITH NUMBERS (21).
- ALL STANDARD BOAT PARKING STALL LINES SHALL BE FOUR INCHES (4") WIDE, AND IN THE COLOR: WHITE.
- ALL CROSS HATCH LINES SHALL BE FOUR INCHES (4") WIDE, AND IN THE COLOR: WHITE.
- ALL BOAT PARKING STALL NUMBERS SHALL BE TWELVE INCHES (12") IN HEIGHT, AND IN THE COLOR: WHITE.
- ALL PROPOSED WORK SHALL COMPLY AND BE IN ACCORDANCE WITH THE ILLINOIS DEPARTMENT OF TRANSPORTATION ROAD AND HIGHWAY SPECIFICATIONS.



Standard Boat Parking Stall (21)
Layout Plan No Scale

A diagram of a rectangular sign with a black border. The width is labeled as 12" and the height is labeled as 10".

Standard Boat Parking Stall Numbers (21)



PARK AVENUE SOUTH BOAT PARKING LOT
STRIPING PLAN **NO SCALE**



DRAWING TITLE:
Park Avenue South Boat
Parking Lot -
Proposed Striping Plan

DATE: September 25, 2025

REVISIONS:

NORTH

SCALE IN FEET

DRAWING NO.
1 of 1



MICHAEL EVANS
LANDSCAPE ARCHITECT
636 RIDGE ROAD
HIGHLAND PARK, IL 60035
847/579-4085



Memorandum

To: Board of Park Commissioners

From: Henry Durbala - Part Time Accountant
Mari-Lynn Peters - Finance Director
Brian Romes - Executive Director

Date: December 17th, 20025

Subject: Bills presented for the Board's review on December 17, 2025.
Checks written November 15, 2025 to December 12, 2025.

BILLS

DATE

AMOUNT

November 17, 2025 Emergency Check	\$ 46,862.25
November 18, 2025 Emergency Check	\$ 1,350.00
December 4, 2025 Emergency Check	\$ 418.25
December 5, 2025	\$ 1,933,177.71
December 11, 2025 Emergency Checks	\$ 8,384.00
December 12, 2025	\$ 2,608,628.00
December 12, 2025	\$ 5,445.62
Void Payments	\$ (18,198.26)
Bank Drafts	\$ 2,888,644.94
P-Card	\$ 236,808.63
TOTAL	\$ 7,711,521.14

PAYROLL DISBURSEMENTS

November 28, 2025	\$ 467,467.91
December 12, 2025	\$ 446,690.73
TOTAL	\$ 914,158.64

GRAND TOTAL	\$ 8,625,679.78
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To the Treasurer:

The payment of the above listed accounts is hereby approved by the below named Finance Committee member as of 12-17-2025 and you are hereby authorized to release the checks from the appropriate funds.

Finance Committee Member

ATTEST: _____
Secretary



Park District of Highland Park, IL

Check Register

Packet: APPKT04823 - 11.14.25 Bank Drafts - ICMA Roth, 457

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: PAYROLL-PAYROLL BANK						
11161	ICMA RETIREMENT TRUST #302037	11/14/2025	Bank Draft	0.00	6,841.45	DFT0005824
12825	ICMA RETIREMENT TRUST #705568	11/14/2025	Bank Draft	0.00	804.00	DFT0005823

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	7,645.45
EFT's	0	0	0.00	0.00
	2	2	0.00	7,645.45

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	11/2025	7,645.45
			<u>7,645.45</u>



By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: PAYROLL-PAYROLL BANK						
11177	ILL MUNICIPAL RETIREMENT FUND	11/17/2025	Bank Draft	0.00	74,988.00	DFT0005826
11177	ILL MUNICIPAL RETIREMENT FUND	11/19/2025	Bank Draft	0.00	978.46	DFT0005827

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	75,966.46
EFT's	0	0	0.00	0.00
	2	2	0.00	75,966.46

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	11/2025	75,966.46
			<u>75,966.46</u>



Park District of Highland Park, IL

Check Register

Packet: APPKT04828 - October Sales Tax

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-AP BANK 11188	ILLINOIS DEPT OF REVENUE	11/19/2025	Bank Draft	0.00	1,134.00	DFT0005825

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	1,134.00
EFT's	0	0	0.00	0.00
	1	1	0.00	1,134.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	11/2025	1,134.00
			<hr/>
			1,134.00



By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: PAYROLL-PAYROLL BANK						
19658	HEALTHEQUITY INC	11/24/2025	Bank Draft	0.00	1,405.66	DFT0005828
19658	HEALTHEQUITY INC	11/24/2025	Bank Draft	0.00	1,111.32	DFT0005829
19658	HEALTHEQUITY INC	11/24/2025	Bank Draft	0.00	204.75	DFT0005830
19658	HEALTHEQUITY INC	11/24/2025	Bank Draft	0.00	113.37	DFT0005831

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	4	4	0.00	2,835.10
EFT's	0	0	0.00	0.00
	4	4	0.00	2,835.10

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	11/2025	2,835.10
			<hr/> 2,835.10



Park District of Highland Park, IL

Packet: APPKT04824 - 11/17/2025 PICKLETILE LLC- EMERGENCY CHECK

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						
21255	PICKLETILE LLC	11/17/2025	Regular	0.00	46,862.25	193237
INV-1312	Invoice	10/17/2025	PDHP PICKLE AND PADEL PROJECT CLOSE ...	0.00	46,862.25	

Bank Code AP Summary				
Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	46,862.25
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	46,862.25

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	11/2025	46,862.25
			<hr/> 46,862.25



Park District of Highland Park, IL

Check Register

Packet: APPKT04827 - 11/18/2025 JG's Reptile Road Show-
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						
15488	JG'S REPTILE ROAD SHOW AND MOR	11/18/2025	Regular	0.00	1,350.00	193238
2198	Invoice	04/04/2025	Educational Reptile Show	0.00	1,350.00	

Bank Code AP Summary				
Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	1,350.00
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	1,350.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	11/2025	1,350.00
			<hr/>
			1,350.00



Park District of Highland Park, IL

Check Register

Packet: APPKT04842 - 12.02.25 Aflac November Bank Draft

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: PAYROLL-PAYROLL BANK 10058	AFLAC	12/02/2025	Bank Draft	0.00	532.68	DFT0005843

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	532.68
EFT's	0	0	0.00	0.00
	1	1	0.00	532.68

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2025	532.68
			<hr/> 532.68



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	12/04/2025	Bank Draft	0.00	532.68	DFT0005843
213114	Invoice	12/04/2025	12.04.25 Aflac November Bank Draft	0.00	532.68	

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	532.68
EFT's	0	0	0.00	0.00
	1	1	0.00	532.68

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2025	532.68
			<hr/> 532.68



Park District of Highland Park, IL

Check Register

Packet: APPKT04836 - 12/04/2025 City Beverages-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						
21353	LAKESHORE BEVERAGE	12/04/2025	Regular	0.00	418.25	193239
12042025	Invoice	12/04/2025	Lakeshore Beverage	0.00	418.25	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	418.25
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	418.25

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2025	418.25
			<hr/> 418.25



By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-AP BANK						
10111	AMALGAMATED BANK OF CHICAGO	12/05/2025	Bank Draft	0.00	889,275.00	DFT0005839
10111	AMALGAMATED BANK OF CHICAGO	12/05/2025	Bank Draft	0.00	83,025.00	DFT0005840
10111	AMALGAMATED BANK OF CHICAGO	12/05/2025	Bank Draft	0.00	1,350,525.00	DFT0005841
10111	AMALGAMATED BANK OF CHICAGO	12/05/2025	Bank Draft	0.00	477,706.25	DFT0005842

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	4	4	0.00	2,800,531.25
EFT's	0	0	0.00	0.00
	4	4	0.00	2,800,531.25

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2025	2,800,531.25
			<u>2,800,531.25</u>



Park District of Highland Park, IL

Check Register

Packet: APPKT04838 - 12/05/2025 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	12/05/2025	Regular	0.00	0.00	193253
	Void	12/05/2025	Regular	0.00	0.00	193284
10055	AEREX PEST CONTROL	12/05/2025	Regular	0.00	73.00	193240
2654902	Invoice	11/19/2025	COM MONTHLY	0.00	73.00	
19724	AMERICAN TEST CENTER	12/05/2025	Regular	0.00	500.00	193241
2252353	Invoice	11/03/2025	AUTO LIFT TESTED	0.00	500.00	
16342	AMERICAN UNDERGROUND, INC	12/05/2025	Regular	0.00	4,207.50	193242
10073	Invoice	11/01/2025	CCTV INSPECTION SERVICE STORM SEWERS	0.00	2,227.50	
10077	Invoice	11/01/2025	CCTV Inspection Services Sanitary Sewers	0.00	1,980.00	
10149	ANCEL GLINK DIAMOND BUSH	12/05/2025	Regular	0.00	2,207.50	193243
11/11/25 114832	Invoice	11/20/2025	PROFESSIONAL SERVICES	0.00	2,207.50	
16949	ANDERSON LOCK	12/05/2025	Regular	0.00	156.00	193244
1184453	Invoice	11/13/2025	RESTRICTED EVEREST KEY	0.00	156.00	
20071	AVALON PETROLEUM COMPANY	12/05/2025	Regular	0.00	7,912.42	193245
010241	Invoice	10/23/2025	STATE MOTOR FUEL TAX	0.00	1,095.53	
010250	Invoice	10/30/2025	STATE MOTOR FUEL TAX	0.00	1,308.65	
010258	Invoice	11/04/2025	STATE MOTOR FUEL TAX	0.00	1,309.80	
010263	Invoice	11/20/2025	STATE MOTOR FUEL TAX	0.00	655.38	
010267	Invoice	11/12/2025	STATE MOTOR FUEL	0.00	1,339.26	
010273	Invoice	11/18/2025	STATE MOTOR FUEL	0.00	1,206.93	
041410	Invoice	11/07/2025	STATE MOTOR FUEL TAX	0.00	996.87	
13966	BRIGITTE ROQUET	12/05/2025	Regular	0.00	131.12	193246
11242025	Invoice	11/24/2025	2025 Illinois Compete USA Series Top 3 m...	0.00	131.12	
10387	CAREY DOWDLE	12/05/2025	Regular	0.00	315.00	193247
11/4/25	Invoice	11/05/2025	10/15 2 games. 10/22 2 games, 10/29 3 g...	0.00	315.00	
21396	CATERING WITH RELISH INC.	12/05/2025	Regular	0.00	2,640.00	193248
11.15.2025	Invoice	11/15/2025	Turkey Shoot Lunch 1390 Sunset Rd.	0.00	1,440.00	
11/15/2025	Invoice	11/15/2025	BREAKFAST EVENT 1390 SUNSET RD	0.00	1,200.00	
10446	CHICAGO DIST GOLF ASSOC	12/05/2025	Regular	0.00	4,000.00	193250
1505	Invoice	05/09/2025	MEMBER CLUB MARKETING PROGRAMS	0.00	2,000.00	
1581	Invoice	11/20/2025	FINAL INSTALLMENT MEMBER CLUB MAR...	0.00	2,000.00	
19975	COLLEY ELEVATOR COMPANY	12/05/2025	Regular	0.00	2,271.00	193251
288711	Invoice	11/01/2025	ELEVATOR MAINTENANCE INSPECTION FO...	0.00	449.00	
289919	Invoice	10/29/2025	Furnish labor material continue to troubl...	0.00	1,822.00	

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Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
10537	COMMONWEALTH EDISON COMPAN	12/05/2025	Regular	0.00	45,240.12	193252
101625-8316451...	Invoice	10/16/2025	1201 Park Ave West 0916/25-10/16/25	0.00	224.62	
10292025-64098...	Invoice	10/29/2025	0 CLAVEY 09/26/25-10/28/25	0.00	4,166.15	
10292539868620...	Invoice	10/29/2025	1201 Park Ave 09/30/25-10/28/25	0.00	13,569.56	
111425-8316451...	Invoice	11/14/2025	1201 Park Ave 10/16/25-11/14/25	0.00	206.78	
111925-1877841...	Invoice	11/19/2025	3100 Trailway Dr 10/22/25-11/18/25	0.00	12,911.32	
111925-3788841...	Invoice	11/19/2025	2205 Skokie Rd 10/2025-11/18/25	0.00	806.11	
111925-6031140...	Invoice	11/19/2025	1390 Sunset Rd 10/22/25-11/18/25	0.00	1,671.39	
11202025-35186...	Invoice	11/20/2025	2205 Skokie Rd 04/30/25-10/29/25	0.00	310.33	
11242025-35186...	Invoice	11/24/2025	2205 Skokie Rd Golf Dome 10/29/25-11/2...	0.00	53.47	
11252025-19110...	Invoice	11/25/2025	0 E Egandale 10/27/25-11/24/25	0.00	58.21	
11252025-24713...	Invoice	11/25/2025	0 W Ridge Rd 10/27/25-11/24/25	0.00	500.82	
11262025-14886...	Invoice	11/26/2025	2501 Sheridan Rd 10/28/25-11/25/25	0.00	31.84	
11262025-18544...	Invoice	11/26/2025	0 N Roger Willimas 10/28/25-11/25/25	0.00	811.43	
11262025-39868...	Invoice	11/26/2025	1201 Park Ave 10/28/25-11/25/25	0.00	9,850.18	
11262025-68892...	Invoice	11/26/2025	1 Central Ave 10/28/25-11/25/25	0.00	30.88	
11262025-70183...	Invoice	11/26/2025	1 E St Johns Roger 10/28/25-11/25/25	0.00	37.03	
20844	CONSERV FS, INC.	12/05/2025	Regular	0.00	2,342.41	193254
65204579	Invoice	10/31/2025	TRIPLE PLAY INFIELD MIX BULK, FREIGHT 1...	0.00	2,342.41	
17719	CONSTELLATION NEWENERGY - GAS	12/05/2025	Regular	0.00	2,404.29	193258
4447512	Invoice	11/14/2025	1201 PARK AVE w 11142025	0.00	2,404.29	
10756	DRUE HOFFMAN	12/05/2025	Regular	0.00	100.00	193255
12012025	Invoice	12/01/2025	11/23 & 11/30 Volleyball Official	0.00	100.00	
17122	DYNEGY ENERGY SERVICES	12/05/2025	Regular	0.00	93,493.90	193256
030000604334	Invoice	09/05/2025	Energy and Delivery charges 07/28/25-08/...	0.00	51,937.90	
030000629554	Invoice	10/08/2025	ENERGY AND DELIVER SERVICE 08/26/25-...	0.00	41,556.00	
21494	ELSMORE SWIM SHOP	12/05/2025	Regular	0.00	3,479.00	193257
ORD2-0001391-01	Invoice	11/05/2025	RACING LANES 4 INCH-25 YARDS,SUPERT...	0.00	3,479.00	
10857	F.E. MORAN, INC. REFRIGERATION	12/05/2025	Regular	0.00	597.00	193259
001-911720000	Invoice	09/17/2025	PD HIGHLAND PARK CHECK TOWER	0.00	597.00	
16915	FALCONS HOCKEY ASSOCIATION	12/05/2025	Regular	0.00	2,395.25	193260
12022025	Invoice	12/02/2025	Little Falcons Fall 2025	0.00	2,395.25	
10868	FAULKS BROS. CONSTRUCTION, INC.	12/05/2025	Regular	0.00	1,682.07	193261
435290	Invoice	11/17/2025	NORTH FACE BUNKER SAND	0.00	1,682.07	
10880	FIORE NURSEY & LANDSCAPE SUPPL	12/05/2025	Regular	0.00	9,670.00	193249
313033	Invoice	11/03/2025	Fall Trees cv7we5u115xw	0.00	9,670.00	
10887	FIRST STUDENT, INC.	12/05/2025	Regular	0.00	1,649.92	193262
SF-421096	Invoice	09/11/2025	HP PARK DAILY ROUTES FOR PICKUO AND ...	0.00	1,649.92	
21335	GRAPHIC ALLIANCE INC.	12/05/2025	Regular	0.00	495.00	193263
29947	Invoice	11/07/2025	Frosted Window Graphics, INTERIOR OFFI...	0.00	495.00	
21489	GROUND UP SPORTS LAB, LLC	12/05/2025	Regular	0.00	3,000.00	193264
11122025	Invoice	11/12/2025	10 hours x \$300/hour total 3000.00	0.00	3,000.00	
17643	GYMNASTICS FACTORY TEAM	12/05/2025	Regular	0.00	385.00	193265
11122025	Invoice	11/12/2025	\$55 per gymnast for 7 gymnasts	0.00	385.00	

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Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
19645	HOLABIRD & ROOT, LLC	12/05/2025	Regular	0.00	27,412.40	193266
0134968	Invoice	11/19/2025	160341J PDHP SOUTH PARKING LOT	0.00	14,160.00	
0134982	Invoice	11/19/2025	160341D PDHP WAF005-008 Exterior Prog...	0.00	5,982.80	
0134983	Invoice	11/18/2025	Field Drainage, Shelters Ballfield Electrical	0.00	1,531.80	
0134984	Invoice	11/19/2025	Field Drainage, Shelters, Ballfield Electrical	0.00	1,179.00	
0134985	Invoice	11/19/2025	Safety Village & Native Plantings WAF008	0.00	1,858.80	
0134986	Invoice	11/18/2025	Safety Village & Native Plantings WAF008	0.00	2,700.00	
11185	ILLINOIS DEPARTMENT OF PUBLIC HI	12/05/2025	Regular	0.00	200.00	193268
ID-133-28558	Invoice	11/24/2025	IDPH permit resubmittal fee	0.00	200.00	
11196	ILLINOIS STATE POLICE	12/05/2025	Regular	0.00	510.00	193269
20250900686	Invoice	09/01/2025	ILLINOIS BACKGROUND CHECK	0.00	510.00	
11274	JAY BACH	12/05/2025	Regular	0.00	375.00	193270
11/4/25	Invoice	11/04/2025	10/22 2 games, 10/29 3 games	0.00	225.00	
11172025	Invoice	11/17/2025	11/16 Volleyball Referee	0.00	50.00	
12012025	Invoice	12/01/2025	1123-112425 Volleyball Official	0.00	100.00	
13391	JIM STATZA	12/05/2025	Regular	0.00	225.00	193271
11/4/2025	Invoice	11/04/2025	2 flag football games on 10/22, 3 Flag Foo...	0.00	225.00	
15821	JOHN ANDERSON	12/05/2025	Regular	0.00	45.00	193272
11/4/2025	Invoice	11/04/2025	1 Flag Football Games on 10/22	0.00	45.00	
20992	KIDS IN ACTION GYMNASTICS ACAD	12/05/2025	Regular	0.00	655.00	193273
11172025	Invoice	11/17/2025	SPRING INTO ACTION FLOWER POWER	0.00	655.00	
16981	KONE	12/05/2025	Regular	0.00	627.70	193274
921765989	Invoice	10/28/2025	STANDBY SUPPORT FOR THE FIRE ALARM ...	0.00	627.70	
11525	LAKE SHORE FEEDER BASEBALL LEAG	12/05/2025	Regular	0.00	6,125.00	193275
12022025	Invoice	12/02/2025	lsfbl master number of 2026 teams	0.00	6,125.00	
20272	LANGTON GROUP	12/05/2025	Regular	0.00	3,273.50	193276
65633	Invoice	10/31/2025	MAINTENANCE AGREEMENT 2025 ROUTI...	0.00	3,273.50	
18474	LRS , LLC	12/05/2025	Regular	0.00	395.00	193277
PS685030	Invoice	11/13/2025	STANDARD WINTERIZING UNITS	0.00	395.00	
11653	MAG CONSTRUCTION CO.	12/05/2025	Regular	0.00	8,520.00	193278
17-1161	Invoice	11/11/2025	1203 PARK AVE MAINTENANCE BLDG	0.00	8,520.00	
14647	MIDWEST FENCING CLUB	12/05/2025	Regular	0.00	2,080.00	193279
65	Invoice	10/14/2025	program registration fee	0.00	1,430.00	
66	Invoice	12/01/2025	65% share of the program registration fee...	0.00	650.00	
11805	MIKE CORRIGAN	12/05/2025	Regular	0.00	50.00	193280
11172025	Invoice	11/17/2025	11/16 Volleyball Referee	0.00	50.00	
21091	MONSTER TREE SERVICE OF THE NO	12/05/2025	Regular	0.00	7,600.00	193287
19141	Invoice	10/31/2025	TREE TAKE DOWN (WITH RECYCLING)	0.00	6,800.00	
19278	Invoice	10/31/2025	LARGE WOOD DISPOSAL	0.00	800.00	
21402	MUEV BRANDS INC	12/05/2025	Regular	0.00	1,449.00	193281
INV/2025/00530	Invoice	08/06/2025	SWAGS (TANKS, SKORTS)	0.00	1,449.00	
21487	MURPHY CONSTRUCTION SERVICES	12/05/2025	Regular	0.00	29,700.00	193282
25-13516	Invoice	11/12/2025	Work at 2700 Trailway, concrete curbwork	0.00	29,700.00	

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Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
13604	NORTH SHORE GAS	12/05/2025	Regular	0.00	13,004.30	193283
5650342841	Invoice	10/01/2025	636 Ridge Rd 09/01/25-10/01/25	0.00	355.31	
5654051820	Invoice	10/06/2025	3100 Trail Way 09/01/25-10/01/25	0.00	1,628.70	
5655125290	Invoice	10/06/2025	1240 Fredrickson Pl 09/01/25-10/01/25	0.00	1,104.38	
5669597735	Invoice	10/16/2025	701 Deer Creek PKWY 09/15/25-10/14/25	0.00	59.63	
5669983330	Invoice	10/16/2025	701 Deer Creek PKWY 09/15/25-10/14/25	0.00	306.84	
5670021687	Invoice	10/16/2025	1240 Fredrickson Pl 09/15/25-10/14/25	0.00	115.65	
5670101053	Invoice	10/16/2025	2900 Trailway St 09/15/25-10/14/25	0.00	55.02	
5670109929	Invoice	10/16/2025	1201 Park Ave W 09/15/25-10/14/25	0.00	978.80	
5670154590	Invoice	10/16/2025	1801 Sunset Rd 09/15/25-10/14/25	0.00	73.70	
5670832344	Invoice	10/16/2025	1240 Frederickson Pl 09/15/25-10/14/25	0.00	260.65	
5671021532	Invoice	10/16/2025	1390 Sunset Rd 09/15/25-10/14/25	0.00	261.33	
5671050583	Invoice	10/16/2025	3100 Trail Way 09/15/25-10/14/25	0.00	53.72	
5691837669	Invoice	11/03/2025	636 Ridge Rd 10/01/25-11/01/25	0.00	1,499.79	
5698739333	Invoice	11/06/2025	1240 Fredrickson 10/01/25-11/01/25	0.00	176.37	
5699255311	Invoice	11/06/2025	3100 Trail Way 10/01/25-11/01/25	0.00	2,080.11	
5707478352	Invoice	11/14/2025	1240 Fredrickson Pl 10/14/25-11/12/25	0.00	985.12	
5707947586	Invoice	11/14/2025	1390 Sunset Rd 10/14/25-11/12/25	0.00	245.56	
5707980796	Invoice	11/14/2025	1201 Park Ave W 10/14/25-11/12/25	0.00	1,173.63	
5708192189	Invoice	11/14/2025	2900 Trailway St 10/14/25-11/12/25	0.00	85.84	
5708394736	Invoice	11/14/2025	701 Deer Creek Pkwy 10/14/25-11/12/25	0.00	869.06	
5708457691	Invoice	11/14/2025	701 Deer Creek Pkwy 10/14/25-11/12/25	0.00	135.92	
5708546250	Invoice	11/14/2025	3100 Trail Way 10/14/25-11/12/25	0.00	118.13	
5712790995	Invoice	11/19/2025	0602405421-00007 11192025	0.00	195.78	
5712898822	Invoice	11/19/2025	1801 Sunset Rd 10/14/25-11/12/25	0.00	185.26	
11933	NORTH SHORE SCHOOL DISTRICT 11	12/05/2025	Regular	0.00	990.90	193285
FR25261202253	Invoice	12/02/2025	Facility Rental at Edgewood and Northwo...	0.00	990.90	
20613	NORTH SHORE SPORTS AND WELLNE	12/05/2025	Regular	0.00	10,650.00	193286
2049	Invoice	11/11/2025	CFL 2025-26 Feeder Season- 5 Teams-55 P...	0.00	10,650.00	
14914	NORTH SHORE WATER RECLAMATIO	12/05/2025	Regular	0.00	7,484.77	193288
5718756	Invoice	11/01/2025	3420 Krenn Ave 02/14/25-05/15/25	0.00	6.11	
5720373	Invoice	11/01/2025	636 Ridge Rd 02/14/25-05/15/25	0.00	632.89	
5724082	Invoice	11/08/2025	640 Ridge Rd. 03/14/25-06/16/25	0.00	105.82	
5724395	Invoice	11/08/2025	0 Central Ave 03/14/25-06/15/25	0.00	10.18	
5724580	Invoice	11/08/2025	1377 Deer Creek PKWY 03/14/25-06/16/25	0.00	28.49	
5724883	Invoice	11/08/2025	1220 Frederickson Pl 03/13/25-06/14/25	0.00	4,485.14	
5726727	Invoice	11/08/2025	1390 Sunset Rd 03/14/25-06/16/25	0.00	132.28	
5726735	Invoice	11/08/2025	1801 Sunset Rd 03/14/25-06/15/25	0.00	12.21	
5727076	Invoice	11/08/2025	125 Central Ave 03/14/25-06/16/25	0.00	26.46	
5727095	Invoice	11/08/2025	1201 Park Ave W 03/14/25-06/16/25	0.00	842.49	
5727107	Invoice	11/08/2025	801 Sunset Rd 03/14/25-06/15/25	0.00	240.13	
5727259	Invoice	11/08/2025	3100 Trailway 03/14/25-06/15/25	0.00	579.98	
5727278	Invoice	11/08/2025	2700 Trail Way	0.00	309.32	
5727323	Invoice	11/08/2025	1377 Deer Creek PKWY 03/14/25-06/16/25	0.00	63.09	
5727325	Invoice	11/08/2025	1390 Sunset Rd 12/13/24-06/16/25	0.00	10.18	
11959	NSSRA	12/05/2025	Regular	0.00	185,748.45	193289
iNV-2144	Invoice	11/24/2025	Member Agency Contribution 2025 MAC	0.00	185,748.45	
20105	PACE ANALYTICAL SERVICES, LLC	12/05/2025	Regular	0.00	3,157.20	193290
257232822	Invoice	11/04/2025	Exterior Fountain Lead Testing	0.00	3,157.20	
20370	PARAGON MECHANICAL, INC.	12/05/2025	Regular	0.00	520.00	193291
8016100	Invoice	04/17/2025	Product Services, Pool Boiler Free Ups	0.00	520.00	
11998	PARK DISTRICT RISK MGMT AGCY	12/05/2025	Regular	0.00	35,214.50	193292
1125133	Invoice	11/30/2025	November 2025 Property & Liability Insur...	0.00	35,214.50	

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21032	PLAY HARD HOOPS	12/05/2025	Regular	0.00	1,680.00	193267
12022025	Invoice	12/02/2025	PHH TFL League FamilyFees	0.00	1,680.00	
12211	RICOH USA, INC	12/05/2025	Regular	0.00	1,473.00	193293
999016559	Invoice	10/19/2025	VPN-MFMS-5RW01-PS1, EQEW-5RE01-SV...	0.00	1,473.00	
16459	SANTO SPORT STORE	12/05/2025	Regular	0.00	13,065.10	193294
713202	Invoice	05/29/2025	RAWLINGS PLAYER PREFERRED WOOD BO...	0.00	164.00	
713315	Invoice	07/14/2025	FOUNDERS YOUTH CHROMAGEAR KNICKE...	0.00	232.00	
713430	Invoice	08/07/2025	YOUTH SHUFFLE FOORBALL PRACTICE JER...	0.00	846.00	
713645	Invoice	10/21/2025	YOUTH PROME JERSEY CHAMPRO BB123	0.00	1,776.00	
713768	Invoice	11/20/2025	YOUTH PRIME BASKETBALL JERSEY CHAM...	0.00	1,120.00	
713785	Invoice	11/29/2025	MOMENTIC JR55SY YOUTH REVERSABLE B...	0.00	8,927.10	
21495	SETH MARCUS	12/05/2025	Regular	0.00	18.99	193295
11102025	Invoice	11/10/2025	HARDCOVER COPY OF AGNES KNOWS NA...	0.00	18.99	
20884	TCYFL INC	12/05/2025	Regular	0.00	1,274.36	193296
1693	Invoice	11/13/2025	Pay-offs Bug 10, Regular season and coach ..	0.00	1,274.36	
20140	TESTING SERVICE CORPORATION	12/05/2025	Regular	0.00	620.00	193297
IN136146	Invoice	10/31/2025	ENGINEERING SERVICES FOR MATERIALS T...	0.00	620.00	
10767	TEXTRON E-Z-GO LLC	12/05/2025	Regular	0.00	3,302.00	193298
94485149	Invoice	11/13/2025	UNIT DISPLAY, GPS, PACE 10	0.00	3,302.00	
21496	THE AMERICAN ACADEMY ALUMNI (12/05/2025	Regular	0.00	445.00	193299
11122025	Invoice	11/12/2025	gymnast for 7 gymnasts at 55.00	0.00	445.00	
19785	THE SWEET GROUP	12/05/2025	Regular	0.00	135.00	193302
11425	Invoice	11/04/2025	3 games on 10/15	0.00	135.00	
14723	THERMFLO INC	12/05/2025	Regular	0.00	3,397.00	193300
T40421NV	Invoice	09/03/2025	GEN Gold Service Agreement - Semi-Annua..	0.00	3,397.00	
12607	TIM GIBSON	12/05/2025	Regular	0.00	405.00	193301
11425	Invoice	11/04/2025	2 games on 10/15, 4 games on 1022, 3 ga...	0.00	405.00	
20764	TOTAL RENOVATIONS INC	12/05/2025	Regular	0.00	34,923.61	193303
1212	Invoice	10/31/2025	Project 2024 old elm port clinton playgrou...	0.00	34,923.61	
20801	TREMAYNE LEON GWINN JR	12/05/2025	Regular	0.00	405.00	193304
11425	Invoice	11/04/2025	3 GAMES 10/15,10/22 AND 10/29	0.00	405.00	
16094	VERMONT SYSTEMS, INC	12/05/2025	Regular	0.00	11,684.52	193305
VS019045	Invoice	12/01/2025	WebTrac POS	0.00	11,684.52	
12732	W.B. OLSON, INC.	12/05/2025	Regular	0.00	1,316,759.00	193306
744 10	Invoice	10/31/2025	GENERAL CONSTRUCTION	0.00	1,316,759.00	
18398	WE GOT GAME, LLC	12/05/2025	Regular	0.00	3,724.91	193307
2575	Invoice	11/07/2025	LEAGUE CONTRACT	0.00	1,050.00	
2576	Invoice	11/07/2025	SKILL BASED CONTRACT	0.00	2,674.91	
12777	WILLIAMS ARCHITECTS	12/05/2025	Regular	0.00	2,100.00	193308
0023766	Invoice	11/19/2025	PROFESSIONAL SERVICES 10/01/25-10/31...	0.00	2,100.00	

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Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
20063	WILLIE ROUNSAVILLE	12/05/2025	Regular	0.00	405.00	193309
11425	Invoice	11/04/2025	3 GAMES ON 10/15, 10/22 , 10/29	0.00	405.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	146	68	0.00	1,933,177.71
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	146	70	0.00	1,933,177.71

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2025	1,933,177.71
			<u>1,933,177.71</u>



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						
21376	HALOCK SECURITY LABS	12/11/2025	Regular	0.00	1,025.00	193311
INV27379	Invoice	08/10/2025	8/4/25-8/10/25 Counseling & Advisory	0.00	1,025.00	
21533	PROGRESSIVE COMMUNICATIONS, I	12/11/2025	Regular	0.00	7,359.00	193310
28835	Invoice	12/10/2025	Audio Zoning & Paging	0.00	7,359.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	8,384.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	2	2	0.00	8,384.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2025	8,384.00
			<hr/> 8,384.00



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	12/12/2025	Regular	0.00	0.00	193381
15147	ABC PRINTING COMPANY	12/12/2025	Regular	0.00	5,445.62	193380
292784	Invoice	03/05/2025	Construction Signs	0.00	154.00	
294041	Invoice	04/24/2025	Business Cards	0.00	278.20	
294042	Invoice	04/24/2025	Envelopes "Fitness Center"	0.00	157.91	
294283	Invoice	04/30/2025	Vinyl Banner "Delmonte Homes"	0.00	66.80	
294406	Invoice	05/05/2025	Mini Golf Event Vinyl Banners	0.00	187.36	
29467	Invoice	05/15/2025	Independence Fest Banners	0.00	1,038.24	
294824	Invoice	05/21/2025	Compassionate Care Banners	0.00	66.10	
294825	Invoice	05/21/2025	Ice Show Playbill	0.00	388.92	
295141	Invoice	05/31/2025	Compass Realtor Vinyl Banner	0.00	118.80	
295142	Invoice	05/31/2025	Northshore Compassionate Care Banner	0.00	126.85	
295387	Invoice	06/11/2025	Regular Envelope "Park District"	0.00	392.00	
295433	Invoice	06/13/2025	Summer Play Book	0.00	513.50	
295591	Invoice	06/18/2025	Doggie Care Banner	0.00	99.97	
295968	Invoice	06/30/2025	Survey Postcards	0.00	130.40	
296099	Invoice	07/07/2025	Cunniff Basketball Yard Signs	0.00	31.80	
296104	Invoice	07/07/2025	Independence Fest Map Signs	0.00	140.00	
296105	Invoice	07/07/2025	Fall Registration Vinyl Banners	0.00	171.08	
296282	Invoice	07/11/2025	Sunset Valley Gift Cards	0.00	719.17	
296547	Invoice	07/21/2025	Club Pickle & Paddle Vinyl Banners	0.00	414.00	
296898	Invoice	07/30/2025	Northshore Compassionate Care Vinyl Ba	0.00	250.52	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	20	1	0.00	5,445.62
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
	20	2	0.00	5,445.62

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2025	5,445.62
			<hr/> 5,445.62



Park District of Highland Park, IL

Check Register

Packet: APPKT04850 - 12.12.25 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	12/12/2025	Regular	0.00	0.00	193313
16251	ABC PRINTING CO	12/12/2025	Regular	0.00	643.90	193314
295433	Invoice	06/13/2025	16 Page Summer Play Book	0.00	513.50	
295968	Invoice	06/30/2025	Survey Postcards	0.00	130.40	
15147	ABC PRINTING COMPANY	12/12/2025	Regular	0.00	4,959.36	193312
292784	Invoice	03/05/2025	Construction Signs	0.00	154.00	
294041	Invoice	04/24/2025	Business Cards	0.00	278.20	
294042	Invoice	04/24/2025	Envelopes "Fitness Center"	0.00	157.91	
294283	Invoice	04/30/2025	Vinyl Banner "Delmonte Homes"	0.00	66.80	
294406	Invoice	05/05/2025	Mini Golf Event Vinyl Banners	0.00	187.36	
29467	Invoice	05/15/2025	Independence Fest Banners	0.00	1,038.24	
294824	Invoice	05/21/2025	Compassionate Care Banners	0.00	66.10	
294825	Invoice	05/21/2025	Ice Show Playbill	0.00	388.92	
295141	Invoice	05/31/2025	Compass Realtor Vinyl Banner	0.00	118.80	
295142	Invoice	05/31/2025	Northshore Compassionate Care Banner	0.00	126.85	
295387	Invoice	06/11/2025	Regular Envelope "Park District"	0.00	392.00	
295591	Invoice	06/18/2025	Doggie Care Banner	0.00	99.97	
296099	Invoice	07/07/2025	Cunniff Basketball Yard Signs	0.00	31.80	
296104	Invoice	07/07/2025	Independence Fest Map Signs	0.00	140.00	
296105	Invoice	07/07/2025	Fall Registration Vinyl Banners	0.00	171.08	
296282	Invoice	07/11/2025	Sunset Valley Gift Cards	0.00	719.17	
296547	Invoice	07/21/2025	Club Pickle & Paddle Vinyl Banners	0.00	414.00	
296898	Invoice	07/30/2025	Northshore Compassionate Care Vinyl Ba	0.00	250.52	
298264	Invoice	09/22/2025	SIGNS W/H STAKES 24X18	0.00	157.64	
10055	AEREX PEST CONTROL	12/12/2025	Regular	0.00	73.00	193315
2656930	Invoice	12/08/2025	Com Monthly	0.00	73.00	
18573	AMANDA MOR	12/12/2025	Regular	0.00	66.00	193316
3088481	Invoice	12/08/2025	Refund	0.00	66.00	
19172	AQUAMOON LLC	12/12/2025	Regular	0.00	1,350.00	193318
25-3328	Invoice	11/30/2025	November Aquarium Service	0.00	675.00	
25-3467	Invoice	12/09/2025	December Aquarium Service	0.00	675.00	
20071	AVALON PETROLEUM COMPANY	12/12/2025	Regular	0.00	3,944.68	193319
004576	Invoice	12/09/2025	Gasoline	0.00	1,413.85	
010169	Invoice	09/18/2025	Gasoline	0.00	1,637.50	
010186	Invoice	10/03/2025	Gasoline	0.00	893.33	
20588	BERRYDUNN	12/12/2025	Regular	0.00	3,679.00	193320
466830	Invoice	07/22/2025	Professional Services through 6/30/25	0.00	3,679.00	
21534	BRANDY BECKER	12/12/2025	Regular	0.00	760.48	193321
120825	Invoice	12/08/2025	2025 Skating Competition Judge Reimburs	0.00	760.48	
21396	CATERING WITH RELISH INC.	12/12/2025	Regular	0.00	1,638.00	193322
12042025	Invoice	12/04/2025	Special meeting of the Park Board & Parks	0.00	1,463.00	
IG01555	Invoice	11/12/2025	NSSRA Member Marketing Round-Table	0.00	175.00	
10473	CHICAGOLAND PAVING CONTRACTC	12/12/2025	Regular	0.00	152,095.00	193323
258901	Invoice	11/26/2025	Fink Park, Fontana-Pasquesi Park, & Park	0.00	152,095.00	

Check Register

Packet: APPKT04850-12.12.25 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	
10502	CITY OF HIGHLAND PARK	12/12/2025	Regular	0.00	297,456.07	193324
28153	Invoice	12/03/2025	2025 Intergovernmental Settlement	0.00	297,456.07	
10537	COMMONWEALTH EDISON COMPANIES	12/12/2025	Regular	0.00	2,508.42	193325
11242025-75176	Invoice	11/24/2025	636 Ridge Rd. 10/27/25-11/24/25	0.00	2,508.42	
21519	Courtney Bednyak	12/12/2025	Regular	0.00	474.00	193326
3058206	Invoice	11/13/2025	Refund	0.00	474.00	
21520	David Barnett	12/12/2025	Regular	0.00	325.00	193327
3066472	Invoice	11/20/2025	Refund	0.00	325.00	
21518	David Molo	12/12/2025	Regular	0.00	305.00	193328
3057152	Invoice	11/12/2025	Refund	0.00	305.00	
10704	DG GARRITY	12/12/2025	Regular	0.00	32.40	193329
120725	Invoice	12/07/2025	Winter Classic Judge Reimbursement	0.00	32.40	
10756	DRUE HOFFMAN	12/12/2025	Regular	0.00	50.00	193330
120825	Invoice	12/08/2025	Volleyball Official	0.00	50.00	
10762	DUNLOP SPORTS GROUP AMERICAS	12/12/2025	Regular	0.00	1,387.15	193331
874274150	Invoice	12/08/2025	Grand Prix Regular Duty	0.00	1,387.15	
10857	F.E. MORAN, INC. REFRIGERATION	12/12/2025	Regular	0.00	833.00	193332
002-911340000	Invoice	10/31/2025	Centennial Ice 2025 PM agreement 8 hou	0.00	833.00	
17444	H.M. WITT & CO. SIGNS	12/12/2025	Regular	0.00	11,310.00	193333
88340	Invoice	12/04/2025	Custom Aluminum Signs "West Ridge Park	0.00	11,310.00	
11054	HACIENDA LANDSCAPING INC.	12/12/2025	Regular	0.00	264,522.27	193334
004	Invoice	12/03/2025	Installation of Playground and Site Furnish	0.00	264,522.27	
21376	HALOCK SECURITY LABS	12/12/2025	Regular	0.00	615.00	193367
INV27714	Invoice	11/09/2025	11/3/25-11/9/25 Counseling & Advisory S	0.00	615.00	
15888	HEARTLAND BUSINESS SYSTEMS LLC	12/12/2025	Regular	0.00	146.25	193335
843534-H	Invoice	11/20/2025	Remote Consulting	0.00	146.25	
21527	HENRY DURBALA	12/12/2025	Regular	0.00	100.00	193336
120825	Invoice	12/08/2025	Costco Gift Card for Holiday Party Reimbu	0.00	100.00	
19645	HOLABIRD & ROOT, LLC	12/12/2025	Regular	0.00	66,672.15	193337
0134856	Invoice	07/08/2025	Professional Services for 3/1/25-3/31/35	0.00	3,223.00	
0134857	Invoice	07/08/2025	Professional Services 3/1/25-3/31/25	0.00	6,725.00	
0134979	Invoice	11/18/2025	New WRC Services 9/1/25-9/30/25	0.00	26,236.44	
0134981	Invoice	11/19/2025	Profl Services 3/1/25-3/31/25 Travel Expe	0.00	63.00	
0134994	Invoice	12/09/2025	PDHP New West Ridge Center	0.00	30,424.71	
11194	ILLINOIS SHOTOKAN KARATE	12/12/2025	Regular	0.00	3,877.09	193338
406	Invoice	12/01/2025	Fall 2025 Karate	0.00	3,877.09	
21529	ILONA GALLAS	12/12/2025	Regular	0.00	79.80	193339
120725	Invoice	12/07/2025	Winter Classic Judge Reimbursement	0.00	79.80	
21146	IT1 CONSULTING, LLC	12/12/2025	Regular	0.00	2,392.03	193340
MS22739	Invoice	12/08/2025	Microsoft Subscription	0.00	2,392.03	
18561	J MILLER MARKETING INC	12/12/2025	Regular	0.00	1,500.00	193341
34648	Invoice	12/05/2025	December Social Media Management	0.00	1,500.00	
11274	JAY BACH	12/12/2025	Regular	0.00	50.00	193342
120825	Invoice	12/08/2025	Volleyball Official	0.00	50.00	
16866	JEFF COHEN CREATIVE LTD	12/12/2025	Regular	0.00	3,062.50	193343
120125	Invoice	12/01/2025	District Wide Photography	0.00	3,062.50	

Check Register

Packet: APPKT04850-12.12.25 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	
13391	JIM STATZA	12/12/2025	Regular	0.00	160.00	193344
120825	Invoice	12/08/2025	House Basketball	0.00	160.00	
20672	JOHN H. FIX	12/12/2025	Regular	0.00	160.00	193345
120825	Invoice	12/08/2025	House Basketball	0.00	160.00	
21532	JOSHUA SETTLES	12/12/2025	Regular	0.00	80.00	193346
120825	Invoice	12/08/2025	House Basketball	0.00	80.00	
18404	KARI ACEVEDO	12/12/2025	Regular	0.00	98.00	193348
121025	Invoice	12/10/2025	Reimbursement for Wine Cooler Raffle Pri	0.00	98.00	
20702	L6 TECHNOLOGY, INC.	12/12/2025	Regular	0.00	9,687.75	193349
PDH120825	Invoice	12/08/2025	Seasonal Closing of SV Script	0.00	15.75	
PDH122325V	Invoice	12/08/2025	Monthly IP Collaboration 12/23/26-1/22/	0.00	2,672.00	
PDJ010126S	Invoice	12/08/2025	Monthly IT Support Service - January	0.00	7,000.00	
11541	LANER MUCHIN, LTD	12/12/2025	Regular	0.00	427.50	193350
707444	Invoice	12/09/2025	Discussions with Legal	0.00	427.50	
20272	LANGTON GROUP	12/12/2025	Regular	0.00	738.00	193351
65635	Invoice	10/31/2025	Preserve Contracted Mowing Week 26	0.00	738.00	
21521	Lauren Brand	12/12/2025	Regular	0.00	132.00	193352
3077454	Invoice	12/01/2025	Refund	0.00	132.00	
19475	LAUREN HAMMER	12/12/2025	Regular	0.00	21.00	193353
3070630	Invoice	11/24/2025	Refund	0.00	21.00	
21528	LOIS TODD	12/12/2025	Regular	0.00	14.00	193354
120725	Invoice	12/07/2025	Winter Classic Judge Reimbursement	0.00	14.00	
18474	LRS , LLC	12/12/2025	Regular	0.00	90.48	193355
LR6485690	Invoice	11/25/2025	Trash & Recycling Service Sunset Valley	0.00	90.48	
11736	MAX MOSES	12/12/2025	Regular	0.00	37.80	193356
120725	Invoice	12/07/2025	Winter Classic Judge Reimbursement	0.00	37.80	
20804	NORTH SHORE CHEER, LLC	12/12/2025	Regular	0.00	6,868.60	193317
120825	Invoice	12/08/2025	Fall Mini Cheer (Part 2)	0.00	6,868.60	
19281	PALLAVI GILL	12/12/2025	Regular	0.00	325.00	193357
3066473	Invoice	11/20/2025	Refund	0.00	325.00	
20370	PARAGON MECHANICAL, INC.	12/12/2025	Regular	0.00	5,143.38	193358
8017249	Invoice	09/24/2025	POOL BOILER	0.00	680.00	
8017497	Invoice	10/28/2024	HEATING BOILER IS TRIPPING OFF ON ALA	0.00	645.00	
8017545	Invoice	11/03/2025	COMPLETION OF THE BOILER REPAIRS	0.00	2,206.35	
8017719	Invoice	11/20/2025	1207 PARK AVE WEST WORK REMOVAL O	0.00	1,172.03	
8017731	Invoice	11/20/2025	REQUESTED SERVICE FROM MIKE	0.00	440.00	
11998	PARK DISTRICT RISK MGMT AGCY	12/12/2025	Regular	0.00	233,794.54	193359
1125133H	Invoice	11/30/2025	November Health Insurance Premiums	0.00	233,794.54	
16344	PARKS FOUNDATION OF HIGHLAND	12/12/2025	Regular	0.00	795.02	193360
110825	Invoice	11/08/2025	Funds collected by PDHP for October & N	0.00	795.02	
21530	PATRIOT PAVEMENT MAINTENANCE	12/12/2025	Regular	0.00	9,450.00	193361
3204	Invoice	11/10/2025	Striping of Various Park District Properties	0.00	9,450.00	
18836	PAYNE SOD FARM INC	12/12/2025	Regular	0.00	737.50	193362
25-1558	Invoice	11/19/2025	Sod Delivery	0.00	1,097.50	
25-1565	Credit Memo	11/19/2025	Sod Skids Returned	0.00	-360.00	

Check Register

Packet: APPKT04850-12.12.25 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	
12057	PHILLIP FOLINO	12/12/2025	Regular	0.00	360.00	193363
120825	Invoice	12/08/2025	House Basketball	0.00	360.00	
19484	PLANSOURCE	12/12/2025	Regular	0.00	1,180.12	193364
120525	Invoice	12/08/2025	IMRF Retiree Insurance December 2025 P	0.00	1,180.12	
12162	RAYNOR DOOR COMPANY	12/12/2025	Regular	0.00	4,608.00	193366
74356-DEP	Invoice	10/29/2025	Garage Door Installation	0.00	4,608.00	
20069	RES ENVIRONMENTAL OPERATING C	12/12/2025	Regular	0.00	4,825.00	193365
IN59667	Invoice	11/30/2025	Heller Nature Ceneter Ecological Restorati	0.00	4,825.00	
20559	RICK KERN	12/12/2025	Regular	0.00	24.70	193368
120725	Invoice	12/07/2025	Winter Classic Judge Reimbursement	0.00	24.70	
17762	SCHWAAB INC	12/12/2025	Regular	0.00	33.95	193369
4926895	Invoice	12/04/2025	Nameplates	0.00	33.95	
12335	SCOTT ZACHAR	12/12/2025	Regular	0.00	400.00	193370
120525	Invoice	12/08/2025	House Basketball	0.00	400.00	
18410	SIKICH LLP	12/12/2025	Regular	0.00	3,500.00	193371
117739	Invoice	11/30/2025	Park Ave Audit	0.00	3,500.00	
18411	STUDIO E 16, LLC	12/12/2025	Regular	0.00	2,750.00	193372
120925	Invoice	12/09/2025	Pickleball Commercial	0.00	2,750.00	
21531	THE GOLF PRACTICE	12/12/2025	Regular	0.00	4,200.00	193373
120925	Invoice	12/09/2025	Reimbursement for October Grass Fees	0.00	4,200.00	
12569	THE LAKOTA GROUP, INC.	12/12/2025	Regular	0.00	11,950.27	193374
25006-06	Invoice	09/12/2025	2025 Greenprint 2024 Master Plan	0.00	6,692.74	
25006-07	Invoice	10/15/2025	2025 Greenprint 2024 Master Plan	0.00	3,652.53	
25019-03	Invoice	10/15/2025	Olson Park Report	0.00	1,605.00	
14723	THERMFLO INC	12/12/2025	Regular	0.00	5,247.00	193375
SC2804	Invoice	10/06/2025	2026 GEN Gold Service Agreement - 1 Ins	0.00	1,191.00	
SC2805	Invoice	11/06/2025	2026 GEN Gold Service Agreement - 2 Ins	0.00	2,841.00	
SC3983	Invoice	11/06/2025	2026 GEN Gold Service Agreement-1 Insp	0.00	1,215.00	
12607	TIM GIBSON	12/12/2025	Regular	0.00	480.00	193376
120825	Invoice	12/08/2025	House Basketball	0.00	480.00	
17590	V3 CONSTRUCTION GROUP LTD	12/12/2025	Regular	0.00	4,200.00	193377
11125376	Invoice	12/09/2025	Moraine Bluff Baseline Survey Point Estab	0.00	2,600.00	
11125377	Invoice	12/09/2025	Millard Bluff Monitoring	0.00	1,600.00	
12732	W.B. OLSON, INC.	12/12/2025	Regular	0.00	1,464,568.00	193378
74411	Invoice	11/30/2025	Work Completed 11/30/25	0.00	1,464,568.00	
18398	WE GOT GAME, LLC	12/12/2025	Regular	0.00	3,258.45	193379
2587	Invoice	12/03/2025	2025 Fall 1 Clinic	0.00	3,258.45	

Check Register

Packet: APPKT04850-12.12.25 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	
19934	ZIPLINE CORPORATION	12/12/2025	Regular	0.00	1,375.00	193347
8-Q22HP	Invoice	11/25/2025	Photography and Editing of Photos	0.00	1,375.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	106	67	0.00	2,608,628.61
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
	106	68	0.00	2,608,628.61

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2025	2,608,628.61
			<u>2,608,628.61</u>



Park District of Highland Park, IL

Packet: APPKT04833 - P-Card Statement 10/08/25-11/07/25
Payment

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						
10313	BOA P-CARD STATEMENTS	11/07/2025	Bank Draft	0.00	236,808.63	DFT0005838
110725	Invoice	11/07/2025	P-Card with PA	0.00	236,808.63	

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	236,808.63
EFT's	0	0	0.00	0.00
	1	1	0.00	236,808.63

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	11/2025	236,808.63
			<hr/> 236,808.63



Payables Left To Pay Again

Vendor Set: 01 - Vendor Set 01

Bank: AP - AP BANK

Vendor Number	Vendor Name			Total Vendor Amount
20801	TREMAYNE LEON GWINN JR			-135.00
Payment Type	Payment Number	Original Payment Date	Reversal Date	Payment Amount
Check	192978	10/07/2025	10/07/2025	-135.00
Payable Number:	Description	Payable Date	Due Date	Payable Amount
091825	3 Flag Football Games on 9/10/25	09/18/2025	10/02/2025	135.00

Bank Code Summary

Bank Code	Canceled Payables	Payables Left To Pay Again	Total
AP	0.00	-135.00	-135.00
Report Total:	0.00	-135.00	-135.00



Canceled Payables

Vendor Set: 01 - Vendor Set 01

Bank: AP - AP BANK

Vendor Number	Vendor Name				Total Vendor Amount
20509	Fiore Nursery and Land				-9,670.00
Payment Type	Payment Number	Original Payment Date	Reversal Date	Cancel Date	Payment Amount
Check	193165	11/10/2025	11/10/2025	11/10/2025	-9,670.00
Payable Number:	Description	Payable Date	Due Date	Payable Amount	
313033	FALL TREES	11/03/2025	11/06/2025	9,670.00	

Bank Code Summary

Bank Code	Canceled Payables	Payables Left To Pay Again	Total
AP	-9,670.00	0.00	-9,670.00
Report Total:	-9,670.00	0.00	-9,670.00



Park District of Highland Park, IL

Payment Reversal Register

APPKT04820 - 11/17/25 Midwest Fencing Club

Canceled Payables

Vendor Set: 01 - Vendor Set 01

Bank: AP - AP BANK

Vendor Number	Vendor Name				Total Vendor Amount
14647	MIDWEST FENCING CLUB				-2,200.00
Payment Type	Payment Number	Original Payment Date	Reversal Date	Cancel Date	Payment Amount
Check	193185	11/10/2025	11/17/2025	11/17/2025	-2,200.00
Payable Number:	Description	Payable Date	Due Date	Payable Amount	
#65	Fencing Class: 8/29 - 9/26/25	10/14/2025	11/06/2025	2,200.00	

Bank Code Summary

Bank Code	Canceled Payables	Payables Left To Pay Again	Total
AP	-2,200.00	0.00	-2,200.00
Report Total:	-2,200.00	0.00	-2,200.00



Canceled Payables

Vendor Set: 01 - Vendor Set 01

Bank: AP - AP BANK

Vendor Number	Vendor Name				Total Vendor Amount
11998	PARK DISTRICT RISK MGMT AGCY				-510.00
Payment Type	Payment Number	Original Payment Date	Reversal Date	Cancel Date	Payment Amount
Check	193190	11/10/2025	11/26/2025	11/26/2025	-510.00
Payable Number:	Description	Payable Date	Due Date	Payable Amount	
20250900686	SERVICES RENDERED BY ISP	09/01/2025	11/06/2025	510.00	

Bank Code Summary

Bank Code	Canceled Payables	Payables Left To Pay Again	Total
AP	-510.00	0.00	-510.00
Report Total:	-510.00	0.00	-510.00



Park District of Highland Park, IL

Payment Reversal Register

APPKT04843 - 12/10/25 Void Stale Checks

Canceled Payables

Vendor Set: 01 - Vendor Set 01

Bank: AP - AP BANK

Vendor Number	Vendor Name	Total Vendor Amount			
21198	DANIEL CROCE	-40.00			
Payment Type	Payment Number	Original Payment Date	Reversal Date	Cancel Date	Payment Amount
Check	192120	04/03/2025	12/10/2025	12/10/2025	-20.00
Payable Number:	Description	Payable Date	Due Date	Payable Amount	
2766708	Refund	04/01/2025	04/03/2025	20.00	
Payment Type	Payment Number	Original Payment Date	Reversal Date	Cancel Date	Payment Amount
Check	192306	05/15/2025	12/10/2025	12/10/2025	-20.00
Payable Number:	Description	Payable Date	Due Date	Payable Amount	
2812009	Refund	05/06/2025	05/15/2025	20.00	
Vendor Number	Vendor Name	Total Vendor Amount			
21234	KATE KATZ	-40.00			
Payment Type	Payment Number	Original Payment Date	Reversal Date	Cancel Date	Payment Amount
Check	192320	05/15/2025	12/10/2025	12/10/2025	-20.00
Payable Number:	Description	Payable Date	Due Date	Payable Amount	
2818188	Refund	05/13/2025	05/15/2025	20.00	
Payment Type	Payment Number	Original Payment Date	Reversal Date	Cancel Date	Payment Amount
Check	192412	06/04/2025	12/10/2025	12/10/2025	-20.00
Payable Number:	Description	Payable Date	Due Date	Payable Amount	
2825486	Refund	05/20/2025	06/05/2025	20.00	

Bank Code Summary

Bank Code	Canceled Payables	Payables Left To Pay Again	Total
AP	-80.00	0.00	-80.00
Report Total:	-80.00	0.00	-80.00



Park District of Highland Park, IL

Payment Reversal Register

APPKT04851 - 12.12.25 Voiding Checks for Double Payment and

Canceled Payables

Vendor Set: 02 - Vendor Set 02

Bank: AP - AP BANK

Vendor Number	Vendor Name				Total Vendor Amount
16251	ABC PRINTING CO				-643.90
Payment Type	Payment Number	Original Payment Date	Reversal Date	Cancel Date	Payment Amount
Check	193314	12/12/2025	12/12/2025	12/11/2025	-643.90
Payable Number:	Description	Payable Date	Due Date	Payable Amount	
295433	16 Page Summer Play Book	06/13/2025	12/11/2025	513.50	
295968	Survey Postcards	06/30/2025	12/11/2025	130.40	

Payables Left To Pay Again

Vendor Set: 01 - Vendor Set 01

Bank: AP - AP BANK

Vendor Number	Vendor Name				Total Vendor Amount
15147	ABC BUSINESS FORMS INC				-4,959.36
Payment Type	Payment Number	Original Payment Date	Reversal Date		Payment Amount
Check	193312	12/12/2025	12/12/2025		-4,959.36
Payable Number:	Description	Payable Date	Due Date	Payable Amount	
292784	Construction Signs	03/05/2025	12/11/2025	154.00	
294041	Business Cards	04/24/2025	12/11/2025	278.20	
294042	Envelopes "Fitness Center"	04/24/2025	12/11/2025	157.91	
294283	Vinyl Banner "Delmonte Homes"	04/30/2025	12/11/2025	66.80	
294406	Mini Golf Event Vinyl Banners	05/05/2025	12/11/2025	187.36	
29467	Independence Fest Banners	05/15/2025	12/11/2025	1,038.24	
294824	Compassionate Care Banners	05/21/2025	12/11/2025	66.10	
294825	Ice Show Playbill	05/21/2025	12/11/2025	388.92	
295141	Compass Realtor Vinyl Banner	05/31/2025	12/11/2025	118.80	
295142	Northshore Compassionate Care Banner	05/31/2025	12/11/2025	126.85	
295387	Regular Envelope "Park District"	06/11/2025	12/11/2025	392.00	
295591	Doggie Care Banner	06/18/2025	12/11/2025	99.97	
296099	Cunniff Basketball Yard Signs	07/07/2025	12/11/2025	31.80	
296104	Independence Fest Map Signs	07/07/2025	12/11/2025	140.00	
296105	Fall Registration Vinyl Banners	07/07/2025	12/11/2025	171.08	
296282	Sunset Valley Gift Cards	07/11/2025	12/11/2025	719.17	
296547	Club Pickle & Paddle Vinyl Banners	07/21/2025	12/11/2025	414.00	
296898	Northshore Compassionate Care Vinyl Banners	07/30/2025	12/11/2025	250.52	
298264	SIGNS W/H STAKES 24X18	09/22/2025	12/11/2025	157.64	

Bank Code Summary

Bank Code	Canceled Payables	Payables Left To Pay Again	Total
AP	-643.90	-4,959.36	-5,603.26
Report Total:	-643.90	-4,959.36	-5,603.26



Park District of Highland Park, IL

Income Statement

Current Period Ending 11/30/2025

DISTRICT WIDE

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
100 - PROGRAMS	539,839.20	320,111.84	4,660,395.56	4,141,620.74	518,774.82	4,287,673.75	301,364.30	4,243,958.40
110 - CAMPS	12,248.50	0.00	1,804,757.11	2,014,687.00	-209,929.89	2,025,231.00	24.00	1,838,275.35
120 - LESSONS	58,009.35	47,178.21	476,956.08	488,961.27	-12,005.19	528,486.50	44,877.13	491,902.67
130 - SPECIAL EVENTS	44.00	17,605.50	74,171.30	109,313.00	-35,141.70	111,550.00	14,959.45	93,082.64
410 - TAX	454,526.87	435,232.74	16,453,934.11	15,663,319.45	790,614.66	15,893,873.64	117,197.45	15,532,549.23
420 - FEES & CHARGES	129,071.27	84,244.37	4,123,439.49	2,965,424.43	1,158,015.06	2,996,492.75	116,749.09	3,481,438.34
440 - MEMBERSHIPS	257,737.72	143,405.45	1,708,550.27	1,573,578.48	134,971.79	1,722,428.47	117,567.71	1,464,394.99
450 - RENTALS	198,280.08	142,143.67	1,177,229.66	1,606,213.46	-428,983.80	1,705,394.22	128,786.34	1,658,339.46
460 - MERCHANDISING	17,381.54	14,733.91	186,520.26	172,906.30	13,613.96	183,169.50	9,483.65	158,033.70
470 - INTEREST INCOME	100,845.00	17,914.50	1,613,679.88	197,059.50	1,416,620.38	215,000.00	82,114.01	1,081,268.56
480 - MISCELLANEOUS INCOME	45,971.57	1,547.39	961,220.46	2,418,065.27	-1,456,844.81	2,518,983.00	3,407.43	1,060,238.03
510 - OTHER INCOME	25,500.00	0.00	633,553.67	454,156.05	179,397.62	543,923.18	38,333.34	788,434.12
520 - BOND/DEBT PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,445,000.00
Total Revenue:	1,839,455.10	1,224,117.58	33,874,407.85	31,805,304.95	2,069,102.90	32,732,206.01	974,863.90	38,336,915.49
Expense								
100 - PROGRAMS	188,222.61	199,874.83	1,989,157.90	2,106,483.11	117,325.21	2,346,626.29	232,440.31	1,984,678.62
110 - CAMPS	4,072.83	2,581.15	899,222.43	1,116,882.79	217,660.36	1,124,996.89	27.72	991,757.33
120 - LESSONS	29,104.74	24,840.98	226,411.04	247,696.83	21,285.79	271,178.51	28,439.14	243,768.64
130 - SPECIAL EVENTS	15,968.80	7,756.36	141,283.92	159,788.29	18,504.37	166,605.99	3,315.33	126,237.41
610 - SALARIES & WAGES	766,483.76	799,080.81	9,405,066.14	9,802,009.47	396,943.33	10,958,818.90	1,099,890.85	8,907,106.63
620 - CONTRACTUAL SERVICES	202,172.95	217,142.21	2,876,881.06	3,146,611.96	269,730.90	3,535,798.23	172,998.80	3,942,652.95
630 - INSURANCE	236,404.31	251,425.29	2,293,035.72	2,499,664.07	206,628.35	2,993,912.99	195,102.52	2,010,529.04
640 - MATERIALS & SUPPLIES	50,130.42	52,558.06	601,075.21	705,071.85	103,996.64	751,619.10	54,088.28	599,790.29
650 - MAINTENANCE & LANDSCAPING CONTRACTS	67,332.05	30,840.30	521,472.24	566,036.23	44,563.99	604,221.10	33,984.56	545,213.87
660 - UTILITIES	158,290.09	81,875.64	728,303.82	906,705.96	178,402.14	1,034,246.33	105,685.23	858,618.38
670 - PENSION CONTRIBUTIONS	60,806.66	69,328.93	766,662.15	827,389.15	60,727.00	942,827.98	89,475.61	729,532.50
680 - COST OF GOODS SOLD	10,024.83	1,696.33	116,117.76	110,512.13	-5,605.63	111,325.00	822.59	106,281.57
710 - DEBT RETIREMENT	0.00	500.00	782,879.13	702,492.69	-80,386.44	3,583,485.38	0.00	493,525.00
720 - CAPITAL OUTLAY	2,199,144.33	1,477,087.22	11,748,329.49	17,071,560.06	5,323,230.57	18,332,598.98	770,706.07	5,977,284.70
Total Expense:	3,988,158.38	3,216,588.11	33,095,898.01	39,968,904.59	6,873,006.58	46,758,261.67	2,786,977.01	27,516,976.93
Report Total:	-2,148,703.28	-1,992,470.53	778,509.84	-8,163,599.64	8,942,109.48	-14,026,055.66	-1,812,113.11	10,819,938.56

Fund Summary

Fund	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
01 - GENERAL CORPORATE	-469,905.12	-382,728.28	1,491,570.92	377,455.64	1,114,115.28	-389,950.57	-561,797.85	1,349,560.17
25 - SPECIAL RECREATION	32,132.44	30,712.92	925,229.41	738,600.77	186,628.64	576,542.98	6,599.34	728,332.76
29 - RECREATION	343,368.87	-171,834.68	8,035,260.57	4,011,344.50	4,023,916.07	3,059,167.36	-501,742.98	6,859,574.27
60 - DEBT SERVICE	52,317.88	18,191.73	1,089,082.22	1,147,988.58	-58,906.36	-1,714,312.38	12,825.81	1,177,722.87
70 - CAPITAL PROJECTS	-2,106,617.35	-1,486,812.22	-10,762,633.28	-14,438,989.13	3,676,355.85	-15,557,503.05	-767,997.43	704,748.49
Report Total:	-2,148,703.28	-1,992,470.53	778,509.84	-8,163,599.64	8,942,109.48	-14,026,055.66	-1,812,113.11	10,819,938.56

Capital Fund - Other income is above budget largely due to unbudgeted Illinois state grant for Sunset Woods Park grant coming in at more than expected. This is a permanent difference. Capital Outlay is under budget due to projects stalling due to poor 2025 winter/spring weather and early heavy snow in late 2025. This is a timing difference.

Debt Service Fund - Debt retirement is over budget and is a timing difference that will be corrected in December.

Recreation Fund - The positive variance in programs is largely due to childhood enrichment at \$223,000, dance at \$41,000, skating school at \$46,000, adult tennis at \$68,000, youth tennis \$13,000, house basketball at \$14,000, basketball - boys travel/feeder at \$96,000, and personal training at \$20,000. Some of these variances are permanent and others will be reduced when having some of the revenue re-allocated to 2026 due to overlap programming. The bulk of the variance in fees and charges is due to the golf course. It is due to greens fees of \$985,000, permanent tee time sales of \$11,000, and outing fees of \$20,000. It is a permanent difference. Rosewood beach is over budget with \$52,000 in parking fees. This is a permanent difference. CIA is over budget by \$17,000 with skating with skates; this is a permanent difference. Daily fees at the Rec Center are over budget by \$13,000, which is a permanent difference. HCAP was over budget by \$25,000 due to coupon book sales. This is a permanent difference. Finally, range buckets are over budget by \$26,000, which is a permanent difference. Interest income is above budget due to interest rates not coming down as much as anticipated. This is a permanent difference of \$1,131,000. Miscellaneous income is over budget due to unbudgeted advertising and sponsorships coming to fruition. This is a permanent difference. Camps is largely under-budget due to crew camp wages by \$20,000, crew camp independent contractor by \$42,000, tennis youth camp expenses by \$13,000, Heller variety camp wages by \$27,000, and Heller variety camp expenses by \$18,000. This is a permanent difference. Special events is under budget largely due to fall events independent contractor (\$6,000), winter events program expense (\$3,000), and Heller special events expenses for a canceled program (\$5,000). This is a permanent and timing difference. Contractual services is under budget largely due to contractual services, maintenance contracts, bank charges and fees, education and training, and advertising and promotions. These are timing differences. Insurance is under budget due to open staff positions throughout the year and only 9 months of expenses hitting, thus far. This is a permanent and timing difference. Materials and supplies is under budget largely due to gasoline, equipment, materials and supplies, custodial supplies, and uniforms. This is a timing difference. Utility bills, most notably electric, are coming in more slowly than anticipated. This is a timing difference. Capital outlay is largely over budget due to an ADA equipment being charged to 29-11 vs. 25-11. This will be corrected in December. This is a temporary difference.

Special Recreation Fund - Taxes are coming more than anticipated and have exceeded the budget for the entire year. This is a permanent difference. Contractual services are under budget due to less companions being used thus far, this year. This will probably be a temporary difference.

General Fund - Interest income is above budget due to interest rates not coming down as much as anticipated. This \$268,000 is a permanent difference. Miscellaneous income is over budget largely due to \$15,500 in advertising income coming in that was not budgeted for, as well as \$56,500 from IDOT for using the Greenbay Rd Easement. This is a permanent difference. Contractual services is under budget due to education and training, safety services, planning and civil service, maintenance contracts, turf maintenance, ecological restoration, tree care services, professional fees, advertising and promotions, and contingencies. This is a timing difference. Materials and supplies is under budget largely due to sign materials, general materials and supplies, paving materials, uniforms, photographic, shrubs and trees, and gasoline. This is a temporary difference. Maintenance and landscape contracts are under budget due largely to equipment repairs and dump trucks. This is a temporary difference.



Park District of Highland Park, IL

01 - GENERAL FUND

Income Statement

Current Period Ending 11/30/2025

Type	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
Revenue								
410 - TAX	189,431.83	197,494.62	6,976,071.44	6,657,322.52	318,748.92	6,723,154.06	49,361.94	6,691,625.89
420 - FEES & CHARGES	1,568.10	2,389.07	46,805.43	43,115.64	3,689.79	45,696.00	3,143.21	46,241.42
450 - RENTALS	-303.53	0.00	11,496.47	11,800.00	-303.53	11,800.00	507.42	11,800.00
460 - MERCHANDISING	0.00	35.93	424.68	287.26	137.42	304.00	0.00	364.72
470 - INTEREST INCOME	21,472.10	5,414.50	332,552.91	59,559.50	272,993.41	65,000.00	18,885.97	227,318.79
480 - MISCELLANEOUS INCOME	293.50	1,130.82	132,439.75	54,201.00	78,238.75	54,701.00	75.00	70,022.37
Total Revenue:	212,462.00	206,464.94	7,499,790.68	6,826,285.92	673,504.76	6,900,655.06	71,973.54	7,047,373.19
Expense								
610 - SALARIES & WAGES	270,226.01	278,063.20	3,169,118.95	3,245,121.51	76,002.56	3,681,441.87	390,856.91	2,967,661.18
620 - CONTRACTUAL SERVICES	60,001.87	120,973.91	929,970.37	1,284,223.48	354,253.11	1,382,992.57	68,525.10	1,056,346.57
630 - INSURANCE	255,955.55	113,613.23	1,232,316.67	1,152,510.02	-79,806.65	1,355,462.63	92,280.69	952,909.87
640 - MATERIALS & SUPPLIES	23,895.75	37,262.73	220,600.76	280,522.11	59,921.35	299,553.50	25,905.96	254,839.73
650 - MAINTENANCE & LANDSCAPING CONTRACTS	24,042.59	8,782.27	79,469.35	100,194.90	20,725.55	119,849.10	14,300.38	85,214.89
660 - UTILITIES	26,954.35	6,871.08	113,764.28	104,016.62	-9,747.66	128,958.32	9,953.31	133,516.92
670 - PENSION CONTRIBUTIONS	21,291.00	23,626.80	262,850.38	282,241.64	19,391.26	322,347.64	31,949.04	247,323.86
720 - CAPITAL OUTLAY	0.00	0.00	129.00	0.00	-129.00	0.00	0.00	0.00
Total Expense:	682,367.12	589,193.22	6,008,219.76	6,448,830.28	440,610.52	7,290,605.63	633,771.39	5,697,813.02
Report Total:	-469,905.12	-382,728.28	1,491,570.92	377,455.64	1,114,115.28	-389,950.57	-561,797.85	1,349,560.17

Interest income is above budget due to interest rates not coming down as much as anticipated. This \$268,000 is a permanent difference.

Miscellaneous income is over budget largely due to \$15,500 in advertising income coming in that was not budgeted for, as well as \$56,500 from IDOT for using the Greenbay Rd Easement. This is a permanent difference.

Contractual services is under budget due to education and training, safety services, planning and civil service, maintenance contracts, turf maintenance, ecological restoration, tree care services, professional fees, advertising and promotions, and contingencies. This is a timing difference.

Materials and supplies is under budget largely due to sign materials, general materials and supplies, paving materials, uniforms, photographic, shrubs and trees, and gasoline. This is a temporary difference.

Maintenance and landscape contracts are under budget due largely to equipment repairs and dump trucks. This is a temporary difference.



Park District of Highland Park, IL

Income Statement

Current Period Ending 11/30/2025

25 - SPECIAL RECREATION

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
410 - TAX	32,132.44	30,712.92	1,151,285.06	1,003,288.84	147,996.22	1,023,764.12	7,937.33	1,034,716.52
Total Revenue:	32,132.44	30,712.92	1,151,285.06	1,003,288.84	147,996.22	1,023,764.12	7,937.33	1,034,716.52
Expense								
620 - CONTRACTUAL SERVICES	0.00	0.00	225,464.74	264,688.07	39,223.33	447,221.14	0.00	287,924.48
720 - CAPITAL OUTLAY	0.00	0.00	590.91	0.00	-590.91	0.00	1,337.99	18,459.28
Total Expense:	0.00	0.00	226,055.65	264,688.07	38,632.42	447,221.14	1,337.99	306,383.76
Report Total:	32,132.44	30,712.92	925,229.41	738,600.77	186,628.64	576,542.98	6,599.34	728,332.76

Taxes are coming more than anticipated and have exceeded the budget for the entire year. This is a permanent difference.

Contractual services are under budget due to less companions being used thus far, this year. This will probably be a temporary difference.



Park District of Highland Park, IL

Income Statement

Current Period Ending 11/30/2025

29 - RECREATION

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
100 - PROGRAMS	539,839.20	320,111.84	4,660,395.56	4,141,620.74	518,774.82	4,287,673.75	301,364.30	4,243,958.40
110 - CAMPS	12,248.50	0.00	1,804,757.11	2,014,687.00	-209,929.89	2,025,231.00	24.00	1,838,275.35
120 - LESSONS	58,009.35	47,178.21	476,956.08	488,961.27	-12,005.19	528,486.50	44,877.13	491,902.67
130 - SPECIAL EVENTS	44.00	17,605.50	74,171.30	109,313.00	-35,141.70	111,550.00	14,959.45	93,082.64
410 - TAX	180,644.72	188,333.47	6,454,616.26	6,152,226.82	302,389.44	6,277,782.46	47,072.37	6,134,958.95
420 - FEES & CHARGES	127,503.17	81,855.30	4,076,634.06	2,922,308.79	1,154,325.27	2,950,796.75	113,605.88	3,435,196.92
440 - MEMBERSHIPS	257,737.72	143,405.45	1,708,550.27	1,573,578.48	134,971.79	1,722,428.47	117,567.71	1,464,394.99
450 - RENTALS	198,583.61	142,143.67	1,165,733.19	1,594,413.46	-428,680.27	1,693,594.22	128,278.92	1,646,539.46
460 - MERCHANDISING	17,381.54	14,697.98	186,095.58	172,619.04	13,476.54	182,865.50	9,483.65	157,668.98
470 - INTEREST INCOME	79,372.90	12,500.00	1,281,126.83	137,500.00	1,143,626.83	150,000.00	60,962.31	769,578.02
480 - MISCELLANEOUS INCOME	3,628.07	416.57	86,758.90	60,457.27	26,301.63	60,875.00	1,932.43	144,958.39
510 - OTHER INCOME	0.00	0.00	28,487.13	22,767.12	5,720.01	65,534.25	0.00	18,024.28
Total Revenue:	1,474,992.78	968,247.99	22,004,282.27	19,390,452.99	2,613,829.28	20,056,817.90	840,128.15	20,438,539.05
Expense								
100 - PROGRAMS	188,222.61	199,874.83	1,989,157.90	2,106,483.11	117,325.21	2,346,626.29	232,440.31	1,984,678.62
110 - CAMPS	4,072.83	2,581.15	899,222.43	1,116,882.79	217,660.36	1,124,996.89	27.72	991,757.33
120 - LESSONS	29,104.74	24,840.98	226,411.04	247,696.83	21,285.79	271,178.51	28,439.14	243,768.64
130 - SPECIAL EVENTS	15,968.80	7,756.36	141,283.92	159,788.29	18,504.37	166,605.99	3,315.33	126,237.41
610 - SALARIES & WAGES	496,257.75	521,017.61	6,235,947.19	6,556,887.96	320,940.77	7,277,377.03	709,033.94	5,939,445.45
620 - CONTRACTUAL SERVICES	113,705.92	86,168.30	1,265,560.04	1,412,700.41	147,140.37	1,515,584.52	59,286.19	1,052,156.37
630 - INSURANCE	-19,551.24	137,812.06	1,060,719.05	1,347,154.05	286,435.00	1,638,450.36	102,821.83	1,057,619.17
640 - MATERIALS & SUPPLIES	26,234.67	15,295.33	380,474.45	424,549.74	44,075.29	452,065.60	28,182.32	344,950.56
650 - MAINTENANCE & LANDSCAPING CONTRACTS	43,289.46	22,058.03	442,002.89	465,841.33	23,838.44	484,372.00	19,684.18	459,998.98
660 - UTILITIES	131,335.74	75,004.56	614,539.54	802,689.34	188,149.80	905,288.01	95,731.92	725,101.46
670 - PENSION CONTRIBUTIONS	39,515.66	45,702.13	503,811.77	545,147.51	41,335.74	620,480.34	57,526.57	482,208.64
680 - COST OF GOODS SOLD	10,024.83	1,696.33	116,117.76	110,512.13	-5,605.63	111,325.00	822.59	106,281.57
720 - CAPITAL OUTLAY	53,442.14	275.00	93,773.72	82,775.00	-10,998.72	83,300.00	4,559.09	64,760.58
Total Expense:	1,131,623.91	1,140,082.67	13,969,021.70	15,379,108.49	1,410,086.79	16,997,650.54	1,341,871.13	13,578,964.78
Report Total:	343,368.87	-171,834.68	8,035,260.57	4,011,344.50	4,023,916.07	3,059,167.36	-501,742.98	6,859,574.27

Fund Summary

Fund	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
29 - RECREATION	343,368.87	-171,834.68	8,035,260.57	4,011,344.50	4,023,916.07	3,059,167.36	-501,742.98	6,859,574.27
Report Total:	343,368.87	-171,834.68	8,035,260.57	4,011,344.50	4,023,916.07	3,059,167.36	-501,742.98	6,859,574.27

The positive variance in programs is largely due to childhood enrichment at \$223,000, dance at \$41,000, skating school at \$46,000, adult tennis at \$68,000, youth tennis \$13,000, house basketball at \$14,000, basketball - boys travel/feeder at \$96,000, and personal training at \$20,000. Some of these variances are permanent and others will be reduced when having some of the revenue re-allocated to 2026 due to overlap programming.

The negative variance in camps is due largely to crew camp (\$65,000), theatre camp (\$39,000), outdoor adventure camp (\$21,000), heller variety camp (\$80,000), youth tennis camp (\$17,000), and beach camp (\$27,000). This is a permanent difference.

The negative variance in special events is largely due to independence fest (\$7,000) due to reduced wristband sales. The is a permanent difference. Also, Heller had a spring special event that was canceled due to low enrollment, also causing a permanent difference of \$7,000. Finally, CIA was short with the North Shore Classic Competition by \$15,000 due to a timing difference with the event being held in December vs. November. This difference will be diminished in December.

The bulk of the variance in fees and charges is due to the golf course. It is due to greens fees of \$985,000, permanent tee time sales of \$11,000, and outing fees of \$20,000. It is a permanent difference. Rosewood beach is over budget with \$52,000 in parking fees. This is a permanent difference. CIA is over budget by \$17000 with skating with skates; this is a permanent difference. Daily fees at the Rec Center are over budget by \$13,000, which is a permanent difference. HCAP was over budget by \$25,000 due to coupon book sales. This is a permanent difference. Finally, range buckets are over budget by \$26,000, which is a permanent difference.

Rentals are behind budget largely due to the golf course not offering cart rentals as a stand alone this year. Instead, there are various fee packages that include carts. This is a permanent difference.

Interest income is above budget due to interest rates not coming down as much as anticipated. This is a permanent difference of \$1,131,000.

Miscellaneous income is over budget due to unbudgeted advertising and sponsorships coming to fruition. This is a permanent difference.

Camps is largely under-budget due to crew camp wages by \$20,000, crew camp independent contractor by \$42,000, tennis youth camp expenses by \$13,000, Heller variety camp wages by \$27,000, and Heller variety camp expenses by \$18,000. This is a permanent difference.

Special events is under budget largely due to fall events independent contractor (\$6,000), winter events program expense (\$3,000), and Heller special events expenses for a canceled program (\$5,000). This is a permanent and timing difference.

Contractual services is under budget largely due to contractual services, maintenance contracts, bank charges and fees, education and training, and advertising and promotions. These are timing differences.

Insurance is under budget due to open staff positions throughout the year and only 9 months of expenses hitting, thus far. This is a permanent and timing difference.

Materials and supplies is under budget largely due to gasoline, equipment, materials and supplies, custodial supplies, and uniforms. This is a timing difference.

Utility bills, most notably electric, are coming in more slowly than anticipated. This is a timing difference.

Capital outlay is largely over budget due to an ADA equipment being charged to 29-11 vs. 25-11. This will be corrected in December. This is a temporary difference.



Park District of Highland Park, IL

60 - DEBT SERVICE

Income Statement

Current Period Ending 11/30/2025

Type	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
Revenue								
410 - TAX	52,317.88	18,691.73	1,871,961.35	1,850,481.27	21,480.08	1,869,173.00	12,825.81	1,671,247.87
Total Revenue:	52,317.88	18,691.73	1,871,961.35	1,850,481.27	21,480.08	1,869,173.00	12,825.81	1,671,247.87
Expense								
710 - DEBT RETIREMENT	0.00	500.00	782,879.13	702,492.69	-80,386.44	3,583,485.38	0.00	493,525.00
Total Expense:	0.00	500.00	782,879.13	702,492.69	-80,386.44	3,583,485.38	0.00	493,525.00
Report Total:	52,317.88	18,191.73	1,089,082.22	1,147,988.58	-58,906.36	-1,714,312.38	12,825.81	1,177,722.87

Debt retirement is over budget and is a timing difference that will be corrected in December.



Park District of Highland Park, IL

Income Statement

Current Period Ending 11/30/2025

70 - CAPITAL FUND

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
470 - INTEREST INCOME	0.00	0.00	0.14	0.00	0.14	0.00	2,265.73	84,371.75
480 - MISCELLANEOUS INCOME	42,050.00	0.00	742,021.81	2,303,407.00	-1,561,385.19	2,403,407.00	1,400.00	845,257.27
510 - OTHER INCOME	25,500.00	0.00	605,066.54	431,388.93	173,677.61	478,388.93	38,333.34	770,409.84
520 - BOND/DEBT PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,445,000.00
Total Revenue:	67,550.00	0.00	1,347,088.49	2,734,795.93	-1,387,707.44	2,881,795.93	41,999.07	8,145,038.86
Expense								
620 - CONTRACTUAL SERVICES	28,465.16	10,000.00	455,885.91	185,000.00	-270,885.91	190,000.00	45,187.51	1,546,225.53
720 - CAPITAL OUTLAY	2,145,702.19	1,476,812.22	11,653,835.86	16,988,785.06	5,334,949.20	18,249,298.98	764,808.99	5,894,064.84
Total Expense:	2,174,167.35	1,486,812.22	12,109,721.77	17,173,785.06	5,064,063.29	18,439,298.98	809,996.50	7,440,290.37
Report Total:	-2,106,617.35	-1,486,812.22	-10,762,633.28	-14,438,989.13	3,676,355.85	-15,557,503.05	-767,997.43	704,748.49

Miscellaneous income is falling short mostly due to minimal donations/sponsorships coming in for the Dome versus budget (\$670,000), Fink memorial foundation donations (\$47,000), and WRCC grants not coming in yet (\$816,000). This is both a permanent and timing difference.

Other income is above budget largely due to unbudgeted Illinois state grant for Sunset Woods Park grant coming in at more than expected. This is a permanent difference.

Capital Outlay is under budget due to projects stalling due to poor 2025 winter/spring weather and early heavy snow in late 2025. This is a timing difference.

Contractual Services is over budget due to WRCC, Dome, and Park Fitness professional fees being over budget. This is a permanent difference.



RECREATION BY CENTER

Park District of Highland Park, IL

Account Type	2024 Total Budget	2024 YTD Activity	2025 Total Budget	2025 YTD Activity
Fund: 29 - RECREATION				
Center: 11 - ADMINISTRATIVE				
Revenue	\$ 6,249,619.67	\$ 6,987,181.19	\$ 6,491,282.46	\$ 7,789,723.72
Expense	\$ 7,501,952.75	\$ 3,045,495.20	\$ 6,758,753.72	\$ 3,003,554.02
Center: 11 - ADMINISTRATIVE Surplus (Deficit):	\$ (1,252,333.08)	\$ 3,941,685.99	\$ (267,471.26)	\$ 4,786,169.70
Net Revenue:	-20.04%	56.41%	-4.12%	61.44%
Center: 24 - WEST RIDGE CENTER				
Revenue	\$ 801,668.00	\$ 917,047.44	\$ 883,501.00	\$ 1,110,893.01
Expense	\$ 1,022,929.28	\$ 918,241.88	\$ 1,078,122.45	\$ 913,549.13
Center: 24 - WEST RIDGE CENTER Surplus (Deficit):	\$ (221,261.28)	\$ (1,194.44)	\$ (194,621.45)	\$ 197,343.88
Net Revenue:	-27.60%	-0.13%	-22.03%	17.76%
Center: 26 - ATHLETICS				
Revenue	\$ 1,130,926.00	\$ 1,343,009.92	\$ 1,237,581.50	\$ 1,420,126.61
Expense	\$ 1,101,606.60	\$ 1,070,807.54	\$ 1,268,715.38	\$ 1,066,385.69
Center: 26 - ATHLETICS Surplus (Deficit):	\$ 29,319.40	\$ 272,202.38	\$ (31,133.88)	\$ 353,740.92
Net Revenue:	2.59%	20.27%	-2.52%	24.91%
Center: 28 - CAMPS				
Revenue	\$ 1,136,585.00	\$ 1,093,838.30	\$ 1,216,775.00	\$ 1,117,641.01
Expense	\$ 619,430.69	\$ 714,623.71	\$ 816,133.48	\$ 664,098.25
Center: 28 - CAMPS Surplus (Deficit):	\$ 517,154.31	\$ 379,214.59	\$ 400,641.52	\$ 453,542.76
Net Revenue:	45.50%	34.67%	32.93%	40.58%
Center: 29 - SPECIAL EVENTS				
Revenue	\$ 62,475.00	\$ 44,610.31	\$ 40,510.00	\$ 27,382.80
Expense	\$ 185,652.12	\$ 136,991.59	\$ 166,162.88	\$ 151,293.05
Center: 29 - SPECIAL EVENTS Surplus (Deficit):	\$ (123,177.12)	\$ (92,381.28)	\$ (125,652.88)	\$ (123,910.25)
Net Revenue:	-197.16%	-207.09%	-310.18%	-452.51%
Center: 31 - HIDDEN CREEK AQUAPARK				
Revenue	\$ 460,883.50	\$ 528,574.07	\$ 522,450.00	\$ 539,192.24
Expense	\$ 647,338.54	\$ 654,426.64	\$ 714,744.57	\$ 634,327.55
Center: 31 - HIDDEN CREEK AQUAPARK Surplus (Deficit):	\$ (186,455.04)	\$ (125,852.57)	\$ (192,294.57)	\$ (95,135.31)
Net Revenue:	-40.46%	-23.81%	-36.81%	-17.64%

Account Type	2024 Total Budget	2024 YTD Activity	2025 Total Budget	2025 YTD Activity
Center: 32 - ROSEWOOD INTERPRETIVE CENTER				
Revenue	\$ 129,676.00	\$ 137,713.53	\$ 143,426.25	\$ 122,870.72
Expense	\$ 119,521.49	\$ 85,596.45	\$ 147,068.05	\$ 116,384.97
Center: 32 - ROSEWOOD INTERPRETIVE CENTER Surplus (Deficit):	\$ 10,154.51	\$ 52,117.08	\$ (3,641.80)	\$ 6,485.75
Net Revenue:	7.83%	37.84%	-2.54%	5.28%
Center: 33 - ROSEWOOD BEACH				
Revenue	\$ 177,975.00	\$ 247,704.10	\$ 213,425.00	\$ 261,850.20
Expense	\$ 287,704.11	\$ 226,851.09	\$ 296,420.21	\$ 256,779.76
Center: 33 - ROSEWOOD BEACH Surplus (Deficit):	\$ (109,729.11)	\$ 20,853.01	\$ (82,995.21)	\$ 5,070.44
Net Revenue:	-61.65%	8.42%	-38.89%	1.94%
Center: 34 - PARK AVENUE				
Revenue	\$ 278,077.91	\$ 256,660.17	\$ 271,120.00	\$ 278,191.32
Expense	\$ 293,032.13	\$ 129,234.71	\$ 298,080.38	\$ 150,219.89
Center: 34 - PARK AVENUE Surplus (Deficit):	\$ (14,954.22)	\$ 127,425.46	\$ (26,960.38)	\$ 127,971.43
Net Revenue:	-5.38%	49.65%	-9.94%	46.00%
Center: 38 - ICE ARENA				
Revenue	\$ 1,210,865.50	\$ 1,343,372.69	\$ 1,373,866.22	\$ 1,339,737.56
Expense	\$ 1,146,698.89	\$ 1,017,803.35	\$ 1,338,458.58	\$ 1,098,324.79
Center: 38 - ICE ARENA Surplus (Deficit):	\$ 64,166.61	\$ 325,569.34	\$ 35,407.64	\$ 241,412.77
Net Revenue:	5.30%	24.24%	2.58%	18.02%
Center: 41 - MAINTENANCE				
Expense	\$ 1,009,351.08	\$ 832,636.46	\$ -	\$ -
Center: 41 - MAINTENANCE Total:	\$ 1,009,351.08	\$ 832,636.46	\$ -	\$ -
Net Revenue:				
Center: 42 - SUNSET VALLEY GOLF CLUB				
Revenue	\$ 2,141,345.00	\$ 2,845,269.48	\$ 2,339,845.00	\$ 2,954,413.34
Expense	\$ 774,879.40	\$ 764,312.29	\$ 1,960,676.61	\$ 1,756,460.39
Center: 42 - SUNSET VALLEY GOLF CLUB Surplus (Deficit):	\$ 1,366,465.60	\$ 2,080,957.19	\$ 379,168.39	\$ 1,197,952.95
Net Revenue:	63.81%	73.14%	16.20%	40.55%
Center: 49 - PARK FITNESS ADMIN				
Revenue	\$ 95,901.00	\$ 113,651.64	\$ 98,586.00	\$ 108,336.86
Expense	\$ 722,300.97	\$ 630,791.43	\$ 753,959.37	\$ 599,027.96
Center: 49 - PARK FITNESS ADMIN Surplus (Deficit):	\$ (626,399.97)	\$ (517,139.79)	\$ (655,373.37)	\$ (490,691.10)
Net Revenue:	-653.17%	-455.02%	-664.77%	-452.93%
Center: 51 - PARK FITNESS				
Revenue	\$ 1,415,092.39	\$ 1,525,802.30	\$ 1,737,507.05	\$ 1,649,798.75
Expense	\$ 871,759.71	\$ 737,097.29	\$ 984,984.77	\$ 783,539.38
Center: 51 - PARK FITNESS Surplus (Deficit):	\$ 543,332.68	\$ 788,705.01	\$ 752,522.28	\$ 866,259.37
Net Revenue:	38.40%	51.69%	43.31%	52.51%
Center: 53 - PARK FITNESS AQUATICS				
Revenue	\$ 286,927.80	\$ 257,748.67	\$ 284,727.75	\$ 258,771.59
Expense	\$ 386,128.26	\$ 311,732.12	\$ 377,343.03	\$ 309,332.28
Center: 53 - PARK FITNESS AQUATICS Surplus (Deficit):	\$ (99,200.46)	\$ (53,983.45)	\$ (92,615.28)	\$ (50,560.69)
Net Revenue:	-34.57%	-20.94%	-32.53%	-19.54%

Account Type	2024 Total Budget	2024 YTD Activity	2025 Total Budget	2025 YTD Activity
Center: 54 - DOME				
Revenue	\$ -	\$ -	\$ 557,834.67	\$ 474,849.42
Expense	\$ -	\$ 20,519.19	\$ 643,332.62	\$ 410,003.93
Center: 54 - DOME Surplus (Deficit):	\$ -	\$ (20,519.19)	\$ (85,497.95)	\$ 64,845.49
Net Revenue:	0.00%	0.00%	-15.33%	13.66%
Center: 55 - TENNIS				
Revenue	\$ 1,955,046.00	\$ 2,121,680.14	\$ 1,922,374.50	\$ 1,971,024.42
Expense	\$ 1,522,057.88	\$ 1,314,790.66	\$ 1,477,778.46	\$ 1,284,932.91
Center: 55 - TENNIS Surplus (Deficit):	\$ 432,988.12	\$ 806,889.48	\$ 444,596.04	\$ 686,091.51
Net Revenue:	22.15%	38.03%	23.13%	34.81%
Center: 61 - HELLER NATURE CENTER				
Revenue	\$ 241,897.50	\$ 191,424.35	\$ 242,246.50	\$ 121,636.70
Expense	\$ 665,650.99	\$ 481,018.91	\$ 480,567.19	\$ 323,042.58
Center: 61 - HELLER NATURE CENTER Surplus (Deficit):	\$ (423,753.49)	\$ (289,594.56)	\$ (238,320.69)	\$ (201,405.88)
Net Revenue:	-175.18%	-151.28%	-98.38%	-165.58%
Center: 74 - HPCC LEARNING CENTER				
Revenue	\$ 481,664.00	\$ 465,226.47	\$ 434,224.75	\$ 421,544.89
Expense	\$ 464,539.78	\$ 448,570.48	\$ 432,564.54	\$ 387,573.07
Center: 74 - HPCC LEARNING CENTER Surplus (Deficit):	\$ 17,124.22	\$ 16,655.99	\$ 1,660.21	\$ 33,971.82
Net Revenue:	3.56%	3.58%	0.38%	8.06%
Center: 76 - HPCC BUILDING				
Revenue	\$ 35,916.55	\$ 18,024.28	\$ 45,534.25	\$ 28,457.13
Expense	\$ 36,048.55	\$ 37,423.79	\$ 56,914.25	\$ 60,192.10
Center: 76 - HPCC BUILDING Surplus (Deficit):	\$ (132.00)	\$ (19,399.51)	\$ (11,380.00)	\$ (31,734.97)
Net Revenue:	-0.37%	-107.63%	-24.99%	-111.52%
Fund: 29 - RECREATION Surplus (Deficit):	\$ (1,086,041.40)	\$ 6,859,574.27	\$ 6,037.36	\$ 8,027,420.59
Net Revenue:	-5.94%	33.56%	0.03%	36.49%
Report Surplus (Deficit):	\$ (1,086,041.40)	\$ 6,859,574.27	\$ 6,037.36	\$ 8,027,420.59
Net Revenue:	-5.94%	33.56%	0.03%	36.49%



Sunset Valley Golf Course

	2024 Budget	2024 YTD Activity	2025 Budget	2025 YTD Activity
Revenue	\$ 2,141,345.00	\$ 2,845,269.48	\$ 2,339,845.00	\$ 2,954,413.34
Expense	\$ 1,784,230.48	\$ 1,596,948.75	\$ 1,960,676.61	\$ 1,756,460.39
Report Surplus (Deficit):	\$ 357,114.52	\$ 1,248,320.73	\$ 379,168.39	\$ 1,197,952.95

Park Fitness

	2024 Budget	2024 YTD Activity	2025 Budget	2025 YTD Activity
Revenue	\$ 1,797,921.19	\$ 1,897,202.61	\$ 2,120,820.80	\$ 2,016,907.20
Expense	\$ 1,980,188.94	\$ 1,679,620.84	\$ 2,116,287.17	\$ 1,691,899.62
Report Surplus (Deficit):	\$ (182,267.75)	\$ 217,581.77	\$ 4,533.63	\$ 325,007.58

Deer Creek Raquet Club

	2024 Budget	2024 YTD Activity	2025 Budget	2025 YTD Activity
Revenue	\$ 1,955,046.00	\$ 1,975,383.03	\$ 1,922,374.50	\$ 1,971,024.42
Expense	\$ 1,522,057.88	\$ 1,150,215.01	\$ 1,477,778.46	\$ 1,284,932.91
Report Surplus (Deficit):	\$ 432,988.12	\$ 825,168.02	\$ 444,596.04	\$ 686,091.51

Park District of Highland Park
Investment Schedule
November 30, 2025

11/30/2025

Bank	Type		Purchase Date	Maturity Date	Interest Rate	Purchase Price	Monthly Interest	Expected Interest
PMA	TS	2,000,000.00	4/4/2025	4/2/2026	4.10%	2,000,000.00	6,795.89	81,550.68
PMA	TS	1,000,000.00	7/11/2025	5/8/2026	4.03%	1,000,000.00	3,323.42	33,234.21
PMA	CD	960,100.00	6/13/2025	6/12/2026	4.11%	960,100.00	3,282.22	39,386.58
PMA	DTC	239,450.87	6/20/2025	6/18/2026	4.15%	239,450.87	828.10	9,937.20
PMA	DTC	200,000.00	7/25/2025	7/24/2026	4.20%	200,000.00	3,250.00	39,000.00
First Bank of Highland Park	CD	1,000,000.00	12/1/2024	12/1/2025	4.08%	1,000,000.00	3,400.00	40,800.00
		5,399,550.87				5,399,550.87	20,879.63	243,908.67



Revenue and Expense Charts by Center – November 2025

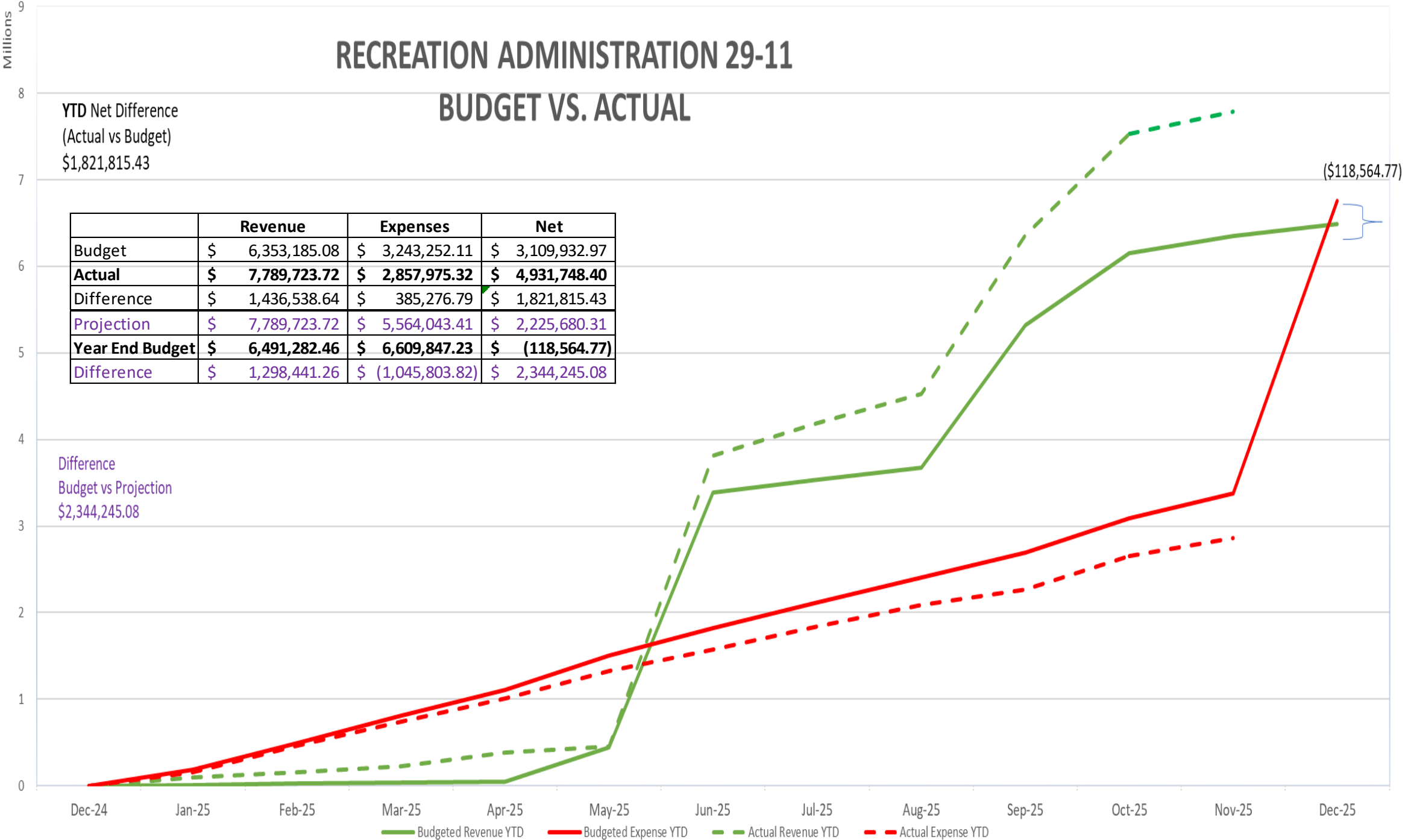
RECREATION ADMINISTRATION 29-11

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$1,821,815.43

	Revenue	Expenses	Net
Budget	\$ 6,353,185.08	\$ 3,243,252.11	\$ 3,109,932.97
Actual	\$ 7,789,723.72	\$ 2,857,975.32	\$ 4,931,748.40
Difference	\$ 1,436,538.64	\$ 385,276.79	\$ 1,821,815.43
Projection	\$ 7,789,723.72	\$ 5,564,043.41	\$ 2,225,680.31
Year End Budget	\$ 6,491,282.46	\$ 6,609,847.23	\$ (118,564.77)
Difference	\$ 1,298,441.26	\$ (1,045,803.82)	\$ 2,344,245.08

Difference
Budget vs Projection
\$2,344,245.08



WEST RIDGE CENTER 29-24

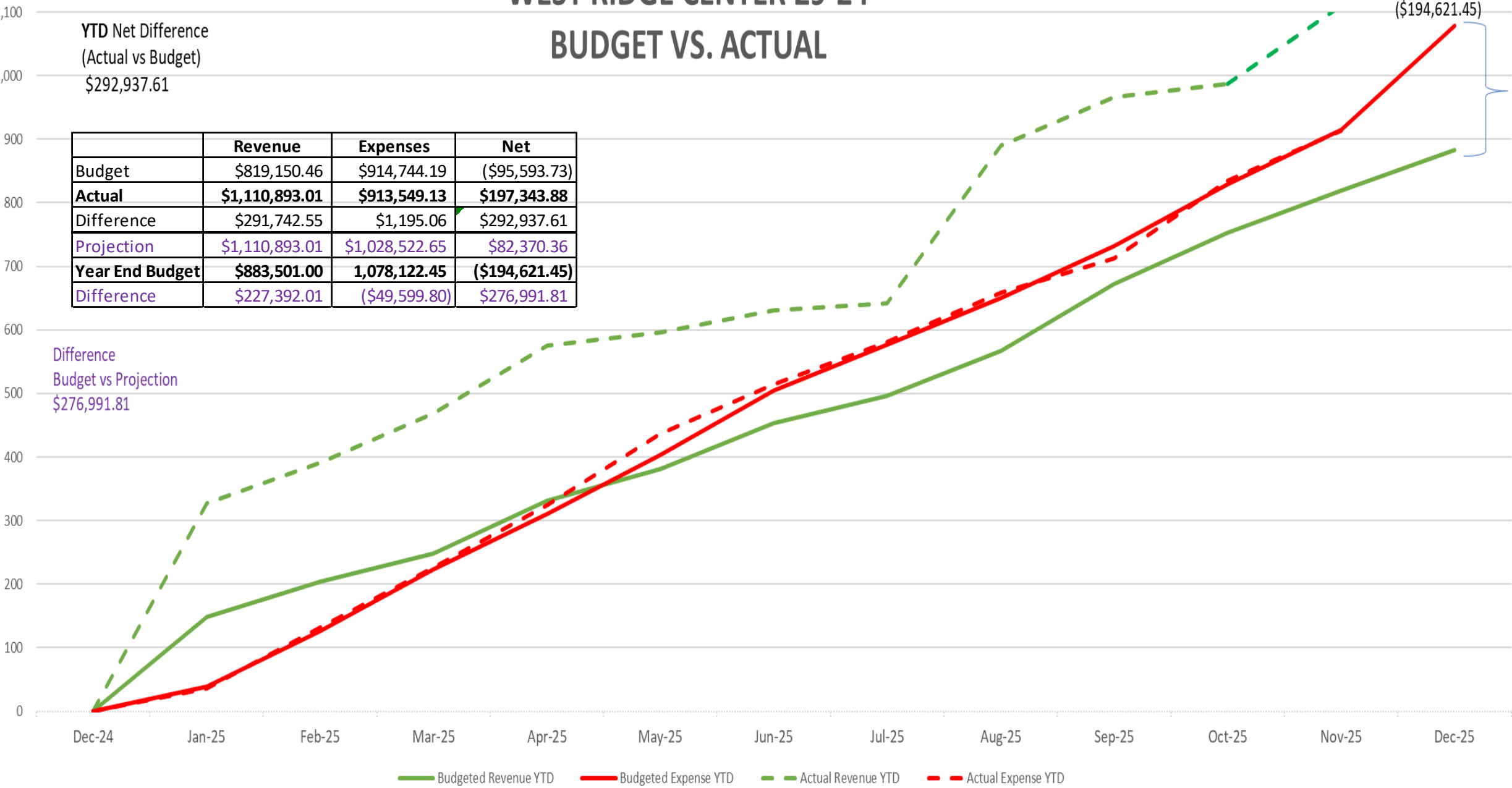
BUDGET VS. ACTUAL

Thousands

YTD Net Difference
(Actual vs Budget)
\$292,937.61

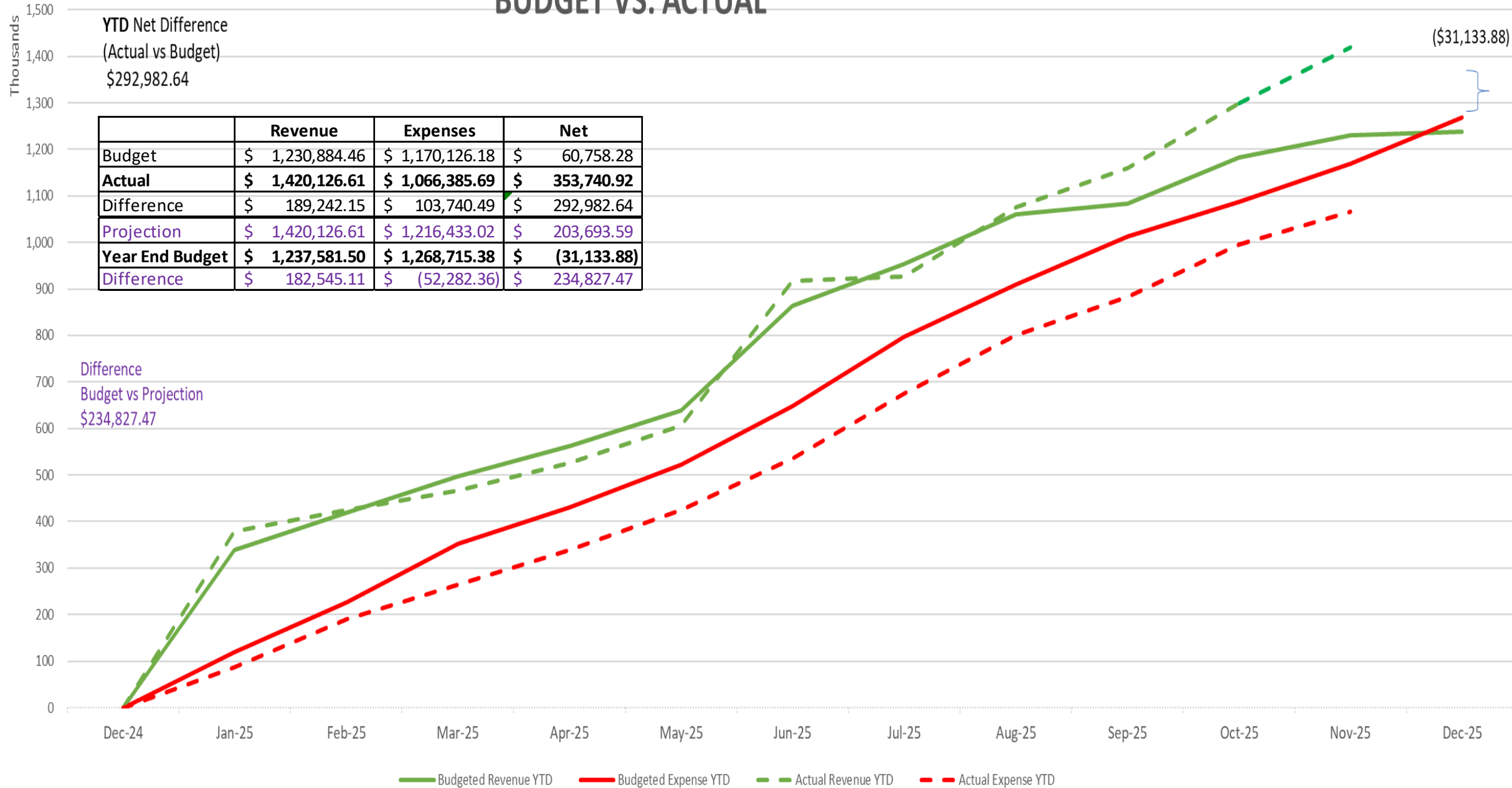
	Revenue	Expenses	Net
Budget	\$819,150.46	\$914,744.19	(\$95,593.73)
Actual	\$1,110,893.01	\$913,549.13	\$197,343.88
Difference	\$291,742.55	\$1,195.06	\$292,937.61
Projection	\$1,110,893.01	\$1,028,522.65	\$82,370.36
Year End Budget	\$883,501.00	1,078,122.45	(\$194,621.45)
Difference	\$227,392.01	(\$49,599.80)	\$276,991.81

Difference
Budget vs Projection
\$276,991.81



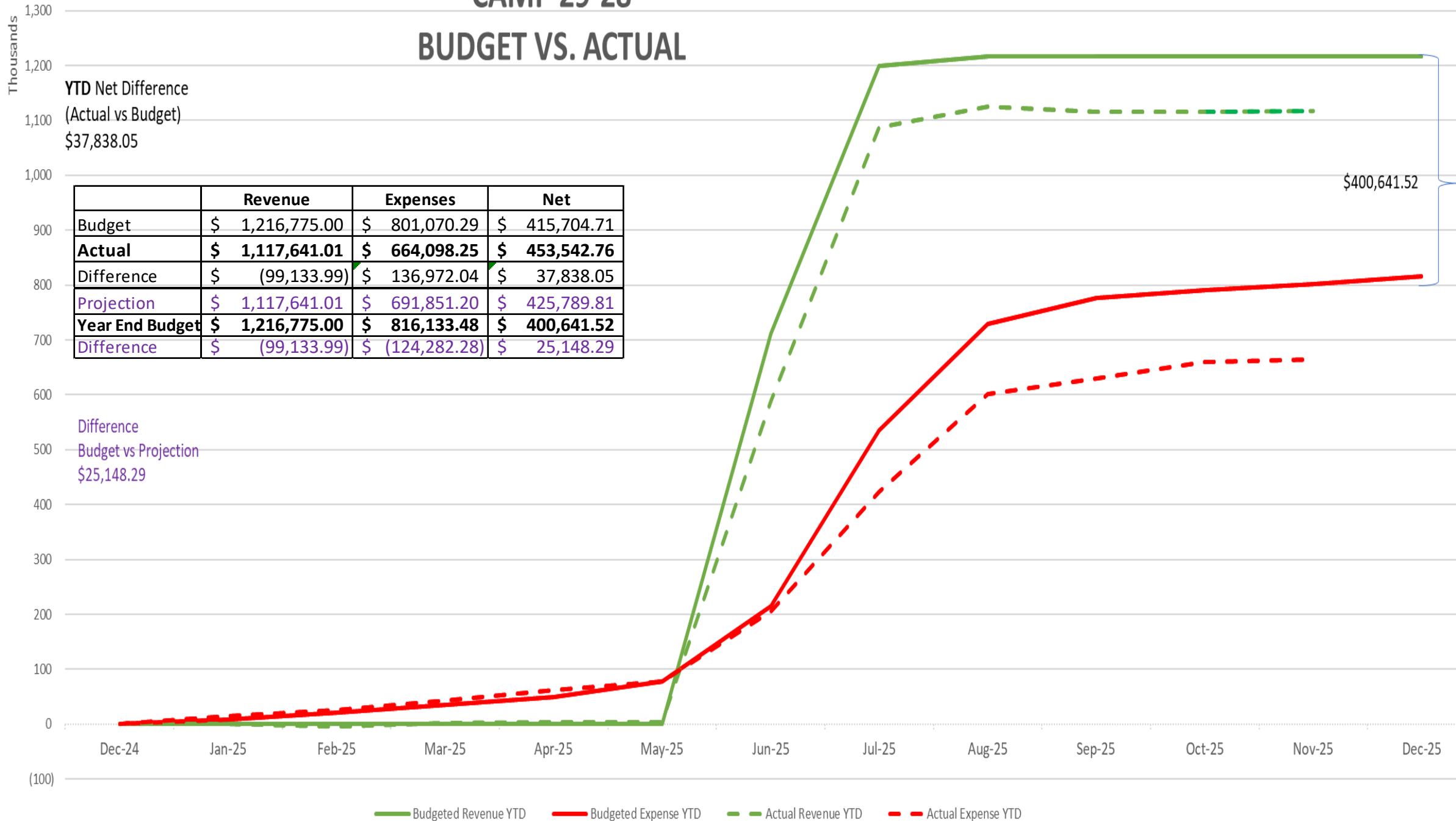
ATHLETICS 29-26

BUDGET VS. ACTUAL



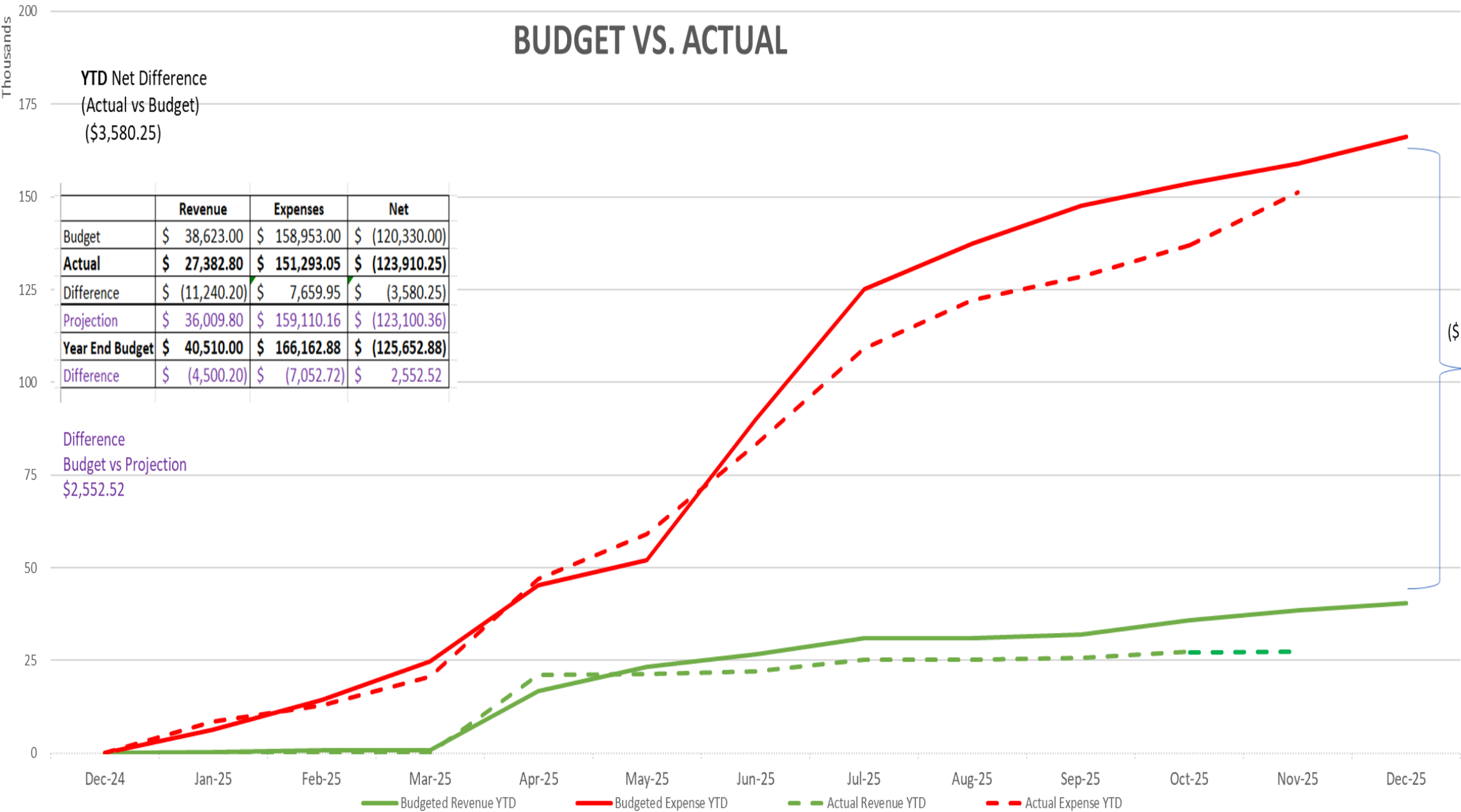
CAMP 29-28

BUDGET VS. ACTUAL



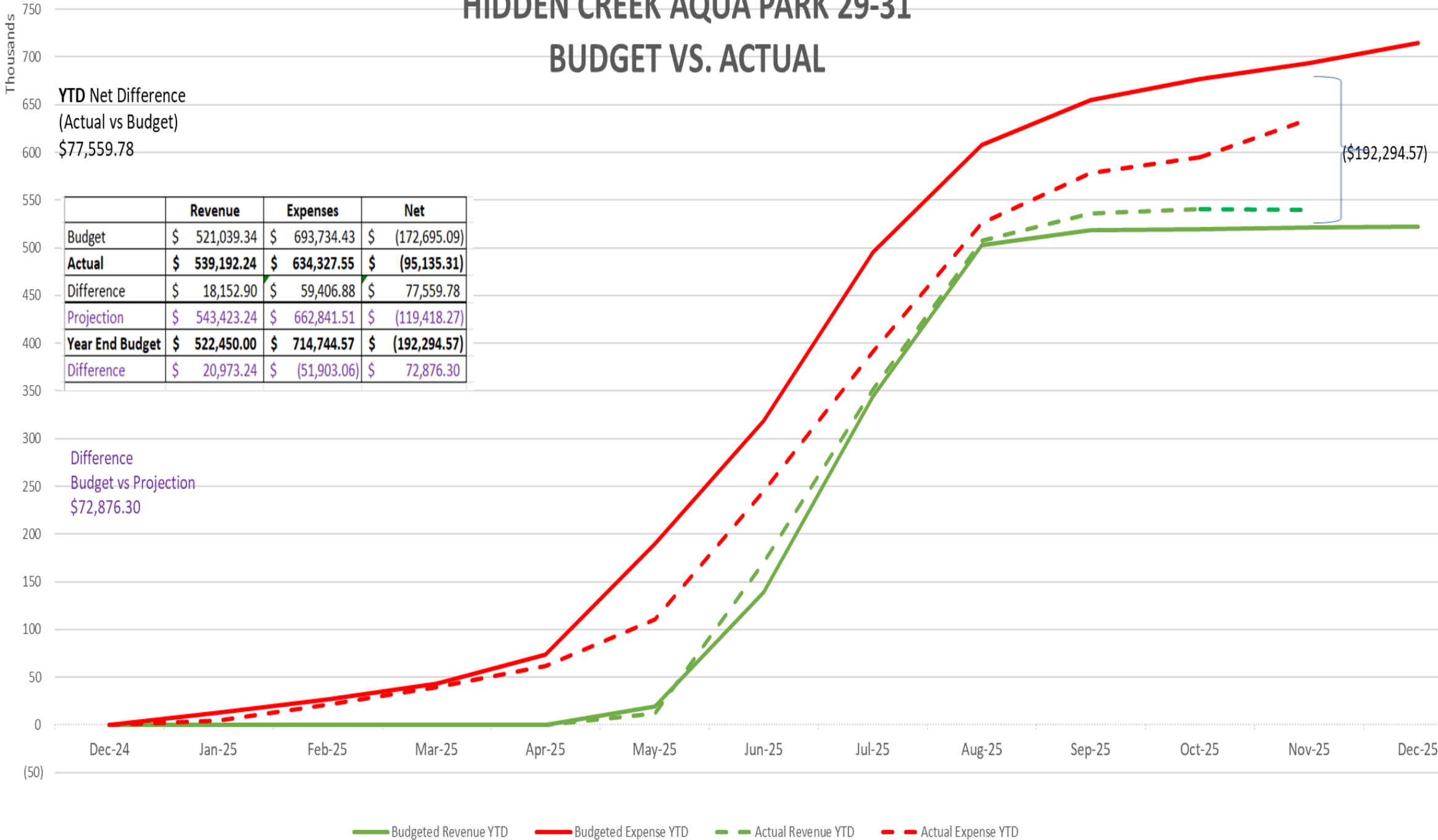
SPECIAL EVENTS 29-29

BUDGET VS. ACTUAL



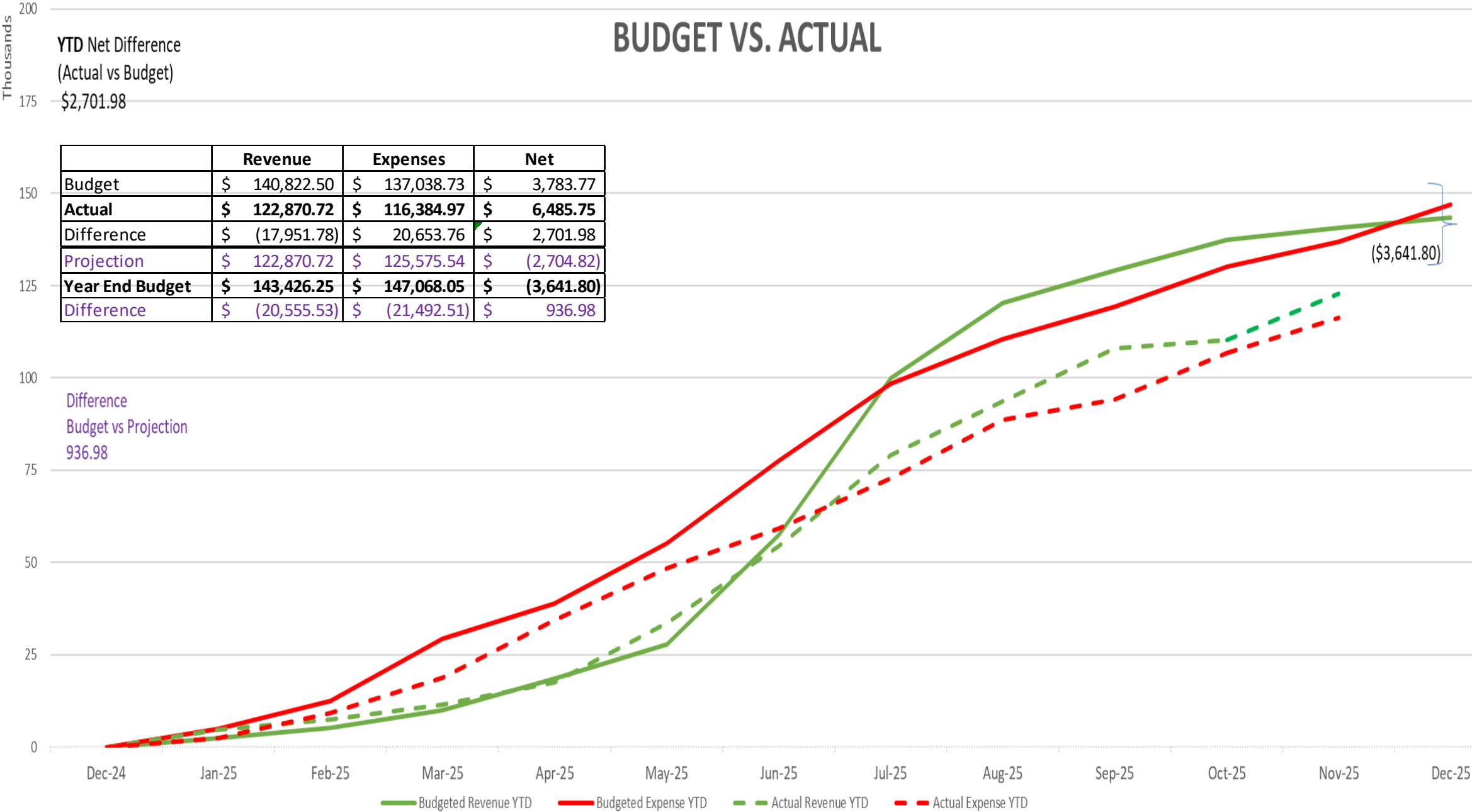
HIDDEN CREEK AQUA PARK 29-31

BUDGET VS. ACTUAL



ROSEWOOD INTERPRETIVE CENTER 29-32

BUDGET VS. ACTUAL



ROSEWOOD BEACH 29-33

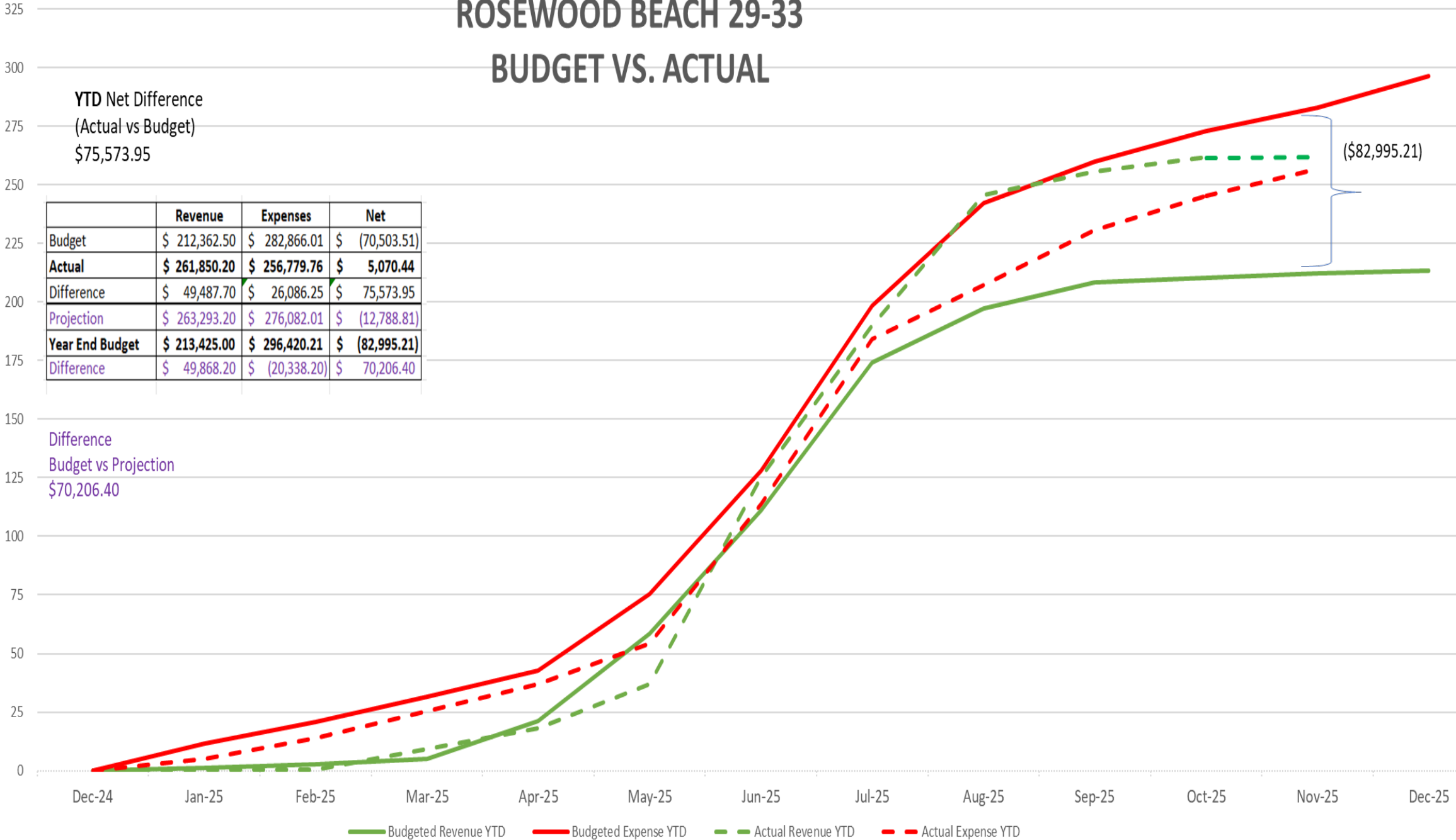
BUDGET VS. ACTUAL

Thousands

YTD Net Difference
(Actual vs Budget)
\$75,573.95

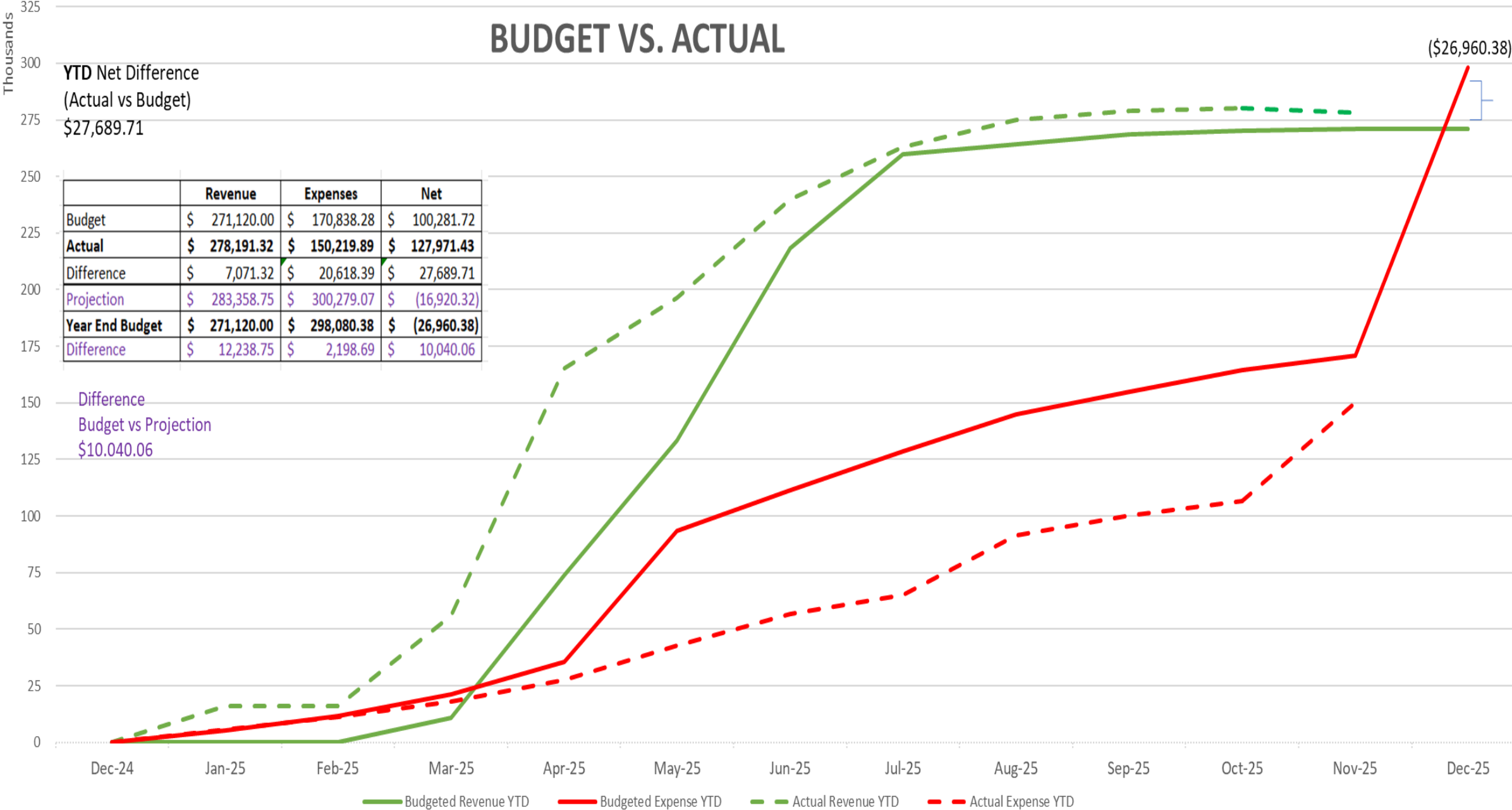
	Revenue	Expenses	Net
Budget	\$ 212,362.50	\$ 282,866.01	\$ (70,503.51)
Actual	\$ 261,850.20	\$ 256,779.76	\$ 5,070.44
Difference	\$ 49,487.70	\$ 26,086.25	\$ 75,573.95
Projection	\$ 263,293.20	\$ 276,082.01	\$ (12,788.81)
Year End Budget	\$ 213,425.00	\$ 296,420.21	\$ (82,995.21)
Difference	\$ 49,868.20	\$ (20,338.20)	\$ 70,206.40

Difference
Budget vs Projection
\$70,206.40



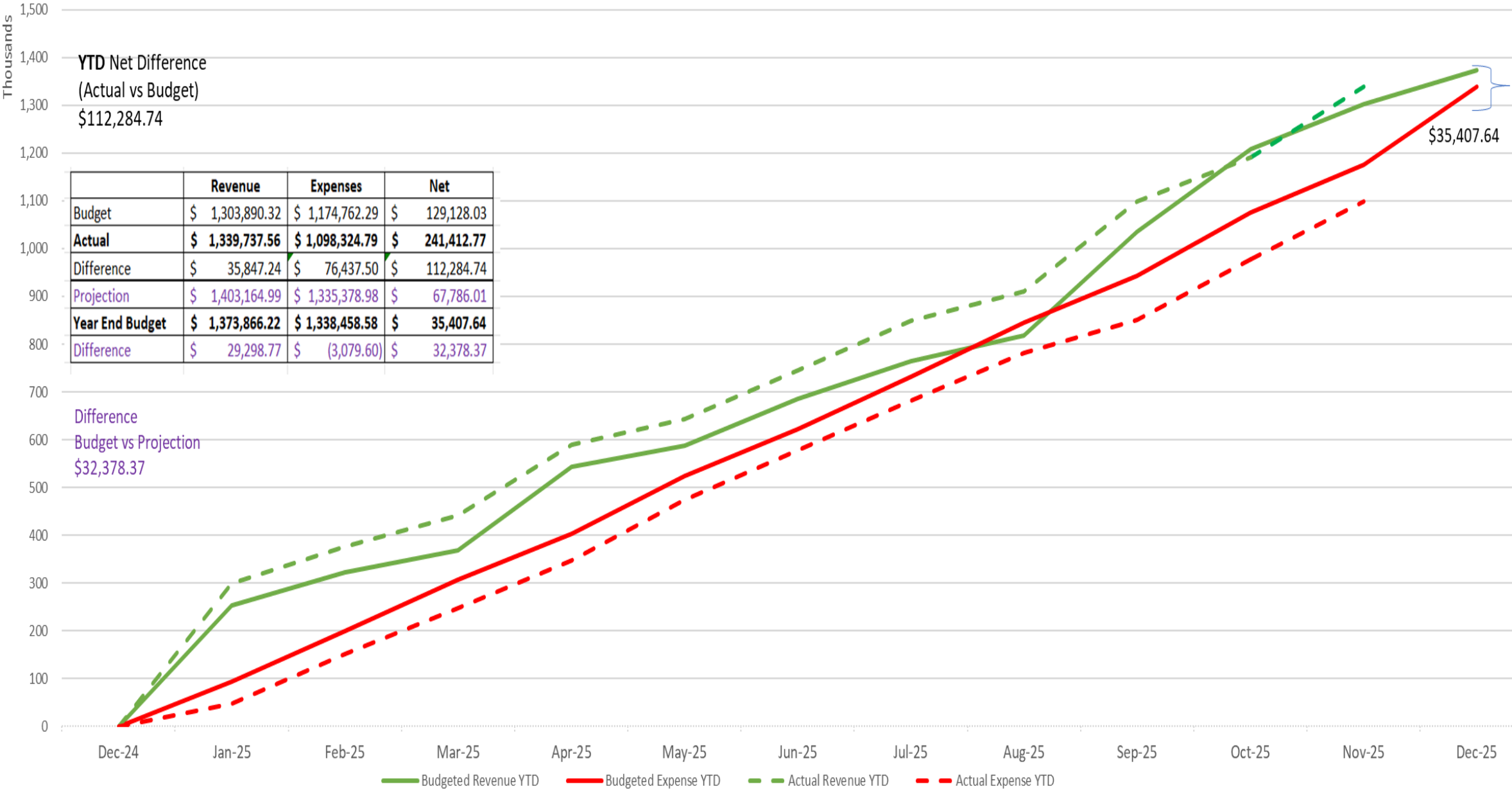
PARK AVENUE 29-34

BUDGET VS. ACTUAL



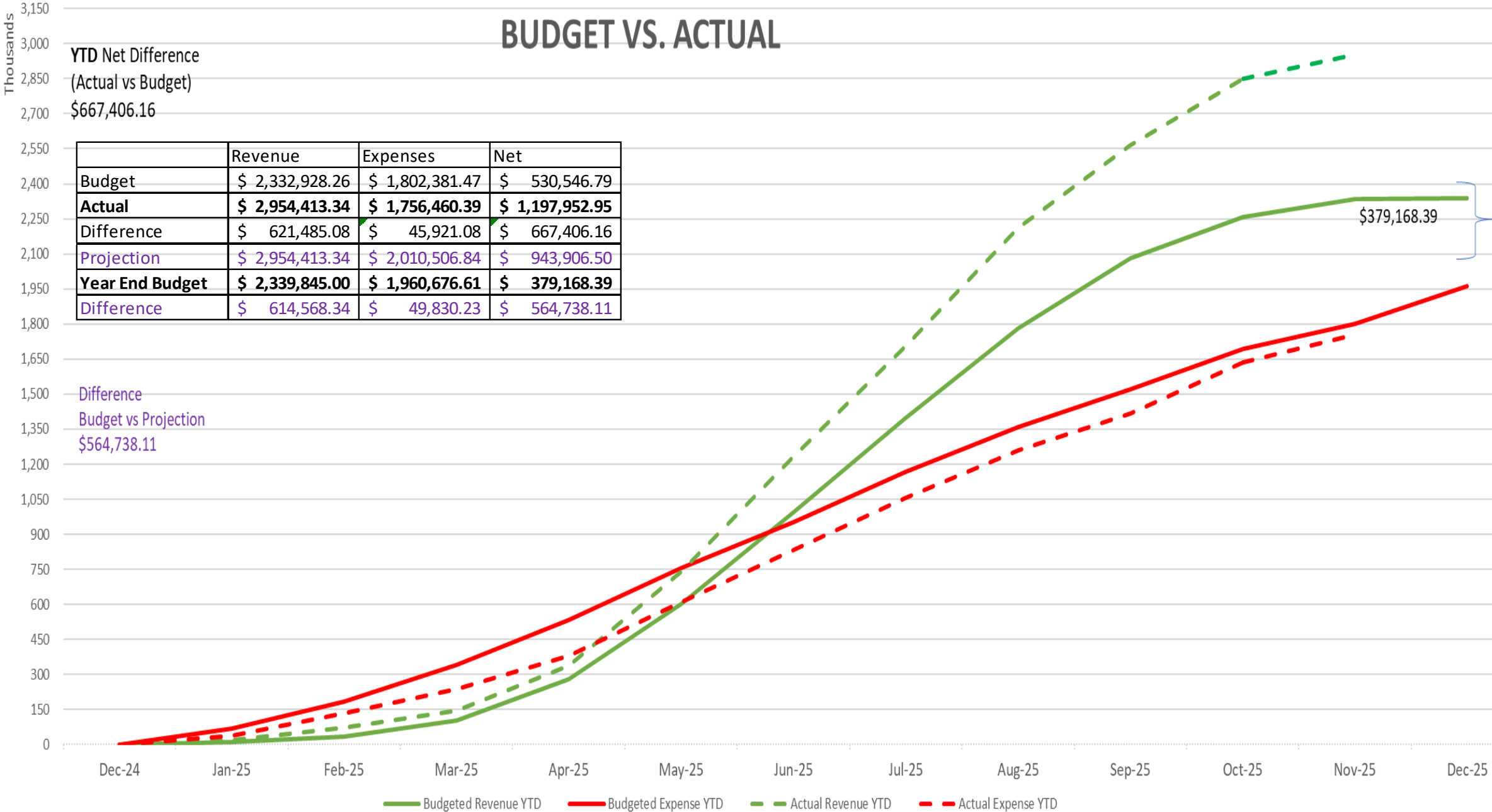
CENTENNIAL 29-38

BUDGET VS. ACTUAL



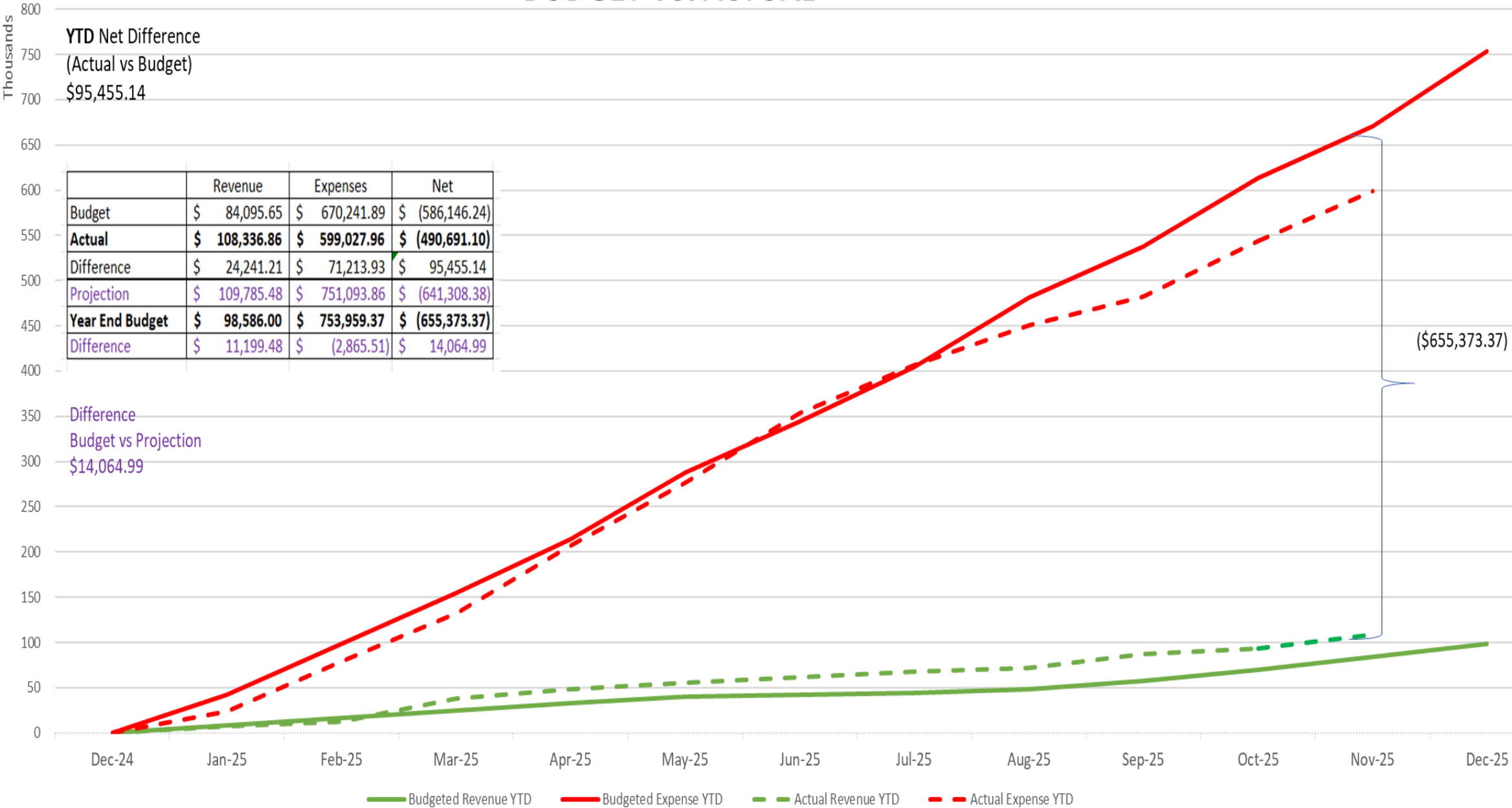
SUNSET VALLEY 29-42

BUDGET VS. ACTUAL



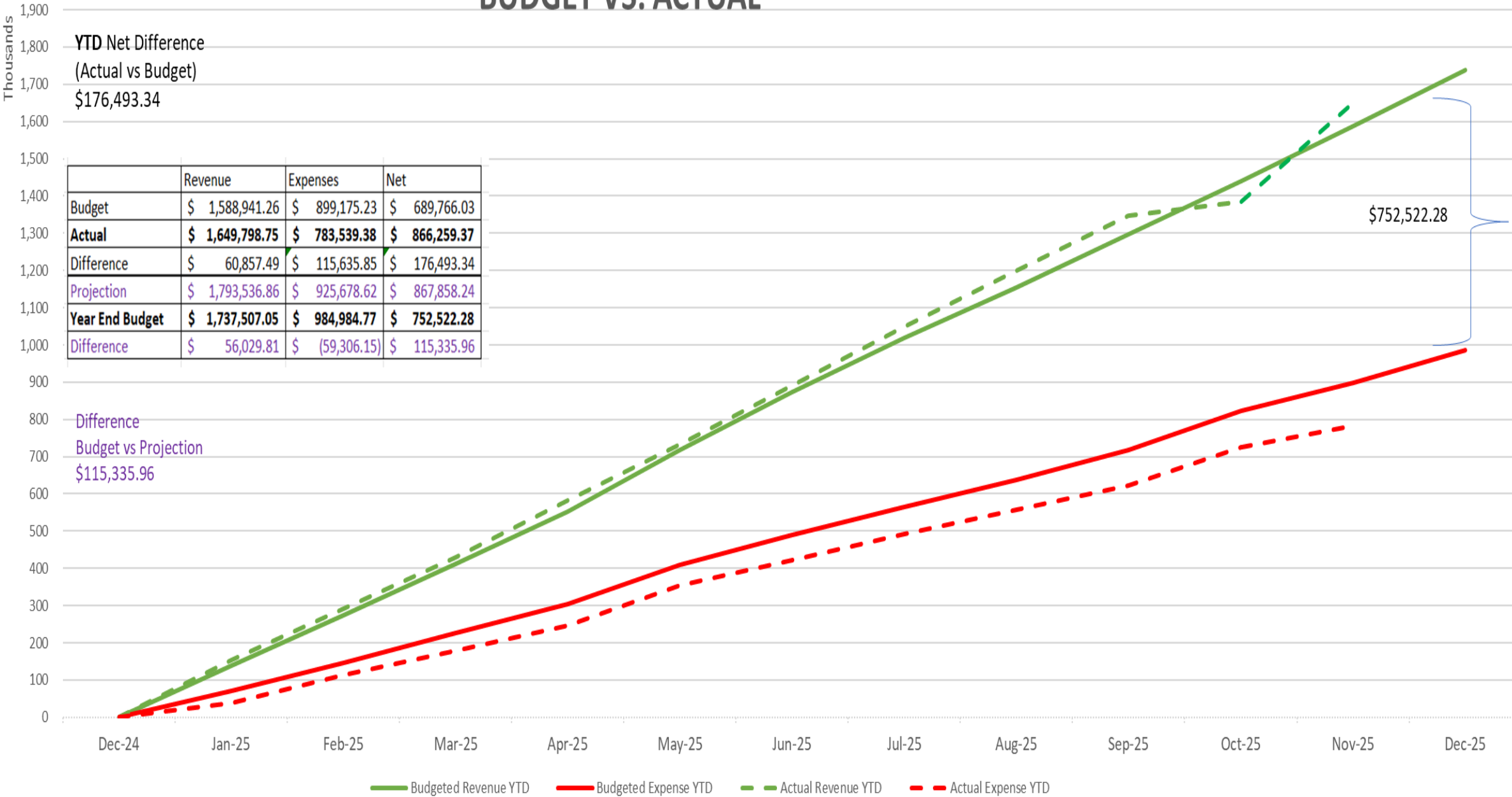
PARK FITNESS ADMIN 29-49

BUDGET VS. ACTUAL



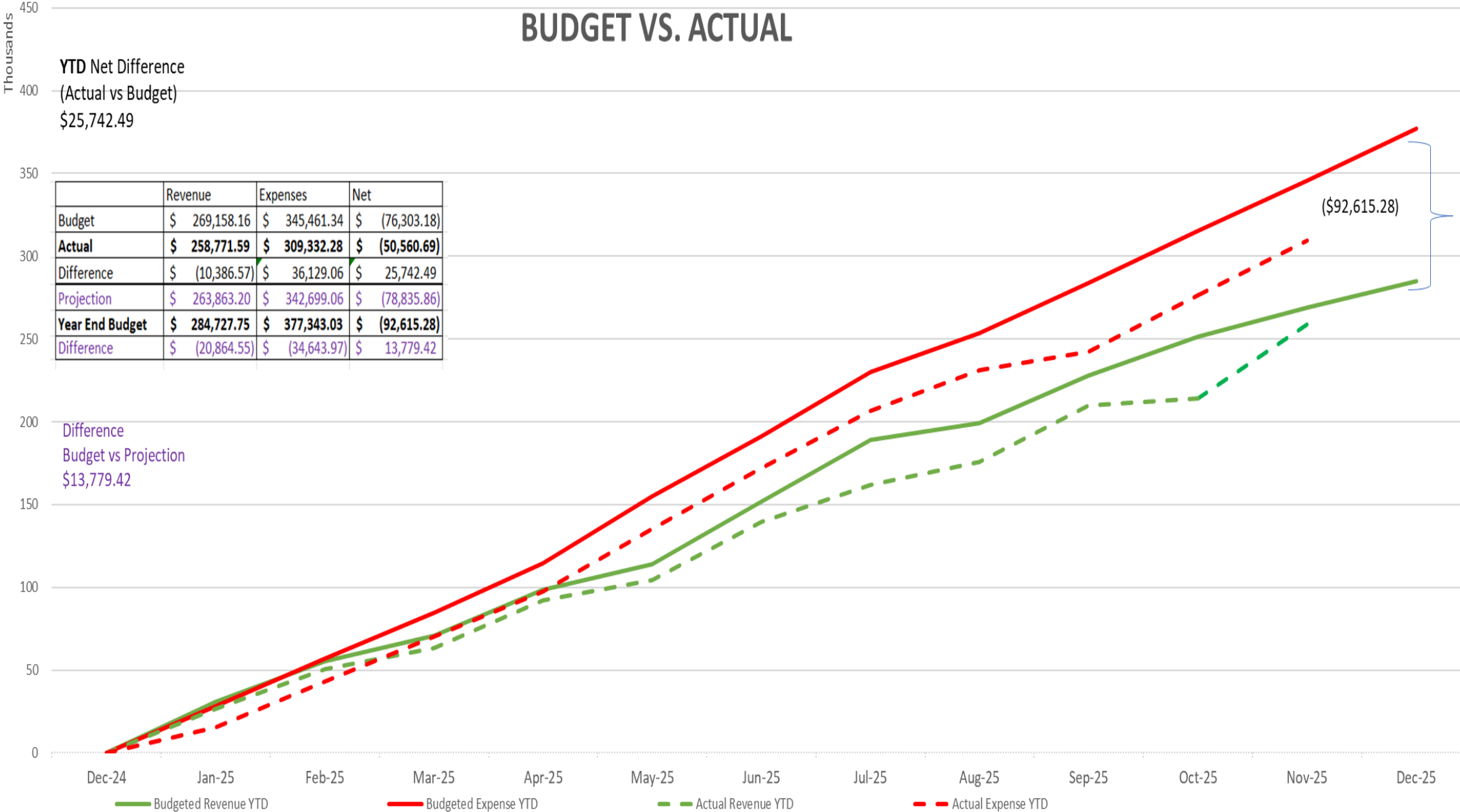
PARK FITNESS 29-51

BUDGET VS. ACTUAL



PARK FITNESS AQUATICS 29-53

BUDGET VS. ACTUAL



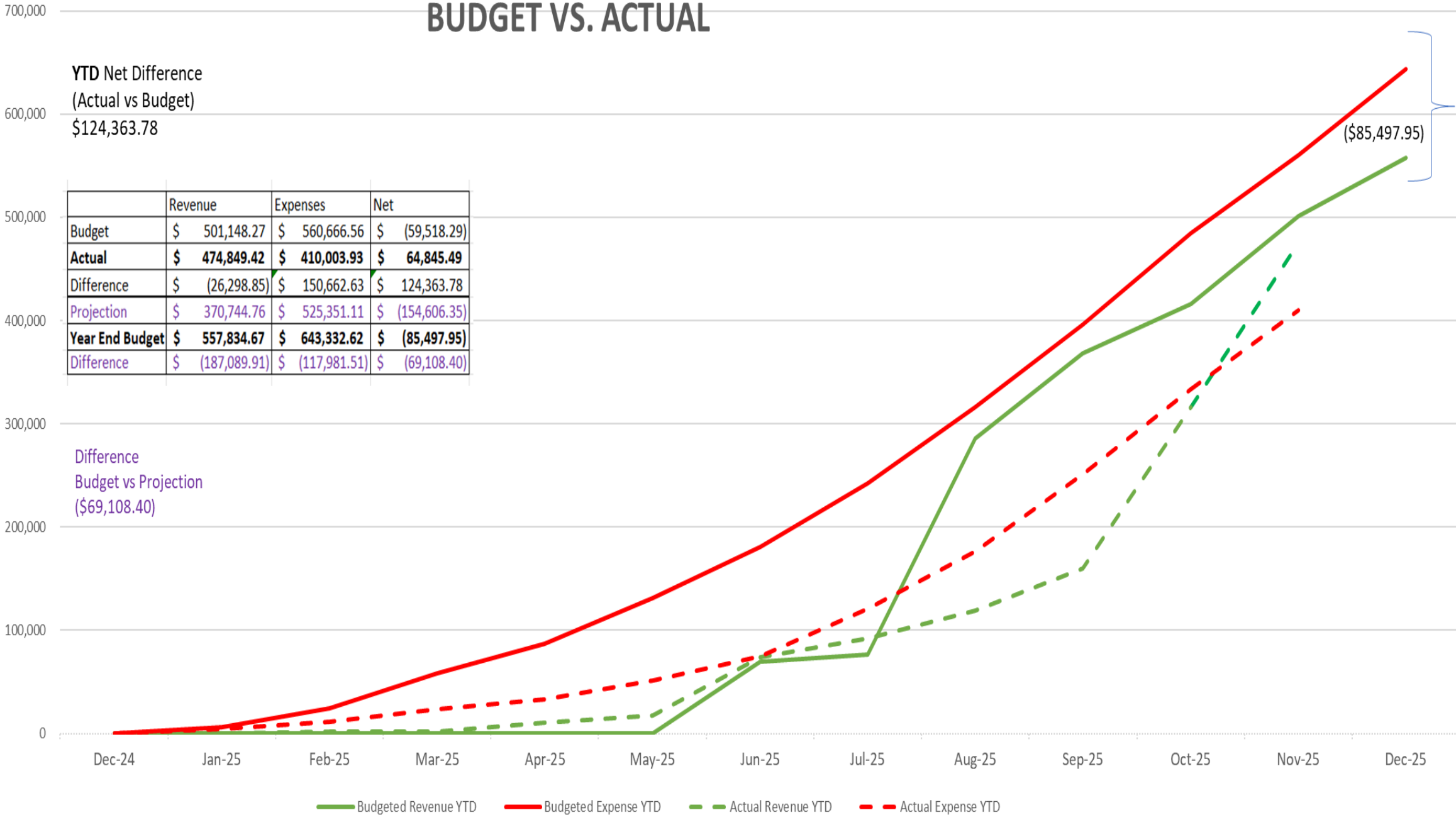
DOME 29-54

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$124,363.78

	Revenue	Expenses	Net
Budget	\$ 501,148.27	\$ 560,666.56	\$ (59,518.29)
Actual	\$ 474,849.42	\$ 410,003.93	\$ 64,845.49
Difference	\$ (26,298.85)	\$ 150,662.63	\$ 124,363.78
Projection	\$ 370,744.76	\$ 525,351.11	\$ (154,606.35)
Year End Budget	\$ 557,834.67	\$ 643,332.62	\$ (85,497.95)
Difference	\$ (187,089.91)	\$ (117,981.51)	\$ (69,108.40)

Difference
Budget vs Projection
(\$69,108.40)



TENNIS 29-55

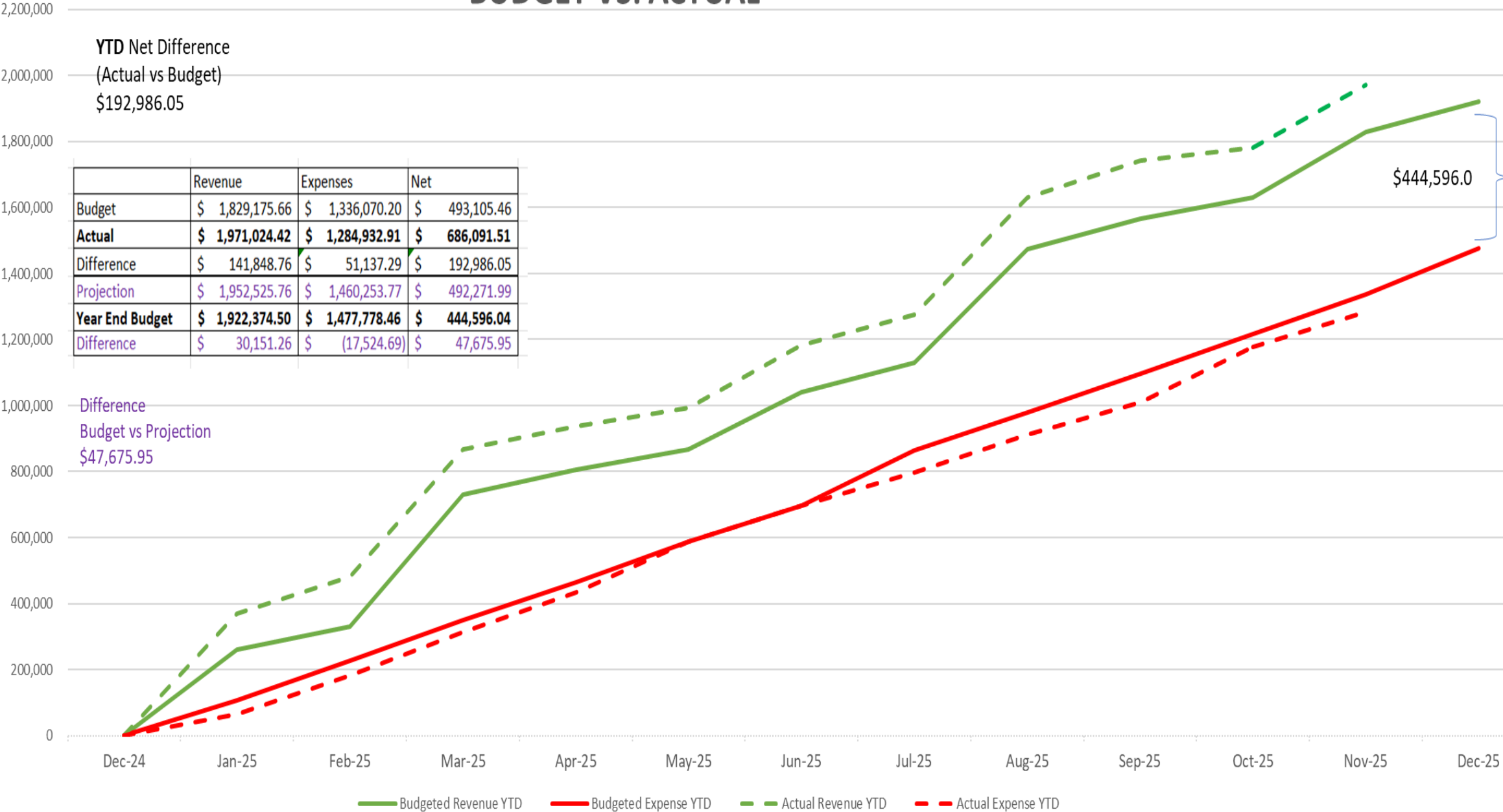
BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$192,986.05

	Revenue	Expenses	Net
Budget	\$ 1,829,175.66	\$ 1,336,070.20	\$ 493,105.46
Actual	\$ 1,971,024.42	\$ 1,284,932.91	\$ 686,091.51
Difference	\$ 141,848.76	\$ 51,137.29	\$ 192,986.05
Projection	\$ 1,952,525.76	\$ 1,460,253.77	\$ 492,271.99
Year End Budget	\$ 1,922,374.50	\$ 1,477,778.46	\$ 444,596.04
Difference	\$ 30,151.26	\$ (17,524.69)	\$ 47,675.95

Difference
Budget vs Projection
\$47,675.95

\$444,596.0



HELLER NATURE CENTER 29-61

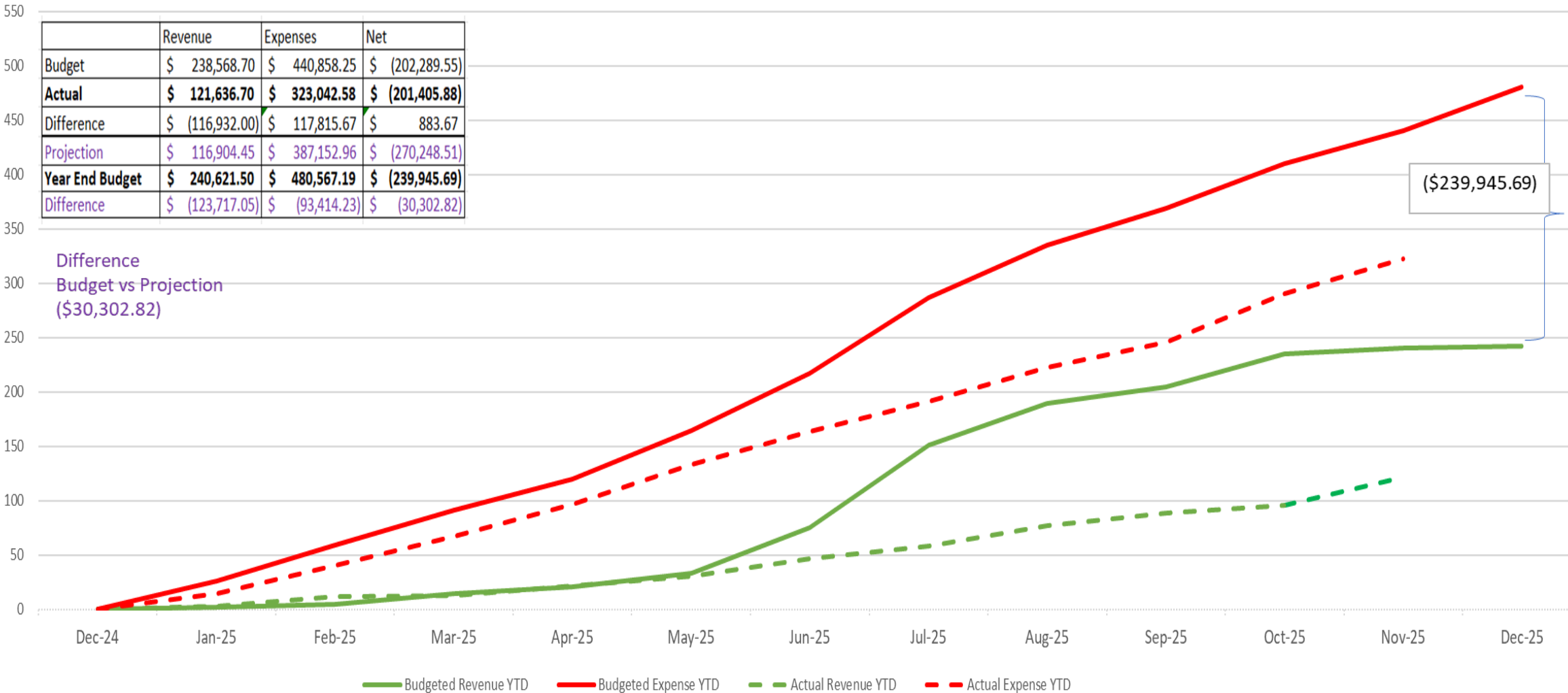
BUDGET VS. ACTUAL

Thousands

YTD Net Difference
(Actual vs Budget)
\$883.67

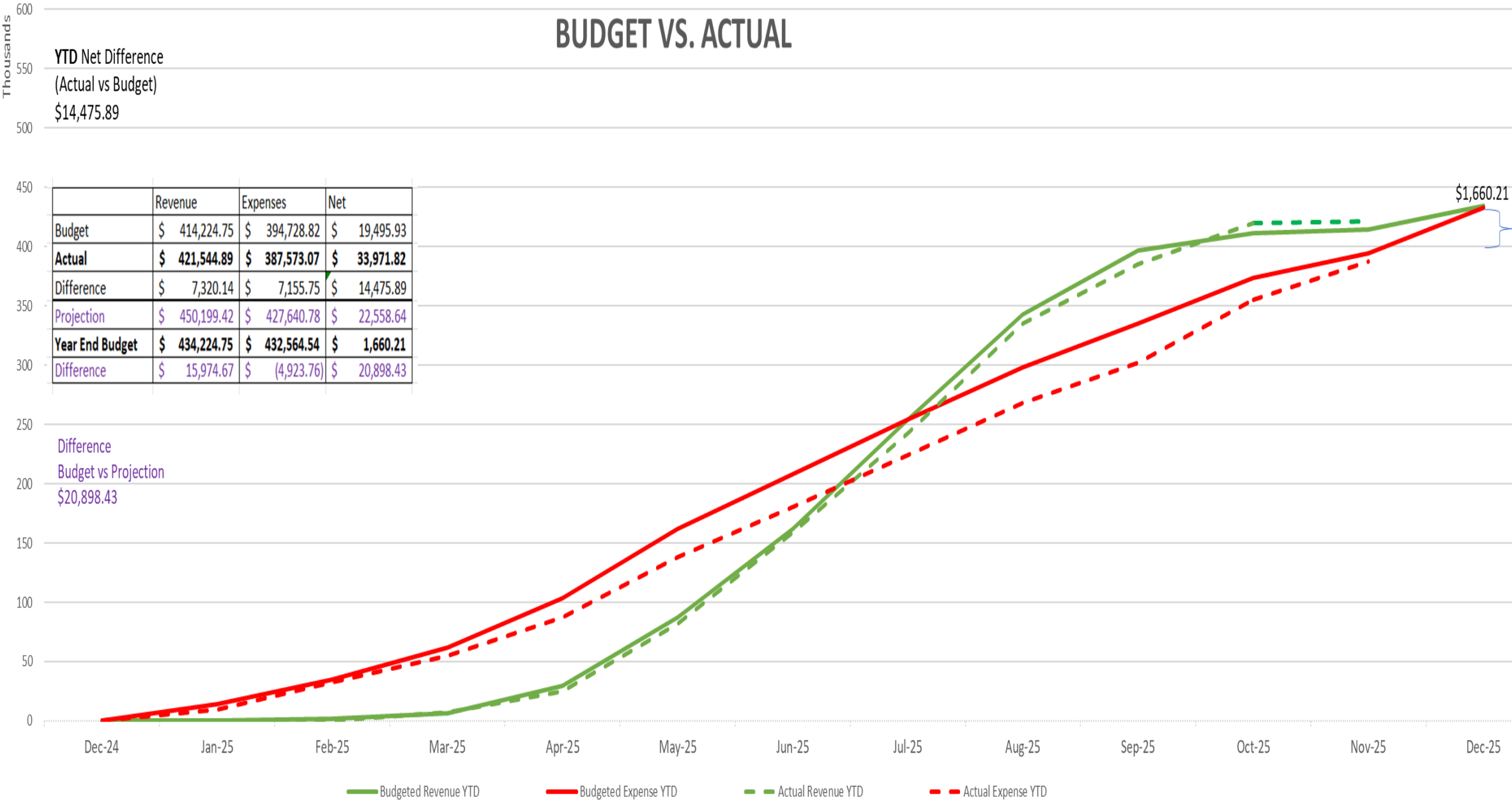
	Revenue	Expenses	Net
Budget	\$ 238,568.70	\$ 440,858.25	\$ (202,289.55)
Actual	\$ 121,636.70	\$ 323,042.58	\$ (201,405.88)
Difference	\$ (116,932.00)	\$ 117,815.67	\$ 883.67
Projection	\$ 116,904.45	\$ 387,152.96	\$ (270,248.51)
Year End Budget	\$ 240,621.50	\$ 480,567.19	\$ (239,945.69)
Difference	\$ (123,717.05)	\$ (93,414.23)	\$ (30,302.82)

Difference
Budget vs Projection
(\$30,302.82)



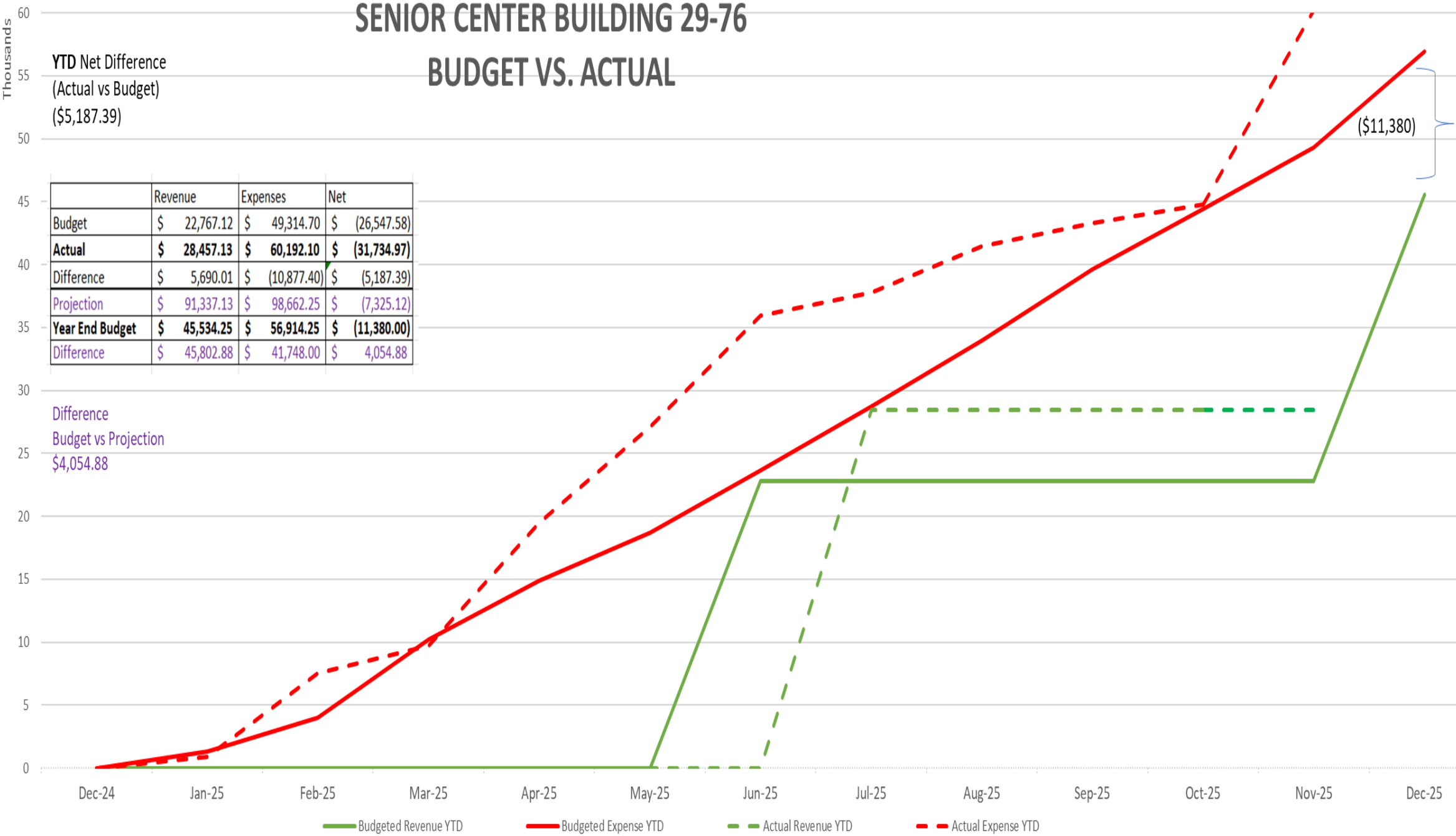
GOLF LEARNING CENTER 29-74

BUDGET VS. ACTUAL



SENIOR CENTER BUILDING 29-76

BUDGET VS. ACTUAL



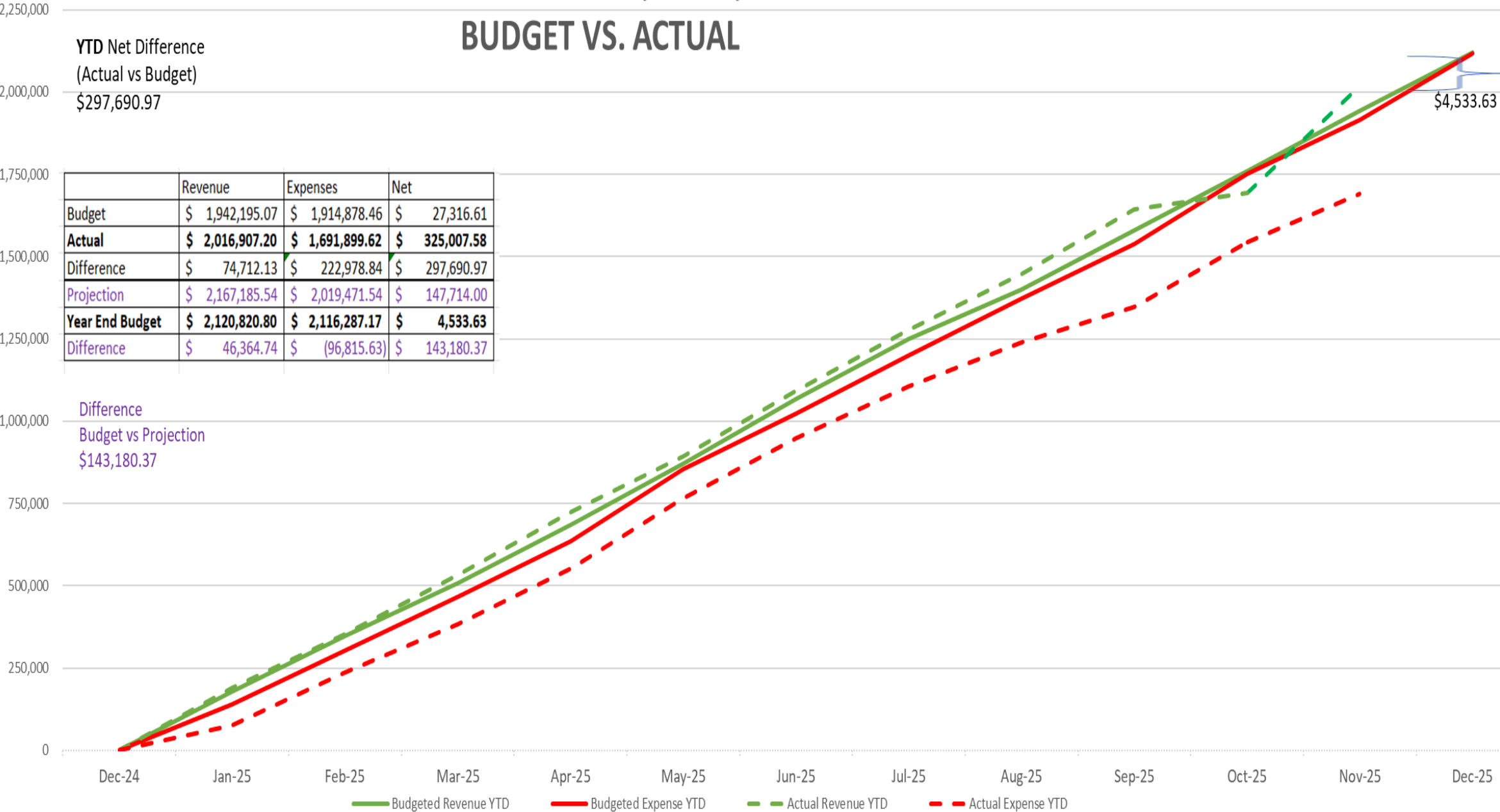
PARK FITNESS 29-49, 29-51, 29-53

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$297,690.97

	Revenue	Expenses	Net
Budget	\$ 1,942,195.07	\$ 1,914,878.46	\$ 27,316.61
Actual	\$ 2,016,907.20	\$ 1,691,899.62	\$ 325,007.58
Difference	\$ 74,712.13	\$ 222,978.84	\$ 297,690.97
Projection	\$ 2,167,185.54	\$ 2,019,471.54	\$ 147,714.00
Year End Budget	\$ 2,120,820.80	\$ 2,116,287.17	\$ 4,533.63
Difference	\$ 46,364.74	\$ (96,815.63)	\$ 143,180.37

Difference
Budget vs Projection
\$143,180.37



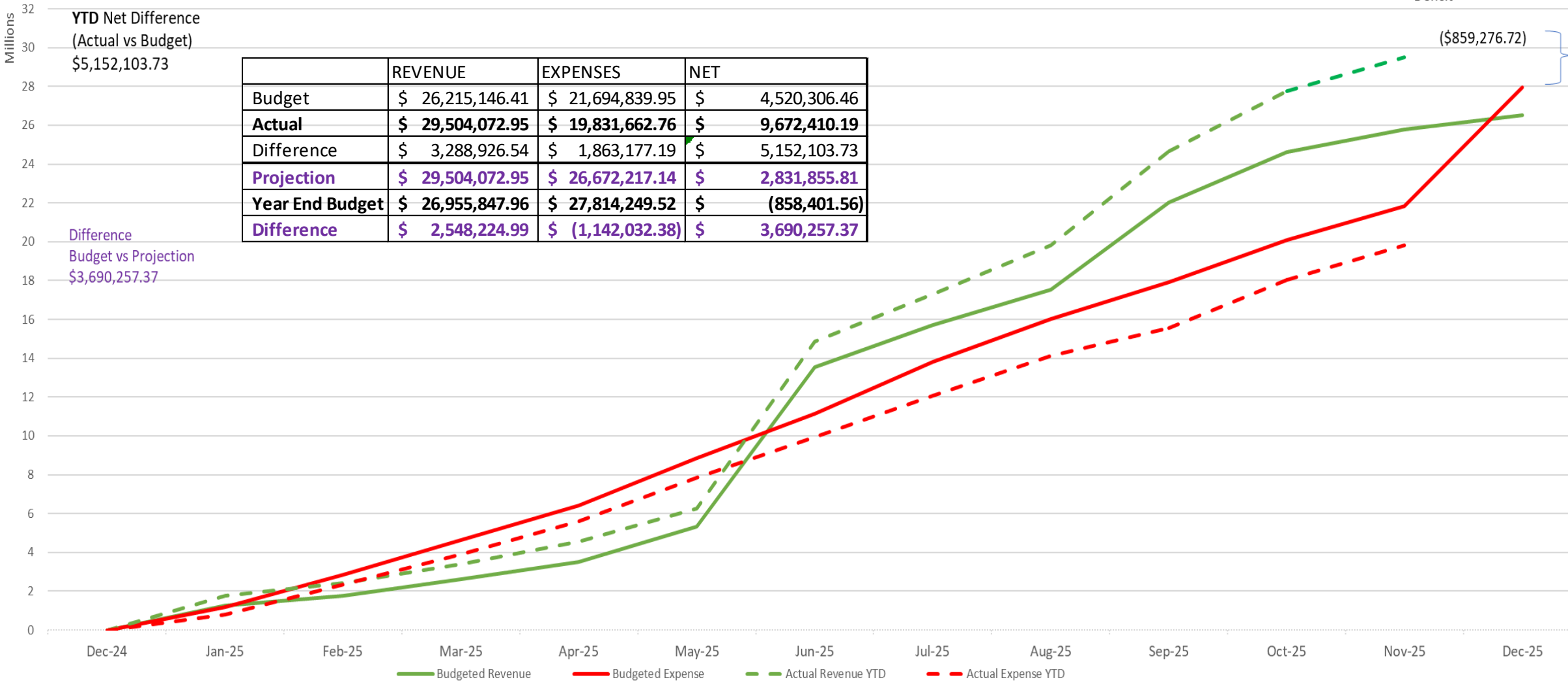


2025

FINANCIAL FORECASTS AND TREASURER'S REPORT

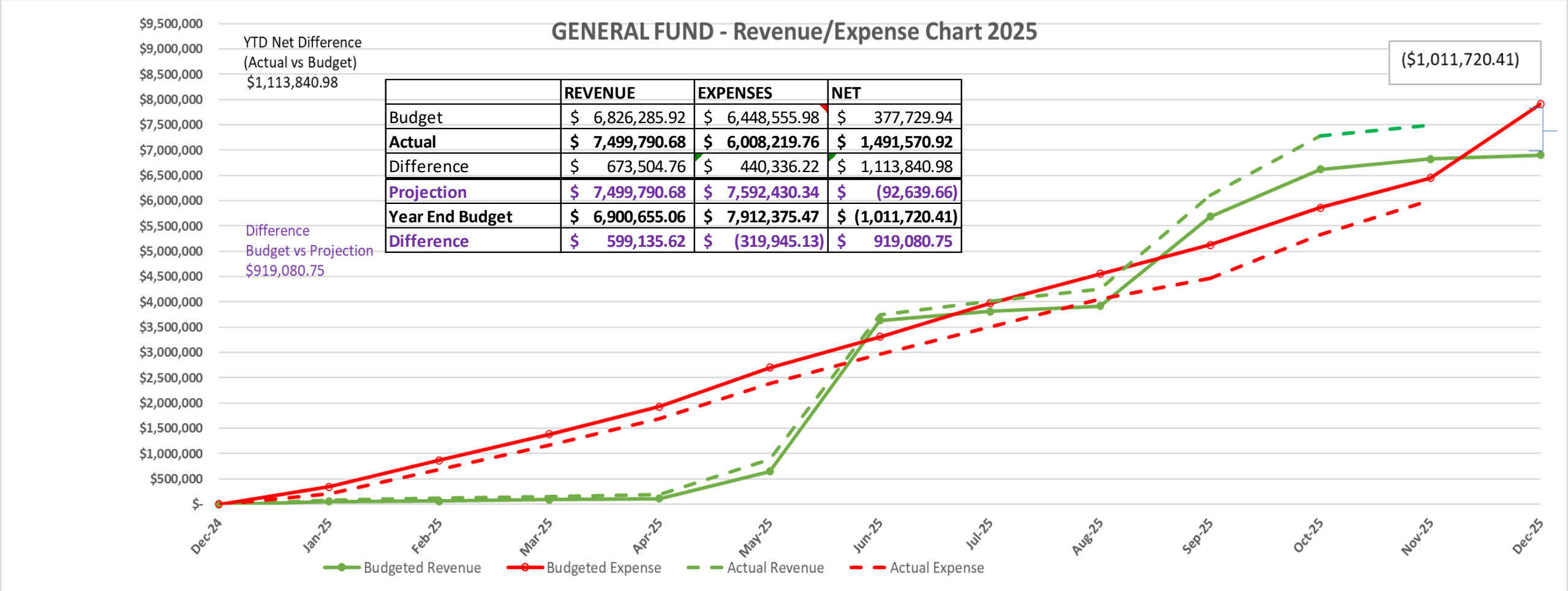
11/30/25

OPERATIONS (GENERAL AND RECREATION FUNDS)
BUDGET VS. ACTUAL 11/30/25



Budgeted	0.00	1,263,705.05	1,759,083.00	2,627,385.61	3,518,640.93	5,333,053.75	13,544,016.82	15,694,698.76	17,540,922.88	22,011,007.50	24,621,587.48	25,781,557.91	26,519,710.46
Budgeted	0.00	1,187,402.21	2,853,566.17	4,644,727.97	6,410,488.13	8,869,971.82	11,138,552.69	13,810,979.08	16,024,805.39	17,900,135.82	20,087,495.48	21,816,539.97	27,952,131.12
Actual	0.00	1,784,192.32	2,413,646.35	3,403,360.37	4,551,650.81	6,253,549.64	14,841,264.40	17,304,569.99	19,823,158.83	24,664,348.48	27,755,211.77	0.00	0.00
Actual	0.00	790,145.20	2,363,651.91	3,895,037.42	5,593,257.05	7,828,161.33	9,946,326.36	12,064,807.37	14,138,641.43	15,561,115.27	18,027,362.52	0.00	0.00

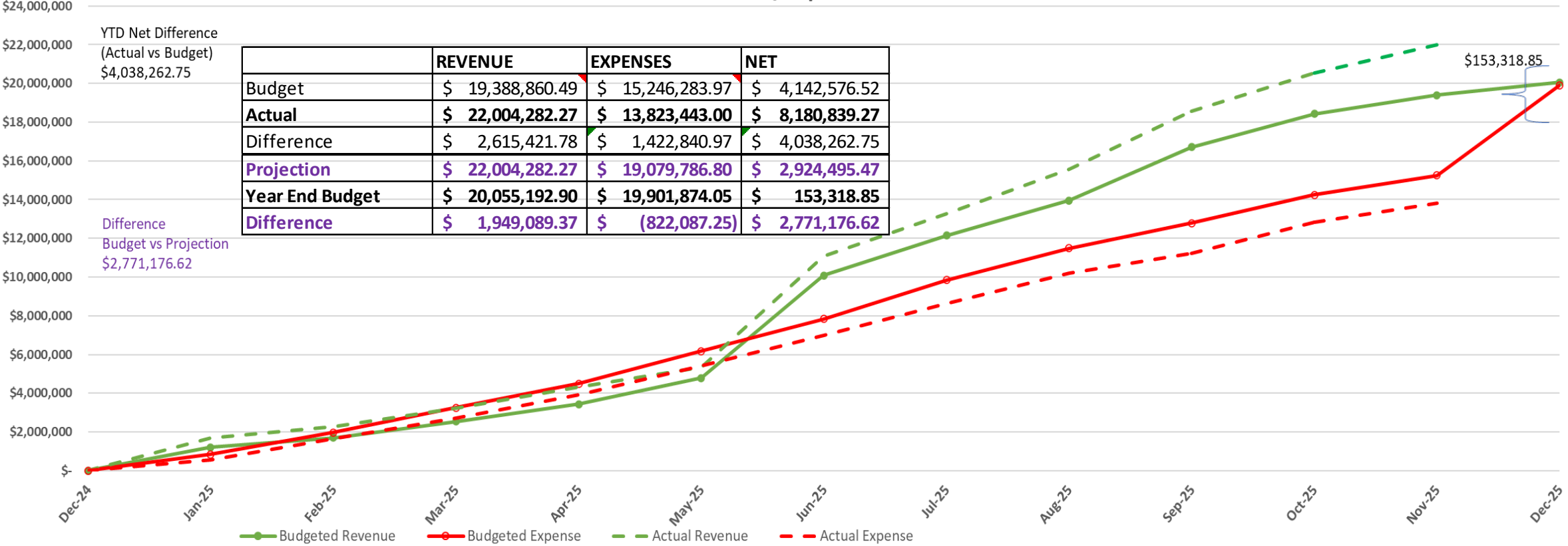
Actuals 11/30/25



Budgeted Revenue	-	57,387.42	64,400.04	88,962.99	112,964.92	646,965.23	3,631,520.68	3,808,676.25	3,918,086.37	5,685,508.42	6,619,820.98	6,826,285.92	6,900,655.06
Budgeted Expense	-	342,445.18	869,227.93	1,384,418.08	1,927,724.67	2,700,533.17	3,310,595.39	3,970,844.75	4,554,177.29	5,123,846.24	5,859,637.06	6,448,555.98	7,912,500.08
Actual Revenue	-	79,401.99	120,916.84	151,419.97	198,926.71	892,088.36	3,745,328.43	4,019,637.13	4,250,780.48	6,100,709.85	7,287,328.68	7,499,790.68	
Actual Expense	-	211,590.01	693,188.70	1,163,329.72	1,690,473.26	2,392,720.26	2,968,082.66	3,509,685.14	4,050,039.20	4,466,839.31	5,325,852.64	6,008,219.76	

Actuals 11/30/25

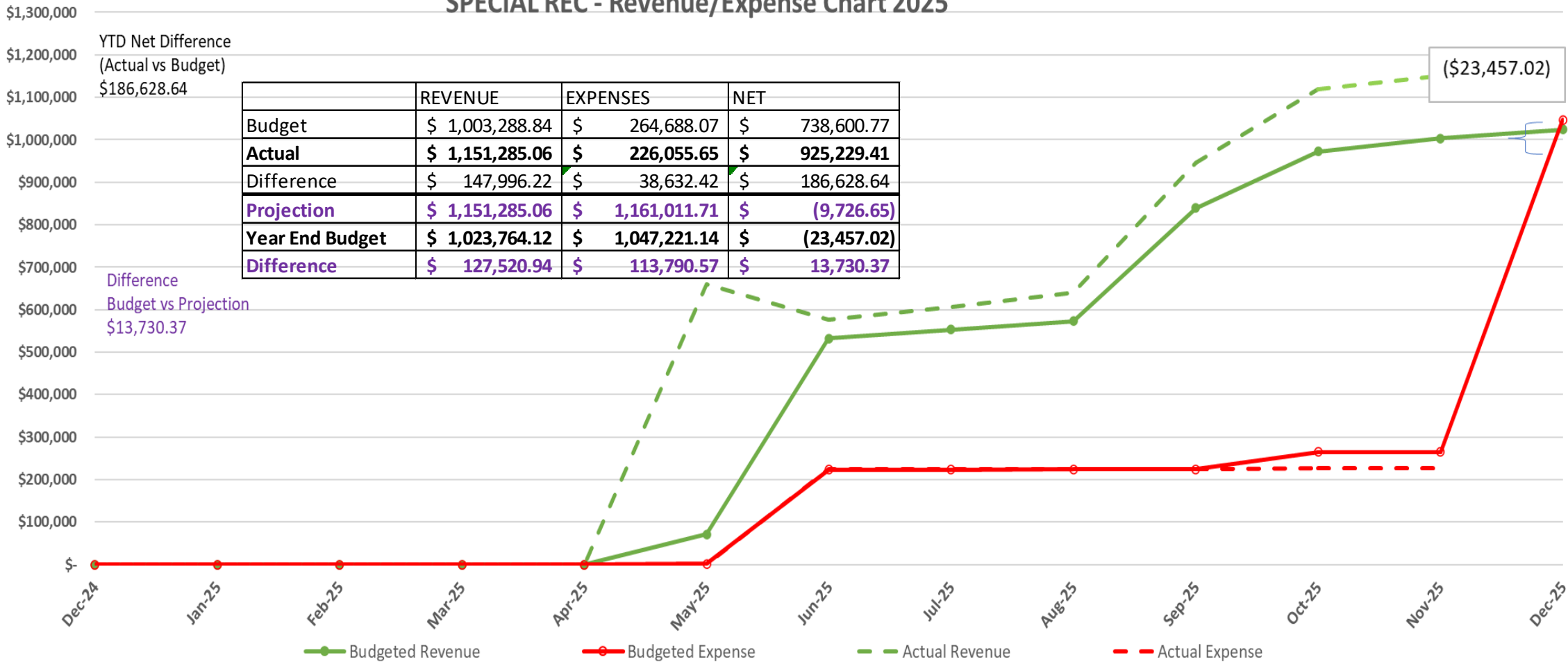
RECREATION FUND - Revenue/Expense Chart 2025



Budgeted Revenue	-	1,206,317.63	1,694,682.96	2,535,410.12	3,439,338.51	4,780,066.02	10,087,676.14	12,142,405.01	13,951,926.51	16,710,757.58	18,422,205.00	19,388,860.49	20,055,192.90
Budgeted Expense	-	844,957.03	1,984,338.24	3,249,168.45	4,492,041.77	6,178,902.16	7,838,234.15	9,850,671.21	11,481,342.95	12,787,189.47	14,239,025.82	15,246,283.97	19,901,874.05
Actual Revenue	-	1,704,790.33	2,292,729.51	3,230,306.79	4,331,090.49	5,339,827.67	11,095,935.97	13,284,932.86	15,571,916.85	18,563,638.63	20,529,289.49	22,004,282.27	-
Actual Expense	-	578,555.19	1,670,463.21	2,731,707.70	3,902,783.79	5,435,441.07	6,978,243.70	8,644,491.97	10,190,418.44	11,208,627.46	12,835,769.09	13,823,443.00	-

Actuals 11/30/25

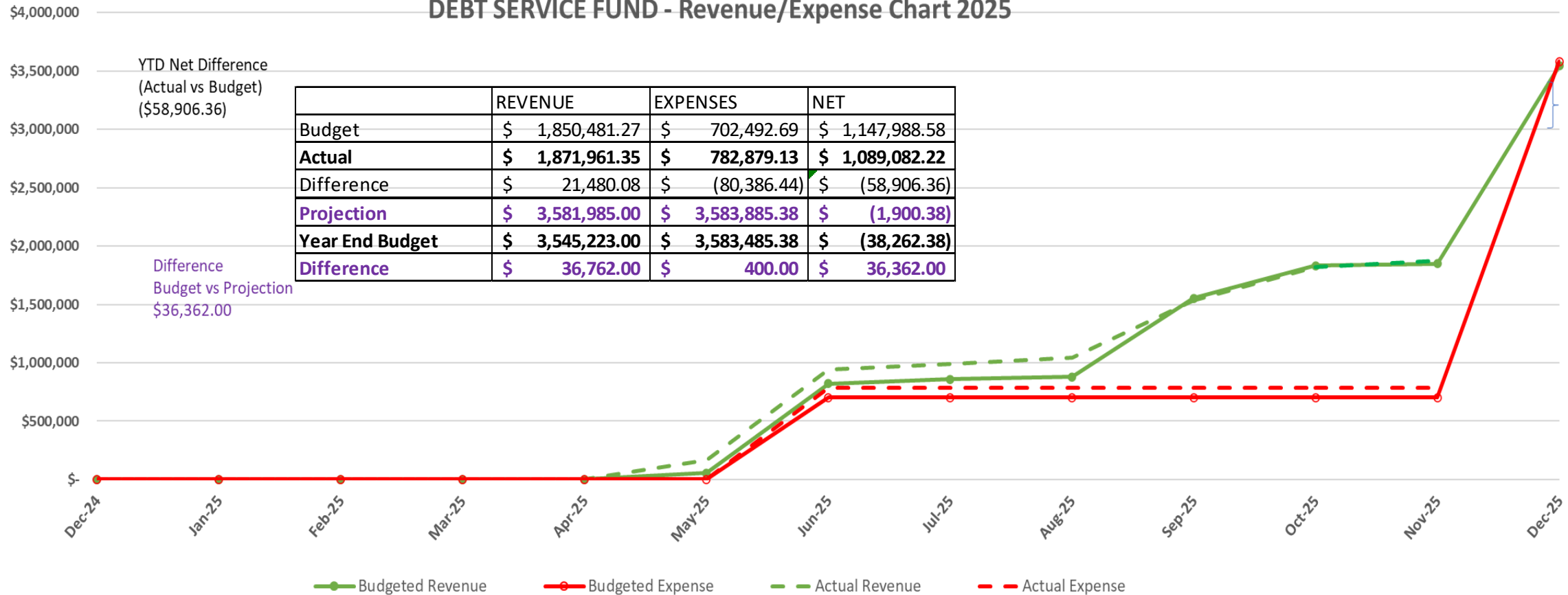
SPECIAL REC - Revenue/Expense Chart 2025



Budgeted Revenue	-	-	-	-	-	71,663.51	532,357.36	552,832.64	573,307.92	839,486.59	972,575.92	1,003,288.84	1,023,764.12
Budgeted Expense	-	-	-	-	-	1,187.50	223,298.07	223,298.07	224,188.07	224,188.07	264,688.07	264,688.07	1,047,221.14
Actual Revenue	-	-	-	-	7.06	659,361.63	577,455.61	606,626.27	639,434.36	945,751.09	1,119,152.62	-	-
Actual Expense	-	60.00	60.00	60.00	60.00	60.00	223,998.08	225,482.55	225,482.55	225,482.55	226,055.65	-	-

Actuals 11/30/25

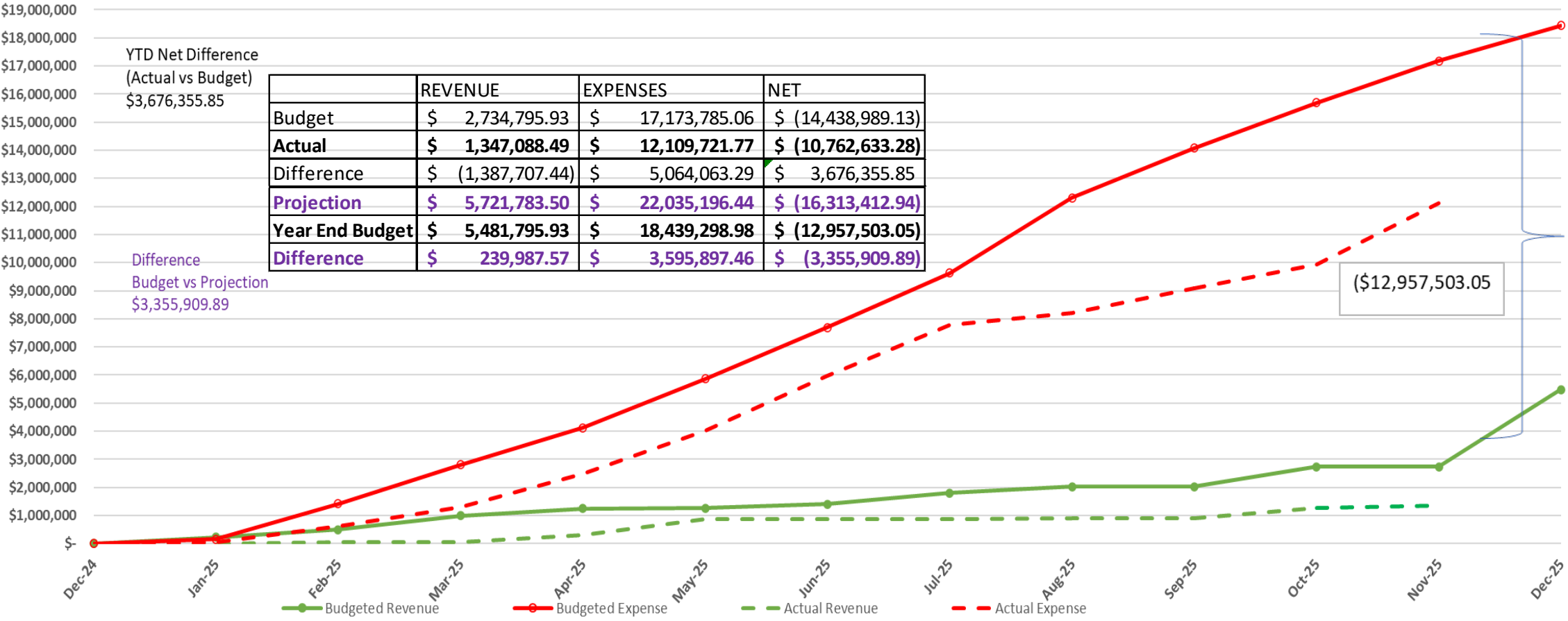
DEBT SERVICE FUND - Revenue/Expense Chart 2025



Budgeted Revenue	-	-	-	-	56,075.19	822,436.12	859,819.58	878,511.31	1,551,413.59	1,831,789.54	1,850,481.27	3,545,223.00
Budgeted Expense	-	-	500.00	1,000.00	1,000.00	1,000.00	701,992.69	701,992.69	701,992.69	701,992.69	701,992.69	3,583,485.38
Actual Revenue	-	-	-	-	11.49	163,907.79	940,044.56	987,538.74	1,040,955.05	1,537,327.26	1,819,643.47	-
Actual Expense	-	-	475.00	950.00	950.00	950.00	782,404.13	782,879.13	782,879.13	782,879.13	782,879.13	-

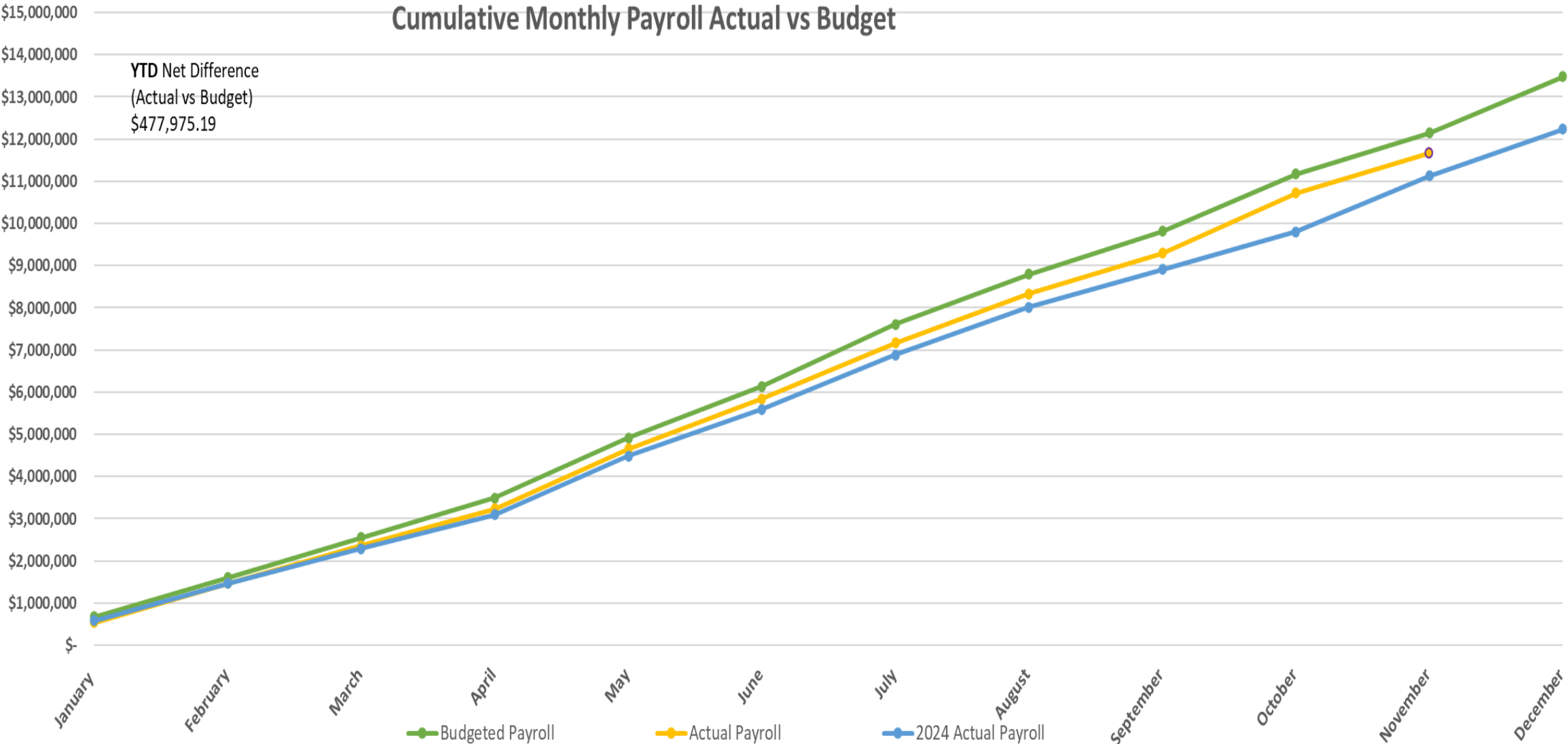
Actuals 11/30/25

CAPITAL FUND - Revenue/Expense Chart 2025



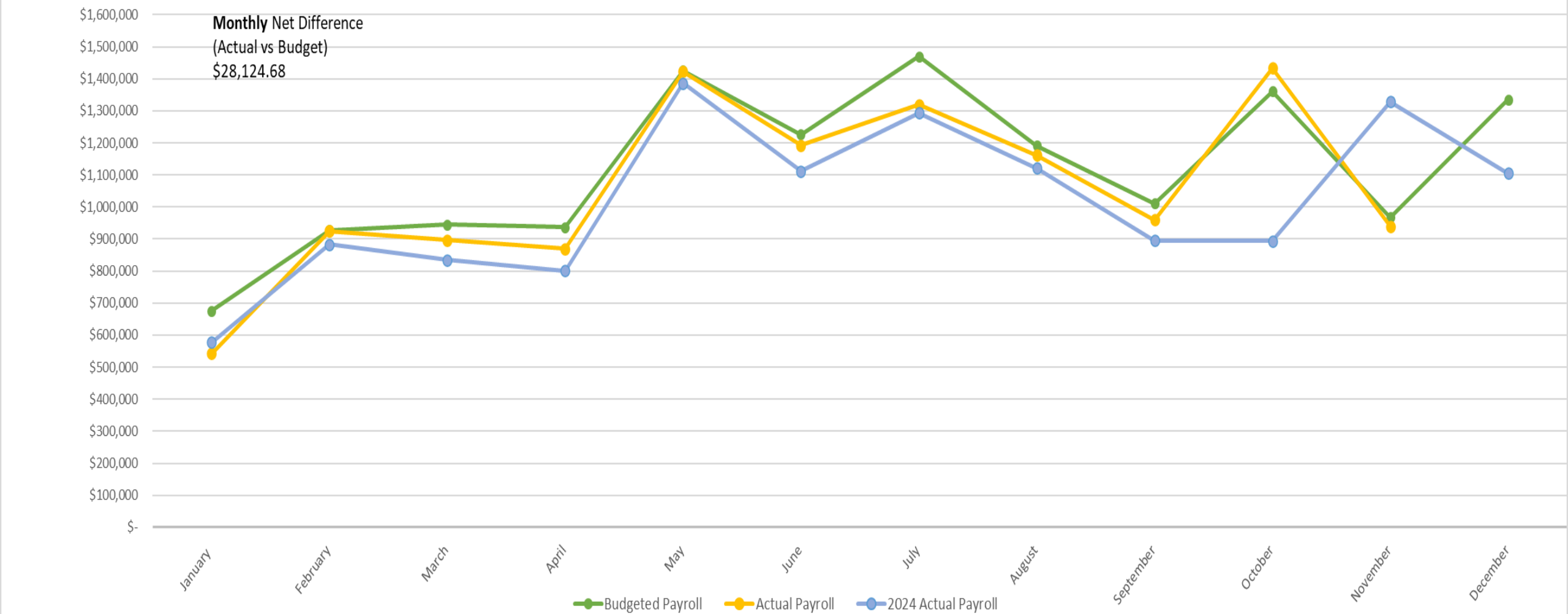
Budgeted Revenue	-	225,000.00	500,000.00	1,000,000.00	1,250,000.00	1,266,921.00	1,402,309.93	1,802,309.93	2,028,309.93	2,032,309.93	2,734,795.93	2,734,795.93	5,481,795.93
Budgeted Expense	-	156,767.78	1,419,239.60	2,811,007.38	4,127,666.16	5,871,133.94	7,691,901.72	9,631,669.50	12,308,437.28	14,078,205.06	15,686,972.84	17,173,785.06	18,439,298.98
Actual Revenue	-	0.14	57,700.95	58,275.95	304,252.84	874,736.18	875,136.18	875,136.18	893,882.49	895,632.49	1,279,538.49	1,347,088.49	-
Actual Expense	-	38,637.00	629,492.25	1,300,767.62	2,500,189.17	4,015,209.80	5,982,508.00	7,791,794.77	8,209,776.33	9,073,308.43	9,935,554.42	12,109,721.77	-

Cumulative Monthly Payroll Actual vs Budget



Total Payroll (Budget)	676,279.79	1,603,313.05	2,548,732.33	3,485,525.03	4,910,417.54	6,136,982.58	7,607,097.34	8,798,934.68	9,810,115.19	11,170,883.69	12,138,872.54	13,474,002.92
Payroll 1	33,609.52	473,238.01	450,176.73	426,154.04	450,994.63	539,157.09	656,893.63	646,219.52	474,734.16	477,670.03	472,396.26	
Payroll 2	508,691.37	450,954.06	445,883.75	443,184.48	478,175.21	653,892.60	662,150.40	515,072.70	485,511.45	477,927.73	467,467.91	
Payroll 3					493,225.87					477,516.20		
Total Payroll (Actual)	542,300.89	1,466,492.96	2,362,553.44	3,231,891.96	4,654,287.67	5,847,337.36	7,166,381.39	8,327,673.61	9,287,919.22	10,721,033.18	11,660,897.35	
2024 Payroll 1	105,943.65	440,970.32	419,531.11	392,617.10	434,982.75	506,024.87	639,462.08	644,378.26	444,484.34	450,526.10	446,158.18	416,566.23
2024 Payroll 2	471,184.02	441,449.33	415,449.09	408,434.00	491,080.28	605,744.49	653,553.85	476,941.51	450,949.60	443,902.48	441,719.47	689,124.07
2024 Payroll 3					460,889.88						440,341.20	
2024 Total Payroll (Actual)	577,127.67	1,459,547.32	2,294,527.52	3,095,578.62	4,482,531.53	5,594,300.89	6,887,316.82	8,008,636.59	8,904,070.53	9,798,499.11	11,126,717.96	12,232,408.26

NON-CUMULATIVE MONTHLY PAYROLL ACTUAL VS BUDGET



Payroll 1	33,609.52	473,238.01	450,176.73	426,154.04	450,994.63	539,157.09	656,893.63	646,219.52	474,734.16	477,670.03	472,396.26	
Payroll 2	508,691.37	450,954.06	445,883.75	443,184.48	478,175.21	653,892.60	662,150.40	515,072.70	485,511.45	477,927.73	467,467.91	
Payroll 3					493,225.87					477,516.20		
Total Payroll (Actual)	542,300.89	924,192.07	896,060.48	869,338.52	1,422,395.71	1,193,049.69	1,319,044.03	1,161,292.22	960,245.61	1,433,113.96	939,864.17	
Budgeted Payroll	676,279.79	927,033.26	945,419.28	936,792.70	1,424,892.51	1,226,565.04	1,470,114.76	1,191,837.34	1,011,180.51	1,360,768.50	967,988.85	1,335,130.38
2024 Payroll 1	105,943.65	440,970.32	419,531.11	392,617.10	434,982.75	506,024.87	639,462.08	644,378.26	444,484.34	450,526.10	446,158.18	416,566.23
2024 Payroll 2	471,184.02	441,449.33	415,449.09	408,434.00	491,080.28	605,744.49	653,553.85	476,941.51	450,949.60	443,902.48	441,719.47	689,124.07
2024 Payroll 3					460,889.88						440,341.20	
Total Payroll (Actual)	577,127.67	882,419.65	834,980.20	801,051.10	1,386,952.91	1,111,769.36	1,293,015.93	1,121,319.77	895,433.94	894,428.58	1,328,218.85	1,105,690.30



Memorandum

To: Park Board of Commissioners

From: Mari-Lynn Peters, Director of Finance; Brian Romes, Executive Director

Date: December 17, 2025

Subject: **2026 Proposed Budget and the Budget and Appropriation Ordinance**

Summary

Staff is pleased to present the proposed 2026 Park District of Highland Park Budget for consideration by the Board of Park Commissioners. This budget represents the calendar year January 1, 2026, through December 31, 2026. The Finance Committee reviewed the proposed budget in detail at the Finance Committee meetings held on November 11, 2025, and December 9, 2025.

Per park district code "The governing body of each park district shall, within or before, the first quarter of each fiscal year, adopt a combined annual budget an appropriation ordinance." The purpose of today's presentation is to gain consensus from Park Board Commissioners to move forward and lay the budget down for a period of thirty days so that the public may review it.

After that period has expired, there will be a hearing for the public on January 21, 2026. Later that evening, the Budget will be presented to the Park Board for approval of the Budget, and the Budget and Appropriations Ordinance. Upon approval, the budget will be certified by the county.



2026 Budget

December 31, 2026

Park District of Highland Park
Highland Park, IL



↑
EXTRAORDINARY



Park District of Highland Park

2026 Annual Budget

Fiscal Year January 1, 2026 - December 31, 2026

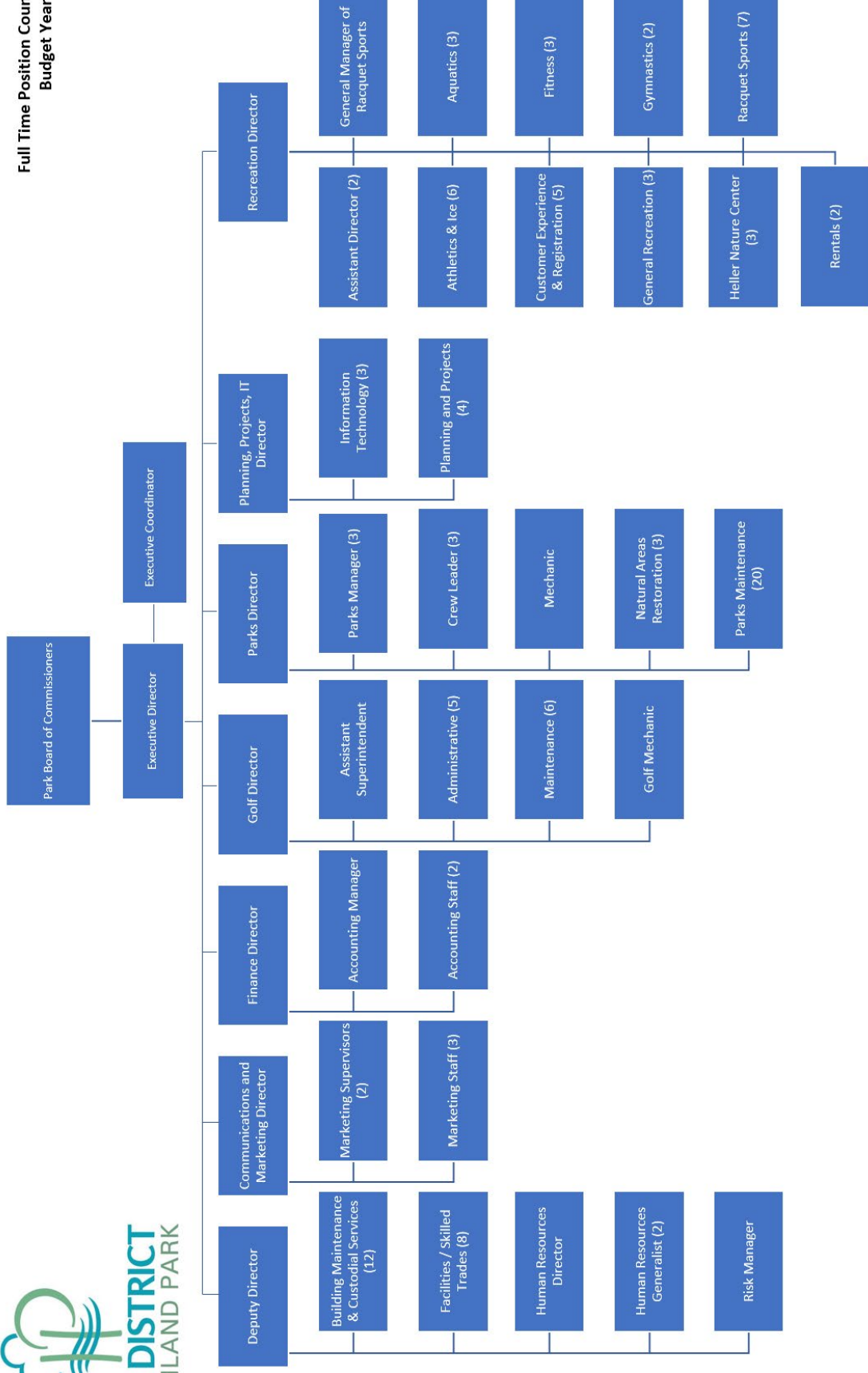
Park Board of Commissioners

Terry Grossberg, President
Jennifer Freeman, Vice-President
Josie Beck, Commissioner
Steve Greenberg, Commissioner
Rafael Labrador, Commissioner

Park District of Highland Park
West Ridge Center
636 Ridge Road
Highland Park, IL 60035
847 831-3810
pdhp.org



Full Time Position Count: 128
Budget Year: 2026



Park District of Highland Park
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Park District of Highland Park

Mission:

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

Values:

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

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

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.

Park District of Highland Park

Established:	<p>The Park District of Highland Park, established in 1909 and located in the City of Highland Park, Illinois along the north shore of Lake Michigan, was shaped by progressive people such as Everett Millard, Julius Rosenwald, Jens Jensen, May T. Watts, Jesse Lowe Smith, and others. Their belief in protecting open space and providing recreation for all the people of Highland Park is as relevant today as it was over a century ago.</p> <p>The Park District, originally named Highland Park East Park District, took its current name in 1935. In 1973, the District began recreational programming. Today, the Park District manages more than 750 acres of land, operates eleven facilities, and offers approximately 2,600 recreation programs. Neighborhoods throughout Highland Park enjoy proximity to parks and open space, offering both recreation and solitude that only nature can provide. According to the Trust for Public Land, 95% of Highland Park residents enjoy living within a 10-minute walk to a local park - well above the national average of 57%. Additionally, 7% of the City of Highland Park's land is used for parks and recreation.</p>
Governance:	<p>A five-member volunteer Board of Commissioners establishes policy, strategic direction, and creates ordinances that govern the District. Commissioners serve staggered terms of six years with elections every two years. The Board is responsible for creating the vision and long-term direction of the Park District, electing Board officers, appointing the Executive Director, Park Board attorney and auditor. Each Commissioner serves as a liaison to the Districts' internal and advisory committees. The Park Board generally meets on the fourth Wednesday of each month and usually holds a workshop (meeting of the whole) on the second Wednesday of the month.</p> <p>President Terry Grossberg leads the present Park Board. Vice-President Jennifer Freeman, and Commissioners Josie Beck, Steve Greenberg, and Rafael Labrador are the other current Board Commissioners.</p>
Boundaries:	<p>The Park District is located approximately 25 miles north of Chicago and serves the City of Highland Park, and small portions of the Town of Fort Sheridan and the Village of Deerfield.</p>
Population:	<p>According to the most recent available information, the Park District serves a population of 30,669.</p>
Demographics:	<p>The Park District serves a highly educated (80% of residents have post-secondary degrees) community with a median household income of \$166,074 and a median age of 46 years. The Park District of Highland Park has approximately 12,405 housing units.</p>
Real Estate:	<p>The 2025 (tax year 2024) Equalized Assessed Valuation (EAV) of real estate is \$3,069,878,699.</p>
Tax Rate:	<p>The 2025 tax rate is .57 per \$1,000 of assessed value.</p>
Fiscal Year Budget:	<p>The fiscal year begins on January 1 and concludes on December 31. The total operating budget for 2026 is \$26.7 million. Additionally, capital improvement and repair budget is \$11.7 million, the debt retirement budget is \$3.6 million, and the budget for inter-fund transfers is \$5.3 million.</p>

Debt Rating:	The Park District currently holds a Aaa rating from Moody's.
Park Resources:	The Park District owns and operates approximately 740 acres of land in 44 park areas comprised of community parks, neighborhood parks, lakefront beaches and passive natural areas. The Park District assists other units of local government in maintaining their property.
Programs/Facilities:	<p>The Park District provides a full range of indoor and outdoor activities. Major recreation programs include summer camps, ice skating, athletics, tennis, golf, pickleball, and aquatics. All told, the Park District offers approximately 2,600 distinct programs during a fully operating year. Park District events include larger annual events each season and hundreds of smaller events throughout the year.</p> <p>The Park District partners with other local governments such as the City and local school districts that provide facilities for Park District use or to effectuate savings and efficiencies.</p> <p>Unique facilities include the Sunset Valley Golf Club, Deer Creek Racquet Club, Centennial Ice Arena (presently includes gymnastics), Hidden Creek AquaPark, Park Fitness, Heller Nature Center, Park Avenue Boating Facility, Rosewood Beach Interpretive Center, West Ridge Center, Club Pickle and Padel, and the Highland Park Golf Learning Center. During 2026 the new West Ridge Community Center will open and replace the current West Ridge Center. Gymnastics will move from the ice arena to the new facility and ParkSchool and Recreation will move from the old West Ridge Center to the new West Ridge Community Center. The administrative staff at West Ridge Center will be moving to an undetermined location that will most likely be a commercial rental property. The parks offer a variety of amenities including playgrounds (40), walking and biking paths (20 miles), indoor/outdoor tennis courts (32), indoor/outdoor pickleball courts (35), basketball courts (15), disc golf courses (2), off-leash dog parks (3), and sports fields (23). More than 250 acres of the Park District's property are considered natural areas of prairie, woodlands, and ravines.</p> <p>Further clarifying outdoor tennis and pickleball courts: The District has 21 designated tennis courts, 18 designated pickleball courts and 7 dual-use tennis/pickleball courts. Additional details on basketball courts: Total quantity of outdoor courts factoring in half courts vs. full courts, there is a total of 10.5 courts. Mixed-Use Fields include 4 at Cuniff, 1 at Kennedy, 4 at Fink, 1 at Lincoln, 8 at Olson, 2 at Sunset, 2 at West Ridge, and 1 at Woodridge.</p> <p>Integral to Highland Park are the beaches. Ten percent of all of Illinois' Lake Michigan shoreline is within Highland Park. The District maintains four public park beaches that offer public access to this magnificent shoreline.</p> <p>The Park District is a vital part of the community and pays close attention to meeting the needs of all its residents. As the population changes, the Park District adjusts its program offerings and customer service to meet the changing needs, resulting in increased goodwill within the community. For example, in 2019 the District conducted a thorough, statistically valid, Community-wide Attitude and Interest Survey. Another such survey was conducted during 2025. The survey results and changes resulting from the data obtained have not yet been published.</p>

The Park District is a member of the Northern Suburban Special Recreation Association (NSSRA) - providing recreational activities for residents with special needs.

Staff:

The Park District has an appointed Executive Director, responsible to the Board of Commissioners, for the administration of the District along with 128 full-time staff members at full employment. The District employs several hundred part-time, seasonal, and temporary employees. Staffing is organized into three areas: **Administration** (which includes the Executive Director's support staff, Planning and Information Technology, Finance, Human Resources and Risk Management, and Communications and Marketing), **Parks and Natural Areas**, and **Recreational Services**.

The Park District benefits from hundreds of hours of volunteer time from residents, school and community groups, as well as contributions from the Parks Foundation of Highland Park.

Affiliations:

The Park District of Highland Park is a member of the National Recreation and Parks Association (NRPA), Illinois Park and Recreation Association (IPRA), and the Illinois Association of Park Districts (IAPD).

Contact:

Park District of Highland Park, 636 Ridge Road, Highland Park, IL 60035.
Phone 847-831-3810. Email: info@pdhp.org.



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Highland Park, IL 60035
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January 21, 2026

Board of Commissioners
Park District of Highland Park
Highland Park, Illinois 60035

Dear Commissioners:

Park District staff proudly present the Park District of Highland Park's 2026 Budget. The Districts' philosophy is to offer diversified leisure programs, activities, and quality facilities ensuring that all citizens have an equal opportunity to take advantage of these services. Staff are mindful that it must do so while at the same time responsibly balancing costs.

The District remains financially healthy and is finalizing working through its long-range master plan (GreenPrint 2024), while simultaneously creating a New GreenPrint master plan.

The Park District of Highland Park completed planning and broke ground in early 2025 for a new recreation facility at West Ridge Park which has been named West Ridge Community Center. Completion of the project and anticipated opening is expected in spring 2026. In addition to housing early childhood programs, performing arts, recreation program support staff, and a community multipurpose room with an adjacent event lawn, the gymnastics program will be moved from Centennial Ice Arena to a new 10,000 square foot gym at this new facility. Additionally, site improvements will include a new and improved safety village, native plantings, and new baseball and multi-sport fields. The District will also be relocating administrative staff from West Ridge Center. As a result of the Request for Proposal for Recreational Services at 2205 Skokie Valley Road, the District received a winning proposal for a \$2,000,000 donation to replace the existing dome with a new pickleball and padel facility. Completion of this project, now called Club Pickle and Padel, opened September 2.

Operationally, 2025 is shaping up to be a great year. Sunset Valley Golf Club and Deer Creek Racquet Club continued to exceed expectations regarding patron usage. Sunset Valley opened in March. Pickleball continued to be the latest recreation trend and the District added ten indoor courts with the opening of Club Pickle and Padel during 2025. The Club boasts four padel courts, which is one of the fastest trending racquet sports in the US.

4th fest was reinvented and renamed as Independence Fest. It was held on the evening of July 3rd at The Preserve. It included entertainment, food and amusement

rides. Wristbands were sold at a price that was equitable for those who wanted to enjoy activities. Patrons did not have to pay to come to the event to enjoy live music entertainment, visit with community organizations and purchase food and beverages from local food trucks. The event was well attended and many aspects are anticipated to be replicated for 2026. The District continues to work collaboratively with the City of Highland Park to provide an extraordinary celebration for the community.

All Park District departments use the Budget as a planning tool in effort to provide mission critical services and accomplish goals outlined in the Annual Work Plan. The Budget is also a management tool. Financial activity is reviewed regularly throughout the year, allowing for necessary adjustments to operations as needed to ensure the enrichment of community life for all residents.

2026 Budget Overview

The General, Special Recreation and Recreation Funds anticipate a combined operating surplus, before transfers, of \$3,214,093. That surplus, plus reserves in the amount of \$460,907, totaling \$3,675,000, will be transferred to the Capital Projects Fund and an additional \$1,644,800 to Debt Service. Debt payments total \$3,573,162, while capital expenditures total \$11,660,122, resulting in a planned Districtwide deficit spend for 2026, after debt and transfers of \$8,145,352. The transfer of \$3,075,000 from the Recreation Fund to the Capital Projects Fund follows the guidelines of the Fund Balance Policy. This large deficit spend is related to the final budgeted GreenPrint 2024 project, Construction of Recreation Facility at West Ridge Park, now called the West Ridge Community Center. While absorbing this deficit spend in 2026, all operating fund balances will continue to exceed District policy minimums at 12/31/26. Please see Table 2 for budgeted year end reserve data, including fund balances.

Projects scheduled for 2026 in the Capital Plan include replacement and repair of mission critical equipment and infrastructure throughout the Park District as well as GreenPrint 2024 initiative, completion of the West Ridge Community Center. These projects and initiatives take into consideration replacement schedules, ADA compliance, and community needs. Some of the larger projects planned for 2026 include renovation of the Park Fitness locker room shower areas, reconstruction of the Sunset Woods asphalt tennis courts, replacement of the Sunset Woods tennis court lights, playground refreshes at Devonshire Park and Fink Park, and completion of the new recreation facility at West Ridge Park.

A Summary of the 2026 Budget:

- Capital expenditures are approximately \$11.7 million
- Operating expenditures are approximately \$26.7 million
- Consolidated expenditures, including operations, debt, and capital, are approximately \$42.0 million
- Tax support for the 2026 fiscal year represents approximately 49% of total revenues

New for 2026

In effort to remain both fiscally responsible and strategic in the delivery of services to the community, staff anticipates continued development and implementation of a Values Driven Strategic Plan, finalizing the Master Plan, working toward submission for the Distinguished Accreditation award in 2026, finalizing review of the District policy procedure and conduct ordinance manuals, moving recreation and gymnastics programming to the new West Ridge Community Center, and relocation of administrative staff from the obsolete West Ridge Center. The District will continue to collaborate with the Parks Foundation to support Capital Campaign Fundraising, as well as scholarship fundraising.

Acknowledgements

The 2026 budget is a collaborative effort that involves supervisors, managers, and support staff, throughout the District. Administration, specifically the Business Office, is responsible for its final preparation as well as the preparation, filing and distribution of the Budget and Appropriations Ordinance. The Budget will be reviewed continuously during the year and could not have been accomplished without the efforts of Park District staff and the support of our Park Board Commissioners.

Respectfully submitted,

Brian Romes
Executive Director
Park District of Highland Park

Mari-Lynn Peters, CPA
Director of Finance
Park District of Highland Park

PLANNING FOR THE FUTURE

The District utilizes various mechanisms to stay on course, including the GreenPrint 2024 Comprehensive Master Plan (soon to be replaced with a New GreenPrint master plan), five-year capital plan and Values Driven strategic plan. The plans work together to ensure the District has a road map designed to exceed resident and customers' expectations by delivering extraordinary experiences within its parks and facilities, as well as through its programs and services.

GreenPrint 2024 (soon to be replaced with a New GreenPrint master plan)

Adopted by the Park Board of Commissioners in December 2015, GreenPrint 2024 is the District's comprehensive master plan representing a vision for the District. It guides future facility and program development until replaced with a new version. Two tracks of capital projects were identified in the plan, to be completed over a 10-year period. The final open project from the District's current GreenPrint master plan will come to fruition in 2026 with the opening of the new West Ridge Community Center. The District will also complete a new comprehensive master plan to revise and extend GreenPrint 2024 initiatives. This plan is anticipated to be completed in early 2026.

GreenPrint recommends ongoing Park Board evaluation of the identified priority projects, including capital development initiatives, recognizing that fiscal and economic conditions may require adjustment to the suggested priorities and associated timelines. It further clarifies that the GreenPrint master plan is a living document, and as civic, economic, and demographic conditions change, the plan should be flexible to allow the Board the ability to adjust the course of its plan to accommodate what is best for the community. In 2025, the District conducted a community-wide attitude and interest survey. This statistically valid survey is assisting the District in determining what should be included in the New GreenPrint master plan. The survey presents an optimal opportunity to determine GreenPrint priority projects.

The GreenPrint Review Report provided an overview of the review process and amendments to GreenPrint 2024. The amendments were presented and approved by the Park District Board of Commissioners in January 2020.

Projects Completed

- Parks Foundation Established (established 2016)
- Recreation Center of Highland Park Fitness Renovations (Completed 2017)
- Parks and Golf Maintenance Facility (Completed 2018)
- Sunset Valley Golf Club – Course Renovations (Completed 2018)
- Sunset Valley Golf Club - Clubhouse Renovations (Completed 2018)
- Conversion of The Preserve of Highland Park (Completed in 2022)
- Sunset Woods Playground Renovation and Site Master Plan (Completed in 2022)
- Centennial Ice Arena Renovation (Completed in 2023)
- Jeff Fox Synthetic Turf Field – Sports Field Master Plan (Completed 2024)

Projects in Progress

- Construction of Recreation Facility at West Ridge Park (West Ridge Community Center opening 2026)

Land Management Plan

The Land Management Plan is a demonstration of thoughtful collaboration between the various land managers at the Park District of Highland Park and is intended to serve as a foundation for future efforts to improve land management at the Park District. The recommendations aim to improve operational efficiency and the quality of Park District parks. This plan seeks to benefit the entire community and ensure that the parks will be enjoyed by future generations.

The land management planning effort was a recommendation of The GreenPrint 2024 Plan. The resulting plan covers 9 major topics: park maintenance, stormwater management, lakefront maintenance, natural areas, park inventory, real estate, park amenities, connectivity, and cultural resources.

In 2025, the Park District reviewed its acquisition policy and updated the Art and Cultural Assets Acquisition Policy and piloted the associate procedure.

- **Park Site Plans**

The Park Site Plan initiative, also known as the Neighborhood and Park Assessments is in response to goals and objectives established in GreenPrint 2024 and the Land Management Plan. The assessment is used as a tool to ensure that the Park District is meeting its level-of-service standards for open space and recreational amenities throughout the Park District's outdoor parks. Each year the plan is reviewed to inform capital planning and operations. As efforts are completed, the plan document is updated. The standards evaluate capacity on a neighborhood scale, recreational capacity per park, access, quality, and experience.

- **Sunset Woods Site Master Plan**

The Sunset Woods Park Master Plan recognizes Sunset Woods as Highland Park's destination community park nestled in the center of town. The plan strives to consider the timeless park holistically and in the context of the Highland Park community and surrounding area.

In 2025, the Park District completed phase 1 of the Sunset Woods Park Master Plan, with the support of the State of Illinois Department of Natural Resources Open Space Lands Acquisition and Development Grant (OSLAD). New improvements include a multi-generational flexible wheel friendly plaza and skate park, multi-use futsal and basketball court, and a community games area that includes a ping-pong table, bocce court, seating, and sidewalk painted games like hopscotch. The park landscaping was enhanced as part of the project with a native planting area and rain garden. Future phase of the master plan will be evaluated as funding becomes available.

- **Golf Learning Center Optimization Report**

The intent of the Golf Learning Center Optimization Report is to improve financial performance while meeting community and regional recreational needs at the Highland Park Golf Learning Center facility. The plan includes a comprehensive assessment and future recommendations that guide programs and investments. The recommendations address: the driving range, mini golf, building and general site connectivity, programming, operations, agreements and marketing strategy, relationship to Club Pickle and Padel and The Preserve, new amenities, capital improvements, and services.

Since the completion of the plan, the Park District opened Club Pickle and Padel and entered into an agreement with The Golf Practice to operate holistic golf training. The growth potential at this site is being considered as part of the Park District's new master planning efforts.

Athletic Fields Master Plan

The Park District provides both informal and programmed competition level sports fields at locations throughout the community. The sports field master plan considers improvements to existing fields to meet program needs.

In 2024, the Park District of Highland Park, joined by the Athletic Booster Club and the Fox Family, opened Jeff Fox Field, an artificial turf infield field, with extraordinary spectator and player seating, and the flexibility to serve youth of varying ages. In 2025, the Park District began construction of the first 90-foot baseball field that will accommodate all ages including high school and adult athletes. The design focused primarily on drainage and playing surface. The resulting design includes an underdrain system to ensure quality playing fields that can withstand rainstorms. The field also includes accessible player seating and spectator seating.

Lakefront Master Plan

Our lakeshore, bluffs, ravines, and public parks physically define Highland Park. The Park District maintains four lakefront properties that offer public access to the magnificent shoreline: Millard, Moraine, Park Avenue Boating Facility, and Rosewood. Each lakefront property provides a unique mix of ecological, recreational, aesthetic, and educational value that is an integral part of the historical, cultural, and natural resources of Highland Park.

In 2007, the Park District, in collaboration with stakeholders, completed and began implementation of the 2007 Lakefront Master Plan – a roadmap for improvements at all lakefront parks, beaches, and ravine ecosystems. The plan was updated in 2018 and has since been complimented by the Beach Management Plan and The Park Ave Site Master Plan. The Lakefront Master Plan and its complimentary plans continue to serve as a guide for capital and operational improvements at the Park District’s four lakefront properties.

Park Avenue Site Master Plan

The Park Avenue Site Master Plan was a recommendation of the Lakefront Master Plan Update. The purpose of the plan is to address key issues facing the site including improvements to the yacht club building, enhancements for non-motorized boaters, and enhancements to the pedestrian connections to and through the park.

Phase 1 of the Park Avenue Site Master Plan was completed in 2025 with support of the Illinois Department of Natural Resources Open Space and Land Acquisition Development Grant program. This project made improvements to the north end of the property including improved pedestrian access, native landscaping, parking improvements and the addition of a beach boardwalk.

Beach Management Plan

The Beach Management Plan outlines achievable operations and maintenance strategies to respond to climate change effects at Park District lakefront properties. The Park District collaborated with coastal engineers and regional experts to develop strategies tailored to each unique property. The Park Board of Commissioners adopted the plan in April 2021.

The Beach Management plan is a tool that guides daily, short-term and long-term management of the Park District of Highland Park’s beaches, bluffs, ravines, and other lakefront properties at Moraine Beach, Park Avenue Boating Facility, Millard Beach, and Rosewood Beach. The recommendations provided in this plan are based upon an evaluation of the existing conditions found at the beaches, uses associated with the beach, and a review of lake and habitat conditions. This plan was developed with input from the Park District of Highland Park, regional experts, and regulatory agency coordination.

The purposes of this plan are to:

1. Preserve and protect long-term access and use of the beaches, bluffs, ravines, and other lakefront properties
2. Establish guidance for responses to significant storm events
3. Identify routine management strategies for sand, shorelines, beaches, bluffs, ravines, and ecological habitats at these lakefront properties
4. Outline expected agency approvals and permitting for beach, bluff, and ravine management

The Park District’s efforts at Millard Park to preserve the bluff are informed by the Beach Management Plan.

Sustainability Plan

In 2024, Park District staff updated the District's Sustainability Plan, now called GreenPath, which was approved in July 2025. The planning process involved an assessment of regional climate change threats and priorities as well as stakeholder engagement.

The Park District of Highland Park has embraced sustainability practices for over 30 years. In 1992, Highland Park was the first Park District in Illinois to adopt an environmental policy and has since woven sustainability into the Park District's mission, vision, and values.

The environmental policy served as the primary document guiding sustainability efforts, until 2015 when Park District staff developed the Park District's first sustainability plan identifying strategies to achieve sustainability goals and better coordinate with City-wide priorities.

GreenPath is both a guide for the Park District in mitigating, preparing for, and building resiliency to regional climate change threats and a roadmap to operational sustainability for the next 10 years. GreenPath is organized by five realistic, actionable, and measurable goals that focus on: reducing and offsetting our greenhouse gas emissions, using energy and water efficiently, reducing landfill waste, and cultivating a sustainability identity for the Park District.

ADA Transition Plan

The Park District of Highland Park strives to serve as the center of the community and to be our residents' first choice for recreational services. The ADA Transition Plan is a roadmap to address barriers at Park District parks and facilities. In 2024 the Park District completed an audit of parks and facilities as well as a review of programs and policies. With the audit information, the Park District updated the ADA Transition Plan in 2025.

Capital Plan (Annual and 5-year)

The Park District's 5-year Capital Plan is approved annually, and reviewed throughout the year, to ensure critical repair and replacement projects, facility, and park improvements, and GreenPrint Projects are identified and funded. The Plan is prioritized into 6 tiers summarized below:

- Tier 1: Safety/Legal Compliance
- Tier 2: Critical Repair/Replace
- Tier 3: Scheduled Replacement
- Tier 4: Improvement of Existing Items
- Tier 5: New Improvements
- Tier 6: Unfunded

Staff and Board work to maintain funding models that ensure resources exist to maintain current facilities through an annual replacement plan, continuing its progress with GreenPrint while identifying essential resources that provide life enriching facilities and programs to the community. This process, along with the Community-wide Attitude and Interest Survey, further directs items in the District's Capital Plan.

Values Driven Strategic Plan

At the end of 2016, the District completed its 2012-16 Strategic Plan. As one of the top park districts in the state with a wide variety of outstanding programs, events, parks and facilities, it is important for the District to continue to be proactive meeting the community's ever-changing demands for programs and facilities. In 2016, staff developed the 2016-2020 Strategic Plan incorporating new initiatives identified through a series of focus groups with staff and community representatives.

As the District completed nearly all initiatives outlined in the Strategic Plan, an update to the District's Strategic Plan was completed in 2023. The District is planning an updated Strategic Plan to be developed in 2026.

After redefining Park District Values in 2022, the District established a Values Driven Strategic Plan coinciding with updated District Values of Welcoming, Caring and Extraordinary.

The Park District's Values Driven Strategic Plan provides direction on what operational Goals and Objectives are desired to achieve to align our ***operational perspectives*** with our ***Mission, Values*** and ***Vision***.

Operational Perspectives:

- **Customer** – Individuals and Groups that our Park District provides Mission Critical Services to
- **Team Member** – Individuals and Teams who deliver Mission Critical services to Customers
- **Resources** – Assets that enable Team Members to deliver our Mission to Customers

Values Driven Strategic Themes:

- Build personal relationships
- Create inclusivity
- Deliver the extraordinary
- Empower our team
- Grow our team
- Build and maintain trust
- Create a sustainable future
- Steward our resources
- Value our Team

Annual Work Plan

The Park District's Annual Work Plan is a compilation of annual goals derived from the above Park District planning documents and are financially reflected in the 2026 Budget. Regular updates regarding these projects will be shared at public meetings.

Related Park or Facility	Goal	Agency Plan Initiative
Brown Park	Playground Replacement	Capital Plan
Centennial Ice Arena	Gymnastics Conversion Renovation	Capital Plan
Centennial Ice Arena	Replace Exterior Doors	Capital Plan
Centennial Ice Arena	HVAC replacement (#1 and #2)	Capital Plan
Centennial Ice Arena	Update fixed asset list with Centennial Ice Arena staff and take inventory and surplus	Strategic Plan
D. Cunniff Park	Investigation and Potential Construction of New Ceramics Space	Capital Plan
D. Cunniff Park	Tennis Court Patch/Color/Stripe	Capital Plan
D. Cunniff Park	Storm Sewer Line Adjustments	Capital Plan
D. Cunniff Park	Continue to work with the Parks Foundation to implement a Fundraising Campaign for Danny Cunniff Park Pickleball enhancements	Strategic Plan
Deer Creek Racquet Club	Carpet Replacement	Capital Plan
Deer Creek Racquet Club	Court Painting Improvements to Remove Pickleball Lines	Capital Plan
Deer Creek Racquet Club	Replace peak fans	Capital Plan
Deer Creek Racquet Club	Grinder Pump Replacement	Capital Plan
Devonshire Park	Playground Refresh	Capital Plan
Districtwide	Implement Latino communications plan	Strategic Plan
Districtwide	Review future cash flows and ensure that Park District has enough funds to maintain, improve and create the needed/wanted items from the new GreenPrint Master Plan	Strategic Plan
Districtwide	Formulate, Plan and Implement Administration move	Strategic Plan
Districtwide	Conduct Master Plan 5-year review	Capital Plan
Districtwide	Year 1 Implementation of Sustainability Plan	Strategic Plan
Districtwide	Measure progress to achieving Park District planning goals through a planning tracking system	Strategic Plan
Districtwide	Informed by the Master Plan goals, develop a 2027 annual grant to strategically pursue external funding	Strategic Plan
Districtwide	Build out an authentic online presence through Social Pinpoint to build park advocates and awareness of projects.	Strategic Plan
Districtwide	Update the Districtwide Purchasing Process	Strategic Plan
Districtwide	Distinguished Accreditation Renewal Process	Strategic Plan

Districtwide	ADA Bathroom Improvements	Capital Plan
Districtwide	Parking Lot and Roadway Striping	Capital Plan
Districtwide	Conduct ecological restoration	Land Management Plan
Districtwide	Wetland rain garden improvements	Land Management Plan
Districtwide	Conduct general tree removal	Capital Plan
Districtwide	Conduct Heller - North End assessment	Land Management Plan
Districtwide	Begin conversion to Productive Parks	Strategic Plan
Districtwide	Develop online facility booking system	Strategic Plan
Districtwide	Relaunch customer experience training/committee and continue to embed Values	Strategic Plan
Districtwide	Focus on accessibility and inclusion in recreational programming and services. Utilize outcomes from ADA audit. *Focus on female participation in athletic programs	Strategic Plan
Districtwide	Research and develop an alternative survey system for recreational programs in 2026	Strategic Plan
Districtwide	Create a system to evaluate workloads and staffing structure, examine strength assessment tools	Strategic Plan
Districtwide	Enhance the full-time employee onboarding experience to provide an informative and welcoming experience for all newly hired full-time employees that promotes district values and provides valuable information for getting acclimated to the park district	Strategic Plan
Districtwide	Implement the Paycom Learning Management System (LMS) to streamline employee training and compliance tracking. This initiative supports district values of offering extraordinary services and will enhance workforce development, ensure compliance, create efficiencies, and allow trainings to reach all employee groups	Strategic Plan
Districtwide	Look at membership resources and other credible outside parties to schedule workplace trainings on Cultural Awareness. Host group training for all FT & PT Year Round Staff and share resources	Strategic Plan
Districtwide	Look at membership resources and other credible outside parties to share mental health awareness educational resources and individualized training opportunities with FT & PT Year Round Staff	Strategic Plan
Districtwide	Ensure Risk Management-related procedures, processes, and compliance requirements are updated and implemented to meet the standards of the IPRA Distinguished Accreditation requirements	Strategic Plan
Districtwide	Evaluate Cost Recovery Model for programs and services	Strategic Plan
Districtwide	Revise the Park District's Safety Manual	Strategic Plan
Districtwide	Update SDS Sheets and establish a Districtwide chemical management program	Strategic Plan
Districtwide	District Storage Plan and Implementation	Strategic Plan
Districtwide	Complete Distinguished Accreditation Review and Submit Application to IAPD	Strategic Plan
Districtwide	Assist in the comprehensive review of the Procedures associated with the PDHP Policy Manual, ensuring alignment with Park District Values	Strategic Plan
Districtwide	Develop a Calendar recognizing religious observance and awareness months	Strategic Plan
Districtwide	Develop community based philanthropic campaigns that create equitable and inclusive experiences for people	Strategic Plan

Districtwide	Develop employee team building initiatives focused on diversity, equity, inclusion, health, and wellness	Strategic Plan
Districtwide	Master Plan Update	Strategic Plan
Districtwide	Strategic Plan Update	Master Plan
Districtwide	Achieve sponsorship goal of \$150,000	Strategic Plan
Districtwide	Continue to build relationships with local, state, and federal legislators	Strategic Plan
Districtwide	Design and implement intranet site	Strategic Plan
Districtwide	Begin Implementing ADA accessibility for websites	Strategic Plan
Districtwide	GreenPrint Marketing & Communication Support	Master Plan
Districtwide	Work with Parks Foundation to begin GreenPrint Capital Fundraising	Master Plan
Districtwide	Implement Chat Bot for website	Strategic Plan
Districtwide	Revise the IT onboarding/offboarding process	Strategic Plan
Fontana Pasquesi Park	Backstop Replacement	Capital Plan
Heller Nature Center	Water Fountain Replacement	Capital Plan
Heller Nature Center	Water Fountain	Capital Plan
Heller Nature Center	Research and define program opportunities at the Heller Nature Center	Strategic Plan
Hidden Creek AquaPark	ADA Entrance Improvements	Capital Plan
Hidden Creek AquaPark	Pool Shell Maintenance and Drain Cover Replacements	Capital Plan
Hidden Creek AquaPark	Drain Cover Replacement	Capital Plan
Hidden Creek AquaPark	Feature and Splash Pad Pump Replacement	Capital Plan
Hidden Creek AquaPark	Pump Replacements (Body, Circulation, Splash Pad)	Capital Plan
HP Golf Learning Center	Waterfall Pump and electrical feed replacement	Capital Plan
HP Golf Learning Center	Waterfall Pump replacement	Capital Plan
L. Fink Park	Playground Refresh (5 12 Playground)	Capital Plan
Lot 3: Club Pickle and Padel	Investigate Entrance Improvements	Capital Plan
Park and Golf Operations Center	Parks Equipment Replacement	Capital Plan
Park Avenue Beach and Boating Facility	Dredging	Capital Plan
Park Avenue Beach and Boating Facility	Optimize boat and water craft storage at Park Avenue Beach	Strategic Plan
Park Fitness	Upper Level Carpet Replacement	Capital Plan
Park Fitness	Locker Room Shower Area Upgrades	Capital Plan
Park Fitness	Gutter Grate Replacement	Capital Plan
Park Fitness	Collaborate with the City of Highland Park/Senior Center catering to develop a shared use agreement.	Strategic Plan
Park Fitness	Equipment Upgrade/Replacement	Capital Plan
Recreation Center of Highland Park	Lighting Replacement Track	Capital Plan
Recreation Department	Define budget expectations and synergies between Centennial Ice Arena and Athletics Department	Strategic Plan
Recreation Department	Collaborate with community partners to develop new ceramic opportunities for 2026/2027 implementation.	Strategic Plan
Recreation Department	Conduct feasibility study for existing gymnastic space at Centennial Ice Arena for future program utilization	Strategic Plan
Recreation Department	Research and develop 2026 Request for Proposals (RFP) for Districtwide vending and food services at Hidden Creek AquaPark and Rosewood Beach	Strategic Plan
Recreation Department	Review and update New West Ridge departmental manuals for all recreation programs to ensure integration of PDHP Values	Strategic Plan

Recreation Department	Successfully transition operations into the new West Ridge Community Center	Strategic Plan
Rosewood Beach	Investigate feasibility and cost to install sidewalk along Rosewood Beach entrance drive	Capital Plan
Rosewood Beach	Rosewood Beach Paver Parking Lot Repair	Capital Plan
Rosewood Interpretive Center	Controller and Pump Replacement	Capital Plan
Rosewood Interpretive Center	HVAC System Replacement Engineering	Capital Plan
Rosewood Interpretive Center	HVAC System Replacement	Capital Plan
Rosewood Interpretive Center	Pump and sewage lift station replacement	Capital Plan
Sunset Valley Golf Club	Electric Charger Replacement	Capital Plan
Sunset Valley Golf Club	Toro 4700 Mower Replacement	Capital Plan
Sunset Valley Golf Club	Replacement of Salso Greens Roller	Capital Plan
Sunset Woods Park	Asphalt Tennis Court Rebuild	Capital Plan
Sunset Woods Park	Tennis Light Replacement	Capital Plan
Sunset Woods Park	Monitor oak tree health	Land Management Plan
Sunset Woods Park	Fundraise for Sunset Woods north-end garden	Strategic Plan
Technology	Penetration Testing	Capital Plan
Technology	Server Replacement	Capital Plan
Technology	Emergency Phones	Capital Plan
Technology	Facility Camera Replacement	Capital Plan
Technology	Copy Machine Replacement	Capital Plan
Technology	SharePoint Transition	Capital Plan
The Preserve of HP	North Pond pump electrical feed repairs	Capital Plan
The Preserve of HP	Pole Barn structural repairs	Capital Plan
West Ridge Center	Hold Old West Ridge Tour Event before Building is demolished	Strategic Plan
West Ridge Center	Update fixed asset list with West Ridge Center staff and take inventory and surplus	Strategic Plan
West Ridge Community Center	Implement GreenPrint Building Replacement and Site Improvement Project	Capital Plan
West Ridge Community Center	West Ridge Community Center Grand Opening ribbon cutting	Strategic Plan
Woodridge Park	Playground Refresh	Capital Plan

OPERATIONS OVERVIEW

Fund Structure

The District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. A fund is a grouping of related accounts that is utilized to maintain control over resources that are segregated for specific activities or objectives. All Park District funds are reported as governmental funds.

- **General Fund** is the general operating fund of the District and accounts for all revenues and expenditures of the District not accounted for in other funds.
- **Recreation and Special Recreation Fund** are special revenue funds used to account for the proceeds of specific revenue sources (generally property taxes) legally restricted to expenditures for specified purposes.
- **Debt Service Fund** is used to account for the accumulation of funds for the periodic payment of principal and interest on general long-term debt.
- **Capital Projects Fund** is used to account for financial resources to be used for the acquisition, renovation or construction of major capital facilities and replacement of capital equipment. Financial resources may be acquired through bond issuance, grants, and budgeted transfers from operations which are used for improvements to existing facilities, maintenance and upkeep of all parks, properties, natural areas, and new capital endeavors.

Within the General and Recreation Funds, operations are further broken down into Centers. Each Center accounts for a specific operation of the District.

General Fund Includes:	Recreation Fund Includes:	
<ul style="list-style-type: none"> - Administrative - Administrative leased space - Communications - Park Maintenance - Planning 	<ul style="list-style-type: none"> - Aquatics - Athletics - Camps - Centennial Ice Arena - Club Pickle and Padel - Deer Creek Racquet Club - Heller Nature Center - Hidden Creek AquaPark 	<ul style="list-style-type: none"> - Highland Park Golf Learning Center - Park Avenue Recreation Subfund - Recreation Center of HP - Rosewood Beach - Rosewood Interpretive Center - Special Events - Sunset Valley Golf Club - West Ridge Center/West Ridge Community Center

Revenues and expenditures are categorized by *types* such as, program, camp, contractual, and salaries. General ledger numbers are linked to specific *types*, which are a compilation of several general ledger accounts. Throughout the budget, reports are presented by *type* categories.

This budget book is also divided by functional area. The Administration Function includes activity in the General Fund (exclusive of Parks), Special Recreation, Debt Service, and Capital Projects. The Parks Department is split from the General Fund and presented as a separate function. The Recreation Fund is presented in its entirety as the Recreation Function. However, as of January 1, 2022, the Park Avenue Boating Facility Recreation Subfund was created. While the subfund will still be tracked as a Cost Center, as it previously was, the subfund will be displayed separately in the Annual Comprehensive Financial Report (ACFR) in the Major Governmental Funds section. The subfund was created to track the profitability of the facility as \$2M of the \$17M debt issuance in 2021 was set aside for this property for the rebuilding of the boat launch area. \$118,750 will be transferred from the subfund to the debt service fund each year, until the debt is repaid in 2041. Creating the subfund will establish a fund balance for the Center. It is anticipated that during the first few years of operations the fund balance will be negative but will gradually increase to a positive balance after the first few years of operations. The District wants transparency for the Center as substantial public donations were made to help fund the project.

Budget Guidelines, Process, Policies

Budget and Appropriation Ordinance

The Budget and Appropriation Ordinance appropriates the monies necessary to cover the projected expenditures and liabilities the Park District expects to incur in its next budget year. The ordinance must be passed and approved before the end of the first quarter of each fiscal year and filed with the Lake County Clerk within 30 days of adoption. The ordinance is first prepared in tentative form and made available for public inspection for at least 30 days before the final action. Copies of the budget and ordinance will be available for public inspection at the Park District's administrative offices: West Ridge Center, 636 Ridge Road, Highland Park, IL 60035, and the District's website, www.pdhp.org. The District Board of Commissioners must hold at least one public hearing regarding the ordinance before it can take any final action on it. Notice of the public hearing must be given in a newspaper published in the district at least one week prior.

Along with a certified copy of the Budget and Appropriation Ordinance, the District includes anticipated revenue during the fiscal year covered by the ordinance. The District's Treasurer is responsible for certifying the revenue estimate.

State law prohibits spending beyond the appropriations outlined in the ordinance at any time within the same fiscal year. After the first six months of the fiscal year, the Board of Commissioners has the authority to transfer items in any fund in the appropriation ordinance, with a two-thirds majority vote. Transfers cannot exceed 10% of the total amount appropriated for the fund or item that is having funds reallocated. The Board of Commissioners can amend the Budget and Appropriation Ordinance, using the same procedures followed when the ordinance was adopted.

Budget Planning Process

Preparation of the 2026 Capital Plan (CP) and Operating Budget run parallel to one another during the budget process. Planning for Park District's CP began in the summer and resulted in a thoroughly researched list of project recommendations that are presented to the Board of Commissioners prior to the budget presentation. The 2026 CP summarizes operational projects that maintain facilities & parks along with projects that add new amenities desired by the community. The final 2026 CP for the fiscal year is presented in the Capital section of this document. The CP for 2026 and the succeeding four years was presented to the Finance Committee of the Board on September 10, 2025, and to the entire Board at the November 19, 2025, Workshop Meeting.

Detailed budgeting for program and operational budgets begins during the summer months. Departments meet individually, develop their budgets, and enter the information into the Park District financial software. In September, staff meets with their department heads, business office staff, and the Executive Director to finalize the draft document that was presented to the Finance Committee on November 11, 2025 and on December 9, 2025, and then to the Board of Commissioners at the Park Board Meeting on December 17, 2025. The budget document will be laid down for public viewing for a period of 30 days after receiving consensus at this meeting.

Public Meetings Schedule

Sep 10, 2025	Finance Comm.	Capital Budget Presented to Finance Committee
Oct 16, 2025	Finance Comm.	Levy Presentation
Nov 11, 2025	Finance Comm.	Revisions to the Levy Presentation/Budget Presentation Review
Nov 12, 2025	Workshop	Capital Budget Presented to the Board
Nov 19, 2025	Board Meeting	Consider and Adopt Truth in Taxation Resolution (at least 20 days before Ordinance passed/post on website for any 30 days)/Post-Issuance Tax Compliance Report
Dec 9, 2025	Publication	Tax Public Hearing Publication (Chicago Tribune)
Dec 9, 2025	Finance Comm.	Budget Presentation Review
Dec 17, 2025	Board Meeting	Tax Public Hearing, Consider and Adopt Tax Levy Ordinance, Present Budget to Board
Dec 30, 2025	Taken to County	Tax Levy Filed with County (due last Tuesday of December)
Jan 12, 2026	Publication	Budget 2026 Hearing Publication
Jan 21, 2026	Board Meeting	Budget 2026 Public Hearing/Consider and Adopt Budget 2026
Jan 31, 2026	Taken to County	File 2026 Budget & Appropriation (due March 31)

Budgetary Control

Park District policy requires the District to adopt a balanced operating budget. Under normal conditions, operating expenditures are less than the non-debt related real estate taxes and fees for services. Accumulated surpluses from operations are used to fund capital improvements after meeting its fund balance requirement. A budget reflecting a deficit, in which expenditures exceed revenues result only from discretionary spending approved by the Board of Commissioners for capital improvements or reserve reduction. Any other budget deficit would require Board resolution.

The Park District uses a detailed line-item budget for accounting expenditure control. Verification and approval of appropriation amounts occur prior to the expenditure. Each month, all individual account expenditures are compared to budget appropriations. To monitor budget performance and to make changes promptly, management receives monthly, year-to-date, and prior year reports detailing actual expenditures versus the budget. Ongoing expenditures are reviewed monthly by the Board and approved at the Regular Board Meeting. Any amendments to or creation of financial policies are presented to the Finance Committee for consensus and then presented to the entire Board of Commissioners for final approval.

Expenditure Accountability

Staff presents a monthly budget variance report and statement of operations to the Board. Throughout the year, Park District staff gives special presentations to the Board highlighting the activity of a specific program or facility. The Board is provided updates on capital repair and replacement projects at Board meetings and workshops throughout the year.

Operations

A series of financial policies and procedures, which adhere to accounting standards, outline processes for financial planning, treatment of revenue streams and control of expenditures. Program fees and taxes are proposed each year to exceed general operating expenses. The resulting operating surplus along with excess unrestricted reserves and debt management comprise funding for the Park District's Capital Plan (CP). Capital improvements are discretionary spending, while programs that benefit the community drive operating expenses.

Salaries and Wages

A Classification and Compensation Plan was developed and approved on January 1, 2023, which forms the foundation of the compensation, recruitment, management and retaining of employees. Positions were evaluated based on the nature of work, essential duties, responsibilities, qualifications required and relative level of difficulty. Similar positions were grouped creating a classification structure.

Based on industry standards, salary ranges were determined for each classification. The administration of a classification and compensation plan is a continuous process, adapting to changing conditions. As part of the budget process, staff evaluate annually a set of market indicators and a survey of comparable entities to determine if pay ranges are still relevant and to create the recommended pay range adjustments. After pay range adjustments are made, then a recommendation is made for the annual merit budget.

For 2026, a 3.5% merit plus a .25% contingency full-time salary pool increase is budgeted for all full-time employees. According to Park District Policy, every five years, a qualified third-party consultant shall review the entire Compensation Plan through a comprehensive study. Following the 2022 study, several initiatives were identified as recommendations from the third-party consultant. In 2023, from those study recommendations, the District developed a comprehensive compensation and classification plan. This plan included compression adjustments after an internal equity analysis was completed, procedures to evaluate market adjustments to pay scales as needed on an annual basis and the development of a new merit matrix to guide annual compensation, which is based on an open range merit system.

In 2023, a Part Time and Seasonal Compensation and Classification Study was completed. Part-time and Seasonal positions were classified by skill and pay ranges were defined. Both studies support the Employee Values Driven strategic theme and initiatives. Salaries are budgeted accordingly in the 2026 budget to adhere to minimum wage laws.

Salary ranges for both plans can be found in Appendix C.

Fund Balance Policy

The Park District intends to maintain a prudent level of financial resources, when possible, to protect against revenue shortfalls or unpredicted expenses. These levels are defined in the District's Fund Balance Policy and fund balances are expected to be maintained at a level of three to roughly five months of budgeted expenditures for the General and Recreation funds, with a minimum target of 25%. The Special Recreation Fund has a minimum target of 15% of budgeted expenditures, with a target range of 20% - 30%.

Investment Policy

During the year, excess funds are held in insured or collateralized Certificates of Deposits, U.S. Government Securities, and Money Market accounts. The securities held by the Park District are consistent with its Investment Policy and have been short-term in nature to provide operating cash as needed. The Park District's Investment Policy emphasizes safety of principal, authorized investments, and collateralization of deposits over return on investment.

Long-Range Planning

The Park District values long-range planning. GreenPrint 2024, a 10-year comprehensive master plan, guides future significant capital improvements, program improvements, and operational improvements. As projects are completed, GreenPrint 2024 is reviewed and updated to reflect the District's changing needs. Staff and the Board work collaboratively to review the plan annually and adjust, as necessary. The District will also complete a new comprehensive master plan study in effort to revise and extend GreenPrint 2024 initiatives. This plan is anticipated to be completed in early 2026.

Mid-Range Planning

The Values Driven Strategic Plan outlines mid-range and short-term operations planning and identifies initiatives or tasks to be completed by staff assigned committees. Completion of these initiatives will ensure fulfillment of strategic goals. Staff will continue implementing a Values Driven Strategic Plan and Annual Work Plan in 2026.

Each year the District reviews and revises its five-year Capital Plan (CP) that supplements the yearly budget to assist in determining future funding needs. The Board discusses the CP based on program and facility needs, community assessments, and an in-depth review of asset replacement schedules. Significant expenditure projects are anticipated, planned for, and tracked against project budgets.

Asset Inventory

The Park District regularly updates and maintains its records of personal and real property owned. In 2013, the District undertook a massive inventory of all capital assets so that it may better evaluate its future needs in anticipation of GreenPrint 2024. Major capital assets, including recreation facilities, open recreation venues, and vehicle fleet are reviewed annually for repair proposals. Older facilities are reviewed to develop long-term plans for renovation or expansion.

Diversity of Revenue

A combination of user fees, sale of merchandise, interest income and taxes provide funds for services. Property tax is one of the major sources of revenue for general operations. Each year the Park District can increase its levy for taxes in its operating funds by the CPI or 5%, whichever is lower. The CPI for 2026 (2025 tax year) is 2.9%. The proposed levy increase is based upon the 2.9% CPI and new growth. Staff levies for a total above the CPI to ensure all growth is captured, but only budgets for CPI increase.

The District has little or no control over the diversity of the tax base except to participate in tax incentives from the City or County to attract or retain business. Taxes are assessed twice per year, late spring, and midsummer.

The Park District charges fees for recreation activities and subscribes to a policy of varied fees for those services. Nonresidents may be charged a higher rate for participation. Program and activity fees are reviewed and adjusted as necessary to meet changing operating costs and/or market conditions. Staff may set fees higher than operating costs if there are additional indirect costs, such as operating maintenance, administrative overhead, and use of capital assets. For most programs and facilities, management has adopted a policy of the excess of revenues over direct costs being equal to 30%; this is reflected in the Park District's Revenue Policy.

Infrequent Revenue

The Park District occasionally receives revenue that cannot be relied upon for ongoing funding. Examples are grants, contributions to capital projects and development impact fees. The District continually explores grant opportunities to help defray costs of eligible projects. If grants or contributions are designated for a specific project, they are held for that project in the fund balance. It is important to note that one of the primary sources of grant revenue is the Open Space Land Acquisition and Development (OSLAD) program.

Other Revenue Opportunities

The Sponsorship Program for special events, golf, athletics, and facilities continues to expand. The Sponsorship Program provides an opportunity for the District to build stronger relations with community businesses, while providing the sponsor with public facing opportunities.

The Parks Foundation of Highland Park was the first GreenPrint 2024 initiative to be completed in 2016. The Foundation is a not-for-profit corporation, guided by an executive board. The primary purpose of the Foundation is to secure and manage donations, gifts, and bequests in support of the District's programs, services, and facilities. For 2026, anticipated support from the Foundation will focus on funding for scholarships, subsidizing the travel baseball program, athletic field enhancements, sponsorship for the Dome, and general fund donations. SMILE and FYI Grant-in-Aid supports participants who are experiencing economic difficulty, with participation scholarships. General fund donations can be used toward any appropriate program.

Debt Issuance

The real estate tax base supports facility improvements, while program fees support recreation activities. Therefore, the costs associated with acquiring and improving long-term fixed assets are typically funded with the issuance of debt and/or accumulated surpluses from operations. The Park District reviews its existing obligation structure and future liability levels before making decisions to issue new debt. If the debt is to be issued, a BINA (Bond Issue Notification Act) hearing will be held, notification will be published in the local paper and posted on the Park District website. An adopted ordinance authorizing the bond issuance will be approved at a Board meeting and filed with Lake County.

Forecasting

Forecasting starts with certain assumptions based on management's experience, knowledge, and judgement, and then is combined with current financial information to provide a projection of future operations. Throughout the year, as information such as the Annual Comprehensive Financial Report, new legislation, or operational concerns become available, forecasting models are updated for management. At the fund level, focusing on the interrelationship of operations and capital, models are updated to support staff in planning to ensure both short and long-term goals are met.

DEBT POSITION

Overview

Each year the District invests its capital resources in projects to maintain and/or improve existing infrastructure or fund new infrastructure. The Board of Commissioners adheres to a philosophy that facility improvements will be provided from the real estate tax base and program fees will support the costs of operating the recreation activities. If there is an operational surplus after expenses, the appropriate amount is transferred to capital. Therefore, costs associated with acquiring and improving long-term fixed assets are met with the issuance of debt. Before deciding to issue new debt, the Park District reviews the existing obligation structure, current and projected surplus from operations, and future liability levels.

With the challenges inherent in funding GreenPrint 2024, the District began to use additional approaches available to the Park District. In 2017, the District issued debt to assist in funding GreenPrint 2024. That was followed up with an issuance in 2020 of \$7.3 million in bonds. To pay these bond issues back, the District now uses its annual DSEB levy. In 2024, the District issued roughly \$7.2 million in general obligation limited tax park bonds. Prior bonds were structured to permit the issuance of these bonds in 2024 so that they would fit into the District's debt limitations, while causing minimal impact to taxpayers in the District. They are part of the overall GreenPrint 2024. The bonds will be used to fund the extensive capital projects slated for 2024 and beyond, as shown in Appendices A and B.

The District utilizes a tiering method for prioritizing all capital projects. Capital Project Tiers 1 – 3 are considered maintenance projects and Tiers 4 – 5 are considered improvements. Furthermore, Tier 1 is most critical because the project is for safety/legal compliance. Tier 2 is for critical repair. Tier 3 is for scheduled replacement. Tier 4 is to improve an existing item. Tier 5 is for new items. It is recommended that items are tiered for each year of the capital plan in order to stay focused on the most urgent needs. Tier 6 is for unfunded projects. These capital improvement projects either require additional planning, have not yet been approved by the Park Board, or require additional funding.

In the past, Park District leadership took a "just in time" approach to debt issuance. However, the current interest rate climate combined with the District's long-term capital plan informs the decision to do more long-term debt analysis.

Currently, the District has one debt certificate outstanding: General Obligation Limited Tax Debt Certificates, Series 2021. The certificates were issued in 2021 to refund the 2012 and 2013 issuances and address a multitude of projects and to replace the breakwater and boat launch at Park Avenue (\$2M). To pay for debt certificates, the District transfers from the General and Recreation funds appropriate surplus amounts to the Debt Service Fund.

Real estate taxes received for debt retirement pass through the Debt Service Fund, supporting the General Obligation Bond issuances. Interest payments will be made during June and December. Principal payments will be made in December.

The Park District has maintained its Aaa bond rating from Moody's Investors Service. Moody's cites a tax base characterized by above average wealth, sound financial operations bolstered by ample reserves, and a manageable debt position as reasons for the rating.

Governments issue debt to fund spending when tax revenue falls short, allowing them to fund capital projects, particularly large projects, without immediate, massive tax hikes, thus appealing to voters who prefer lower taxes but want government improvements; it's a way to spread costs over time at a consistent level of debt service. As seen in the following debt service schedules, annual total debt service amounts for the three outstanding park bond series, in total, are relatively flat from year to year. This ensures that tax payers do not receive tax bills with large fluctuations from one year to the next.

Debt Limit

The Park District's permanent statutory debt limit is 2.875% of the Equalized Assessed Valuation of all taxable property located within the boundaries of the District. Bonds are not included in the computation of statutory indebtedness unless taxes levied to pay for such obligations are extended.

General obligation indebtedness:

General Obligation Ltd Tax			
Park Bonds Series 2017		Maturity Date: December 15, 2028	
Estimated Principle Outstanding at 12/31/2025 \$1,430,000 (average interest rate 3.00%)			
FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2026	835,000	42,900	877,900
2027	510,000	17,850	527,850
2028	85,000	2,550	87,550

General Obligation Ltd Tax			
Park Bonds Series 2020		Maturity Date: December 15, 2033	
Estimated Principle Outstanding at 12/31/2025 \$4,885,000 (average interest rate 3.57%)			
FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2026	--	166,050	166,050
2027	275,000	166,050	441,050
2028	700,000	152,300	852,300
2029	735,000	117,300	852,300
2030	760,000	95,250	855,250
2031	780,000	72,450	852,450
2032	805,000	49,050	854,050
2033	830,000	24,900	854,900

General Obligation Ltd Tax			
Debt Certificate 2021		Maturity Date: June 15, 2041	
Estimated Principle Outstanding at 12/31/2025 \$16,030,000 (average interest rate 3.63%)			
FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2026	1,075,000	599,800	1,674,800
2027	1,130,000	546,050	1,676,050
2028	1,185,000	489,550	1,674,550
2029	1,245,000	430,300	1,675,300
2030	1,310,000	368,050	1,678,050
2031	790,000	302,550	1,092,550
2032	810,000	278,850	1,088,850
2033	835,000	254,550	1,089,550
2034	860,000	229,500	1,089,500
2035	885,000	203,700	1,088,700
2036	910,000	177,150	1,087,150
2037	940,000	149,850	1,089,850
2038	970,000	121,650	1,091,650
2039	995,000	92,550	1,087,550
2040	1,020,000	62,700	1,082,700
2041	1,070,000	16,050	1,086,050

General Obligation Ltd Tax			
Park Bond Series 2024		Maturity Date: December 15, 2039	
Estimated Principle Outstanding at 12/31/2025 \$6,145,000 (average interest rate 5.53%)			
FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2026	515,000	337,413	852,413
2027	650,000	306,513	956,513
2028	745,000	267,513	1,012,513
2029		222,812	222,812
2030		222,812	222,812
2031		222,812	222,812
2032		222,812	222,812
2033		222,812	222,812
2034	615,000	222,813	837,813
2035	655,000	185,913	840,913
2036	685,000	148,250	833,250
2037	725,000	114,000	839,000
2038	760,000	77,750	837,750
2039	795,000	39,750	834,750

TAX FUNDING

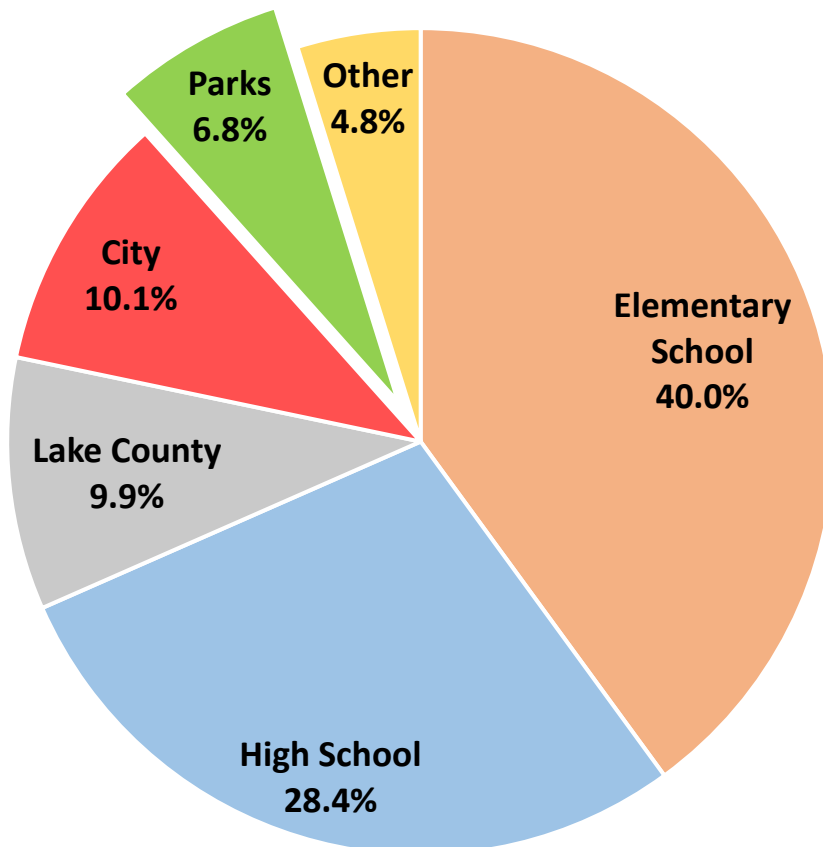
The Levy Ordinance, which details the property tax request by fund, was presented and approved by the Park Board of Commissioners on December 17, 2025. The District is subject to two sets of tax limits: rate limits on the maximum rates that can be levied for a particular purpose or fund and tax caps, which limit the aggregate increase in the levy to the lesser of 5% or the Consumer Price Index (CPI), excluding new construction.

Staff budgets conservatively for property tax revenue, but levies to include growth, which is not available until the following spring. Failure to levy for growth may deny the District that revenue forever. Invariably, budgeting property tax revenue at the levy amount will create a shortfall. For 2026, the budget was created using the 2025 extension multiplied by the 102.9% CPI for the general and operating funds. 98% of that amount was then used to budget, thus allowing for appeals during the year.

Following is a 10-year history of the Park District's (EAV), levy extension, and tax rates. Rate information for budget year 2026, tax year 2025 is not included. The District will receive final levy information during the spring of 2026. The District's property tax collection rate has averaged more than 98% over the past 10 years (see 2024 Annual Consolidated Financial Report for more detail).

For 2026, the budgeted property tax revenue is \$16,578,991. Exclusive of the debt levy (Truth in Taxation), the total budgeted levy for 2026 is \$14,682,629.

Your Tax Bill



PROPERTY TAX RATE, EAV AND EXTENSION

<u>LEVY YEAR</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
EAV	2,344,268,130	2,440,264,291	2,436,195,918	2,383,453,383	2,330,593,645
LEVY EXTENSION	12,395,646	12,715,144	13,059,569	13,338,973	13,338,850
CORPORATE	0.2114	0.2001	0.2225	0.2327	0.2452
SPECIAL RECREATION	0.0400	0.0386	0.0395	0.0400	0.0253
RECREATION	0.2134	0.2197	0.2103	0.2200	0.2318
BONDS AND INTEREST	0.0640	0.0627	0.0630	0.0670	0.0700
Total Rate	0.5288	0.5211	0.5352	0.5597	0.5723

<u>LEVY YEAR</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
EAV	2,329,605,987	2,446,655,551	2,611,643,169	2,916,446,681	3,069,878,699
LEVY EXTENSION	14,169,409	14,824,808	15,562,599	16,407,541	
CORPORATE	0.2511	0.2548	0.2488	0.2359	
SPECIAL RECREATION	0.0400	0.0400	0.0400	0.0400	
RECREATION	0.2374	0.2419	0.2372	0.2250	
BONDS AND INTEREST	0.0709	0.0693	0.0652	0.0658	
Total Rate	0.5995	0.6060	0.5912	0.5667	

Source: Lake County

CAPITAL ANALYSIS

Expenditures for 2026 are detailed in Appendix A and are accounted for in the Capital Fund. The Capital Plan (CP) summarizes districtwide replacement needs for 2026 and the next four years prioritized by Tier. As the first step of the budget process, planning and facility staff review the requirements of all facilities and parks, creating and updating repair and replacement schedules. For informational purposes, Appendix B provides a summarized schedule of replacement items for 2026 and the next four years.

The 2026 Budget includes the following GreenPrint 2024 initiative in the Capital Fund:

Recreation Facility at West Ridge Park to Address the Aging West Ridge Center (West Ridge Community Center)

In 2021, staff began the planning process to evaluate needs for a future Multi-Purpose Recreation and Administrative Building due to the aging West Ridge Center, which has considerable needed infrastructure improvements. While the focus has shifted from a Multi-Purpose Recreation and Administrative Building to a Recreation Facility, the District continues to be on track to complete this project in 2026 and has \$5,896,273 budgeted in 2026 for the project.

2026 BUDGET ANALYSIS

Budget Overview

The 2026 Budget is presented in three different formats:

- Consolidated by Fund
- District Wide Comparison to 2025 budget
- Detailed review by Function

Overall, the 2026 Budget represents a deficit after capital improvements of \$8,145,352.

- Net Operations \$3.2 million
- Operating Revenue \$29.9 million
- Operating Expenditures \$26.7 million
- Debt Extension \$1.9 million
- Debt Retirement \$3.6 million
- Capital Improvements \$11.7 million
- Inter Fund Transfers \$5.3 million

Budget Highlights

For 2026, the budget has been prepared while incorporating District values. Striving to always be extraordinary, welcoming, and caring, we have incorporated opportunities to ensure equity and inclusion, along with fiscal responsibility, in delivering services through our programs and at our facilities. There is a Grant-in-Aid budget of \$150,000, addressing financial barriers for residents, while still incorporating cost recovery strategies and seeking alternative revenue sources such as grants and donations. The Champion's Celebration will be scheduled again for 2026 and usually generates tens of thousands of dollars that the Parks Foundation of Highland Park donates toward grant-in-aid and other various District capital improvement campaigns. A fundraising consultant has also been budgeted to assist with fundraising for new GreenPrint master plan initiatives. Over \$100,000 will be donated by the Foundation to the Park District in 2025 and it is hoped that 2026 will garner a similar amount of donations. Investment income far exceeded the budget again in 2025, as interest rates did not start to fall until late in the year. Additionally, staff continue to ladder investments to make the most of higher interest rates, while always being liquid enough to meet financial obligations. Sunset Valley and Deer Creek had exceptional patronage during 2025. While the District hopes the trend will continue into 2026, the budget is not at projected figures.

Club Pickle and Padel opened in September of 2025, and staff anticipate usage to grow over the next 18 – 24 months. The West Ridge Community Center is expected to open in spring of 2026. Like Club Pickle and Padel, usage at the new facility is expected to grow over the first year or two of operations. The new gymnastics area will boast a lot of new gymnastics equipment. Gymnastics has been budgeted to be included at Centennial Ice Arena for the first part of the year and then at the new facility starting in May. The open area at the ice arena, once gymnastics vacates, is being studied in order to determine its best future use. Additionally, recreation, including ParkSchool, is budgeted at West Ridge Center for the first part of the year and then at the West Ridge Community Center for the later part of the year. Also new in the budget are amounts for a lease for office space for the administrative team, as everyone at the current West Ridge Center will not be housed at the West Ridge Community Center. Lastly, West Ridge Center will begin to be demolished during 2026.

Full-time staffing levels at the District are increasing to accommodate growing operations, including facilities positions and West Ridge Community Center personnel. Staff turnover and vacancies caused a projected \$400,000 savings in salaries in 2025. Mission Critical part-time and seasonal staff positions such as lifeguards and camp counselors were fully staffed, enabling the District to open all pools and beaches for the entire season and provide all camp offerings that were planned.

CPI for 2024 ended at 2.9%. Unfortunately, the District is still seeing some costs increasing at greater rates than the CPI. Higher salaries are being demanded for some U.S. workforce positions due to labor shortages. Construction costs continue to increase. Health insurance rates are increasing by as much as 9.8%. The ADA transition plan is expected to cost almost \$500,000 over the next five years. Busing costs are increasing by 21%. Contractual services to support park and natural areas are increasing by 13%. These increases have been included in the budget and will be offset with increases in fees and levying the full 2.9% allowed.

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Table #1

PROPOSED 2026 BUDGET BY FUND

	General	Recreation	Special	Debt	Capital	Total
Revenue						
TAX	6,970,423	6,508,814	1,203,392	1,896,362	-	16,578,991
PROGRAMS	-	4,867,881	-	-	-	4,867,881
CAMPS	-	1,837,474	-	-	-	1,837,474
LESSONS	-	524,341	-	-	-	524,341
SPECIAL EVENTS	-	98,925	-	-	-	98,925
FEES & CHARGES	48,004	3,826,119	-	-	-	3,874,123
MEMBERSHIPS	-	2,015,040	-	-	-	2,015,040
RENTALS	11,800	1,379,668	-	-	-	1,391,468
MERCHANDISING	320	194,994	-	-	-	195,314
INTEREST INCOME	65,000	150,000	-	-	-	215,000
MISCELLANEOUS INCOME (donations, sponsorships, grants)	24,200	81,325	-	-	1,950,227	2,055,752
OTHER INCOME	-	125,660	-	-	27,250	152,910
Revenue Total	7,119,747	21,610,241	1,203,392	1,896,362	1,977,477	33,807,219
Expenditures						
PROGRAMS	-	2,585,968	-	-	-	2,585,968
CAMPS	-	1,038,136	-	-	-	1,038,136
LESSONS	-	257,883	-	-	-	257,883
SPECIAL EVENTS	-	176,596	-	-	-	176,596
SALARIES & WAGES	3,646,892	7,985,361	-	-	-	11,632,254
CONTRACTUAL SERVICES	1,621,720	1,767,742	500,131	-	46,000	3,935,593
INSURANCE	1,397,591	1,925,646	-	-	-	3,323,237
MATERIALS & SUPPLIES	296,469	462,254	-	-	-	758,722
MAIN. & LANDSCAPE	129,623	535,728	-	-	-	665,351
UTILITIES	159,789	991,173	-	-	-	1,150,962
PENSION CONTRIBUTIONS	314,165	712,546	-	-	-	1,026,711
COST OF GOODS SOLD	-	119,525	-	-	-	119,525
DEBT RETIREMENT	-	-	-	3,573,162	-	3,573,162
CAPITAL OUTLAY	-	86,850	7,500	-	11,614,122	11,708,472
Expenditure Total	7,566,249	18,645,407	507,631	3,573,162	11,660,122	41,952,571
	-446,502	2,964,833	695,762	-1,676,800	-9,682,645	-8,145,352
Other Financing						
TRANSFER IN FOR BOND PAYMENT				1,644,800		1,644,800
TRANSFER IN FOR CAPITAL FUND					3,675,000	3,675,000
TRANSFER OUT FOR BOND PAYMENT	-610,420	-1,034,380				-1,644,800
TRANSFER OUT FOR CAPITAL FUND		-3,075,000	-600,000			-3,675,000
NET SURPLUS (DEFICIT)	-1,056,922	-1,144,547	95,762	-32,000	-6,007,645	-8,145,352

Table #1: Funds are identified as Major and Non-Major, in accordance with the classification presented in the District's audited financial statements or Annual Comprehensive Financial Report. Major Funds include General, Recreation, Capital Projects, and Debt Service. The only Non-Major Fund is the Special Recreation Fund. It is important to note that all funds benefit from the property tax extension, except for the Capital Fund. The Capital Fund is largely supported by transfers from the Recreation and Special Recreation Funds. It is also supported by grants, donations and interest income.

Table #2 Fund Balance Projection as of December 31, 2026

	General	Recreation	Special Recreation	Debt Service	Capital Projects	Total
Estimated Fund Balance 1/1/2026	3,265,572	12,765,822	304,964	41,654	6,697,253	23,075,265
REVENUES	7,119,747	21,610,241	1,203,392	1,896,362	1,977,477	33,807,219
EXPENDITURES	7,566,249	18,645,407	507,631	3,573,162	11,660,122	41,952,571
TRANSFER FOR DEBT	-610,420	-1,034,380	0	1,644,800	0	0
TRANSFER FOR CAPITAL	0	-3,075,000	-600,000	0	3,675,000	0
Estimated Fund Balance 12/31/2026	2,208,650	11,621,276	400,725	9,654	689,608	14,929,913
Fund Balance Policy % of Expenditures	1,891,562 29%	4,661,352 62%	76,145 79%			

Table #2: Figures presented above include the District's estimated beginning fund balance as of January 1, 2026, the start of the budget period. This balance is combined with proposed revenues, expenditures, and transfers, estimating the ending fund balance for the period ending December 31, 2026. Estimated fund balance on January 1, 2026 is calculated by taking the projections for the general ledger balances on December 31, 2025, which are shown in tables 4 and 5, respectively. This adjustment provides the estimated January 1, 2026 fund balance.

The Park District's philosophy is to maintain a principal operating fund balance equal to approximately 3 months (25%) of annual expenditures for the General and Recreation Funds, as a minimum. For the Special Recreation Fund, the principal operating fund balance is 15%, as a minimum. Any excess fund balance can be transferred, by Board Resolution, to the Capital Projects Fund. The figures presented at the bottom of the table represent the estimated fund balances for each fund based upon the projections and budgets for 2025 and 2026, respectively. A fund balance percentage represents the number of days cash on hand. For example, a 25% reserve would mean roughly 90 days of cash is on hand to pay for operating expenses assuming no revenue coming in.

FUND BALANCE HISTORY			
	GENERAL FUND	RECREATION FUND	SPECIAL RECREATION FUND
	FUND BALANCE % ON HAND	FUND BALANCE % ON HAND	FUND BALANCE % ON HAND
ACTUAL 2017	59%	31%	80%
ACTUAL 2018	45%	40%	56%
ACTUAL 2019	63%	41%	57%
ACTUAL 2020	94%	55%	231%
ACTUAL 2021	114%	62%	40%
ACTUAL 2022	87%	55%	90%
ACTUAL 2023	60%	62%	78%
ACTUAL 2024	55%	67%	78%
BUDGET 2025	46%	57%	65%
PROJECTED 2025	43%	79%	66%
BUDGET 2026	29%	62%	79%

Table #3: The 2026 budget information will be reviewed on a district-wide basis by revenues and expenditures, then in more detail based upon Functional Activity, as defined above.

Table #3 DISTRICT WIDE BUDGET COMPARISON (No Capital)

	2025 Budget	2025 Projected	2026 Budget	Increase/ (Decrease)	% Change
Revenue					
100 - PROGRAMS	4,287,674	4,335,154	4,867,881	580,208	13.53%
110 - CAMPS	2,025,231	1,804,944	1,837,474	-187,757	-9.27%
120 - LESSONS	528,487	494,820	524,341	-4,146	-0.78%
130 - SPECIAL EVENTS	111,550	97,073	98,925	-12,625	-11.32%
410 - TAX	15,893,874	16,177,676	16,578,991	685,117	4.31%
420 - FEES & CHARGES	2,996,493	4,161,897	3,874,123	877,631	29.29%
440 - MEMBERSHIPS	1,722,428	1,804,862	2,015,040	292,611	16.99%
450 - RENTALS	1,705,394	1,235,092	1,391,468	-313,926	-18.41%
460 - MERCHANDISING	183,170	191,926	195,314	12,145	6.63%
470 - INTEREST INCOME	215,000	1,400,000	215,000	-	0.00%
480 - MISCELLANEOUS INCOME	115,576	170,834	105,525	-10,051	-8.70%
510 - OTHER INCOME	65,534	122,334	125,660	60,125	91.75%
Total Revenue:	29,850,410	31,996,613	31,829,742	1,979,332	6.63%
Expense					
100 - PROGRAMS	2,346,626	2,230,382	2,585,968	239,342	10.20%
110 - CAMPS	1,124,997	913,754	1,038,136	-86,861	-7.72%
120 - LESSONS	271,179	231,660	257,883	-13,296	-4.90%
130 - SPECIAL EVENTS	166,606	145,962	176,596	9,990	6.00%
610 - SALARIES & WAGES	10,958,819	10,562,961	11,632,254	673,435	6.15%
620 - CONTRACTUAL SERVICES	3,345,798	3,145,578	3,889,593	543,794	16.25%
630 - INSURANCE	2,993,913	2,777,212	3,323,237	329,324	11.00%
640 - MATERIALS & SUPPLIES	751,619	740,278	758,722	7,103	0.95%
650 - MAINTENANCE & LANDSCAPING CONTRACTS	604,221	671,972	665,351	61,130	10.12%
660 - UTILITIES	1,034,246	1,045,688	1,150,962	116,716	11.29%
670 - PENSION CONTRIBUTIONS	942,828	873,695	1,026,711	83,883	8.90%
680 - COST OF GOODS SOLD	111,325	113,792	119,525	8,200	7.37%
710 - DEBT RETIREMENT	3,583,485	3,583,885	3,573,162	-10,323	-0.29%
720 - CAPITAL OUTLAY	83,300	97,994	94,350	11,050	13.27%
Total Expense:	28,318,963	27,134,814	30,292,449	1,973,486	6.97%
Net Surplus (Deficit)	1,531,447	4,861,799	1,537,293	5,846	0.38%
Transfers					
TRANSFER IN	1,676,050	1,676,050	1,644,800	-31,250	-1.86%
TRANSFER OUT	-4,276,050	-4,401,050	-5,319,800	-1,043,750	-24.41%
Net Surplus (Deficit)	-1,068,553	2,136,799	-2,137,707	-1,069,154	-100.06%

Table #4

CONSOLIDATED REVENUE ANALYSIS (No Capital)

	2025 Total Budget		2025 Projected		2026 Total Budget		2026 Budget vs 2025 Budget	% Change
Revenue								
TAX	15,893,874	53.25%	16,177,676	50.56%	16,578,991	52.09%	685,117	4.31%
PROGRAMS	4,287,674	14.36%	4,335,154	13.55%	4,867,881	15.29%	580,208	13.53%
CAMPS	2,025,231	6.78%	1,804,944	5.64%	1,837,474	5.77%	-187,757	-9.27%
LESSONS	528,487	1.77%	494,820	1.55%	524,341	1.65%	-4,146	-0.78%
SPECIAL EVENTS	111,550	0.37%	97,073	0.30%	98,925	0.31%	-12,625	-11.32%
FEES & CHARGES	2,996,493	10.04%	4,161,897	13.01%	3,874,123	12.17%	877,631	29.29%
MEMBERSHIPS	1,722,428	5.77%	1,804,862	5.64%	2,015,040	6.33%	292,611	16.99%
RENTALS	1,705,394	5.71%	1,235,092	3.86%	1,391,468	4.37%	-313,926	-18.41%
MERCHANDISING	183,170	0.61%	191,926	0.60%	195,314	0.61%	12,145	6.63%
INTEREST INCOME	215,000	0.72%	1,400,000	4.38%	215,000	0.68%	-	0.00%
MISCELLANEOUS INCOME	115,576	0.39%	170,834	0.53%	105,525	0.33%	-10,051	-8.70%
OTHER INCOME	65,534	0.22%	122,334	0.38%	125,660	0.39%	60,125	91.75%
Revenue Total:	29,850,410	100.00%	31,996,613	100.00%	31,829,742	100.00%	1,979,332	6.63%

- Programs – Income is expected to increase by 13.5%. Programming did better than budget in 2025 and it is expected that programs will exceed 2025 results in 2026 with more participants. The largest budget increases are in childhood enrichment at \$260,000, gymnastics at \$81,000, and baseball boys travel at \$70,000. Programs will also have increased fees for participation.
- Fees & Charges – While budgeting lower than projections (as many fees are weather dependent) income is budgeted to increase by 29% due to greater participation and increased fees. The largest budget increases are in greens fees at \$672,000, parking fees at Rosewood Beach at \$47,000, and daily fees with skates at \$33,000. Also driving up this line item is the movement of rental budgets for golf carts, ice skates and skis to this revenue type, as we no longer rent these items. They are included in enhanced experience packages.
- Memberships – This budgeted revenue is anticipated to increase 17% from the 2025 budget and will be greater than 2025 projections. The largest budgeted increase for memberships is at Club Pickle and Padel, as it enters into its first full year of operations; memberships are expected to increase by approximately \$200,000. Park Fitness is planning on a mid-year membership rate increase and more patrons causing an increase of \$84,000.
- Rentals – In the 2025 rentals budget, items included were golf carts, ice skates and skis. However, the District decided to no longer offer rentals in early 2026 and instead created packages that included enhancements. As such, the District is not expected to meet the budgeted number for 2025, and the 2026 budget has been reduced accordingly. Budgeted rentals are largely room rentals across the District, Park Avenue rental storage spaces, tennis courts, ice time, and indoor pickleball court times.

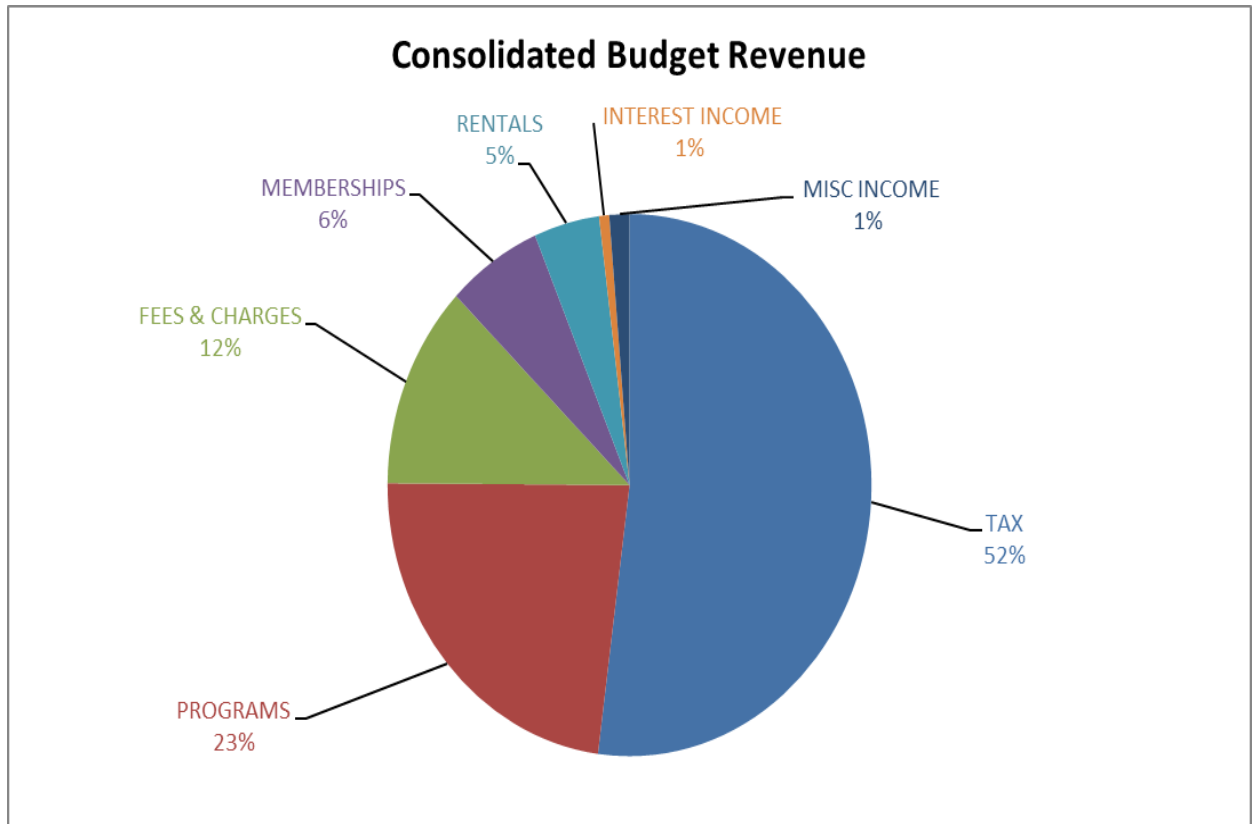


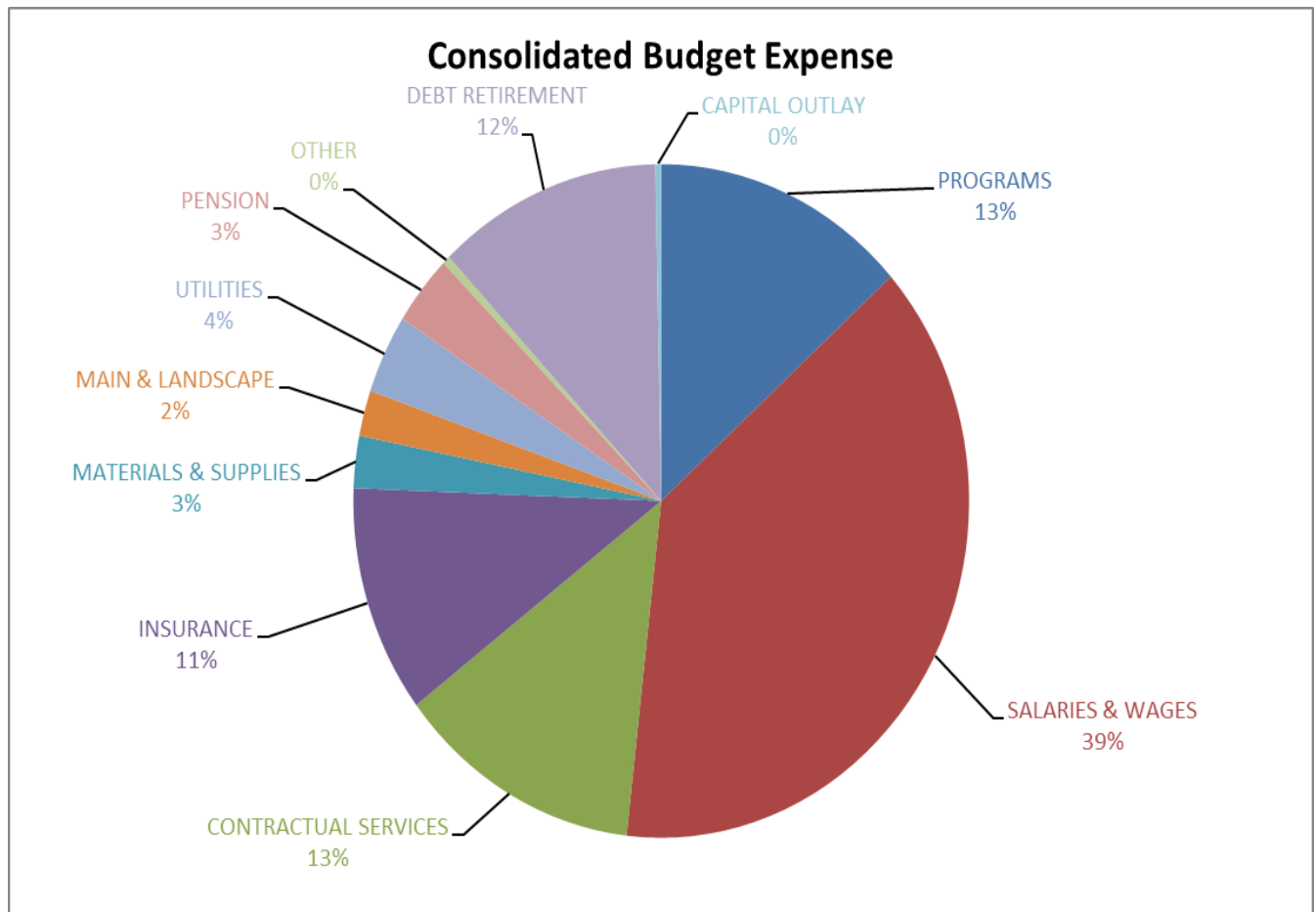
Table #5

CONSOLIDATED EXPENDITURE ANALYSIS (No Capital)

Expense	2025 Total Budget		2025 Projected		2026 Total Budget		2026 Budget vs 2025 Budget	% Change
PROGRAMS	2,346,626	8.29%	2,230,382	8.22%	2,585,968	8.54%	239,342	10.20%
CAMPS	1,124,997	3.97%	913,754	3.37%	1,038,136	3.43%	-86,861	-7.72%
LESSONS	271,179	0.96%	231,660	0.85%	257,883	0.85%	-13,296	-4.90%
SPECIAL EVENTS	166,606	0.59%	145,962	0.54%	176,596	0.58%	9,990	6.00%
SALARIES & WAGES	10,958,819	38.70%	10,562,961	38.93%	11,632,254	38.40%	673,435	6.15%
CONTRACTUAL SERVICES	3,345,798	11.81%	3,145,578	11.59%	3,889,593	12.84%	543,794	16.25%
INSURANCE	2,993,913	10.57%	2,777,212	10.23%	3,323,237	10.97%	329,324	11.00%
MATERIALS & SUPPLIES	751,619	2.65%	740,278	2.73%	758,722	2.50%	7,103	0.95%
MAINTENANCE & LANDSCAPING CONTRACTS	604,221	2.13%	671,972	2.48%	665,351	2.20%	61,130	10.12%
UTILITIES	1,034,246	3.65%	1,045,688	3.85%	1,150,962	3.80%	116,716	11.29%
PENSION CONTRIBUTIONS	942,828	3.33%	873,695	3.22%	1,026,711	3.39%	83,883	8.90%
COST OF GOODS SOLD	111,325	0.39%	113,792	0.42%	119,525	0.39%	8,200	7.37%
DEBT RETIREMENT	3,583,485	12.65%	3,583,885	13.21%	3,573,162	11.80%	-10,323	-0.29%
CAPITAL OUTLAY	83,300	0.29%	97,994	0.36%	94,350	0.31%	11,050	13.27%
Expense Total:	28,318,963	100.00%	27,134,814	100.00%	30,292,449	100.00%	1,973,486	6.97%

- Programs - As program revenues are budgeted to increase by almost 13%, the associated costs of providing those programs are also increasing by 10%.
- Contractual Services – While contractual services are expected to come in under budget, there is an expected increase in cost for 2026. The largest increases include professional fees including Share Point purchase to assist with current computer drive system, Paycom Learning Management System, a fundraising consultant and working on the strategic plan. This also includes increased ecological restoration at our parks, landscape services and turf maintenance.

- Insurance – Medical insurance expense is being budgeted to increase from 8.5% - 9.8% for premiums for existing employees. In addition, \$193,713.85 of new expense is budgeted for new full-time positions budgeted to start at various times throughout the year. These positions are support for facilities and operations with specialized trades roles, support staff for golf operations, Park Fitness, and Marketing and Communications. Additionally, districtwide property and casualty insurance is projected to increase 10.1%.
- Utilities – Utilities, particularly electricity, are expected to increase in 2026. The bid for electricity District wide came in at a 15% increase, while the natural gas bid came in slightly less than where it was previously, helping to keep the budgeted increase to less than 15% overall. Additionally, West Ridge Community Center is expected to use less utilities than the current West Ridge Center.



FUND TRANSFERS

2026 Budget includes the following transfers between funds:

- \$610,420 from the General Fund to Debt Service - for payment of Debt Certificate 2021
- \$1,034,380 from the Recreation Fund to Debt Service - for payment of Debt Certificate 2021 (including \$118,750 from the Park Avenue Boating Facility Recreation Subfund)
- \$3,075,000 from the Recreation Fund to Capital - as directed by the Fund Balance Policy (including a \$75,000 transfer from Club Pickle and Padel)
- \$600,000 from the Special Recreation Fund to Capital - for the ADA portion of capital projects

ANALYSIS BY FUNCTION

For purposes of this document, the Administration Function includes activity in the General Fund (less Parks), Special Recreation, Debt Service, and the Capital Projects Fund. The Parks Department is split from the General Fund and presented as its own function. The Recreation Fund is presented in its entirety as the Recreation Function.

Table #
6

BUDGET BY FUNCTION

	Administration Function	Parks Function	Recreation Function	Total Function
Revenues	1,926,027	72,524	21,610,241	33,807,219
Expenditures	131,813	3,972,950	18,645,407	41,952,571
Surplus/Deficit	1,794,213	-3,900,426	2,964,833	-8,145,352

ADMINISTRATION FUNCTION

GENERAL RESPONSIBILITIES

The Administration Function is responsible for the management of the District's short and long-term planning, executive administration of District-wide operations, financial management, human resource administration, risk management, information technology systems and marketing and communications activity. The Administration budget includes property tax receipts, grants, development impact fees (via capital projects), and investment income. Expenditures include administrative, operating, and support expenses. Administration is also responsible for membership in the Northern Suburban Special Recreation Association (Special Recreation Fund), debt management (Debt Service Fund), and costing/managing significant capital projects (Capital Projects Fund). This function includes all of the following funds:

- **General Fund** is the general operating fund of the District and accounts for all revenues and expenditures of the District not accounted for in other funds. (Excluding the Parks Function)
- **Special Recreation Fund** is a special revenue fund used to account for the proceeds of specific revenue sources (generally property taxes) legally restricted to expenditures for specified purposes.
- **Debt Service Fund** is used to account for the accumulation of funds for the periodic payment of principal and interest on general long-term debt.
- **Capital Projects Fund** is used to account for financial resources to be used for the acquisition, renovation or construction of major capital facilities and replacement of capital equipment. Financial resources may be acquired through bond issuance, grants, and budgeted transfers from operations which are used for improvements to existing facilities, maintenance and upkeep of all parks, properties, natural areas, and new capital endeavors.

The administration develops, recommends, and implements policies and procedures. During 2025, staff reviewed and updated the Park District of Highland Park's Policy Manual. The Board of Commissioners will approve the document by end of 2025, which creates an operational framework for the District.

The Administration department is also responsible for preparing the District for all facets of the Distinguished Accreditation process. The District was reaccredited by the Illinois Association of Park Districts in 2020. Staff are preparing to undertake the reaccreditation process again in 2026 with reaccreditation anticipated in 2027.

Administration acts as the primary liaison with the elected Board of Commissioners in setting financial priorities and is responsible for adhering to the Open Meetings Act and Freedom of Information Act requirements. Administration prepares, maintains, and files official Park District records, ordinances, and resolutions in accordance with applicable statutes.

PLANNING, PROJECTS, AND INFORMATION TECHNOLOGY

Planning involves strategic planning, feasibility studies (land management and park usage), incorporating new trends into development to encourage intergenerational recreation and physical activity; interagency coordination with local, and county governmental agencies; developing and managing implementation of the portions of the CP, such as asphalt repair, or park equipment replacement; researching grant opportunities that support capital improvements and overseeing the ADA transition plan and incorporating ADA requirements in all new buildings.

The IT Department maintains the District's centralized voice, security, and network infrastructure and end-user technologies. IT coordinates all software and hardware purchases and implementation, as well as maintenance of a secure computer environment with reliable, usable data. IT provides strategic support in developing data analytics and serves as principal design and support for multimedia throughout the District. IT staff is responsible for management of District's telephone communications and voice mail systems, photocopier purchases (leases) and maintenance contracts and security systems of the District including the door locks, keyless entry, and camera systems. IT staff report to the Director of Planning, Projects, and IT.

FINANCE

Finance is responsible for all aspects of accounting, finance, and record keeping for the Park District. Staff implements effective control of receipts and disbursements; reviews and monitors debt management procedures; protects cash and assets through sound internal controls and invests surplus funds to earn a market rate of return and ensure preservation of capital. The department controls the District's financial records in compliance with the Local Government Records Act.

HUMAN RESOURCES (HR) AND RISK MANAGEMENT

HR develops, implements, and communicates benefit programs and policies including health and life insurance, workers' compensation, retirement plans, employee assistance, employee recognition, unemployment insurance, supplemental retirement compensation, vacation, sick time, and all other benefits. The Human Resources Department also processes payroll.

HR develops and administers the compensation management programs for full-time exempt and non-exempt personnel. HR also monitors documented time for compliance with the Fair Labor Standards Act and other satisfactory internal controls. The department also develops, implements, and communicates personnel policies and procedures to the Park District staff.

The Risk Management function is housed within the Human Resources department and ensures safety and risk standards are maintained for risk-related compliance requirements. Safety and security efforts are implemented including emergency operations procedures, safety and security protocols, inspections, equipment assessments, and employee on-the-job safety assessments and training. Risk Management also coordinates the District-wide loss reduction program in cooperation with the Park District Risk Management Agency (PDRMA). This program includes employee on-the-job safety training, provides educational opportunities, and provides guidance for accident prevention.

MARKETING AND COMMUNICATIONS DEPARTMENT

The Marketing and Communications Department is responsible for promoting all participation & revenue generating opportunities to meet/exceed the Park District budget goal as well as protecting and building the Park District brand to strengthen its value to the community and with key stakeholders. These activities include strategy

development and execution of all District marketing, messaging, media relations, community relations, social media, video, print, market research/analytics, advertising, sponsorships, signage, and promotional strategies. Staff conducts market analysis, develops marketing opportunities, and serves as liaison to several community partners. The department oversees the District website, app, Park Shop, social media sites and marketing plans in addition to maintaining District brand standards. The department is also the key liaison to secure large donations for special capital projects.

SPECIAL RECREATION

The Special Recreation Fund was established to account for the funds used to provide recreational inclusion opportunities to those with disabilities.

The Northern Suburban Special Recreation Association (NSSRA) is an intergovernmental partnership of ten park districts, two cities and one village in the northern suburban area of Chicago. NSSRA provides and facilitates year-round recreation programs and services for children and adults with disabilities who live in the partner communities. Each of the agencies served by NSSRA levy funds to support its operation. The thirteen agencies served by NSSRA are: the Park Districts of Deerfield, Glencoe, Glenview, Highland Park, Kenilworth, Lake Bluff, Northbrook, Northfield, Wilmette, and Winnetka; the Cities of Highwood and Lake Forest; and the Village of Riverwoods.

The Budget for the Special Recreation Fund includes the Member Agency Contribution (MAC) which provides a significant portion of the operating revenue for NSSRA, funding for specially trained companions to assist those with special needs who participate in Park District of Highland Park programs (inclusion services) as well as funding for facility improvements to make them accessible under the terms of the Americans with Disabilities Act.

Table #7

ADMINISTRATION FUNCTION

	2025 Budget	2025 Projected	2026 Budget		Increase / (Decrease)	% Change
Revenue						
TAX	9,616,091	9,852,299	10,022,173	82.83%	406,082	4.22%
FEES & CHARGES	0	0	48,004	0.40%	48,004	100.00%
RENTALS	0	0	11,800	0.10%	11,800	100.00%
INTEREST INCOME	65,000	300,000	65,000	0.54%	0	0.00%
MISCELLANEOUS INCOME (donations, sponsorships, grants)	2,429,908	1,944,828	1,926,027	15.92%	-503,881	-20.74%
OTHER INCOME	490,189	1,082,256	27,250	0.23%	-462,939	-94.44%
Total Revenue:	12,601,188	13,179,382	12,100,254	100.00%	-500,934	-3.98%
Expense						
SALARIES & WAGES	1,718,582	816,848	1,604,547	8.30%	-114,035	-6.64%
CONTRACTUAL SERVICES	1,403,126	492,133	1,468,259	7.59%	65,133	4.64%
INSURANCE	813,254	641,016	821,096	4.25%	7,842	0.96%
MATERIALS & SUPPLIES	49,932	31,742	51,433	0.27%	1,501	3.01%
MAINTENANCE CONTRACTS	13,803	15,000	8,591	0.04%	-5,212	-37.76%
UTILITIES	33,401	24,681	53,691	0.28%	20,290	60.75%
PENSION CONTRIBUTIONS	149,998	60,853	131,813	0.68%	-18,185	-12.12%
DEBT RETIREMENT	3,583,485	3,583,885	3,573,162	18.48%	-10,323	-0.29%
CAPITAL OUTLAY	18,249,299	21,374,290	11,621,622	60.11%	-6,627,677	-36.32%
Total Expense:	26,014,881	27,040,447	19,334,214	100.00%	-6,680,667	-25.68%
Transfers						
TRANSFER IN	4,276,050	4,401,050	5,319,800		1,043,750	24.41%
TRANSFER OUT	-1,222,920	-1,322,920	-1,210,420		12,500	1.02%
Net Surplus (Deficit)	-10,360,563	-10,782,935	-3,124,580		7,235,983	-70%

Table #7: ADMINISTRATIVE FUNCTION BUDGET HIGHLIGHTS:

- **Miscellaneous Income** – The budgeted amount did not come to fruition and staff have lowered the budget to be more in line with the projection. The largest change in this budget is the amount budgeted for dome donations, now that the dome has been constructed and Club Pickle and Padel is open.
- **Other Income** – The significant decrease in budget is due to items from 2025 not being expected to repeat. The 2025 budget included: a \$71,000 receivable for a park renaming donation which is reduced to \$27,000 in 2026; \$135,000 due as a reimbursement for the Park Fitness parking lot construction project; \$47,000 due from the Sunset Valley restaurant vendor for capital improvements made to the restaurant. The remainder of this amount is the money reimbursed to the District from NSSRA for gasoline.
- **Capital Outlay** – The capital spend will decrease significantly in 2026 mostly due to the dome project being completed in 2025 and the West Ridge Community Center project being worked on for a full year versus a partial year in 2026. The complete capital plan is found in Appendix A.
- **Transfer In** – Capital transfer in is increased due to the \$1M increase in transfer from the Recreation Fund in 2026 versus 2025.

PARKS FUNCTION

The mission of the Parks Department is to provide safe, well-maintained parks, beaches, and natural areas to meet the Park District of Highland Park's resident needs and give support to other District departments.

The Parks Department is responsible for general maintenance and upkeep of all District park areas (including lake front parks) and facilities, except for the Sunset Valley Golf Club and the Highland Park Golf Learning Center. These areas include, but are not limited to turf, trees, shrubs, and landscape areas, including some areas belonging to other local government agencies. Maintenance also includes athletic field preparation. The Parks Department responds to service requests for work at facilities for electrical work and other minor repairs. The Parks Department is also responsible for maintaining the District's fleet and equipment and for specialty maintenance such as pest/vegetation control, snow removal, the outdoor ice rink, and special event support.

Table #8

PARKS FUNCTION

	2025 Budget	2025 Projected	2026 Budget		Increase / (Decrease)	% Change
Revenue						
FEES & CHARGES	45,696	51,547	48,004	66.19%	2,308	5.05%
MERCHANDISING	304	369	320	0.44%	16	5.26%
MISCELLANEOUS INCOME	28,200	30,975	24,200	33.37%	-4,000	-14.18%
Total Revenue:	74,200	82,891	72,524	100.00%	-1,676	-2.26%
Expense						
SALARIES & WAGES	1,962,860	1,854,123	2,042,346	51.41%	79,486	4.05%
CONTRACTUAL SERVICES	617,088	577,958	699,591	17.61%	82,504	13.37%
INSURANCE	542,208	487,525	576,496	14.51%	34,287	6.32%
MATERIALS & SUPPLIES	249,622	237,730	245,036	6.17%	-4,586	-1.84%
MAINTENANCE CONTRACTS	106,046	150,132	121,032	3.05%	14,986	14.13%
UTILITIES	95,557	102,039	106,098	2.67%	10,541	11.03%
PENSION CONTRIBUTIONS	172,350	162,293	182,352	4.59%	10,002	5.80%
Total Expense:	3,745,730	3,571,799	3,972,950	100.00%	227,219	6.07%
Net Surplus (Deficit)	-3,671,530	-3,488,909	-3,900,426	100.00%	-228,895	-6.23%

Table #8: PARKS FUNCTION BUDGET HIGHLIGHTS

- Contractual Services – While contractual services are expected to come in under budget, there is an expected increase in cost for 2026. The largest increases include ecological restoration at our parks, landscape services and turf maintenance.

RECREATION FUNCTION

The Recreation Function provides the Park District of Highland Park residents with the opportunity to learn new skills, socialize, exercise, learn about and appreciate nature, and participate in recreation and leisure activities safely through quality programs, services, and special events at various Park District facilities and parks. The Recreation Function is tracked via the Recreation Fund which is a special revenue fund used to account for the proceeds of specific revenue sources (generally property taxes) legally restricted to expenditures for specified purposes.

The Recreation Function is responsible for registration, customer relations, facility operations, and programs and services at West Ridge Center/West Ridge Community Center, Heller Nature Center, Park Fitness, Centennial Ice Arena, Deer Creek Racquet Club, Sunset Valley Golf Club, Park Avenue Boating Facility, Rosewood Interpretive Center and Beach, Hidden Creek Aquapark, Highland Park Golf Learning Center, and Club Pickle and Padel.

The District has cooperative relationships with a variety of organizations, including affiliations, sponsored groups, and other local government agencies. The Recreation Function works closely with these groups, fostering effective communication to ensure quality programs and services for our residents.

Highlights for Recreation in 2026:

- First full year of operations at Club Pickle and Padel
- Opening of West Ridge Community Center
- Demolition of West Ridge Center
- Recreation fee structures increased by 3 – 5% in most areas to keep up with inflation affecting the costs to provide services and programming
 - With keeping financial responsibility in mind, teams continue to work together to share resources, supplies and find group discounted rates
- Themed Summer Pop up events
 - Summer 2026 themed pop up events will celebrate cultures from around the world. The events highlight a craft, traditional food and music or dance from that region
- Implementation of new weekly summer camp offerings
 - Listening to community feedback, most camps will have weekly offerings to offer flexibility and the ability to try various camps throughout the summer
- Increased program opportunities for NSSRA participants
 - With the completion of the new West Ridge Community Center, the recreation team hopes to work with NSSRA to offer adaptive gymnastics and dance
- Heller Nature Center will offer unique equitable community events that will capture diverse communities and highlight nature-based program offerings
- Heller Nature Center will continue to offer Hispanic Heritage month events, Dia De Los Muertos event and will be the new location for SPOT camp
- Heller Nature Center has plans to offer additional mini events that celebrate the many cultures of Highland Park
- Continue to offer reservations for outdoor pickleball courts at Danny Cunniff
- Fun and competitive events at Club Pickle & Padel
- Refreshing the lobby of Deer Creek Racquet Club
- Athletics will continue to implement Plan2Play to streamline league scheduling and improve internal communication

- New program expansions including Girls Volleyball League, Softball Clinic, Softball League, and Adult Softball, will broaden offerings and increase year-round engagement
- Centennial Ice Arena will introduce a peer-mentor program that provides structured volunteer opportunities for high school and college students while supporting our skating community

The Recreation Function budgeted information is presented in three formats:

- By revenue and expenditure, to present the Recreation Fund in the same format as the District wide comparison
- By center to present the net surplus or deficit of each center
- By revenue and expenditure type

Table #9

RECREATION FUNCTION

	2025 Budget	2025 Projected	2026 Budget		Increase / (Decrease)	% Change
Revenue						
PROGRAMS	4,287,674	4,335,154	4,867,881	22.53%	580,207	13.53%
CAMPS	2,025,231	1,804,944	1,837,474	8.50%	-187,757	-9.27%
LESSONS	528,487	494,820	524,341	2.43%	-4,147	-0.78%
SPECIAL EVENTS	111,550	97,073	98,925	0.46%	-12,625	-11.32%
TAX	6,277,782	6,325,378	6,508,814	30.12%	231,032	3.68%
FEES & CHARGES	2,950,797	4,110,350	3,826,119	17.71%	875,322	29.66%
MEMBERSHIPS	1,722,428	1,804,862	2,015,040	9.32%	292,612	16.99%
RENTALS	1,693,594	1,223,292	1,379,668	6.38%	-313,926	-18.54%
MERCHANDISING	182,866	191,557	194,994	0.90%	12,128	6.63%
INTEREST INCOME	150,000	1,100,000	150,000	0.69%	0	0.00%
MISCELLANEOUS INCOME	60,875	121,359	81,325	0.38%	20,450	33.59%
OTHER INCOME	65,534	122,334	125,660	0.58%	60,126	91.75%
Total Revenue:	20,056,818	21,731,123	21,610,241	100.00%	1,553,423	7.75%
Expense						
PROGRAMS	2,346,626	2,230,382	2,585,968	13.87%	239,342	10.20%
CAMPS	1,124,997	913,754	1,038,136	5.57%	-86,861	-7.72%
LESSONS	271,179	231,660	257,883	1.38%	-13,296	-4.90%
SPECIAL EVENTS	166,606	145,962	176,596	0.95%	9,990	6.00%
SALARIES & WAGES	7,277,377	6,993,423	7,985,361	42.83%	707,984	9.73%
CONTRACTUAL SERVICES	1,515,585	1,483,466	1,767,742	9.48%	252,158	16.64%
INSURANCE	1,638,450	1,475,623	1,925,646	10.33%	287,195	17.53%
MATERIALS & SUPPLIES	452,066	451,146	462,254	2.48%	10,188	2.25%
MAINTENANCE CONTRACTS	484,372	506,841	535,728	2.87%	51,356	10.60%
UTILITIES	905,288	906,781	991,173	5.32%	85,885	9.49%
PENSION CONTRIBUTIONS	620,480	576,095	712,546	3.82%	92,066	14.84%
COST OF GOODS SOLD	111,325	113,792	119,525	0.64%	8,200	7.37%
CAPITAL OUTLAY	83,300	91,481	86,850	0.47%	3,550	4.26%
Total Expense:	16,997,651	16,120,407	18,645,407	100.00%	1,647,757	9.69%
	3,059,167	5,610,716	2,964,833		(94,334)	-3.08%
Transfers						
TRANSFER OUT - DEBT	-1,053,130	-1,053,130	-1,034,380		18,750	1.78%
TRANSFER OUT - CAPITAL	-2,000,000	-2,025,000	-3,075,000		-1,075,000	-53.75%
Net Surplus (Deficit)	6,037	2,532,586	-1,144,547		-1,150,584	-19,057.42%

Table #9: RECREATION FUNCTION BUDGET HIGHLIGHTS:

- Programs – Income is expected to increase by 13.5%. Programming did better than budget in 2025 and it is expected that programs will exceed 2025 results in 2026 with more participants. The largest budget increases are in childhood enrichment at \$260,000, gymnastics at \$81,000, and baseball boys travel at \$70,000. Programs will also have increased fees for participation.
- Fees & Charges – While budgeting lower than projections (as many fees are weather dependent) income is budgeted to increase by 29% due to greater participation and increased fees. The largest budget increases are in greens fees at \$672,000, parking fees at Rosewood Beach at \$47,000, and daily fees with skates at \$33,000. Also driving up this line item is the movement of rental budgets for golf carts, ice skates and skis to this revenue type, as we no longer rent these items. They are included in enhanced experience packages.
- Memberships – This budgeted revenue is anticipated to increase over 16% from the 2025 budget and will be greater than 2025 projections. The largest budgeted increase for memberships is at Club Pickle and Padel, as it enters into its first full year of operations. Memberships are expected to increase by \$200,000. Park Fitness is planning on a mid-year membership rate increase and more patrons causing an increase of \$84,000.
- Rentals – In the 2025 rentals budget, items included were golf carts, ice skates and skis. However, the District decided to no longer offer rentals in early 2026 and instead created packages that included enhancements. As such, the District is not expected to meet the budgeted number for 2025, and the 2026 budget has been reduced accordingly. Budgeted rentals are largely room rentals across the District, Park Avenue rental storage spaces, tennis courts, ice time, and indoor pickleball court times.
- Programs - As program revenues are budgeted to increase by 13.5%, the associated costs of providing those programs are also increasing by 10%.
- Salaries & Wages – Due to open positions in 2025, budgeted salary expense will not come to fruition. However, the budget will increase by almost 10% due to new positions in gymnastics, fitness, pickleball and facilities due to recent growth in these areas.
- Contractual Services – While contractual services are expected to come in under budget, there is an expected increase in cost for 2026. Contracted services with greater budgeted fees in 2026 are computer expenses, advertising and promotion for the West Ridge Community Center and Club Pickle and Padel, and increased bank charges and fees related to Club Pickle and Padel.
- Insurance – Medical insurance expense is being budgeted to increase from 8.5% - 9.8% for premiums for existing employees. In addition, \$193,713.85 of new expense is budgeted for new full-time positions budgeted to start at various times throughout the year. These positions are support for facilities and operations with specialized trades roles, support staff for golf operations, Park Fitness, and Marketing and Communications. Additionally, districtwide property and casualty insurance is projected to increase 10.1%.
- Transfer out – Capital – This increase to capital transfer is an intentional reduction to the Recreation Fund fund balance by transferring \$1,000,000 more than usual. Also, Club Pickle and Padel, in conjunction with Lot 3, is expected to generate an extra \$75,000 transfer to the Capital Fund.

Table #10

RECREATION FUNCTION BY CENTER

		2025	2026	2026 Budget	%
		Total Budget	Total Budget	vs 2025 Budget	Change
11 ADMINISTRATIVE	Revenue	6,491,282	6,755,574	264,291	4.07%
	Expense	6,758,754	8,041,733	1,282,979	18.98%
	Surplus (deficit):	-267,471	-1,286,159	-1,018,688	-381%
	Net Revenue	-4%	-19%		
24 WEST RIDGE CENTER	Revenue	883,501	287,000	-596,502	-67.52%
	Expense	1,078,122	412,420	-665,703	-61.75%
	Surplus (deficit):	-194,621	-125,420	69,201	35.56%
	Net Revenue	-22%	-44%		
25 WEST RIDGE COMMUNITY CENTER	Revenue	0	1,300,213	1,300,213	100.00%
	Expense	0	1,315,370	1,315,370	100.00%
	Surplus (deficit):	0	-15,157	-15,157	100.00%
	Net Revenue		-1%		
26 ATHLETICS	Revenue	1,237,582	1,353,352	115,771	9.35%
	Expense	1,268,715	1,336,873	68,157	5.37%
	Surplus (deficit):	-31,134	16,480	47,613	152.93%
	Net Revenue	-3%	1%		
28 CAMPS	Revenue	1,216,775	1,052,130	-164,645	-13.53%
	Expense	816,133	786,530	-29,604	-3.63%
	Surplus (deficit):	400,642	265,600	-135,041	-33.71%
	Net Revenue	33%	25%		
29 SPECIAL EVENTS	Revenue	40,510	30,400	-10,110	-24.96%
	Expense	166,163	207,646	41,483	24.97%
	Surplus (deficit):	-125,653	-177,246	-51,593	-41.06%
	Net Revenue	-310%	-583%		
31 HIDDEN CREEK AQUAPARK	Revenue	522,450	541,690	19,240	3.68%
	Expense	714,745	725,516	10,771	1.51%
	Surplus (deficit):	-192,295	-183,826	8,469	4.40%
	Net Revenue	-37%	-34%		
32 ROSEWOOD INTERPRETIVE CENTER	Revenue	143,426	110,361	-33,065	-23.05%
	Expense	147,068	134,120	-12,948	-8.80%
	Surplus (deficit):	-3,642	-23,759	-20,117	-552.40%
	Net Revenue	-3%	-22%		
33 ROSEWOOD BEACH	Revenue	213,425	265,225	51,800	24.27%
	Expense	296,420	307,700	11,280	3.81%
	Surplus (deficit):	-82,995	-42,475	40,520	48.82%
	Net Revenue	-39%	-16%		

Table #10

		2025 Total Budget	2026 Total Budget	2026 Budget vs 2025 Budget	% Change
34 PARK AVENUE	Revenue	271,120	308,197	37,077	13.68%
	Expense	298,080	308,774	10,693	3.59%
	Surplus (deficit):	-26,960	-576	26,384	97.86%
	Net Revenue	-10%	0%		
38 ICE ARENA	Revenue	1,373,866	1,198,986	-174,880	-12.73%
	Expense	1,338,459	1,290,320	-48,139	-3.60%
	Surplus (deficit):	35,408	-91,334	-126,742	-357.95%
	Net Revenue	3%	-8%		
42 SUNSET VALLEY GOLF CLUB	Revenue	2,339,845	2,621,193	281,348	12.02%
	Expense	1,960,677	2,101,430	140,753	7.18%
	Surplus (deficit):	379,168	519,763	140,594	37.08%
	Net Revenue	16%	20%		
49 PARK FITNESS ADMIN	Revenue	98,586	109,585	10,999	11.16%
	Expense	753,959	792,839	38,879	5.16%
	Surplus (deficit):	-655,373	-683,254	-27,880	-4.25%
	Net Revenue	-665%	-623%		
51 PARK FITNESS	Revenue	1,737,507	1,893,388	155,881	8.97%
	Expense	984,985	1,139,598	154,613	15.70%
	Surplus (deficit):	752,522	753,790	1,268	0.17%
	Net Revenue	43%	40%		
53 PARK FITNESS AQUATICS	Revenue	284,728	312,457	27,729	9.74%
	Expense	377,343	392,951	15,608	4.14%
	Surplus (deficit):	-92,615	-80,494	12,121	13.09%
	Net Revenue	-33%	-26%		
54 CLUB PICKLE AND PADEL	Revenue	557,835	977,102	419,267	75.16%
	Expense	643,333	977,102	333,769	51.88%
	Surplus (deficit):	-85,498	0	85,498	100.00%
	Net Revenue	-15%	0%		
55 DEER CREEK	Revenue	1,922,375	1,808,658	-113,716	-5.92%
	Expense	1,477,778	1,494,340	16,561	1.12%
	Surplus (deficit):	444,596	314,319	-130,277	-29.30%
	Net Revenue	23%	16%		
61 HELLER NATURE CENTER	Revenue	242,247	165,662	-76,585	-31.61%
	Expense	480,567	470,870	-9,697	-2.02%
	Surplus (deficit):	-238,321	-305,209	-66,888	-28.07%
	Net Revenue	-98%	-184%		

Table #10

		2025 Total Budget	2026 Total Budget	2026 Budget vs 2025 Budget	% Change
74 HP GOLF LEARNING CENTER	Revenue	434,225	413,409	-20,816	-4.79%
	Expense	432,565	412,998	-19,567	-4.52%
	Surplus (deficit):	1,660	411	-1,250	-75.26%
	Net Revenue	0%	0%		
76 HPCC BUILDING	Revenue	45,534	105,660	60,125	132.04%
	Expense	56,914	105,660	48,745	85.65%
	Surplus (deficit):	-11,380	0	11,380	100.00%
	Net Revenue	-25%	0%		
Revenue Total		20,056,818	21,610,241	1,553,423	7.75%
Expenditure Total		20,050,781	22,754,787	2,704,007	13.49%
Surplus (Deficit)		6,037	-1,144,547	-1,150,584	-19,057.42%

Table #11

RECREATION FUNCTION BY TYPE

		2025 Total Budget	2025 Projection	2026 Total Budget	2026 Budget vs 2025 Budget	% Change
PROGRAMS						
	Revenue	4,287,674	4,335,154	4,867,881	580,208	13.53%
	Expense	2,144,699	2,230,382	2,585,968	441,269	20.57%
	Surplus (Deficit):	2,142,975	2,104,772	2,281,913	138,939	6.48%
	Net Revenue:	50%	49%	47%		
CAMPS						
	Revenue	2,025,231	1,804,944	1,837,474	-187,757	-9.27%
	Expense	1,124,997	913,754	1,038,136	-86,861	-7.72%
	Surplus (Deficit):	900,234	891,190	799,338	-100,896	-11.21%
	Net Revenue:	44%	49%	44%		
LESSONS						
	Revenue	528,487	494,820	524,341	-4,146	-0.78%
	Expense	271,179	231,660	257,883	-13,296	-4.90%
	Surplus (Deficit):	257,308	263,159	266,458	9,150	3.56%
	Net Revenue:	49%	53%	51%		
SPECIAL EVENTS						
	Revenue	111,550	97,073	98,925	-12,625	-11.32%
	Expense	166,606	145,962	176,596	9,990	6.00%
	Surplus (Deficit):	-55,056	-48,889	-77,671	-22,615	-41.08%
	Net Revenue:	-49%	-50%	-79%		
MEMBERSHIPS						
	Revenue	1,722,428	1,804,862	2,015,040	292,611	16.99%
	Expense	201,927	-	-	-201,927	-100.00%
	Surplus (Deficit):	1,520,501	1,804,862	2,015,040	494,538	32.52%
	Net Revenue:	88%	100%	100%		
TAX		6,277,782	6,325,378	6,508,814	231,031	3.68%
FEES & CHARGES		2,950,797	4,110,350	3,826,119	875,323	29.66%
RENTALS		1,693,594	1,223,292	1,379,668	-313,926	-18.54%
MERCHANDISING		182,866	191,557	194,994	12,129	6.63%
INTEREST INCOME		150,000	1,100,000	150,000	0	0.00%
MISCELLANEOUS INCOME		60,875	121,359	81,325	20,450	33.59%
OTHER INCOME		65,534	122,334	125,660	60,125	91.75%
Other Revenue Total:		11,381,448	13,194,270	12,266,580	885,132	7.78%
OTHER EXPENSES						
SALARIES & WAGES		7,277,377	6,993,423	7,985,361	707,984	9.73%
CONTRACTUAL SERVICES		1,515,585	1,483,466	1,767,742	252,158	16.64%
INSURANCE		1,638,450	1,475,623	1,925,646	287,195	17.53%
MATERIALS & SUPPLIES		452,066	451,146	462,254	10,188	2.25%
MAINTENANCE & LANDSCAPING CONTRACTS		484,372	506,841	535,728	51,356	10.60%
UTILITIES		905,288	906,781	991,173	85,885	9.49%
PENSION CONTRIBUTIONS		620,480	576,095	712,546	92,066	14.84%
COST OF GOODS SOLD		111,325	113,792	119,525	8,200	7.37%
CAPITAL OUTLAY		83,300	91,481	86,850	3,550	4.26%
Other Expense Total:		13,088,243	12,598,648	14,586,825	1,498,582	11.45%
	Surplus (Deficit):	-1,706,795	595,622	-2,320,245	-613,450	-35.94%
	Net Revenue:	-15%	5%	-19%		
Revenue Total		20,056,818	21,731,123	21,610,241	1,553,423	7.75%
Expenditure Total		16,997,651	16,120,407	18,645,407	1,647,756	9.69%
Surplus (Deficit)		3,059,167	5,610,716	2,964,833	-94,334	-3.08%

Table #10 and Table #11 - 2025 budget compared to 2026 budget

West Ridge Center

West Ridge Center, a nostalgic focal point in the southwest corner of Highland Park, was built in the early 1930s and was acquired from the school district in 1979. The facility is home to Park School, early childhood and youth enrichment, cultural and performing arts, athletics, special events, specialty camps, and the District administration. Due to the large administrative presence, the budget for WRC is generally a deficit.

The programs of 2025 have been well received, well attended, and rewarding:

- Cultural and Performing Arts
 - Notable programs include dance (591 enrollments), visual arts (507 enrollments), and private music lessons (115 enrollments)
- Enrichment
 - Early childhood, including ParkSchool (577 enrollments) and youth enrichment (341 enrollments)
- Overall enrollment for 2025 to date is 2,204 registrations.

2026 goals include:

- Successful transition to the West Ridge Community Center
- Gradual and successful transition of administrative staff to their leased office space
- Develop new programs for Fall 2026, including mobility, wellness and adaptive programs

West Ridge Community Center

The new West Ridge Community Center is expected to open in Spring of 2026. The 24,000 square-foot facility is designed to maximize space efficiency while blending seamlessly into West Ridge Park, offering flexible, inclusive and functional rooms for recreational services, community programs, facility rentals and public meetings. The facility will serve as the home for gymnastics, rentals, and general recreation programs, including ParkSchool, dance, youth enrichment programs, visual arts programs and adult programming. The space will also house the districts multipurpose board room.

Athletics

In 2025, the Athletics Department experienced notable growth despite operating without three outdoor baseball fields. Travel and Feeder sports reached their highest participation levels yet, particularly in Tackle Football, Basketball, and Baseball, while House leagues continued to thrive across all age groups. The most significant departmental change was the addition of a full-time staff member dedicated to female athletics, allowing expanded offerings, improved service, and meeting a growing community need. From August through December alone, new female leagues and clinics generated more than \$30,000 in additional revenue, remedying a deficit spend budget in 2025, to a projected positive budget by year end!

Looking ahead, the 2026 budget focuses on continuing this momentum with anticipated diversified programming with expanded female athletic opportunities, while adding new adult sports leagues, and strengthened year-round offerings across all sports. With improved staffing, better field and facility planning, and growing demand across Travel, Feeder, and House programs, 2026 positions the Athletics Department for another strong year of participation growth, financial stability, and enhanced community impact.

Camps and Recreation

The 2025 camp season theme was extraordinary experiences. The Recreation Department has successfully increased enrollment from 506 (2022) to 1,183 (2025) throughout all camp offerings. This was made possible by

continuing to offer the camps that patrons have come to expect and enhance the experience. For 2026, the department aims to continue with these opportunities.

2026 goals include:

- Transition camps to West Ridge Community Center
- Maximize the experiences for before and after Camp

Note this budget does not include facility specific camps such as athletics, golf, tennis, or nature camps, which are accounted for within the specific operational Center.

Special Events

The events of 2025 have been well received, well attended, and rewarding. Some quick enrollment data points:

Q1: Winter Events (78)

Includes Early Childhood and Family Pop Up Events

Q2: Spring Events (1,151)

Includes Midnight in Paris (Family Dance), annual Egg Hunts and Screen Free Week

Q3: Free Park Pop Up Series (1,850) and Independence Fest (2,024)

Seven free events celebrating a variety of cultures including Polish, Brazilian, New Orleans, Broadway, Native American, Nordic and Polynesian.

Q4: Fall Events (~1,082)

Includes Early Childhood and Family Pop Up Events, Big Rigs and Boots, Trunk or Treat, Pumpkin Smash and Winter Wonderland.

2026 goals include:

- Evaluate special events and increase accessibility
- Transition to and develop West Ridge Community Center events

Special events are primarily managed by West Ridge Recreation staff and are accounted for in the Special Events Cost Center.

Hidden Creek AquaPark

Hidden Creek AquaPark is the District's only outdoor water park. The facility features three water slides, zero depth entry, seven lap lanes, a splash pad, and concessions stand. The AquaPark is a multiuse facility offering time and space for lap swim, swim lessons, camp visits, open swim, birthday parties, and private facility rentals. Being an outdoor facility, operations are heavily dependent on warm and sunny weather.

The 2026 budget shows a deficit of approximately \$180,000. Staffing for both management and safety is the most significant expenditure, followed by maintenance and facility upkeep. Hidden Creek AquaPark's three main sources of revenue are membership fees, daily admissions, and summer camp payments. 2026 Goals for Hidden Creek AquaPark include offering two special events, in addition to the Duck Derby and National Night Out. Additionally, the budget includes the completion of pump room updates, continuing efforts in staff recruitment and retention, and updating the District's website for clearer communication.

Rosewood Interpretive Center and Beach

The Rosewood Interpretive Center (RIC) and lakefront beach provide unique experiences through programs, events, summer camps, and rentals for patrons. Revenue for the interpretive center comes from camps, family programming, and facility rentals. Rentals have again exceeded budget and camp revenue added positively to 2025's revenue stream. Goals for the interpretive center in 2026 include additional marketing to increase the number of camp registrations, monthly rentals, and beach yoga classes.

A portion of the beach focuses on the natural beauty of the lakefront with passive and non-intrusive activities. Another part of the beach serves as the only guarded swimming beach in the District.

The Swimming Beach generates its revenue primarily from daily parking fees, annual parking passes, daily admissions, and camp visits. Beach operation goals for 2026 include increased marketing to outside camp groups as a beach destination during the summer. Similar to Hidden Creek AquaPark, salaries and wages represent the most significant part of overall expenditures.

Park Avenue Boating Facility

Park Avenue Boating Facility opened its new concrete ramp launch and breakwater wall in June 2023 with two new floating docks, improvements to the breakwater, and memorial benches. The area provides two parking lots and three boat storage areas. Additionally, it offers indoor storage for stand-up paddle boards and masts/sails. The property is home to the North Shore Yacht Club, and the clubhouse is available to the public for private rentals.

The 2026 budget reflects Park Avenue open for sailing and boating with a deficit budget of approximately \$500. It is anticipated that after the first few years of operations the boating facility will show a net surplus. Starting in 2022, and annually for the next 20 years, the Park Avenue Recreation Subfund has a \$118,750 per year transfer to support the costs associated with the new breakwater and ramp. In 2022 a boater loyalty program was offered which helped to ensure long term boater user commitment to the site. In addition, the District plans to continue to evaluate the market annually and adjust accordingly to help increase revenue to provide better long-term fiscal stability.

Centennial Ice Arena

Centennial Ice Arena, built in 1973, remains home to a wide range of recreational and competitive ice programming, including hockey, figure skating, public skating, a U.S. Figure Skating Association Basic Skills skating school, skating exhibitions, a local skating competition, and annual ice show. Centennial continues to serve as the home rink for the Highland Park Giants Hockey Club and the Falcons Hockey Association.

In 2026, the District's gymnastics program will operate at Centennial for only the first portion of the year before relocating to the new community center facility. While gymnastics has continued to thrive at Centennial, the transition represents an important milestone as we prepare to maximize the long-term value of the space.

The 2026 Centennial Ice Arena budget reflects a stable and steady year for skating programs and facility rentals. With one sheet of ice, we anticipate consistent participation and reliable revenue streams. The budget also continues to account for the staffing levels required to support patron safety and rising operational costs, including utilities.

Overall, the 2026 budget positions Centennial Ice Arena for a stable year with steady ice operations, ongoing community engagement, and a strategic transition of gymnastics to its new home.

Sunset Valley Golf Club

Sunset Valley Golf Club has been a premier North Shore golf course since 1920. After an extensive \$7 million renovation to the 18-hole course, youth golf short game area, and clubhouse, the new Sunset Valley Golf Club has been the epicenter for golf since it reopened in August 2018.

This 18-hole, par 72 course, has hosted a Korn Ferry Tour, Illinois Open, WGA, CDGA Mid-Amateur Qualifying along with the annual North Shore Amateur and IJGA tournaments. Sunset Valley Golf Club is proudly the home course to our local Highland Park High School boys and girls golf teams.

Sunset Valley Golf Club receives revenue from green fees, permanent tee times, merchandise sales, and lease of restaurant space. Golf course maintenance is included in the course's budget.

2026 goals include continuing to expand the sapphire club which has over 250 members, expanding on the events with Catering with Relish who operate the food and beverage at the Clubhouse, continuing with ongoing course improvements that include widening select fairways, and reestablishing the golf advisory committee to help set direction for the club for the years to come.

Park Fitness

Park Fitness, formerly the Recreation Center of Highland Park, opened in 2005 and proudly celebrated its 20-year milestone in 2025. Over two decades, it has grown into one of the community's most trusted destinations for fitness, wellness, aquatics, athletics, and recreation. The rebrand to Park Fitness marked a major step forward — elevating our identity, unifying our programs under a modern fitness-first brand, and positioning us for continued leadership in an increasingly competitive market.

Today, Park Fitness offers one of the most comprehensive blends of amenities in the region. Members enjoy access to state-of-the-art fitness equipment, specialty training spaces, a six-lane indoor pool, Pilates Reformer, a robust personal training program, a diverse group exercise and yoga portfolio, a walking track, full-size gymnasiums, and opportunities for open gym, pickleball, and family recreation.

In 2025, significant work was done by the fitness, aquatics, athletics, and registration teams to modernize operations, elevate our member experience, and strengthen our alignment with the Park District's mission and DEIA values. This collaborative effort has helped Park Fitness continue building a welcoming, caring, and extraordinary environment for every resident and member we serve.

Looking ahead to 2026, our strategic priorities focus on deepening community connection, enhancing service offerings, and strengthening our operational foundation. These initiatives include:

1. Cultivate a Community-Centered Culture

Reinforce a service culture rooted in our DEIA commitment and our core values of welcoming, caring, and extraordinary. Continue building staff pride, member trust, and a shared sense of belonging.

2. Maximize Revenue & Manage Expenses

Set clear financial targets aligned with the District's Revenue Policy. Develop strategies that strengthen membership retention, program usage, and cost recovery while managing expenses responsibly.

3. Offer Innovative, Flexible Membership Options

Expand membership offerings that reflect how people live, work, and exercise today. Continue developing services for hybrid, multigenerational, and community-driven users.

4. Enhance Customer Acquisition, Retention & Experience

Continue building a customer-focused model that improves how members engage with programs, trainers, instructors, and staff. Use community events, targeted promotions, and upgraded service touchpoints to deepen loyalty and satisfaction.

5. Optimize Facility Usage

Evaluate usage patterns across studios, the fitness floor, aquatics, track, and gym spaces to ensure efficiency, program balance, and room for growth. Align scheduling and space allocation with community demand.

6. Upgrade Fitness Spaces, Programs & Amenities

Continue refreshing equipment, training zones, class formats, and group exercise and yoga offerings to remain competitive with industry standards and community expectations.

7. Leverage Technology for Operational Strength

Use technology to support efficiency, safety, scheduling, staffing, and data-driven decision-making. Build systems that make it easier for members and staff to succeed.

8. Cross-Promote District Memberships & Events

Enhance district-wide awareness by promoting Park Fitness within the broader Parks & Recreation ecosystem, encouraging multi-facility engagement and participation.

9. Strengthen Community Partnerships

Deepen collaborations with local schools, healthcare partners, community groups, special recreation, and local municipalities to expand our reach and impact.

Deer Creek Racquet Club

Deer Creek Racquet Club was built in 1976 and boasts six indoor tennis courts, two racquetball courts and two indoor batting cages. Programs, lessons, camps, and events are offered for all ages and skill levels.

The facility is a full year operation and has high community utilization. During 2025, indoor tennis and outdoor tennis continued to be extremely popular. Deer Creek Racquet Club had the opportunity to refocus on tennis which allows for delivering the highest possible tennis product and increase court availability for all. Revenue is comprised of lessons, programs, and camps.

Club Pickle and Padel

Club Pickle & Padel opened its doors in 2025 and has been the talk of the town. With 10 indoor pickleball courts and 4 padel courts, the facility is booming with activity. The design of Club Pickle & Padel emphasizes both player comfort and high-quality competition, with advanced LED lighting, climate control, and layouts that make it easy for players of all skill levels and abilities to get in the game. Memberships, programs, open play and lessons are offered for all ages and skill levels.

Heller Nature Center

Heller Nature Center was built in 1980 and is surrounded by a 97-acre nature preserve. Built as an environmental learning facility, Heller hosts an indoor nature exhibit, environmental programs, events, a teams' course, a story walk, a nature play space, and a working bee apiary. Heller Nature Center is a facility that generates revenue primarily from family and youth programs, teams' course, rentals, and additional revenue earned from Heller Honey. For 2026, Heller Nature Center plans to re-focus on boosting program offerings by adding SPOT camp to the facility, marketing more programs at other locations, collaborating with outside groups to strengthen outreach, as well as providing more programs outside of Heller to draw more traffic to the nature center offerings.

Highland Park Golf Learning Center

Since the Park District of Highland Park started operating the Golf Learning Center, per the lease agreement, there has been a surplus (6 years). A surplus is budgeted for the 2026 season of over \$400. The partnership with The Golf Practice continues to grow and staff are looking for ways to incorporate new exciting events to fill the 2026 golf season.

Programs and Facilities -Table #11

The Revenue Policy states that recreational programming is to achieve 30% net revenue (revenue less direct program expenditures). Direct wages, operational expenditures, IMRF, FICA and health insurance are charged to the program. Not all programs or special events meet the 30% goal; however, these programs support the mission of the District and are important for that reason.

Overall, within the 2026 budget, the program net is 47%, camp is 44%, lessons is 51%, and memberships expense is no longer shown on this line item. It was moved to programming during 2025, where it caused minimal disruption

to the net revenue percent. Since staff has been following the Revenue Policy, the percentage of net revenue has been steadily increasing, providing increased support for overhead not accounted for at the Cost Center level.

Facilities operating at a deficit

The Park District has several facilities budgeted to operate at a deficit. In each instance, the primary reason for the deficit is that the facility is also responsible for the costs to maintain the facility. It is due to maintaining the facilities that deficits exist for the West Ridge Center and the Heller Nature Center. Also showing a deficit is the new West Ridge Community Center. In its inaugural year, it will be operating at break even and should show a surplus in the 2027 budget. Programs held at each of these facilities comply with the revenue policy. Hidden Creek AquaPark, Rosewood Beach and Rosewood Interpretive Center, in addition to maintenance, also must deal with a short season and environmental factors. The cost of chemicals at the pool has also increased sharply with inflation. Park Avenue is expected to run at a loss for the first few seasons as a Recreation Subfund but is budgeted to be nearly break even in 2026. Eventually, the deficit will flip to a surplus and will continue to be able to fund its own operations. Centennial Ice Arena is showing a deficit for the 2026 budget. During 2026 the gymnastics program will move to West Ridge Community Center, taking its budget with it. Staff will work to best utilize the open space left behind and eventually operate to be determined programming out of the area. No revenue is budgeted for the open space.

SUMMARY

Per Park District Code, each district shall within or before the first quarter of each fiscal year, adopt a combined annual budget and appropriation ordinance. Following the timeline for the 2026 Budget, adoption of the Consolidated Budget and Appropriation will occur at the January 2026 Park Board Meeting, well within the established deadline.

With new opportunities in an ever-changing community landscape, the Park District of Highland Park strives to provide relevant programs, facilities, and parks. The 2026 Budget plans for slowing inflation, and increased participation at Club Pickle and Padel and Sunset Valley. It also accounts for the opening of the new West Ridge Community Center which will house early childhood programs, performing arts, recreation program support staff, and a community multipurpose room with adjacent event lawn. The gymnastics program will be moved from Centennial Ice Arena to a new 10,000 square foot gym at this facility. Additionally, site improvements will include a new and improved safety village, native plantings, and new baseball and multi-sport fields. The District will also be relocating administrative staff from West Ridge Center to a leased facility. Club Pickle and Padel will enjoy its first full year of operations. Listening to community feedback, most camps will have weekly offerings to offer flexibility and the ability to try various camps throughout the summer. With the completion of the new West Ridge Community Center, the recreation team hopes to work with NSSRA to offer adaptive gymnastics and dance. Heller Nature Center will offer unique, equitable, community events that will capture diverse communities and highlight nature-based program offerings and will continue to offer Hispanic Heritage month events, a Dia De Los Muertos event and will be the new location for SPOT camp. It plans to offer additional mini events that celebrate the many cultures of Highland Park. Staff will be refreshing the lobby of Deer Creek Racquet Club. New program expansions including Girls Volleyball League, Softball Clinic, Softball League, and Adult Softball, will broaden offerings and increase year-round engagement. Centennial Ice Arena will introduce a peer-mentor program that provides structured volunteer opportunities for high school and college students while supporting our skating community. In effort to remain both fiscally responsible and strategic in the delivery of services to the community, staff anticipates development of its new strategic plan and increased collaboration with the Parks Foundation to support Campaign Fundraising.

Preparation of the 2026 Budget was made possible by the dedicated Park District of Highland Park staff and coordinated by the Finance staff. Many thanks to the Board of Commissioners for their dedication, support, and service to the District.

APPENDIX A
Park District of Highland Park
CAPITAL PROJECTS
Fiscal Year Ending December 31, 2026

		Tier	2026 Budget
		Total Tier 1-3	\$ 8,905,678
		Total Tier 4-5	\$ 776,967
		Total Tier 1-5	\$ 9,682,645
Category	Description	Tier	Sum of 2026
Brown Park	Playground Replacement	Tier 3: Scheduled Replacement	\$15,000
Brown Park Total			\$15,000
Centennial	Giants Locker Room License Fee	Tier 1: Safety/Legal Compliance	-\$4,000
	GreenPrint - Gymnastics Conversion Renovation	Tier 4: Improve Existing Items	\$240,000
	HVAC Replacement (#1 and #2)	Tier 3: Scheduled Replacement	\$115,000
	Replace Exterior Doors	Tier 3: Scheduled Replacement	\$24,250
	Switch Gear Replacement	Tier 3: Scheduled Replacement	\$287,500
Centennial Total			\$662,750
D. Cunniff Park	Sewer/Storm Line Adjustments	Tier 2: Critical Repair/Replacement	\$75,000
	Tennis Court Patch/Color/Stripe	Tier 3: Scheduled Replacement	\$136,000
D. Cunniff Park Total			\$211,000
Deer Creek Racquet Club	Carpet Replacement	Tier 3: Scheduled Replacement	\$55,900
	Court Painting Improvements to remove Pickleball Lines	Tier 4: Improve Existing Items	\$25,200
	Grinder Pump Replacement	Tier 3: Scheduled Replacement	\$25,000
	Peak Fans Replacement	Tier 3: Scheduled Replacement	\$39,120
Deer Creek Racquet Club Total			\$145,220
Devonshire Park	Playground Refresh	Tier 3: Scheduled Replacement	\$194,000
Devonshire Park Total			\$194,000
District Wide/Annual	ADA Bathroom Improvements	Tier 1: Safety/Legal Compliance	\$40,000
	Administrative Space Annual Rental Fee	Tier 1: Safety/Legal Compliance	\$174,720
	FFE for New Admin Space	Tier 4: Improve Existing Items	\$55,000
	General Tree Removal	Tier 1: Safety/Legal Compliance	\$35,000
	Park Equipment Replacement	Tier 3: Scheduled Replacement	\$345,500
	Parking Lot and Roadway Striping Allowance	Tier 3: Scheduled Replacement	\$20,000
District Wide/Annual Total			\$670,220
Fontana Pasquesi Park	Backstop Replacement	Tier 3: Scheduled Replacement	\$27,250
	Naming Donation	Tier 1: Safety/Legal Compliance	-\$27,250
Fontana Pasquesi Park Total			\$0

Heller Nature Center	Red Trail Renovation	Tier 3: Scheduled Replacement	\$250,000
	Red Trail Renovation Grant Reimbursement (Unconfirmed)	Tier 1: Safety/Legal Compliance	-\$250,000
	Water Fountain Replacement	Tier 3: Scheduled Replacement	\$15,000
Heller Nature Center Total			\$15,000
Hidden Creek Aqua Park	ADA: Entrance Accessibility Improvement	Tier 2: Critical Repair/Replacement	\$40,000
	Body Slide Pump Motor, pump and column pipe	Tier 3: Scheduled Replacement	\$30,000
	Circulation Pumps Replacement	Tier 3: Scheduled Replacement	\$75,000
	Drain Cover Replacements	Tier 2: Critical Repair/Replacement	\$25,000
	Pool Shell Maintenance	Tier 2: Critical Repair/Replacement	\$50,000
	Splash Pad Pump Replacement	Tier 3: Scheduled Replacement	\$47,625
Hidden Creek Aqua Park Total			\$267,625
L. Fink Park	Playground Refresh (5-12 Playground)	Tier 3: Scheduled Replacement	\$210,000
L. Fink Park Total			\$210,000
Lincoln Park	Lincoln Park OSRAD Grant Award	Tier 1: Safety/Legal Compliance	-\$457,500
Lincoln Park Total			-\$457,500
Lot 3 - Club Pickle and Padel	New Dome Structure Donations	Tier 1: Safety/Legal Compliance	-\$35,000
Lot 3 - Club Pickle and Padel Total			-\$35,000
Lot 3: Golf Learning Center	Waterfall Replacement Pump	Tier 2: Critical Repair/Replacement	\$50,000
Lot 3: Golf Learning Center Total			\$50,000
Park Fitness	Carpet Upper Level	Tier 3: Scheduled Replacement	\$31,680
	Equipment Upgrade/Replacement	Tier 3: Scheduled Replacement	\$88,500
	Gutter Grate Covers Replacement	Tier 3: Scheduled Replacement	\$36,860
	Locker Room Shower Area Upgrades	Tier 4: Improve Existing Items	\$411,000
	Parking Lot Light and Asphalt Replacement (50% of Cost)	Tier 1: Safety/Legal Compliance	\$100,000
Park Fitness Total			\$668,040
Rosewood Beach	Lift Station Sewage pumps	Tier 3: Scheduled Replacement	\$15,000
	Rosewood Beach Paver Parking Lot Repairs	Tier 3: Scheduled Replacement	\$15,000
Rosewood Beach Total			\$30,000
Rosewood Interpretive Center	HVAC System Replacement	Tier 3: Scheduled Replacement	\$60,000
	Pump and Sewage Lift Station Pit Replacement	Tier 3: Scheduled Replacement	\$18,750
Rosewood Interpretive Center Total			\$78,750
Sunset Woods Park	Asphalt Tennis Court Rebuild	Tier 2: Critical Repair/Replacement	\$396,000
	Tennis Light Replacement	Tier 2: Critical Repair/Replacement	\$225,000
Sunset Woods Park Total			\$621,000
SVGC	Addition of New Greens Roller	Tier 5: New	\$45,767
	Electric Charger Replacement	Tier 3: Scheduled Replacement	\$30,000
	Toro 4700 Rough Mower	Tier 3: Scheduled Replacement	\$125,000
SVGC Total			\$200,767
Technology	Copy Machine Lease	Tier 3: Scheduled Replacement	\$27,000
	Emergency Phones	Tier 1: Safety/Legal Compliance	\$30,000
	Facility Camera Replacement	Tier 2: Critical Repair/Replacement	\$16,500
	Penetration Testing	Tier 1: Safety/Legal Compliance	\$16,000
	Server Replacement	Tier 2: Critical Repair/Replacement	\$15,000
Technology Total			\$104,500

West Ridge Center	GreenPrint - Building Replacement and Site Improvement	Tier 2: Critical Repair/Replacement	\$6,700,000
	PARC Grant Reimbursement	Tier 1: Safety/Legal Compliance	-\$1,203,727
	South Parking lot Renovation, not in building scope	Tier 2: Critical Repair/Replacement	\$400,000
West Ridge Center Total			\$5,896,273
West Ridge Park	Safety Village House Replacement	Tier 2: Critical Repair/Replacement	\$120,000
West Ridge Park Total			\$120,000
Woodridge Park	Playground Refresh	Tier 3: Scheduled Replacement	\$15,000
Woodridge Park Total			\$15,000
Grand Total			\$9,682,645

APPENDIX B

Park District of Highland Park

FIVE YEAR CAPITAL REPLACEMENT

Fiscal Year Ending December 31, 2026 - 2030

	Description	2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Total
	Total Tiers 1-3	\$ 8,905,678	\$ 3,201,350	\$ 5,995,130	\$ 3,172,775	\$ 4,772,550	\$ 26,047,483
	Total Tiers 4-5	\$ 776,967	\$ -	\$ 385,000	\$ 97,400	\$ 71,400	\$ 1,330,767
	5 YEAR CAPITAL TIERS 1-5 TOTAL	\$ 9,682,645	\$ 3,201,350	\$ 6,380,130	\$ 3,270,175	\$ 4,843,950	\$ 27,378,250
	Total Tier 6						\$ 35,543,500
	5 YEAR CAPITAL TIERS 1-6 TOTAL						\$ 62,921,750
Sub Grouping 1	Category	2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Total
Facilities	Centennial	\$662,750	\$4,000	\$1,134,500	\$4,000	\$30,000	1,819,250
	Deer Creek Racquet Club	\$145,220	\$91,500	\$200,000	\$237,500	\$178,000	852,220
	Heller Nature Center	\$15,000	\$255,000	\$195,000	\$32,550	\$146,400	643,950
	Hidden Creek Aqua Park	\$267,625	\$20,000	\$93,000	\$122,500	\$577,150	1,080,275
	Lot 3 - Club Pickle and Padel	-\$35,000	-\$35,000	-\$35,000	\$70,000		(35,000)
	Lot 3 - Golf Learning Center	\$50,000			\$137,000	\$35,000	222,000
	Park Avenue Beach and Boating Facility		\$40,000	\$325,000			365,000
	Park Fitness	\$668,040	\$261,520	\$800,660	\$303,175	\$144,000	2,177,395
	Rosewood Interpretive Center	\$78,750		\$35,350			114,100
	SVGC	\$200,767	\$127,850	\$432,000	\$711,750	\$1,213,750	2,686,117
	West Ridge Center	\$5,896,273					5,896,273
Facilities Total		\$ 7,949,425	\$ 756,870	\$ 3,180,510	\$ 1,610,475	\$ 2,324,300	\$ 15,821,580
							-
Totals-District Wide,							
Technology and Parks	Brown Park	\$15,000	\$667,250	\$50,000			732,250
	Carol Snyder		\$10,000	\$410,000			420,000
	Centennial						-
	Central Park		\$4,550	\$8,000	\$362,000		374,550
	D. Cuniff Park	\$211,000	\$76,500			\$384,000	671,500
	Devonshire Park	\$194,000					194,000
	District Wide/Annual	\$670,220	\$1,083,200	\$1,100,370	\$1,034,700	\$1,435,300	5,323,790
	Fontana Pasquesi Park			\$297,250		\$54,350	351,600
	Founders Park						-
	Jens Jensen Park						-
	Kennedy Park			\$100,000			100,000
	Knoll Park						-
	L. Fink Park	\$210,000	\$217,200				427,200
	Laurel Park/Library						-
	Lincoln Park	-\$457,500					(457,500)
	Millard Park						-
	Moraine Park						-
	Old Elm Park					\$67,000	67,000
	Olson Park				\$10,000	\$500,000	510,000
	Port Clinton Park						-
	R. D. Deutsch Park						-
	Rosewood Beach	\$30,000			\$38,000		68,000
	Rosewood Park						-
	Sherwood Park			\$8,000	\$142,000		150,000
	Sunset Woods Park	\$621,000	\$74,100	\$600,000		\$20,000	1,315,100
	Technology	\$104,500	\$78,000	\$162,000	\$73,000	\$59,000	476,500
	The Preserve			\$20,000			20,000
	West Ridge Park	\$120,000					120,000
	Woodridge Park	\$15,000	\$233,680	\$444,000			692,680
Totals-District Wide, Technology and Parks Total		\$ 1,733,220	\$ 2,444,480	\$ 3,199,620	\$ 1,659,700	\$ 2,519,650	\$ 11,556,670
Total		\$ 9,682,645	\$ 3,201,350	\$ 6,380,130	\$ 3,270,175	\$ 4,843,950	\$ 27,378,250

APPENDIX C
2026 COMPENSATION PLAN

FULL-TIME PAY RANGES BY BAND		
Pay Band C - District Administrators	Minimum	Maximum
4	\$ 159,358.27	\$ 223,100.70
3	\$ 130,088.39	\$ 182,123.74
2	\$ 106,195.42	\$ 148,673.37
1	\$ 86,689.70	\$ 121,365.57
Pay Band B - Supervisors, Managers and Technical	Minimum	Maximum
4	\$ 77,399.36	\$ 108,358.89
3	\$ 72,675.04	\$ 101,745.70
2	\$ 68,240.41	\$ 95,536.35
1	\$ 64,074.99	\$ 89,704.99
Pay Band A - Specialists, Coordinators and Maintenance	Minimum	Maximum
4	\$ 59,010.38	\$ 82,614.74
3	\$ 54,639.28	\$ 76,495.85
2	\$ 50,592.32	\$ 70,775.41
1	\$ 46,844.74	\$ 65,582.64
PART-TIME PAY SCALE BY GRADE	Minimum	Maximum
6	\$20.50	\$32.00
5	\$18.50	\$27.75
4	\$16.75	\$23.00
3	\$15.50	\$21.00
2	\$15.20	\$20.00
1	\$15.00	\$18.50
Birthday Party Host	\$15.00	\$75.00
Private Instruction	\$25.00	\$47.10
Specialized Instruction	\$15.00	\$45.00

APPENDIX D

EMPLOYEE STATISTICS

The Park District of Highland Park has several employee classifications. Distinctions relate to the number of hours an employee is scheduled to work and whether an employee is full-time, part-time, or seasonal.

1. Full-Time Employees 40 or more hours per week: receive vacation, holiday, health insurance benefits and other paid time off. These employees also contribute to, and if vested, would be eligible for retirement benefits from IMRF (Illinois Municipal Retirement Fund).
2. Full-Time Employees 30 to 39 hours: eligible to participate in health insurance and IMRF.
3. Part-Time Employees working at least 20 hours per week, or over 1,000 hours per year: may be eligible for IMRF.
4. Short-term or Seasonal Employees are hired for a specific period of time, generally less than six months, regardless of expected hours per week. Included in this group are camp counselors and park staff.

The table below illustrates the allocation of full-time and part-time IMRF positions by Function for the two previous, current, and upcoming budget years. Information is presented based upon the employee home department.

IMRF STAFF ALLOCATION				
	Administration	Parks	Recreation	Total
2023 Budget				
FT – IMRF	22	31	59	112
PT – IMRF	3	0	20	23
Total 2023	25	31	79	135
2024 Budget				
FT – IMRF	22	30	66	118
PT – IMRF	4	0	20	24
Total 2024	26	30	86	142
2025 Budget				
FT – IMRF	22	30	72	124
PT – IMRF	3	0	27	30
Total 2025	25	30	99	154
2026 Budget				
FT – IMRF	23	31	74	128
PT – IMRF	3	0	27	30
Total 2026	26	31	101	158

APPENDIX E

CENTENNIAL ICE ARENA	
DAILY FEES	RESIDENT FEES
ADULT PRACTICE	\$4
ADULT PRACTICE WITH SKATES	\$8
FREESTYLE – 30 MINUTES Drop-in	\$7
FREESTYLE – 30 MINUTES WITH SKATES Drop-in	\$11
OPEN HOCKEY	\$10
OPEN HOCKEY WITH SKATES	\$14
ADULT AND YOUTH PUBLIC SKATE	\$7
ADULT AND YOUTH PUBLIC SKATE WITH SKATES	\$11
CLASS WITH SKATES	\$3
RENTAL	
MAIN RINK RENTAL	\$417
LATE NIGHT RINK RENTAL & SUMMER NON-PRIME	\$264
HP GIANTS	\$399
FALCONS	\$417
ACTIVITY ROOM RENTAL	\$80
LESSONS	
PRIVATE GYM - 30 MINUTES	\$45
PRIVATE GYM - 45 MINUTES	\$60
PRIVATE GYM – 60 MINUTES	\$75
SEMIPRIVATE - 30 MINUTES	\$65
SEMIPRIVATE GYM – 45 MINUTES	\$80
SEMIPRIVATE GYM – 60 MINUTES	\$95

*Ice fees increase effective mid-August 2026, per annual contracts.

**Summer rates are \$264 for all ice rentals or \$256 for Giants only.

APPENDIX E

DEER CREEK RACQUET CLUB		
DAILY FEES	RESIDENT FEES	N/R FEES
RESIDENT	\$44	\$44
JUNIOR	\$33	\$33
SENIOR	\$36	\$36
MEMBERSHIPS		
INDIVIDUAL	\$204	\$273
FAMILY	\$355	\$484
JUNIOR	\$88	\$120
SENIOR	\$150	\$203
PRIVATE LESSONS		
PRIVATE - 60 MINUTES	\$89	\$89
PRIVATE (HEAD PRO) - 60 MINUTES	\$99	\$99

APPENDIX E

CLUB PICKLE & PADEL		
MEMBERSHIPS	RESIDENT FEES	N/R FEES
INDIVIDUAL	\$198	\$265
FAMILY	\$345	\$470
JUNIOR	\$85	\$117
SENIOR	\$168	\$360
COURT RATES	MEMBER	NON-MEMBER
PICKLEBALL	\$40	\$50
PADEL	\$80	\$100

APPENDIX E

HIDDEN CREEK AQUAPARK		
DAILY FEES	RESIDENT FEES	N/R FEES
RESIDENT	\$13	\$17
10-PUNCH PASS - RESIDENT	\$120	\$170

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APPENDIX E

ROSEWOOD BEACH		
SEASONAL SWIMMING PASSES	RESIDENT FEES	N/R FEES
PER PERSON	FREE	120
ADDITIONAL RESIDENT	FREE	-
ADDITIONAL NON-RESIDENT	FREE	\$35
DAILY BEACH PASS	FREE	\$12
DAILY PARKING PASS -1 HR	\$15	\$15
DAILY PARKING PASS - 4 HRS	\$40	\$40
ANNUAL LAKEFRONT PARKING PASS		
PER VEHICLE	\$40	\$300

APPENDIX E

PARK AVENUE BOATING		
DAILY FEES	RESIDENT FEES	N/R FEES
DAILY LAUNCH FEE WEEKDAYS	\$50	\$50
DAILY LAUNCH FEE WEEKENDS	\$65	\$65
POWER BOAT - PWC LAUNCH ONLY	\$874	\$1,067
SAILBOAT/CATAMARAN LAUNCH ONLY	\$791	\$970
POWER BOAT SEASON STORAGE NORTH PAD	\$2,190	\$2,769
POWER BOAT YEARLY STORAGE NORTH PAD	\$2,332	\$2,935
SOUTH PAD YEAR-ROUND	\$1,338	\$1,935
SOUTH PAD SEASONAL	\$1,194	\$1,768
SEASONAL PARKING PASS	\$174	\$291
STAND UP PADDLE	\$514	\$807
STAND UP PADDLE OUTDOOR	\$453	\$740
SEASONAL BOAT STORAGE - BEACH	\$501	\$793
PERSONAL WATERCRAFT STORAGE	\$1,946	\$2,598
PERSONAL WATERCRAFT STORAGE YEAR-ROUND	\$2,090	\$2,765
YACHT CLUB BUILDING RENTAL	\$425	\$425
NSYC LICENSE AGREEMENT	\$8,679	\$8,679
WINTER STORAGE NORTH PAD	\$400	\$490
WINTER STORAGE SOUTH TIER	\$355	\$431
WINTER STORAGE INDOOR STAND UP PADDLE	\$183	\$208
CATAMARAN CABLE SEASONAL STORAGE	\$702	\$1,141
MAST & SAIL STORAGE	\$67	\$128
LOYALTY POWER BOAT LAUNCH ONLY	\$650	\$800
LOYALTY POWER BOAT SEASON STORAGE NORTH PAD	\$1,650	\$1,920
LOYALTY POWER BOAT YEARLY STORAGE NORTH PAD	\$1,850	\$2,020
LOYALTY PERSONAL WATERCRAFT STORAGE	\$1,450	\$1,800
LOYALTY PERSONAL WATERCRAFT STORAGE YEAR-ROUND	\$1,650	\$2,000

APPENDIX E

PARK FITNESS		
FULL FACILITY PASS	RESIDENT FEES	N/R FEES
FITNESS GROUP EX AQUATICS OPEN PLAY TRACK		
ALL-INCLUSIVE DAILY FEE	\$16	\$19
ALL-INCLUSIVE 7-DAY	\$45	\$50
10 PUNCH PASS ALL-INCLUSIVE	\$160	\$190
30-DAY (MONTH) ALL-INCLUSIVE	\$90	\$100
MEMBERSHIP (RECURRING MONTHLY)		
BASIC ANNUAL MEMBERSHIP - INDIVIDUAL	\$54	N/A
BASIC ANNUAL MEMBERSHIP - STUDENT/SENIOR/ADD-ON	\$47	N/A
GROUP EX ONLY ANNUAL MEMBERSHIP - INDIVIDUAL	\$54	N/A
GROUP EX ONLY ANNUAL MEMBERSHIP - STUDENT/SENIOR/ADD-ON	\$47	N/A
ALL-INCLUSIVE ANNUAL MEMBERSHIP - INDIVIDUAL	\$77	N/A
ALL-INCLUSIVE ANNUAL MEMBERSHIP - STUDENT/SENIOR/ADD-ON	\$67	N/A
ENROLLMENT FEE	1 MONTH	1 MONTH
TRACK		
TRACK PASS DAILY	-	\$10
TRACK PASS ANNUAL	\$10	\$75
AQUATICS		
DAILY LAP SWIM	\$13	\$16
DAILY OPEN SWIM	\$8	\$10
10-PASS LAP/OPEN SWIM	\$120	\$130
ADULT INDIVIDUAL	MEMBERSHIP	MEMBERSHIP
SENIOR INDIVIDUAL	MEMBERSHIP	MEMBERSHIP
OPEN GYM		
DAILY FEE	\$8	\$10
10-PASS	\$72	\$90
TRAINING		
30-MIN SESSIONS		
1 SESSION	\$52	\$64
3 SESSIONS	\$145	\$179
10 SESSIONS	\$442	\$544
45-MIN SESSIONS		
1 SESSION	\$68	\$80
3 SESSIONS	\$190	\$233
10 SESSIONS	\$578	\$680
60-MIN SESSIONS		
1 SESSION	\$80	\$92
3 SESSIONS	\$233	\$257
10 SESSIONS	\$680	\$782
2-ON-1 SESSION (60-MIN SESSIONS/PER PERSON)		
1 SESSION	\$52	\$64
5 SESSIONS	\$242	\$288
SMALL GROUP TRAINING (4-6 CLIENTS/PER PERSON)		
4X4	\$120	\$138
4X8	\$208	\$240
KIDSClub		
DAILY FEE	\$12	\$17
JR-ADD ON ANNUAL MEMBERSHIP (MONTHLY FEES)	N/A	\$36
JR ADD-ON + 1 ANNUAL MEMBERSHIP (MONTHLY FEES)	N/A	\$20

APPENDIX E

SUNSET VALLEY GOLF CLUB		
	RESIDENT FEES	N/R FEES
WEEKDAY (MON-THU)		
PRIME TIME (OPEN-1:59PM)	\$50	\$55
MIDDAY (2-3:59PM)	\$45	\$49
TWILIGHT (4PM TO CLOSE)	\$33	\$37
SENIOR 18 HOLES	\$36	\$40
9 HOLES	\$33	\$37
SENIOR 9 HOLES	\$33	\$37
JUNIOR	\$31	\$34
WEEKEND (FRI-SUN, HOLIDAY)		
PRIME TIME (OPEN-1:59PM)	\$61	\$70
MIDDAY (2-3:59PM)	\$55	\$62
TWILIGHT (4PM TO CLOSE)	\$38	\$42
9 HOLES (ONLY AFTER 3PM)	\$38	\$42

APPENDIX E

GOLF LEARNING CENTER	
DRIVING RANGE RATES	FEES
MATS	
40 BALL BUCKET	\$12
70 BALL BUCKET	\$17
GRASS	
40 BALL BUCKET	\$14
70 BALL BUCKET	\$20
MINATURE GOLF	
WEEKDAY	
12 & UNDER	\$9
13 & ABOVE	\$10
WEEKEND	
12 & UNDER	\$10
13 & ABOVE	\$11

APPENDIX F

GLOSSARY

Annual Budget: A plan proposed by the Park District Board of Commissioners for raising and expending monies for the recreation interests of residents.

Appropriations: Amounts expended for the administration, maintenance and management of properties and programs for the Park District of Highland Park.

B & A: Budget and Appropriations Ordinance considered by the Board of Commissioners.

Board of Commissioners: Independent board of five, elected at-large by residents, of the Park District of Highland Park.

CP: CP is the acronym for the Park District of Highland Park's district-wide Capital Improvement Plan.

CPRP: Certified Park and Recreation Professional, a designation for professionals with a bachelor's or higher degree that meets certain years of experience and successfully passes an NRPA examination.

Deferred Projects: Capital projects that were appropriated and considered important enough for continued work in the next fiscal year(s).

EAV: Equalized Assessed Valuation, property value on which real estate taxes are levied.

Fund: Fiscal and accounting tool with a self-balancing set of accounts to record revenue and expenditures.

GFOA: Government Finance Officers Association, a group that promotes the professional management of governments for the public benefit.

IAPD: Illinois Association of Park Districts, a statewide organization of park districts that promotes quality of life through education, research, and advocacy.

IMRF: Illinois Municipal Retirement Fund, a state-established retirement fund for municipal workers. (Employees and the District pay into this defined benefit plan.)

IPRA: Illinois Parks and Recreation Association, a statewide organization of parks and recreation professionals advocating the benefits of parks, recreation, and conservation.

Major/Non-Major Funds: A fund is considered major if it is the primary operating fund of the District, or its assets, liabilities, revenues, or expenses are at least 10% of the corresponding total for all funds.

Modified Accrual Accounting: An accounting method commonly used by government agencies. Revenues are recognized when they become available and measurable; expenditures generally are recognized when liabilities are incurred.

NRPA: National Parks and Recreation Association, an organization of citizen boards and professionals interested in parks and recreation operations in the United States.

NSSRA: Northern Suburban Special Recreation Association is an extension of ten park districts, two cities and one village in the northern suburbs of Chicago that pool resources to serve adults and children with disabilities.

PDRMA: Park District Risk Management Association, an association of more than 160 parks and conservation districts that pool resources to maximize safe park conditions while managing the risk of recreation activities.

Tax Levy: The amount the Park District requests from property owners, commercial and residential, to fund recreation activities of the communities.

Tax Rates: The rate derived from dividing the tax levy by the EAV (The tax rate, combined for all funds, is multiplied by the equalized assessed valuation of each real estate parcel to arrive at the taxes owed by each parcel owner). Amounts are billed semiannually, usually in May and August.

DRAFT



PARK DISTRICT OF HIGHLAND PARK
COMBINED BUDGET
AND APPROPRIATION ORDINANCE
JANUARY 1, 2026 TO DECEMBER 31, 2026

BOARD OF PARK COMMISSIONERS

Terry Grossberg, President
Jennifer Freeman, Vice-President
Josie Beck, Commissioner
Steve Greenberg, Commissioner
Rafael Labrador, Commissioner

Mari-Lynn Peters,
Treasurer

Brian Romes,
Executive Director

ORDINANCE NO. 2026-01

AN ORDINANCE FOR A COMBINED BUDGET AND APPROPRIATION FOR THE PARK DISTRICT OF HIGHLAND PARK FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2026 AND ENDING DECEMBER 31, 2026

WHEREAS, the Board of Park Commissioners of the Park District of Highland Park, Lake County, Illinois, caused to be prepared in tentative form an annual combined Budget and Appropriation

Ordinance and the Secretary of this Board has made the same conveniently available to public

inspection for at least thirty days prior to final action thereon, and

WHEREAS, a public hearing was held as to such Budget and Appropriation Ordinance on the **21st Day of January 2026** and notice of said hearing was given at least one week prior thereto

as required

by law and all other legal requirements have been complied with,

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE PARK DISTRICT OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS AS FOLLOWS:

SECTION 1: That the amounts herein set forth, or so much thereof as may be authorized by law and as may be needed, are hereby budgeted and appropriated for the corporate purposes of the Park District of Highland Park, Lake County, Illinois to defray all necessary expenses and liabilities of said Park District, as specified in Section 2 for the fiscal year, beginning January 1, 2026 and ending December 31, 2026

SECTION 2: The amount budgeted and appropriated for each object or purpose is as follows:

I. The amount Budgeted and Appropriated
For General Purposes:

	<u>Budget</u>	<u>Appropriation</u>
Salaries	\$3,646,892	\$4,011,581
Contractual Services	1,621,720	1,783,892
Insurance	1,397,591	1,537,350
Materials & Supplies	296,469	326,116
Maintenance & Landscaping	129,623	142,585
Utilities	159,789	175,768
Pension	314,165	345,582
Transfers Out	<u>610,420</u>	<u>671,462</u>
Total Budgeted and Appropriated for General Fund:	<u>\$8,176,669</u>	<u>\$8,994,336</u>

II. The amount Budgeted and Appropriated
For District's Share of Expenses of Joint
Recreational Programs for the Handicapped:

Contractual Services	\$500,131	\$550,144
Capital Outlay	7,500	8,250
Transfer Out	<u>600,000</u>	<u>660,000</u>
Total Budgeted and Appropriated for Special Recreation Fund:	<u>\$1,107,631</u>	<u>\$1,218,394</u>

III. The amount Budgeted and
Appropriated For Recreation
Purposes:

	<u>Budget</u>	<u>Appropriation</u>
Salaries	\$7,985,361	\$8,783,897
Contractual Services	1,767,742	1,944,516
Insurance	1,925,646	2,118,211
Materials & Supplies	462,254	508,479
Maintenance & Landscaping	535,728	589,301
Utilities	991,173	1,090,290
Pension Contributions	712,546	783,801
Cost of Goods Sold	119,525	131,478
Instructional Program	4,058,582	4,464,440
Capital Outlay	86,850	95,535
Transfers Out	<u>4,109,380</u>	<u>4,520,318</u>
Total Budgeted and Appropriated for Recreation Fund:	<u>\$22,754,787</u>	<u>\$25,030,266</u>

IV. The amount Budgeted and
Appropriated For the Debt Service
Fund:

Principal	\$2,425,000	\$2,667,500
Interest	1,146,162	1,260,778
Fees & Charges	<u>2,000</u>	<u>2,200</u>
Total Budgeted and Appropriated for Debt Service Fund:	<u>\$3,573,162</u>	<u>\$3,930,478</u>

V. The amount Budgeted and
Appropriated For the Capital Projects
Fund:

Contractual Services	\$46,000	\$50,600
Capital Outlay	<u>11,614,122</u>	<u>12,775,534</u>
Total Budgeted and Appropriated for Capital Projects Fund:	<u>\$11,660,122</u>	<u>\$12,826,134</u>
Total Estimated Expenditures Budgeted (All Funds)	<u>\$47,272,371</u>	
Total Estimated Expenditures Appropriated (All Funds)		<u>\$51,999,608</u>

Summary of Funds Budgeted and Appropriated

	<u>Budget</u>	<u>Appropriation</u>
General Fund	8,176,669	8,994,336
Special Recreation Fund	1,107,631	1,218,394
Recreation Fund	22,754,787	25,030,266
Debt Service Fund	3,573,162	3,930,478
Capital Projects Fund	11,660,122	12,826,134
Total Budgeted	47,272,371	
Total Appropriated		51,999,608

Each of said sums of money and aggregate thereof are deemed necessary by the Board of Park Commissioners of the Park District of Highland Park to defray the necessary expenses and liabilities of the foresaid Park District during the fiscal year beginning the 1st day of January 2026 and ending the 31st day of December, 2026 for the respective purpose set forth.

SECTION 3: All unexpended balances of appropriations for the fiscal year ending the 31st day of December 2026, and prior years, to the extent not otherwise re-appropriated for other purposes herein, are hereby specifically re-appropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, pursuant to law.

All receipts and revenue not specifically appropriated, and all unexpended balances from the preceding fiscal years not required for the purpose for which they were appropriated

and levied shall constitute the corporate fund and shall be placed to the credit of such fund.

SECTION 4: Pursuant to law the following determinations have been and are hereby made a part hereof:

- a) Cash on hand and short-term investments at the beginning of the fiscal year:

\$23,075,265

- b) Estimate of cash expected to be received during the fiscal year from all sources:

\$33,807,219

- c) Estimate of expenditures contemplated for the fiscal year:

\$41,952,571

- d) Estimate of cash and short-term investments expected to be on hand at the end of the fiscal year:

\$14,929,913

SECTION 5: All ordinance or parts of ordinances conflicting with any of the provisions of this Ordinance be and the same are hereby modified or repealed. If any item or portion of this Ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such item or the remainder of this Ordinance.

SECTION 6: This Ordinance is not intended or required to be in support of or in relation to any tax levy made by the Park District during the fiscal year beginning January 1, 2026, and ending December 31, 2026, or any other fiscal year.

SECTION 7: This Ordinance shall be in full force and effect immediately upon its passage and approval according to law. A Certified copy of the Ordinance shall be filed with the County Clerk of Lake County, Illinois, together with the certificate of the Chief Fiscal Officer of the Park District certifying revenues by source anticipated to be received by the Park District, within thirty (30) days after its passage and approval, as provided by law.

Adopted this 21st Day of January 2026, pursuant to a roll call vote.

Roll Call Vote:

Ayes: _____

Nays: _____

Absent and Not Voting: _____

Ordinance Approved: _____

ATTEST:

Terry Grossberg
Board of Commissioners of the
Park District of Highland Park

Brian Romes, Executive Director, and Secretary
Board of Commissioners of the
Park District of Highland Park

SEAL

STATE OF ILLINOIS)

) SS

COUNTY OF LAKE)

CERTIFICATION

I, Mari-Lynn Peters, the duly qualified and Treasurer of the Park District of Highland Park, and the keeper of the financial records thereof,

DO HEREBY CERTIFY, that the attached ANTICIPATED REVENUES BY SOURCE to be received by the Park District of Highland Park, Lake County, Illinois for the fiscal year beginning on the 1st day of January 2026 and ending on the 31st day of December 2026 to be as follows:

General real estate tax revenues	\$16,433,991
Personal property replacement tax revenue	145,000
Investment earnings revenue	215,000
Daily fees	3,874,123
Rental revenue	1,391,468
Program user fees	7,328,621
Merchandising retail sales revenue	195,314
Memberships revenue	2,015,040
Miscellaneous revenue	2,208,662
Transfers	<u>5,319,800</u>
	\$39,127,019

The above is certified this 21stth day of January 2026.

Mari-Lynn Peters, Treasurer
Park District of Highland Park

ATTEST:

SEAL

Brian Romes, Executive Director, and Secretary
Board of Park Commissioners
Park District of Highland Park

STATE OF ILLINOIS)) ss
COUNTY OF LAKE)

COUNTY OF LAKE)

CERTIFICATION

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

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of Ordinance No. #2026-1

AN ORDINANCE FOR A COMBINED BUDGET AND APPROPRIATION FOR THE PARK DISTRICT OF HIGHLAND PARK FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2026, ENDING DECEMBER 31, 2026, of the Park District of Highland Park, Lake County, Illinois adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Park District of Highland Park, held at Highland Park, Illinois in said District at 6:00p.m. on the 21st Day of January, 2026.

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

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of said Park District of Highland Park, Illinois, this 21st Day of January 2026.

Brian Romes, Secretary

Board of Park Commissioners

(SEAL)



Memorandum

To: Park Board of Commissioners

From: Brian Romes, Executive Director

Date: December 17, 2025

Subject: **Board Committee Updates**

Summary

Executive Director Romes will provide a summary of the items discussed at the December Committee Meetings.



Memorandum

To: Park Board of Commissioners

From: Cole Sangern, Golf Operations Manager/PGA; Ryan Ochs, Director of Golf Operations;
Brian Romes, Executive Director

Date: December 17, 2025

Subject: **End of Season Golf Report**

Summary

Staff will provide 2025 end of season reports for the Highland Park Golf Learning Center, Sunset Valley Golf Club, and The Club House.



Memorandum

To: Park Board of Commissioners

From: Robyn Liewehr, General Manager of Racquet Sports; Nick Baird, Director of Recreation;
Brian Romes, Executive Director

Date: December 17, 2025

Subject: **Club Pickle and Padel Report**

Summary

Staff will provide a year-to-date update on memberships, drop-in play, and programming at Club Pickle and Padel.