

NOTICE OF REGULAR MEETING

Wednesday, February 26, 2025

Regular Meeting

6:00 pm

Park District of Highland Park
Board of Park Commissioners
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 COMMENT FOR ITEMS ON AGENDA
- V. CONSENT AGENDA
 - A. Approval of the Minutes from January 08, 2025 Finance Committee Meeting
 - B. Approval of the Minutes from January 15, 2025 Workshop Meeting
 - C. Approval of the Minutes from January 29, 2025 Finance Committee Meeting
 - D. Approval of the Minutes from January 29, 2025 Regular Meeting
 - E. Approval of the 2025 Park Avenue Dredging Project Bid
 - F. Approval of the 2025 Larry Fink Tot Lot Renovation Bid
 - G. Approval of the New Recreation Facility at West Ridge Park Construction Material Testing Proposal
 - H. Approval of the Williams Architects Recreation Center of Highland Park Locker Room Shower Area Remodeling Proposal
 - I. Approval of Ordinance 2025-02 An Ordinance Amending the Appropriation Ordinance for Fiscal Year 2024
 - J. Approval of Ordinance 2025-03: Authorizing and Providing for the Conveyance or Sale of Surplus Personal Property
 - K. Approval of Resolution 2025-02 Authorizing the Purchase of Electricity for Park District Facilities and Meters and Authorizing the Director to Approve a Contract with the Lowest Cost Electricity Provider for a Period up to 3 years
 - L. Bills and Payroll in the amount of \$2,708,517.65
- VI. FINANCIAL FORECASTS TREASURER'S REPORT
- VII. UNFINISHED BUSINESS
- VIII. NEW BUSINESS
 - A. Parks Foundation Update
 - B. Board Committee Updates
 - C. Heller Nature Center and the Rosewood Interpretive Center Annual Reports
 - A. Director's Report
 - D. Board Comments
- IX. OTHER BUSINESS

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X. OPEN TO PUBLIC TO ADDRESS THE BOARD

XI. 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.

XII. ACTION FROM CLOSED SESSION IF ANY

XIII. ADJOURNMENT

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the Park District's ADA Compliance Officer, 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 FINANCE COMMITTEE MEETING
OF THE PARK DISTRICT OF HIGHLAND PARK
HELD ON JANUARY 08, 2025, 5:04 PM.**

Present: Commissioner Labrador, Commissioner Ruttenberg, Vice President Freeman, President Bernstein

Absent: None

Also, Present: Executive Director Romes; Deputy Director Carr, Director Peters, Director Smith, Director Voss, Director Gogola, Director Baird, Manager Schwartz; Coordinator Hejnowski

Guest Speaker: Derek Price, Attorney Ancel Glink; Dave Olsen, Co-CEO W.B. Olsen; John Emser Director of Business Development W.B. Olsen

Additions to the Agenda

None.

New Facility and Site Improvements at West Ridge Park

Staff shared the AIA Agreement and the Guaranteed Maximum Price Amendment between the Park District of Highland Park and the construction manager, W.B. Olsen, for the New Facility and Site Improvements at West Ridge Park. Park District Legal Counsel, Ancel Glink, and representatives from W.B. Olsen, attended tonight's meeting to answer any questions regarding language, terms, and conditions in the AIA Agreement and the Guaranteed Maximum Price Amendment.

Other Business

None.

Open to the Public to Address the Board

None.

Closed Session

A motion was made by Commissioner Ruttenberg, seconded by Commissioner Labrador to adjourn into Closed Session for discussion of Section 2(c) 11: litigation against or on behalf of the District or where the District finds that an action is probable or imminent;

Roll Call:

Aye: Commissioner Labrador, Commissioner Ruttenberg, Vice President Freeman, President Bernstein

Nay: None

Absent: None

Abstain: None

Motion Carried

Finance Committee Meeting Minutes
January 08, 2025

The meeting adjourned into Closed Session at 5:59 p.m.

The meeting reconvened into Open Session at 6:18 p.m.

Adjournment

A motion was made by Vice President Freeman and seconded by Commissioner Labrador and approved by a unanimous vote. The Finance Committee Meeting adjourned at 6:20 p.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF WORKSHOP MEETING
JANUARY 15, 2025**

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

ROLL CALL

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

Absent: Commissioner Labrador

Staff Present: Executive Director Romes; Deputy Director Carr; Director Smith; Director Peters; Director Voss; Director Gogola; Director Hall; Director Baird; Assistant Director Soto; Assistant Director Acevedo; Manager Schwartz; Manager DiTomasso; Coordinator Hejnowski

Guest: None

ADDITIONS TO THE AGENDA

None.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

None.

APPROVAL OF THE GMP AMENDMENT WITH W.B. OLSON FOR THE NEW RECREATION FACILITY AT WEST RIDGE PARK

Executive Director Romes reported that at the September 27, 2023 Board Meeting, the Park Board of Commissioners approved an Agreement with W.B Olson for Construction Management at Risk (CMAR) for the construction a new recreation facility at West Ridge Park. Per the Agreement, after W.B. Olson conducts bidding, the Agreement between the Park District and W.B. Olson is amended to establish a Guaranteed Maximum Price (GMP). The GMP includes all agreed upon costs for construction, including contingencies, allowances, and other CMAR's fees as detailed in the Amendment.

On November 22, 2024, bids were received for the various trade packages for construction of the New recreation facility at West Ridge Park. The Park District received the proposed GMP Amendment on January 6, 2025, which was then discussed with the Park Board Finance Committee on January 8, 2025. The proposed GMP is \$15,050,498 and the attached agreement reflects feedback from the Finance Committee as recommended by Corporate Council, Ancel Glink. The proposed GMP amount is consistent with the Park District's overall project budget and allows for the recommended owner's contingency.

A motion was made by Commissioner Ruttenberg and seconded by Vice President Freeman for the GMP Amendment with W.B. Olson for construction of the new recreation center at West Ridge Park in the amount of \$15,050,498.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Ruttenberg, Vice President Freeman, President Grossberg

Nay: None

Absent: Commissioner Labrador

Abstain: None

Motion Carried

CLUB PICKLE AND PADEL PROGRAMMING UPDATE

Manger Liewehr reported that a marketing campaign was released this month to promote the Club Pickle and Padel app. The app provides Deer Creek Racquet Club and Recreation Center of Highland Park members with a sneak peak of Club Pickle and Padel memberships, upcoming clinics and events at Club Pickle and Padel and Deer Creek Racquet Club, and the outdoor court reservation system at Danny Cuniff Park. May 1 - September 30, 2025, six (6) outdoor courts at Danny Cuniff Park can be reserved. Members can reserve up to 7 days in advance, nonmembers can reserve 1 day in advance. Court reservations are limited to 2 hours per day. Staff are exploring access control and display options for court reservations at Danny Cuniff Park.

Summer Registration will be available through the Club Pickle and Padel App. Registration for members opens April 23; nonmembers April 30.

CONSTRUCTION PROJECT UPDATES

A. Club Pickle and Padel Facility Project

Director Smith provided an update on construction over the past month. He also reported that the Park District has been made aware of a concern the Illinois Department of Public Health has with a variance granted regarding restroom vents. Staff are working with consultants, City and State to resolve.

B. New Facility and Site Improvements at West Ridge Park

Manager Schwartz reported that staff are working on communications to the community regarding construction of the new recreation facility at West Ridge Park. Construction is anticipated to commence in March of 2025.

C. Recreation Center of Highland Park Construction updates

Deputy Director Carr reported that a water line at the Recreation Center of Highland Park cracked on December 02, 2024. The crack occurred over night, causing significant flooding to the fitness floor. Water leaked from the second level fitness floor into the ceiling of the indoor pool. There is no damage to the indoor pool. The following repairs are complete: drywall, baseboards, insulation, vinyl flooring, outlets, and painting. The Mondo floor in the free-weight area has been ordered. Flooring should arrive in late January. The Recreation Center of Highland Park should be back to normal operations in early February.

Workshop Meeting Minutes
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Director Gogola shared draft images of the proposed monument sign for properties at 1207 Park Avenue West. The Park District of Highland Park owns the Preserve of Highland Park and Park Fitness (rebrand of the Recreation Center of Highland Park). The City of Highland Park owns the Senior Center and the Moraine Events. This has been a collaboration between the City of Highland Park and the Park District of Highland Park, it's a 50/50 cost share for new signage. Final design will be approved by both parties in January.

D. Park Avenue Beach and Boating Facility Signage

Director Gogola shared draft images of the proposed monument sign at Park Avenue Beach and Boating Facility.

E. Park Avenue South Parking Lot Restoration

Director Smith reported that in February, Lakes and Rivers Contracting, Inc., will begin the reconstruction of the parking lot which includes a revetment installation to prevent future eroding and parking lot repairs. In order to not impact an existing sanitary sewer line, the reconstructed parking lot will extend further east than the original lot. Construction is anticipated to be completed in April.

REVIEW OF VOUCHERS

Commissioner Ruttenberg reported that he reviewed the vouchers and found no discrepancies.

OTHER BUSINESS

Executive Director Romes reported that staff are ready to review the proposed changes to the Park District of Highland Park Policy Manual with the Park Board of Commissioners. Commissioner Labrador and Commissioner Ruttenberg will be the liaisons to review the manual before it's presented in it's entirety to the Park Board of Commissioners.

OPEN TO THE PUBLIC TO ADDRESS THE BOARD

None.

CLOSED SESSION

A motion was made by Commissioner Ruttenberg, seconded by Commissioner Grossberg 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 Ruttenberg, Commissioner Grossberg, Vice President Freeman, President Bernstein

Nay: None

Absent: Commissioner Labrador

Abstain: None

Motion Carried

The meeting adjourned into Closed Session at 7:48 p.m.

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The meeting was reconvened into Open Session at 8:06 p.m.

ACTION FROM CLOSED SESSION IF ANY

President Bernstein 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 Ruttenberg and seconded by Commissioner Grossberg and approved by a unanimous vote. The Board Meeting adjourned at 8:07 p.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary

Roxanne Hejnowski, Assistant Secretary

**MINUTES OF A THE FINANCE COMMITTEE MEETING
OF THE PARK DISTRICT OF HIGHLAND PARK
HELD ON JANUARY 28, 2025, 8:03 AM.**

Commissioner Labrador participated by electronic means.

Present: Commissioner Labrador, Commissioner Ruttenberg, President Bernstein

Absent: None

Also, Present: Executive Director Romes; Deputy Director Carr, Director Peters, Director Smith, Director Voss, Director Gogola, Director Baird, Assistant Director Acevedo, Manage Baczek, Manager Ochs, Accountant Moraru, Coordinator Hejnowski

Guest Speaker: None

Additions to the Agenda

None.

Sourcewell Cooperative Purchasing Contract for Playground Equipment for Larry Fink Park

Director Smith reported that staff secured pricing for Landscape Structures, Inc. Play Equipment for the 2025 Larry Fink Park Tot Lot through a Sourcewell Purchasing contract. Sourcewell is a joint purchasing cooperative for state, local and city governments. Illinois Statute 525/2 from Ch. 85, par. 1602. (Governmental Joint Purchasing Act), authorizes that any governmental unit may purchase personal property, supplies, and services jointly with one or more other governmental units, not requiring the agency to individually competitively bid on the item or service.

There is \$335,500 in the capital budget for this project. The Cooperative Purchasing Contract with Landscape Structures, Inc., to purchase playground equipment for Larry Fink Park is under budget.

The Finance Committee recommends placing the Cooperative Purchasing Contract with Landscape Structures, Inc. in the consent agenda at the January 29, 2025 Regular Meeting of the Park Board of Commissioners.

Resolution 2025-01 Ratifying the Waiving of Competitive Bidding for the Procurement of Materials for Emergency Restoration and Preservation Measures

Deputy Director Carr reported that on December 2, 2024, The Recreation Center of Highland Park experienced a leak in a water line that feeds one of the water fountains on the fitness floor. Due to the time of the leak occurrence, which was overnight, the water damage and subsequent property loss was substantial and required a long-term shutdown of the fitness floor for renovations.

As part of the renovation process labor and materials have been needed to return services to residents and members of the Recreation Center as soon as possible. Flooring is one such material that is specific to the fitness industry and has long lead times to procure. Staff has been working with the local distributor of the fitness flooring needed for replacement of the free weight area. Since delaying the order of the flooring would prevent the Park District's ability to provide mission critical services, staff ordered the replacement flooring on January 16 in effort to reopen the facility as soon as possible.

All identified equipment and materials in the property loss have been submitted to insurance for recovery in the form of a property loss claim. That claim is still under review by the Park District Risk Management Agency (PDRMA), who is the Insurer of the Park District. Park District staff feel confident that the claim submitted will be approved and processed and that the Park District will receive full “like for like” restitution less the plan deductible.

The flooring needed for the free weight area is manufactured by Mondo International and is distributed in our area by Keifer USA, whose parent company is DIVERZIFY+. The cost for the new flooring is \$62,818.32

The Finance Committee recommends placing Resolution 2025-01 Ratifying the waiving of competitive bidding for the procurement of materials for emergency restoration and preservation measures and approve the materials order of fitness flooring from DIVERZIFY+/Keifer USA on the consent agenda at the January 29, 2025 Regular Meeting of the Park Board of Commissioners.

Master Plan Update

Executive Director Romes reported that the Park District needs to update the existing Master Plan which provides direction on future planning initiatives for the next 5 years. The updated Master Plan will:

- Align the existing community resources and planning initiatives with community needs, attitudes, and interests.
- Recommend Agency Goals, Planning Initiatives, and Strategies for the Park Board and Staff over the next 5 years.
- Review inventory of PDHP assets, planning documents and improvements and report on progress.
- Engage community, staff, board, user groups, partners and stakeholders to guide recommendations.
- Establish goals and initiatives for the next five years.

Additional objectives for the updated Master Planning process include:

- Conduct a Statistically Valid Attitude and Interest Survey
- Public Engagement, assessment and recommendations
- Stakeholder (Board, Staff, Government/Community Partner) Engagement, Assessment and Recommendations
- Recreation Services evaluation, assessment and recommendations
- Park Land and Facility evaluation, assessment and recommendations
- 10 Year Capital Improvement Projects evaluation, assessment and recommendations
- 10 Year Funding Model and Opportunities evaluation, assessment and recommendations
- Values based Strategic Planning evaluation, assessment and recommendations
- Strategic and Government Partnership evaluation, assessment and recommendations
- Planning Initiatives evaluation, assessment and recommendations (Sustainability, Land Management, Athletic Fields, Beach Management, Lakefront, ADA, etc.)

The Park District received two proposals in response to the 2025 Master Plan Review and Revision Request for Proposals issued in November 2024. The purpose of the RFP is to hire a consultant to update the existing PDHP master Plan to provide direction on future planning initiatives for the next 5-10 years. Both firms were interviewed by Park District staff on January 7, 2025. Staff discussed the unique strengths that

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each firm can offer the Park District and specifically evaluated their prior experience with the Park District as well as other Park Districts with similar consulting scopes, and their proposed approach to completing the provided scope in the RFP.

After speaking with multiple references for each firm and discussing options with Park Board Liaisons Commissioner Grossberg and Vice President Freeman, staff are recommending that The Lakota Group lead the Master Plan project. Lakota Group lead the development of the Park District's current Master Plan (GreenPrint2024). Additionally, staff is considering using Berry Dunn to complete an internal recreation services assessment, and Aquity to conduct a community wide attitude and interest survey.

The Park District has \$50,000 budgeted in the 2025 Capital Plan for Master Plan professional services.

The Finance Committee supports staff's recommendation recommending the Park Board of Commissioners approve a Professional Services Agreement with The Lakota Group for the development of a Park District Master Plan.

Other Business

None.

Open to the Public to Address the Board

None.

Adjournment

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Grossberg and approved by a unanimous vote. The Finance Committee Meeting adjourned at 8:38 a.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF REGULAR MEETING
JANUARY 29, 2025**

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

ROLL CALL

Present: Commissioner Labrador, Commissioner Ruttenberg, Commissioner Grossberg,
Vice President Freeman, President Bernstein

Absent: None

Staff Present: Executive Director Romes; Deputy Director Carr; Director Smith; Director Voss;
Director Peters; Director Gogola; Director Hall; Assistant Director Reyes;
Assistant Director Acevedo; Superintendent/Manager Ochs; Manager Sangern;
Manager Saunders; Coordinator Hejnowski

Guest Speakers: None

ADDITIONS TO THE AGENDA

None.

OPEN TO PUBLIC TO ADDRESS THE BOARD

None.

PUBLIC HEARING FOR THE 2024 BUDGET

A motion was made by Commissioner Labrador and seconded by Commissioner Ruttenberg to convene the public hearing for the proposed Budget and Appropriation Ordinance for the Fiscal Year beginning January 1, 2025, and ending December 31, 2025.

Roll Call:

Aye: Commissioner Labrador, Commissioner Ruttenberg, Commissioner Grossberg,
Vice President Freeman, President Bernstein

Nay: None

Absent: None

Abstain: None

Motion Carried

President Bernstein reported that the public hearing for the proposed Budget and Appropriation Ordinance for the Fiscal Year beginning January 1, 2025, and ending December 31, 2025, for the Park District of Highland Park is now in session.

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As required by law, the budget was, with the Park Board's consensus, laid down for a period of 30 days. The document was available to be reviewed at the Recreation Center of Highland Park, the West Ridge Center reception desk, the Highland Park Library, and the Park District's web site. Also, in accordance with the law, notification of tonight's hearing was posted in the local newspaper.

No members from the public or members from the Park Board of Commissioners wished to speak at the public hearing and Executive Director Romes did not receive any written communication relative to the proposed Budget and Appropriation Ordinance for the Fiscal Year beginning January 1, 2025, and ending December 31, 2025.

Commissioner Ruttenberg reported that the 2025 Budget was reviewed in detail at Finance Committee Meetings, before being presented and laid down.

The Park Board commended staff on the development of the 2025 Budget.

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Labrador to close the public hearing.

Roll Call:

Aye: Commissioner Labrador, Commissioner Ruttenberg, Commissioner Grossberg, Vice President Freeman, President Bernstein

Nay: None

Absent: None

Abstain: None

Motion Carried

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

None.

CONSENT AGENDA

A motion was made by Commissioner Ruttenberg, seconded by Commissioner Labrador to approve the Minutes from December 3, 2024 Finance Committee Meeting, the Minutes from December 10, 2024 Facility & Recreation Committee Meeting, the Minutes from December 11, 2024 Workshop Meeting, the Minutes from December 17, 2024 Special Meeting, the Minutes from December 18, 2024 Facility & Recreation Committee Meeting, the Minutes from December 18, 2024 Regular Meeting, the Sourcewell Cooperative Purchasing Contract for Playground Equipment for Larry Fink Park, Resolution 2025-01 Ratifying the Waiving of Competitive Bidding for the Procurement of Materials for Emergency Restoration and Preservation Measures, and Bills and Payroll in the amount of \$2,376,085.96

Roll Call:

Aye: Commissioner Labrador, Commissioner Ruttenberg, Commissioner Grossberg, Vice President Freeman, President Bernstein

Nay: None

Absent: None

Abstain: Commissioner Ruttenberg abstained from Item D: Minutes from December 17, 2024 Special Meeting; Commissioner Grossberg abstained from Item A: Minutes from December 3, 2024 Finance Committee Meeting; and President Bernstein abstained from Item C: Minutes from December 11, 2024 Workshop Meeting

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 December 31, 2024. She is pleased to report that Actual Revenues exceeded budgeted revenues by \$3 million.

Conclusion

The following Park District programs and facilities are performing better than budget: interest income has a \$865,000 surplus and property taxes have a \$385,000 surplus. Tennis exceeded the budget by \$2,500,000, Recreation Center memberships, personal training and group ex classes exceeded budget by \$246,000, and golf exceeded budget by \$705,000 surplus. Also, there was a \$270,000 savings from payroll expenses.

UNFINISHED BUSINESS

A. Approval of Ordinance 2025-01: Combined Budget and Appropriation Beginning January 1, 2025 through December 31, 2025

Director Peters reported that the proposed 2025 budget was presented to the Finance Committee on November 14, 2024, and December 3, 2024. After review and revisions, a final draft was presented to the Park Board at the December 18 Regular Park Board Meeting. At that time, the Park Board provided consensus to make the draft budget document available for public inspection for thirty days. The budget was made available for public review at the Recreation Center of Highland Park and on the District's website during this timeframe. No comments from the Public have been received by the District. In accordance with the Park District Code, tonight's public hearing regarding the budget was posted in the Lake County News Sun on Wednesday, January 22, 2024.

The proposed budget for fiscal year 2025 includes operating revenues of \$27,981,237, additional revenues of \$4,750,969, and total estimated expenditures (district-wide) of \$46,758,262 resulting in an anticipated deficit of \$14,026,056. This is a planned use for capital projects related to master planning.

A motion was made by Commissioner Bernstein and seconded by Commissioner Ruttenberg to approve the 2025 Budget and 2025 Budget and Appropriation Ordinance (2025-01) for the fiscal year ending December 31, 2025.

Roll Call:

Aye: Commissioner Labrador, Commissioner Ruttenberg, Commissioner Grossberg,
Vice President Freeman, President Bernstein

Nay: None

Absent: None

Abstain: None

Motion Carried

B. Approval of a Professional Services Agreement with the Lakota Group for Master Plan Development

Executive Director Romes reported that the Park District needs to update the existing Master Plan which provides direction on future planning initiatives for the next 5 years. The updated Master Plan will:

- Align the existing community resources and planning initiatives with community needs, attitudes, and interests.
- Recommend Agency Goals, Planning Initiatives, and Strategies for the Park Board and Staff over the next 5 years.
- Review inventory of PDHP assets, planning documents and improvements and report on progress.
- Engage community, staff, board, user groups, partners and stakeholders to guide recommendations.
- Establish goals and initiatives for the next five years.

Additional objectives for the updated Master Planning process include:

- Conduct a Statistically Valid Attitude and Interest Survey
- Public Engagement, assessment and recommendations
- Stakeholder (Board, Staff, Government/Community Partner) Engagement, Assessment and Recommendations
- Recreation Services evaluation, assessment and recommendations
- Park Land and Facility evaluation, assessment and recommendations
- 10 Year Capital Improvement Projects evaluation, assessment and recommendations
- 10 Year Funding Model and Opportunities evaluation, assessment and recommendations
- Values based Strategic Planning evaluation, assessment and recommendations
- Strategic and Government Partnership evaluation, assessment and recommendations
- Planning Initiatives evaluation, assessment and recommendations (Sustainability, Land Management, Athletic Fields, Beach Management, Lakefront, ADA, etc.)

The Park District received two proposals in response to the 2025 Master Plan Review and Revision Request for Proposals issued in November 2024. The purpose of the RFP is to hire a consultant to

update the existing PDHP master Plan to provide direction on future planning initiatives for the next 5-10 years. Both firms were interviewed by Park District staff on January 7, 2025. Staff discussed the unique strengths that each firm can offer the Park District and specifically evaluated their prior experience with the Park District as well as other Park Districts with similar consulting scopes, and their proposed approach to completing the provided scope in the RFP.

After speaking with multiple references for each firm and discussing options with Park Board Liaisons Commissioner Grossberg and Vice President Freeman, staff are recommending that The Lakota Group lead the Master Plan project. Lakota Group lead the development of the Park District's current Master Plan (GreenPrint2024). Additionally, staff is considering using Berry Dunn to complete an internal recreation services assessment, and Aquity to conduct a community wide attitude and interest survey.

The Park District has \$50,000 budgeted in the 2025 Capital Plan for Master Plan professional services.

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Labrador to authorize Executive Director to enter into a Professional Services Agreement with The Lakota Group for the development of a Park District Master Plan for an amount not to exceed \$50,000.

Roll Call:

Aye: Commissioner Labrador, Commissioner Ruttenberg, Commissioner Grossberg,
Vice President Freeman, President Bernstein

Nay: None

Absent: None

Abstain: None

Motion Carried

NEW BUSINESS

A. Parks Foundation

Parks Foundation President discussed upcoming fundraisers including the Shiver Me Timbers Polar Plunge on February 23 and the Champions Celebration on March 14. All proceeds for both events will provide scholarship funding to ensure that Highland Park and Highwood residents with financial constraints can participate in Park District programs and to support and enhance exceptional Park District projects.

B. Board Committee Updates

Executive Director Romes reported that at the January 08 Finance Committee Meeting, staff shared the AIA Agreement and the Guaranteed Maximum Price Amendment between the Park District of Highland Park and the construction manager, W.B. Olsen, for the New Facility and Site Improvements at West Ridge Park. Park District Legal Counsel, Ancel Glink, and representatives from W.B. Olsen,

attended tonight's meeting to answer any questions regarding language, terms, and conditions in the AIA Agreement and the Guaranteed Maximum Price Amendment.

At the January 28 Finance Committee, the Park District received two proposals in response to the 2025 Master Plan Review and Revision Request for Proposals issued in November 2024. The purpose of the RFP is to hire a consultant to update the existing PDHP master Plan to provide direction on future planning initiatives for the next 5-10 years. Staff reviewed the proposals.

Staff reviewed the Sourcewell Cooperative Purchasing Contract with Landscape Structures, Inc., to purchase playground equipment for Larry Fink Park.

On December 2, 2024, The Recreation Center of Highland Park experienced a leak in a water line that feeds one of the water fountains on the fitness floor. The water damage and subsequent property loss was substantial. Since fitness flooring has long lead time to procure staff ordered the replacement flooring on January 16 in effort to reopen the facility as soon as possible. Staff will be requesting approval of a Resolution at the Regular Meeting of the Park Board, ratifying the waiving of competitive bidding for the procurement of materials for emergency restoration and preservation measures.

C. End of Season Golf Reports

Manager Sangern reported that Sunset Valley Golf Club had 64 groups (254 players) reserve permanent tee times, 320 Sapphire Club Loyalty Members, 254 kids in camps and programs, and 6 leagues. He shared highlights of 2024 tournaments and events.

Manager Ochs reported that three major projects were completed last year including the final phase of cart path resurfacing, clubhouse enhancements including floors, lighting, an expanded bar and new in/outdoor furniture, and the purchase of electric golf carts.

Manager Ochs reviewed budgeted vs actual monthly greens fees and the total paid rounds. He reviewed the actual vs budgeted operational revenues and expenses for Sunset Valley Golf Club.

Manager Saunders reviewed actual vs. budgeted revenues from private lessons, miniature golf, the driving range, and the Golf Practice at the Highland Park Golf Learning Center. He is pleased to report that actual revenues surpassed budgeted.

Manager Sangern shared what's new to expect this year, including changes to the Sapphire Club Loyalty Member options, Lagos Bar and Grill will have an updated menu and a restaurant supervisor will be on site during peak times, the restaurant will have a separate events menu, and beverage cart will operate more often.

The Park Board of Commissioners commended Manager Ochs, Manager Sangern, and Manager Saunders for their leadership and providing outstanding services to the community.

D. Directors Report

Executive Director Romes reported that at the 2025 IAPD/IPRA Soaring to New Heights Conference the Park District was the proud winner of multiple outstanding awards. Each year IPRA honors those agencies that demonstrate excellence in their work and dedication to making the community they serve a better place to live and play.

The Park District was the proud recipient of the following:

- Exceptional Workplace Award.
- 1st Place – Agency Showcase Award and 1st Place – Agency Showcase Award for People’s Choice.
- 1st Place – IP&R Magazine Photo Contest for Nature/Landscape category for a photo of the Preserve.

The Mayor issued a Proclamation at the Jan. 27th City Council Meeting recognizing Habitat Highland Park’s efforts to certify Highland Park as a Community Wildlife Habitat. Our Natural Areas Manager, Liz Ricketts, and her team supported this effort in registering 13 of our nature areas as wildlife habitats to meet the National Wildlife Federation requirements.

This prestigious designation signifies that a significant percent of our City’s population is planting and maintaining sustainable, pollinator-friendly gardens, with special attention to native plants.

Also, two of our Parks Maintenance Employees Byron Baker and Jim Polster both received the 2024 Outstanding M.I.P.E. Park Employee award. Jim and Byron consistently demonstrate exceptional dedication, creativity, and initiative, making them invaluable members of the team.

Both Jim and Byron embody the District’s values of Welcoming, Caring and Extraordinary. Jim’s artistry enhances the District’s events and spaces, while Byron’s proactive attitude and attention to detail ensure the highest standards of maintenance and care. Together, they leave a lasting impact on the community, making them truly deserving of this recognition.

He also shared upcoming Valentines Day events, including skating from 6:00 – 7:30 p.m. at Centennial Ice Arena on Friday, February 14 and enjoying a romantic bonfire and candle-lit walk along the trails at Heller Nature Center from 6:00 – 8:30 p.m. on Saturday, February 15.

E. Board Comments

Commissioner Labrador attended the conference noting how impressive it was.

President Bernstein encouraged his fellow board members to focus on the Highland Park Golf Learning Center during the Master Planning process.

OTHER BUSINESS

None.

CLOSED SESSION

A motion was made by Commissioner Ruttenberg, seconded by Commissioner Labrador, to adjourn into Closed Session for discussion of 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.

Roll Call:

Aye: Commissioner Labrador, Commissioner Ruttenberg, Commissioner Grossberg, Vice President Freeman, President Bernstein

Nay: None

Absent: None

Abstain: None

Motion Carried

The meeting adjourned into Closed Session at 7:06 p.m.

The meeting reconvened into Open Session at 7:13 p.m.

Action From Closed Session If Any

President Bernstein reported that in accordance with the Illinois Open Meetings Act, the Park Board reviewed minutes of all closed meetings from July – November 2024.

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Labrador and approved by a unanimous vote that the Closed Session minutes from August 21, 2024 (Pertaining to Section 2(c)21) no longer require confidential treatment and shall be released for public inspection.

The Closed Session minutes from July 17, 2024 Workshop Meeting, August 14, 2024 Facility and recreation Committee Meeting, a portion of the August 21, 2024 Workshop Meeting, August 28, 2024 Regular Meeting, October 30, 2024 Regular Meeting, and November 13, 2024 Regular Meeting, shall not be released for public inspection since a need for confidentiality still exists as to all or part of those minutes.

ADJOURNMENT

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Grossberg and approved by a unanimous vote. The Board Meeting adjourned at 7:15 p.m.

Regular Meeting Minutes
January 29, 2025

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary



Memorandum

To: Park Board of Commissioners

From: Mike Evans, Landscape Architect; Ben Kutscheid, Projects Manager; Jeffrey Smith, Director of Planning, Projects, and IT; Brian Romes, Executive Director

Date: February 26, 2025

Subject: **Approval of the 2025 Park Avenue Dredging Project Bid**

Summary

The Park District of Highland Park received four (4) sealed bids on Tuesday, February 4, 2025, for materials and labor to complete the 2025 Park Avenue Dredging Project. Work is scheduled to occur early May 2025.

Bid Results

Contractor	Base Bid 1: Mobilize/Demobilize	Base Bid 2: Dredge Material, Transport Material, Place Material (Not to exceed 1800 CY)	Total Base Bid
John Keno & Company	\$37,300.00	\$2,700.00	\$40,000.00
Ohio Dredge LLC	\$9,600.00	\$40,284.00	\$49,884.00
US Commercial Diving	\$9,000.00	\$81,000.00	\$90,000.00
Midwest Marine Contractors	\$52,712.00	\$84,096.00	\$136,808.00

The low bidder is John Keno & Company. This contractor has favorable references and work with the Park District in the past.

Budget Impact

Total Approved Budget	\$42,500.00
Bid Recommendation	\$40,000.00
<u>Environmental Testing</u>	<u>\$ 6,926.25</u>
Amount over Budget	\$ 4,426.25

Recommendation

Staff and the Finance Committee recommend approval from the Park Board of Commissioners for Base Bid Items 1 and 2 from John Keno & Company for the 2025 Park Avenue Dredging Project and authorize the Executive Director to enter into an agreement with the amount of \$40,000.00.



Memorandum

To: Park Board of Commissioners

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

Date: February 26, 2025

Subject: **Approval of the 2025 Larry Fink Park Tot Lot Renovation**

Summary

The Park District of Highland Park received nine (9) sealed bids on Tuesday, February 11, 2025, for materials and labor to complete the 2025 Larry Fink Park Tot Lot Renovation. Work is scheduled to occur from March through May 2025.

Bid Results

Contractor	Base Bid	Alternate #1 Conc. to Asphalt	Alternate #2 Rubber to EWF	Base Bid + Alt 1 and 2
Absolute Home Imp.	\$ 306,468.00	\$ (17,840.00)	\$ (5,325.00)	\$ 283,303.00
Copenhaver Const.	\$ 370,303.00	\$ (4,640.00)	\$ (26,138.00)	\$ 339,525.00
D and J Landscape	\$ 359,004.00	\$ (28,831.80)	\$ (41,687.00)	\$ 288,485.20
Everlast Blacktop	\$ 357,802.24	\$ (13,366.05)	\$ (27,890.00)	\$ 316,546.19
Hacienda Landscaping	\$ 290,545.50	\$ (14,112.00)	\$ (26,868.00)	\$ 249,565.50
Innovation Landscape	\$ 315,820.90	\$ (5,939.00)	\$ (27,782.00)	\$ 282,099.90
KD Landscape, Inc.	\$ 409,942.00	\$ (14,152.00)	\$ (17,921.00)	\$ 377,869.00
Landworks, Ltd	\$ 378,944.00	\$ (649.60)	\$ (18,132.25)	\$ 360,162.15
Stuckey Construction	\$ 319,316.00	\$ (2,320.00)	\$ (142.00)	\$ 316,854.00

The low bidder is Hacienda Landscaping, Inc. This contractor has favorable references and experience working with the Park District.

Budget Impact

Total Budgeted Capital Funds	\$ 335,500.00
Sourcewell Play Equipment Purchase	\$ 84,270.00
Hacienda Landscaping Inc. Bid	\$ 249,565.50
Benches, Tables & Waste Receptacles PDHP Purchase	\$ 6,000.00
Total Over Budget	\$ 4,335.50

Recommendation

Staff and the Finance Committee recommend approval from the Park Board of Commissioners for Base Bid Items and Alternate Bid Item A1.00 and Item A2.00 from Hacienda Landscaping Inc. for the 2025 Larry Fink Tot Lot Renovation and authorize the Executive Director to enter into an agreement in the amount of \$249,565.50.



Memorandum

To: Park Board of Commissioners

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

Date: February 26, 2025

Subject: **Approval of the New Recreation Facility at West Ridge Park Construction Material Testing Proposal**

Summary

At the January 15th Workshop Meeting, the Park District Board of Commissioners approved an amendment to the Construction Management Contract with W.B. Olson that set the guaranteed maximum price for the project to construct a new recreation facility at West Ridge Park. Construction is expected to begin in March 2025. It is standard for the Park District to enter into a contract with a third party to conduct and interpret tests throughout construction. This construction project will require a range of material testing to ensure quality of construction materials.

Proposal Results

Proposal	Estimated not to exceed budget
Soil and Material Consulting (SMC)	\$32,334
Testing Services Corporation (TSC)	\$35,800

The Park District received two proposals for construction material testing. While slightly higher, Testing Services Corporation's proposal is recommended as this firm conducted the initial geotechnical report for the site and has greater familiarity with the site.

Financial Impact

Material Testing Budget	\$35,000
Recommended Not to Exceed Proposal	\$35,800
Over Budget	\$ 800

The total project budget is \$17,678,727 and includes \$584,160 in owner's costs, separate from the contract with W.B. Olson, which includes material testing.

Recommendation

The project team recommends approval from the Park Board of Commissioners for Testing Services Corporation's proposal for Construction Material Testing for the New Recreation Facility at West Ridge Park and authorize the Executive Director to enter into an agreement in an amount not to exceed \$35,800.



Memorandum

To: Park Board of Commissioners

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

Date: February 26, 2025

Subject: **Approval of the Williams Architects Recreation Center of Highland Park Locker Room Shower Area Remodeling Proposal**

Summary

Phase One of renovations to the Recreation Center of Highland Park locker rooms were recently completed, including painting, new flooring and upgraded restrooms. Phase Two, remodeling of the shower areas, is budgeted in the 2025 Capital Plan. Proposed improvements include replacement of tile, upgrades to shower stalls, removal of a bank of lockers to add vanities, and consideration of a sauna.

Staff have received a proposal from Williams Architects to provide architectural and engineering services for this project. Scope of work includes:

- Schematic Design
- Design Development
- Construction Documents and Permitting
- Bidding/Negotiations
- Construction Administration and Project Closeout

Details of these services is outlined in the attached agreement

Financial Impact

The total budgeted amount in the 2025 Capital Plan for the Locker Room Shower Area Remodeling is \$250,000. It is recommended that \$50,000 of these funds be utilized for design and that construction be budgeted in the 2026 Capital Plan.

Recommendation

Staff recommend approval from the Park Board of Commissioners for the Recreation Center of Highland Park Locker Room Shower Area Remodeling Proposal from William's Architects and to authorize the Executive Director to enter into an agreement in the amount of \$50,000 plus reimbursable expenses.



19 February 2025

Mr. Brian Romes, Executive Director
Park District of Highland Park
636 Ridge Road
Highland Park, IL 60035

Re: Park District of Highland Park / Recreation Center of Highland Park Locker Rooms Remodeling
Professional Basic Architectural & Engineering (A & E) Services
WA BD PROJECT NO. 2025-606

LETTER OF PROPOSAL (LOP)

Dear Brian:

Thank you for thinking of us in the opportunity to assist the District on the above captioned Project. To that end, Williams Architects is delighted to provide the Park District of Highland Park with this Letter of Proposal (LOP), outlining our understanding of the opportunity to work with you, your staff and your Board on the Park District of Highland Park's Recreation Center of Highland Park Locker Rooms Remodeling Project. We look forward to working together on this Project.

In accord with your request, we have outlined the highlights of our proposed professional services and associated fees to perform Basic Architectural & Engineering (A & E) Services as identified herein. This Letter of Proposal (LOP) outlines our proposed understanding of the A & E Services, business terms, associated fees, and a preliminary schedule for the Project. Please refer to the pages that follow for additional detail.

ARCHITECTURAL TEAM MEMBERS

The following team members represent the Williams Architects critical Management Team; however, the services of many other Williams Architects talented professional and technical staff beyond those noted herein will also be utilized:

- Tom C. Poulos / Principal-in-Charge / CEO
- Andreas Symeonides / Project Manager / Architect

CONSULTING ENGINEERS

We have assembled and will expand an experienced and talented group of Sub-Consulting Engineering professionals for the initial and future continuation of this Project. The Williams Team of Professionals will allow us the ability to create a design for your Project that is aesthetically appealing, cost sensitive and functional in scope.

ARCHITECT'S BASE SERVICE SUB-CONSULTANTS

Basic A & E Services

Williams Architect's Basic Service Sub-Consultants in the Basic A & E Services Fee of the Contract that are included, procured and coordinated by the Architect are as follows:

- Structural / TBD
- Mechanical, Plumbing, Fire Protection Engineering / TBD
- Electrical Engineering / TBD
- Interior Design / Williams Architects

OWNER'S DIRECT SPECIALTY CONSULTANTS

Basic A & E Services

Traditional Owner's Consultants contracted and coordinated by the Owner are as follows:

- Cost Consultant / Not Anticipated
- Environmental / Not Anticipated
- Low Voltage, Data & IT, Security & Access Control / Not Anticipated
- Independent Commissioning and Building Energy Modeling / Not Anticipated
- Construction Manager as a Constructor / General Contractor / TBD

ADDITIONAL SPECIALTY & OPTIONAL SERVICE SUB-CONSULTANTS

Basic A & E Services

If the Owner requests that Williams Architects contracts direct with an Owner's Specialty Consultants, the following list identifies the Specialty Sub-Consultants Williams Architects would contract with as an Additional Service Fee, which would be mutually agreed upon by the Owner and Architect as follows:

- Interior FF&E / Signage Design / Williams Architects
- Low Voltage, Data & IT, Security & Access Control / TBD (Not Anticipated)

PROJECT BACKGROUND & UNDERSTANDING OF PROJECT SCOPE

Due to the expanding and changing demands of the Park District of Highland Park's users needs, the District is seeking to enhance the Men's and Women's Locker Room at the Facility as follows:

- Reconfigure a row of lockers near the shower area to accommodate vanity / grooming area and a potential dry sauna. (Alternate)
- Ensure privacy and ADA compliance is incorporated into the design.
- Upgrade the finishes and partitions in the shower area.
- Create an integrated transition between the new work finishes / lighting and the existing finishes / lighting.

The balance of the Men's and Women's Locker Room areas are not included in the remodeling scope of this Project.

Based on our historical database and experience on this project type / work, the initial estimate for the Cost of the Work (Construction Cost) is anticipated to be approximately \$400,000.

Basic Architectural & Engineering (A & E) Services for Project Implementation: ***(Anticipate nine (9) total meetings)***

Schematic Design:

The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services. The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project. The Architect shall then present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. As a result, the Architect shall reach an understanding with the Owner regarding the requirements of the Project.

Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components. Upon the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

The Architect shall also consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. Additionally, the Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work. The Architect will then submit to the Owner the Architect's preliminary square foot estimate of the Cost of the Work.

At the completion of Schematic Design, the Architect shall submit the Schematic Design Documents to the Owner for the Owner's written approval. If revisions to the Schematic Design Documents are required to comply with the Owner's budget for the Cost of the Work at the conclusion of the Schematic Design Phase, the Architect shall incorporate the required revisions into the Design Development Phase.

Furthermore, a summarized listing of the salient efforts in this phase is highlighted, but not limited to the below noted, as follows:

- Assist Owner to define Project goals and objectives.
- Define existing surface conditions to be protected, modified and/or demolished.
- Review Owner's existing Project information.
- Review any Owner furnished and previously prepared program data and conceptual design and incorporate into design criteria.
- Review any Owner furnished and previously prepared Facility Program, and further develop by defining areas / elements to be included within Project.
- Include information related to current and desired pedestrian circulation patterns.
- Initial research of applicable local zoning requirements and/or procedures potentially required to secure approval(s) for Project by local governmental officials for Owner's formal submittal and procurement.
- Preparation of preliminary Project Schedule from Design through Construction.
- Preparation of Preliminary Estimate of Probable Construction Cost based on Owner's Facility Program.
- Preparation of Written Executive Summary of the Phase.
- Review and determine Mechanical, Electrical, Plumbing and other specialty systems for the facility.
- Preparation of Schematic Design Site Plan(s) graphically defining design intent. Plans shall include location and configuration of proposed improvements.
- Preparation of major building materials / outline specifications.
- Final review with, and approval by, Owner.

(three (3) meetings)

Design Development:

Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels. The Architect shall update the estimate of the Cost of the Work prepared, and submit such estimate of the Cost of the Work to the Owner for Owner's review and comment.

At the completion of Design Development, the Architect shall submit the Design Development Documents to the Owner, and request the Owner's written approval of the Design Development Documents and the Architect's estimate of the Cost of the Work at the conclusion of this Phase.

Furthermore, a summarized listing of the salient efforts in this phase is highlighted, but not limited to the below noted, as follows:

- Based upon Schematic Design Phase Documents, further develop floor plans, elevations and site plans.
- Refine cost estimate.
- Further develop main components of Mechanical, Electrical, Plumbing and other specialty systems for the facility.
- Further refine documents / deliverables.
- Final review with Owner.

(two (2) meetings)

Construction Documents & Permitting:

Based on the Owner's approval of the Design Development Documents and the final approved Architect's estimate of the Cost of the Work, and on the Owner's authorization of any adjustments in the Project requirements, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with the Architect's Standard of Care. Furthermore, the Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the design of the Project for permitting and inclusion into the Construction Documents.

The Architect shall prepare the Construction Documents based upon the final approved Design Development Documents and the Owner's approved estimate of the Cost of the Work prepared in accordance with the Architect's Standard of Care

Furthermore, a summarized listing of the salient efforts in this phase is highlighted, but not limited to the below noted, as follows:

- Preparation of Contract Documents consisting of drawings and specifications as required for Owner to secure a building permit and proceed with bidding and construction of the Project.
- Revise Design Phase Estimate of Probable Construction Cost as required to reflect that defined within the Contract Documents.
- Final review with the Owner.

(two (2) meetings)

Bidding / Negotiations:

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction. The Architect shall also assist the Owner in bidding the Project by:

1. Facilitating the distribution of Bidding Documents to prospective bidders.
2. Participating in a pre-bid conference for prospective bidders.
3. Preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda.

Furthermore, a summarized listing of the salient efforts in this phase is highlighted, but not limited to the below noted, as follows:

- Prepare / Issue Contract Documents to bidders.
- Respond to questions and provide clarifications to bidders.
- Issue Addendums and/or clarification to bidders.
- Attend One (1) pre-bid conference / meeting and One (1) bid opening / meeting. Architect's attendance at additional conferences and/or bid opening meetings shall be considered an Additional Service.
- Prepare bid summary and recommendations to Owner.
- Final approval for construction by Owner.

(two (2) meetings)

Construction Administration & Project Close-Out:

The Architect shall provide administration of the Contract between the Owner and the Contractor in accordance with the Architect's Standard of Care. The Architect will visit the site and meet with the Owner and Contractor on a bi-monthly basis throughout the course of construction (construction start thru substantial completion). We will establish a quantity and schedule of visits for the Project at the onset of Basic A & E Services. The site visits will consist of a review of all aspects of the Project, assisting the client in understanding the schedule, progress of the work, and the issuance of a field report for each of our visits. Furthermore, we will review the payout requests, review / approve shop drawings, and issue change orders throughout the construction phase to administer the contract.

As part of our Construction Administration Services, at Substantial Completion we walk the Project with the Owner and Contractor and develop a comprehensive list of items to be completed (Punchlist) on the project in accordance with the contract documents. We perform "wrap-up" tasks and issue the necessary certificates / documentation to ensure a smooth transition for Owner's occupancy. We participate in system start-up and training activities with the prime subcontractors on the project. In so doing, we again review all submitted "as built" documentation, survey information, warranties, and maintenance manuals. We will also conduct a follow-up review of the initial punchlist, and document our findings for any outstanding items requiring corrective work. Additionally, we visit the facility eleven (11) months after Substantial Completion for program / maintenance / operations review and documentation of warranty issues. During this visit, we walk through the facility with the Owner and elicit additional feedback to improve the functionality of your facility.

Furthermore, a summarized listing of the salient efforts in this phase is highlighted, but not limited to the below noted, as follows:

- Architect's Basic Services during the Construction Phase shall include attendance at not more than three (3) On-Site Project Meetings, with three (3) supplemental / online meetings for the Owner, Architect, Contractor Project Meetings. The on-site meetings will be Owner and Contractor combined with a site observation visit to become generally familiar with the progress and quality of the completed construction work for general compliance with Construction Documents. The Architect shall report to the Owner nonconforming work observed during such visits. Architect's attendance at additional OAC meetings or additional site observation visits shall be considered an Additional Service. The Architect shall not be responsible for means, methods, techniques or sequences of construction or for safety programs or precautions in connection with the construction work.
- Architect shall have the authority to reject construction work that does not conform to the Construction Documents.
- We anticipate the Construction Phase duration for the Project to be three (3) months for purposes of this Agreement. Construction Phase duration for the Architect's Services shall be that period of time from commencement of construction through forty-five (45) days following date of Architect's issuance of a Certificate of Substantial Completion.
- The Architect shall review and respond to written requests for information ("RFI's") from the Contractor seeking an interpretation or clarification of the Construction Documents in writing within a reasonable time.
- The Architect shall review Contractor submittals and shop drawings for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents and process Contractor's submittals and Shop Drawings.
- The Architect shall review in conjunction with a site observation visit the Contractor's Applications for Payment and process Contractor's Applications for Payment. Such review is to check for quantity of construction work which the Contractor has indicated is completed in the Application for Payment. The Architect shall not be responsible for obtaining or checking lien waivers provided or required.
- The Architect shall prepare Change Orders for Owner's approval and execution.
- The Architect shall visit Project Site to prepare One (1) Punch-List, issue Certificate of Substantial Completion and attend One (1) follow-up site meeting to review completion of Punch-List (within forty-five days). Architect's attendance at additional site meetings intended for Punch-List reviews shall be considered an Additional Service.
- The Architect shall conduct an 11-month walk-through of the facility to determine any outstanding warranty items.

PROJECT SCHEDULE MANAGEMENT & PROPOSED PROJECT SCHEDULE

Williams Architect's procedure for maintaining project schedules includes defining a very specific step-by-step process with the Owner at the beginning of the Project. With this ongoing series of deadlines to meet, it has allowed us to maintain excellent results in achieving our project deadlines. We take great effort to carefully plan out all the meetings, work tasks and project milestones for a Project. We do this because it has greatly enhanced our ability to keep our projects moving forward with no surprises to our clients. Utilizing Williams' proprietary Box Matrix Schedule tool and the Preliminary Project Schedule, we will work in conjunction with the Owner and our consultant team to outline a detailed schedule for each phase of the Project. The Box Matrix Schedule includes activities and milestones, project meetings, and tasks to be completed by each party in advance of each meeting or milestone. This tool is used to communicate expectations / commitments, manage the overall schedule, and monitor the incremental tasks required by each party. The Matrix is updated and reviewed at each team meeting. We will work with Park District of Highland Park to develop a Project Schedule that meets the goals and objectives of the Park District of Highland Park. To that end, we propose the below noted preliminary Project Schedule, which is subject to review and mutually acceptable to the Owner and Architect as follows:

Preliminary Project Schedule:

• Architect's Agreement Approval	MAR 2025
• Construction / Permit Documents Complete	NOV 2025
• Bidding	DEC 2025
• Contract Award	JAN 2026
• Construction Mobilization	JAN 2026
• Construction Substantially Complete	SEP 2026

We will continue to work with the Park District of Highland Park to refine and further develop a detailed schedule that meets with the District's needs.

TOTAL PROFESSIONAL PROJECT SERVICE FEES

The compensation to the Architect by the Park District of Highland Park shall be paid on a fee basis, as described below, for the Scope of Services outlined herein and reformed in accordance with the below noted compensation breakdown. The Architect shall bill the Owner on a monthly basis for the percentage of services / work performed for the previous month's time. Time will be in accord with the enclosed Rate Table. Furthermore, as a result of our familiarity with this Project type, the funds available to the Park District of Highland Park and the initial understanding of the Park District of Highland Park desired scope of services, we respectfully propose our Professional Services fees as follows:

Basic A & E Services Fee:

A Lump Sum Fee of \$ 50,000 plus Reimbursable Expenses.

The above noted fee is based upon a \$400,000 Hard Construction Budget. If the project material scope increases through the design process beyond the established scope as per the Park District of Highland Park's direction, our Fee will increase at ten Percent (10%) of the value for the Project that exceeds the established \$400,000 total hard construction cost. This increase shall be added to the previously identified Fee listed above. Furthermore, any Owner directed and approved scope alternates will result in an Additional Service fee at the aforementioned fee percentage through the associated phase of work (%) noted below.

Our Basic A & E Services fees are broken down by the phases listed below:

Basic Services	
Schematic Design Phase	18%
Design Development Phase	17%
Construction Documents Phase	42%
Bidding / Negotiations Phase	03%
Construction Phase	20%
Total	100%

Our base services work will be provided on a percentage of work completed basis from the rate table below. Any Additional Services authorized by the Owner and approved in writing will be provided on an hourly basis from the rate table below. Our Consultant's rate schedules vary for each Consultant, but they are generally comparable to our own rates enclosed herein.

Rate Table

Managing Principal	\$ 258.00/Hour
Senior Principal	\$ 238.00/Hour
Principal.....	\$ 232.00/Hour
Associate Principal	\$ 230.00/Hour
Senior Associate / Senior Project Mgr.	\$ 230.00/Hour
Associate / Project Manager	\$ 209.00/Hour
Architect III	\$ 185.00/Hour
Architect II.....	\$ 171.00/Hour
Architect I.....	\$ 153.00/Hour
Senior Project Coordinator II	\$ 185.00/Hour
Senior Project Coordinator I	\$ 171.00/Hour
Project Coordinator IV	\$ 139.00/Hour
Project Coordinator III.....	\$ 128.00/Hour
Project Coordinator II	\$ 108.00/Hour
Project Coordinator I	\$ 93.00/Hour
Project Technician II	\$ 72.00/Hour
Project Technician I	\$ 56.00/Hour
Aquatic Engineer II	\$ 220.00/Hour
Aquatic Engineer I	\$ 168.00/Hour
Director of Marketing	\$ 206.00/Hour
Marketing Coordinator	\$ 149.00/Hour
Accounting	\$ 198.00/Hour
Secretarial	\$ 139.00/Hour
Clerical	\$ 99.00/Hour
Director of Interior Design	\$ 187.00/Hour
Interior Designer V	\$ 146.00/Hour
Interior Designer IV.....	\$ 123.00/Hour
Interior Designer III	\$ 95.00/Hour
Interior Designer II.....	\$ 81.00/Hour
Interior Designer I.....	\$ 56.00/Hour

REIMBURSABLE EXPENSES

In addition to our professional services, we shall also invoice the client for our Project related Reimbursable Expenses at a 1.10 multiplier. Project related Reimbursable Expenses include such items as travel, vehicle mileage, tolls, printing, copies, photography, renderings / slides, phones & fax, postage / messenger / overnight courier, direct miscellaneous Project supplies, etc..

CONTINGENT OPTIONAL ADDITIONAL SERVICES

Professional services excluded from, or that noted within this LOP can be provided on an hourly, or mutually agreed upon fixed fee basis by the Owner and Architect in accordance with the rate table herein. Upon the Owner's request and approval of the same, with scope and fee as established and as mutually agreed upon between the Owner and Architect, we will document the Owner's desired Contingent Specialty and Optional Additional Services selected and approved by the Owner.

CLOSING

While expediting our services, it is understood that the general terms of this LOP are in keeping with the Architect's Standard of Care, until a final Agreement is formalized. The final Agreement and associated additional legal and business terms shall be established in accordance with a formal Agreement that is mutually acceptable to both the Owner and Architect. Furthermore, this "Letter of Proposal (LOP)" shall be referenced and attached to the "Prime Agreement" as "Exhibit A".

Thank you again for this wonderful opportunity to continue to provide our Professional Architectural Services to the Park District of Highland Park and the good people in which it serves. If you have any additional questions or comments, please do not hesitate to contact me at your earliest convenience.

Cordially,



Tom C. Poulos, AIA, NCARB
CEO / Managing Principal

Cc: Sonja Sporleder / Williams Architects
Andreas Symeonides / Williams Architects

ACCEPTED BY:

Printed Name and Title – Park District of Highland Park Authorized Representative

Park District of Highland Park Authorized Signature

Date



Memorandum

To: Board of Commissioners

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

Date: February 26, 2025

Subject: **Approval of Ordinance #2025-02 – An Ordinance Amending the Appropriation Ordinance for Fiscal Year 2024**

Background

At the Finance Committee meeting on February 21, 2025, the Committee agreed to place the above mentioned ordinance on the February 26, 2025, meeting of the Park Board of Commissioners consent agenda. As the year progressed, Recreation Fund Item types 680, Cost of Goods Sold, 650, Maintenance & Landscaping, and 720, Capital Outlay, began to run over budget. As of 12/31/24, Cost of Goods sold was over appropriation by 42% (\$30,121.30), Maintenance & Landscaping was over appropriation by 16% (\$75,408.21), and Capital Outlay was over appropriation by 7% (\$5,211.31). As all are over appropriation, they are exceeding the appropriation filed with Lake County. After consultation with both our attorney and auditors, staff have been advised that a formal budget amendment does not need to be filed with the County. However, a budget transfer, approved by ordinance, must take place. Recreation Item Type 610, Salaries & Wages, has over \$859,000 of unused appropriation budget. As no more payroll expense will occur in this line item for 2024, staff recommend transferring from this Recreation Fund Item Type to cover the overage in Recreation Item Types 680, Cost of Goods Sold, 650, Maintenance & Landscaping, and 720, Capital Outlay.

Furthermore, as the year progressed, General Fund Item Type 660, Utilities, ran over budget. As of 12/31/24, Utilities was over appropriation by 7% (\$12,885.17). As the Type is over appropriation, it is exceeding the appropriation filed with Lake County. After consultation with both our attorney and auditors, staff have been advised that a formal budget amendment does not need to be filed with the County. However, a budget transfer, approved by ordinance, must take place. General Fund Item Type 610, Salaries & Wages, has over \$540,000 of unused appropriation budget. As no more payroll expense will occur in this line item for 2024, staff recommend transferring from this General Fund Item Type to cover the overage in General Item Type 660, Utilities.

Additionally, as the year progressed, Special Recreation Fund Item Type 720, Capital Outlay, ran over budget. As of 12/31/24, Capital Outlay was over appropriation by 100% (\$18,459.28). As the Type is over appropriation, it is exceeding the appropriation filed with Lake County. After consultation with both our attorney and auditors, staff have been advised that a formal budget amendment does not need to be filed with the County. However, a budget transfer, approved by ordinance, must take place. Special Recreation Fund Item Type 620, Contractual Services, has over \$51,000 of unused appropriation budget. As no more contractual services will occur in this line item for 2024, staff recommend transferring from this Special Recreation Fund Item Type to cover the overage in Special Recreation Fund Item Type 720, Capital Outlay.

Finally, as allowed by the auditors, Incode will not have a new budget created; the transfer will be in the Annual Consolidated Financial Report only.

Recommendation

Staff recommends approval from the Park Board of Commissioners of Ordinance #2025-02, An Ordinance Amending the Appropriation Ordinance for Fiscal Year 2024 that will transfer a total of \$145,000 from Recreation Fund Item Type 610, Salaries and Wages to Recreation Fund Item Types 680, Cost of Goods Sold, 650, Maintenance & Landscaping, and 720, Capital Outlay, in the amounts of \$36,000, \$100,000, and \$10,000, respectively.

Furthermore, staff recommends approval from the Park Board of Commissioners of Ordinance #2025-02, An Ordinance Amending the Appropriation Ordinance for Fiscal Year 2024 that will transfer a total of \$20,000 from General Fund Item Type 610, Salaries and Wages to General Fund Item Type 660, Utilities.

Lastly, staff recommends approval from the Park Board of Commissioners of Ordinance #2025-02, An Ordinance Amending the Appropriation Ordinance for Fiscal Year 2024 that will transfer a total of \$18,459.28 from Special Recreation Fund Item Type 620, Contractual Services to Special Recreation Fund Item Type 720, Capital Outlay.

Park District of Highland Park

**AN ORDINANCE AMENDING THE
APPROPRIATION ORDINANCE
FOR THE FISCAL YEAR BEGINNING
JANUARY 1, 2024 AND ENDING ON DECEMBER 31, 2024**

Ordinance 2025-02

PASSED AND APPROVED AT A MEETING OF THE
BOARD OF PARK COMMISSIONERS,
February 26, 2025

ORDINANCE NO. 2025-02

**AN ORDINANCE AMENDING THE
APPROPRIATION ORDINANCE
FOR THE FISCAL YEAR BEGINNING
JANUARY 1, 2024 AND ENDING ON DECEMBER 31, 2024**

WHEREAS, the Park District of Highland Park is an Illinois park district organized and operating pursuant to the Illinois Park District Code, 70 ILCS 1205/1-1, et seq. (the “Code”);

WHEREAS, the District adopted Ordinance 2024-01, its Annual Budget and Appropriation Ordinance for the fiscal year beginning January 1, 2024 and ending on December 31, 2024, on January 31, 2024 (the “Appropriation”);

WHEREAS, Section 4-4 of the Code states that the Board of Park Commissioners may, from time to time, make transfers between the various items in any fund in such Appropriation not exceeding in the aggregate 10% of the total amount appropriated in such fund, provided that such transfer does not result in any deficit of appropriations in the fund from which the transfer was made;

WHEREAS, Section 4-4 of the Code also states after the first 6 months of any fiscal year have elapsed the board may by two-thirds vote transfer from any appropriation item its anticipated unexpended funds to any other item of appropriation, theretofore made, and the item to which said transfer is made may be increased to the extent of the amount so transferred;

WHEREAS, the Board finds that a transfer of the excess appropriations as described in Exhibit A, attached hereto and incorporated by reference, shall (a) provide sufficient appropriation for each enumerated purpose for the current fiscal year, and (b) not result in any deficit of appropriations in any of the aforementioned line items or Fund during the current fiscal year;

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

SECTION ONE: The Board finds the foregoing recitals to be true and correct and hereby incorporate them as its legislative findings as though fully set forth herein.

SECTION TWO: The Appropriation for the current fiscal year shall be amended in the manner described in Exhibit A, attached hereto and incorporated as though fully set forth herein.

SECTION THREE: Subject to this Ordinance being approved by a majority of the Board of Park Commissioners, the Board delegates authority to the Executive Director, Treasurer and the Park District's auditors to take all necessary and appropriate actions to implement the transfers herein described, record such changes in the Park District's books and records in the manner provided by law and ratifies all actions and expenditures heretofore taken which are consistent with the purpose of this Ordinance.

SECTION FOUR: Severability. The various provisions for this Ordinance are to be considered severable and if any part or portion of this Ordinance be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Ordinance.

SECTION FIVE: Effective Date. This Ordinance shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSENT: _____

PASSED this 26th day of February 2025.

APPROVED this 26th day of February
2025.

President
Park District of Highland Park

ATTEST:

Secretary
Park District of Highland Park

EXHIBIT A**TRANSFER OF LINE-ITEM APPROPRIATIONS****RECREATION FUND**

	Transfer From	Final New Authority	Transfer To	Current Appropriation	New Authority
\$35,000	610 – Salaries	\$7,328,444.29	680 – Cost of Goods Sold	\$72,182.00	\$107,182.00
\$10,000	610 – Salaries	\$7,328,444.29	720 – Capital Outlay	\$70,180.00	\$80,180.00
\$100,000	610 – Salaries	\$7,328,444.29	650 – Maintenance & Landscaping	\$463,155.00	\$563,155.00

GENERAL FUND

	Transfer From	Final New Authority	Transfer To	Current Appropriation	New Authority
\$20,000	610 – Salaries	\$3,861,699.24	660 – Utilities	\$177,636.07	\$197,636.07

SPECIAL RECREATION FUND

	Transfer From	Final New Authority	Transfer To	Current Appropriation	New Authority
\$18,459.28	620 – Contractual Services	\$449,731.92	720 – Capital Outlay	\$0	\$18,459.28



Memorandum

To: Park Board of Commissioners

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

Date: February 26, 2025

Subject: **Approval of Ordinance 2025-03: Authorizing and Providing for the Conveyance or Sale of Surplus Personal Property**

Summary

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

Recommendation

Staff recommend approval from the Park Board of Commissioners of Ordinance 2025-03: Authorizing and Providing for the Conveyance or Sale of Surplus Personal Property, so that the Park District of Highland Park can dispose of surplus property as indicated in Addendum 1 of the Ordinance.

**PARK DISTRICT OF HIGHLAND PARK
ORDINANCE #2025-03**

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

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

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

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

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

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

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

Sell the Property to the highest bidder

or

Trade-In the Property

or

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

or

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

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

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

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

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

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

Adopted this 26th day of February 2025.

Ayes: _____

Nays: _____

Absent: _____

President, Board of Park Commissioners
Park District of Highland Park

ATTEST:

Secretary, Board of Park Commissioners
Park District of Highland Park

STATE OF ILLINOIS)
)
COUNTY OF LAKE) SS.

SECRETARY'S CERTIFICATE

I, 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:

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

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Park District, held by said District at 6:00 p.m. on the 18th day of December 2024.

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

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the Park District of Highland Park, Illinois this 26th day of February 2025.

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

(SEAL)

Park District of Highland Park
Ordinance 2025-03
Surplus Property Ordinance
Addendum 1
List of Surplus Property

ID	Brand	Description	Model	Serial No.	Condition	Location	Est. Value	Staff Requestor	Notes
	JBL	Speaker	ST4725	11415	used	CIA Back Storage	\$10.00	V. Picchietti	
	JBL	Speaker	ST4725	11416	used	CIA Back Storage	\$10.00	V. Picchietti	
	JBL	Spaeker	ST4725	11435	used	CIA Back Storage	\$10.00	V. Picchietti	
	JBL	Speaker	ST4725	11436	used	CIA Back Storage	\$10.00	V. Picchietti	
	JBL	Speaker	ST4725	11447	used	CIA Back Storage	\$10.00	V. Picchietti	
	JBL	Speaker	ST4725	11448	used	CIA Back Storage	\$10.00	V. Picchietti	
	Extreme Power Charger	Zamoni portable battery charger	XPT40-600B IE-1	BF11080011	Used	CIA Back Storage	\$100.00	V. Picchietti	
870	GMC	2005 HiRanger bucket truck	C7500	1GDL7C1335F522141	Used	POGO	\$20,000.00	D.Voss	6708 miles
		slope stabilization matting			old, but unused	Cunniff maintenance compound		E. Ricketts	
	BATA-1	Pitching Machines	Bata-1 Pitching Machine		USED	POGO	\$100.00	Eric Golmon	
	BATA-1	Pitching Machines	Bata-1 Pitching Machine		USED	POGO	\$100.00		
	Iron Mike	Iron Mike	C-82 Pitching machine	11112133	USED	South Gym Closet	\$150.00		
	Iron Mike	Iron Mike	C-82 Pitching machine	11112134	USED	South Gym Closet	\$150.00		
	Bernhard	Bedknife grinder	Angelmater 2000	9711	used	Preserve pole barn		E. Ricketts	Type & Size: A/M95
	Allied Signal Chemical	Genetron 22 Chlorodifluoromethane			used	Preserve pole barn		E. Ricketts	5 tanks, 125 lbs each
	Alumagoal Athletic	referee stands x2			used	Preserve pole barn		E. Ricketts	
		folding tables x 9 and rolling cart			used	Preserve pole barn		E. Ricketts	tables and cart



Memorandum

To: Park Board of Commissioners

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

Date: February 26, 2025

Subject: **Approval of Resolution 2025-02 Authorizing the Purchase of Electricity for Park District Facilities and Meters and Authorizing the Director to Approve a Contract with the Lowest Cost Electricity Provider for a Period up to 3 years**

Summary

Electricity at all Park District facilities and additional electric meters is currently brokered via Northern Illinois Municipal Electric Collaborative (NIMEC), except for Deer Creek Racquet Club (DCRC), the meter at the new Dome, and four small load meters. DCRC has a separate electric contract that is tied to the solar provider there. The last bidding process had no bids offered for the four smallest meters in the District and are billed by ComEd. Previously, the lessee of the Dome paid the bill for the electric meter at the site. NIMEC is the largest governmental collaborative in Northern Illinois which aggregates the energy needs of over 85 Illinois municipal organizations comprising over 210,000,000 kWh annually, thus allowing them to secure more competitive pricing. As all District electric contracts are expiring in May, they will all bid simultaneously on March 4, 2025, except for Deer Creek Racquet Club (DCRC). NIMEC will be bidding out all facilities, except DCRC, in one bid, with bids to be submitted by 11:00 a.m. Bids will be submitted from: MC2, Direct, AEP, Constellation, and Dynegy. Concurrently, Satori Energy will be bidding all District electric accounts to a multitude of other energy providers in order to ensure the best rate for the District.

Financial Impact

Bidding electricity for the District takes place over a few hours. Therefore, approval to participate in the NIMEC consortium and the Satori Energy bid must take place prior to knowing the awarded supplier and associated rates. The amount of compensation that NIMEC or Satori receives is included in the electricity prices from the supplier (roughly 3% of the electric supply), so there will be no direct payment made to NIMEC nor Satori by the Park District. There's a price spike coming in ComEd territory starting in June, and we expect an increase in the supply cost to be around 15%. However, there is hope for delivery costs to decrease, so we are estimating about a 10% overall increase in electricity costs. For 2025, beginning May 1, this equates to a \$32,500 increase in electricity costs for the remainder of the year. For 2026, total electric costs should increase by \$54,000.

Recommendation

Staff and the Finance Committee recommends approval from the Board of Park Commissioners of Resolution 2025-02 to allow the purchase of electricity for the District from Northern Illinois Municipal Electric Collaborative.

RESOLUTION NO. 2025-02

A RESOLUTION AUTHORIZING THE PURCHASE OF ELECTRICITY FOR PARK DISTRICT FACILITIES AND METERS AND AUTHORIZING THE DIRECTOR TO APPROVE A CONTRACT WITH THE LOWEST COST ELECTRICITY PROVIDER FOR A PERIOD UP TO 36 MONTHS.

PASSED AND APPROVED BY
THE PRESIDENT AND BOARD OF COMMISSIONERS
THE 26thd DAY OF FEBRUARY, 2025.

Published in Pamphlet Form by
Authority of the Corporate
Authorities of the Park District of
Highland Park, Illinois, this
26th day of February, 2025.

RESOLUTION NO. 2025-02

A RESOLUTION AUTHORIZING THE PURCHASE OF ELECTRICITY FOR PARK DISTRICT FACILITIES AND METERS AND AUTHORIZING THE DIRECTOR TO APPROVE A CONTRACT WITH THE LOWEST COST ELECTRICITY PROVIDER FOR A PERIOD UP TO 36 MONTHS.

WHEREAS the Park District of Highland Park ("The Park District") is a park district in accordance with the Illinois Park District Code and all laws supplemental thereto; and,

WHEREAS, on January 2, 2007, the State of Illinois implemented a plan to deregulate the electricity market; and,

WHEREAS, as a result of this deregulation, electricity may be purchased based on market price from alternate retail electric supplies and Commonwealth Edison will no longer be the sole supplier of electricity in northern Illinois, resulting in new electricity suppliers being able to compete against Commonwealth Edison, and competitive market forces dictating the price of electricity; and,

WHEREAS, the Park District of Highland Park will engage two brokers to assist with the purchase of electricity. The Park District is entertaining bids from NIMEC (Northern Illinois Municipal Electric Collaborative) and Satori Energy. The Park District will accept the bid from the supplier with the lowest bid; and,

WHEREAS, the amount of compensation that the broker receives is included in the electricity prices provided, so there will be no direct payment made to the broker by the Park District; and,

WHEREAS, Commonwealth Edison will no longer offer a fixed energy rate for large or medium sized commercial accounts and would instead charge based on a floating hourly rate and the Park District desires to enter the market to secure a fixed rate, up to 36 months in term.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES FOR THE PARK DISTRICT OF HIGHLAND PARK, AS FOLLOWS:

Section 1. That the broker supplying the lowest price will be appointed the Park District's broker for purposes of obtaining an electricity supply for the Park District's needs.

Section 2. That the Director, with the support and assistance of the broker, is authorized to solicit bids for energy rates directly from

suppliers in an effort to secure lower energy costs for the Park District of Highland Park.

Section 3. That in light of the time constraints and procedures required, applicable to the acceptance of a competitive bid for a supply of electricity, once the bids are received, the Director is hereby authorized to sign the contract with the most optimal bidder, with the Secretary being hereby directed to place said contract on the first available Park District Board regular meeting following the execution thereof by the Director, for a report to the Park District Board.

Section 4. That the Director is authorized to name the Treasurer as his/her designee in matters concerning the bid.

Section 5: The Resolution shall be in full force and effect from and after its passage, approval, and publication in pamphlet form, as provided by law.

ADOPTED this 26th day of February 2025, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this 26th day of February 2025.

Brian Romes, Executive Director of the
Park District of Highland Park

ATTESTED and filed in my office,
this 26th day of February 2025.

Mari-Lynn Peters, Treasurer of the Park District
Of Highland Park.



Memorandum

To: Board of Park Commissioners

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

Date: February 26, 2025

Subject: Bills and Payroll Disbursements authorized by Finance Committee Member(s). Checks written January 29, 2025 through February 20, 2025 to be presented to the Board for approval on February 26, 2025.

BILLS

DATE

AMOUNT

January 29, 2025 Emergency Checks	\$ 10,940.01
February 10, 2025 Emergency Check	\$ 2,687.50
February 06, 2025	\$ 947,550.04
February 20, 2025	\$ 632,196.82
February 20, 2025 (Reprint of Voided Check Due to Printer Error)	\$ 92.92
Void Payments	\$ (92.92)
Bank Drafts	\$ 72,166.68
P-Card	\$ 118,784.53
TOTAL	\$ 1,784,325.58

PAYROLL DISBURSEMENTS

February 07, 2025	\$ 473,238.01
February 21, 2025	\$ 450,954.06
TOTAL	\$ 924,192.07

GRAND TOTAL	\$ 2,708,517.65
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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 02-26-25 and you are hereby authorized to release the checks from the appropriate funds.

Finance Committee Member

ATTEST: _____
Secretary



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						
11196	ILLINOIS STATE POLICE	01/29/2025	Regular	0.00	150.00	191908
20241200686	Invoice	12/31/2024	12/1/24 - 12/31/24 Background Checks	0.00	150.00	
13604	NORTH SHORE GAS	01/29/2025	Regular	0.00	9,961.01	191909
011725 0601145...	Invoice	01/17/2025	Deer Creek 12/16/24 - 1/15/25	0.00	3,104.76	
011725 0601145...	Invoice	01/17/2025	RCHP 12/16/24 - 1/15/25	0.00	2,717.76	
011725 0601145...	Invoice	01/17/2025	1240 Fredrickson Pl 12/16/24 - 1/15/25	0.00	2,342.00	
011725 0602405...	Invoice	01/17/2025	2900 Trail Way, Cunniff Shelter 12/16/24 -...	0.00	291.61	
011725 0602405...	Invoice	01/17/2025	1377 Clavey Rd 12/16/24 - 1/15/25	0.00	273.87	
011725 0602405...	Invoice	01/17/2025	3100 Trail Way 12/16/24 - 1/15/25	0.00	250.55	
011725 0602405...	Invoice	01/17/2025	Aquatic Park 12/16/24 - 01/15/25	0.00	239.55	
011725 0608197...	Invoice	01/17/2025	1801 Sunset Rd 12/16/24 - 1/15/25	0.00	740.91	
14060	TOTAL PROMOTIONS, INC	01/29/2025	Regular	0.00	829.00	191910
24594	Invoice	11/08/2024	Blue Winter Jackets for Parks	0.00	829.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	10	3	0.00	10,940.01
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
	10	3	0.00	10,940.01

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2025	10,940.01
			<hr/> 10,940.01



Park District of Highland Park, IL

Check Register

Packet: APPKT04503 - 02/06/25 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						
17039	AIR COMFORT, LLC	02/06/2025	Regular	0.00	505.00	191911
410044	Invoice	01/21/2025	Boiler Repair - 1/14/25	0.00	505.00	
13696	ANIMAL QUEST ENTERTAINMENT IN	02/06/2025	Regular	0.00	1,210.00	191913
02232025	Invoice	01/28/2025	Animal Display - Febraury 23, 2025 Heller	0.00	605.00	
05102025	Invoice	01/28/2025	Mini - Petting Zoo - May 10, 2025 Heller	0.00	605.00	
14716	AQUA PURE ENTERPRISES, INC	02/06/2025	Regular	0.00	3,063.24	191914
0152561-IN	Invoice	01/01/2025	2024 Labor & Material to Winterize Splash...	0.00	3,063.24	
20071	AVALON PETROLEUM COMPANY	02/06/2025	Regular	0.00	4,039.19	191915
009874	Invoice	01/06/2025	Unleaded Fuel 01/06/25	0.00	1,498.03	
009884	Invoice	01/10/2025	Unleaded Fuel 01/10/25	0.00	1,361.85	
009895	Invoice	01/16/2025	Unleaded Fuel 01/16/25	0.00	1,179.31	
21144	BORKA BERDAN	02/06/2025	Regular	0.00	94.00	191916
2696952	Invoice	02/05/2025	2025 Refund	0.00	94.00	
10537	COMMONWEALTH EDISON COMPAN	02/06/2025	Regular	0.00	11,180.76	191917
012925 3986862...	Invoice	01/29/2025	1201 Park Ave 12/26/24 - 1/28/25	0.00	11,180.76	
10637	DAVID DILLION	02/06/2025	Regular	0.00	250.00	191918
01302025	Invoice	01/30/2025	5 Feeder Basketball Games 1/7/25 & 1/28...	0.00	250.00	
15485	DAVID MANNA	02/06/2025	Regular	0.00	270.00	191919
01302025	Invoice	01/30/2025	3 Feed Games 1/7 & 3 Prep League Games...	0.00	270.00	
18562	DAVIS BANCORP INC	02/06/2025	Regular	0.00	1,738.00	191920
128873	Invoice	01/31/2025	Armored Transportation - January 2025	0.00	1,738.00	
21145	ELLEN RYAN	02/06/2025	Regular	0.00	164.00	191921
2696929	Invoice	02/05/2025	2025 Refund	0.00	164.00	
21143	EPACT NETWORK LTD	02/06/2025	Regular	0.00	5,500.00	191922
EP000638	Invoice	01/15/2025	ePact Pro 2/1/25 - 1/31/26	0.00	5,500.00	
10857	F.E. MORAN, INC. REFRIGERATION	02/06/2025	Regular	0.00	2,210.00	191923
001-911188000	Invoice	12/18/2024	2024 Preventative Maint. & Clean Adiabati...	0.00	2,210.00	
10889	FITNESS EQUIPMENT SERVICES, INC	02/06/2025	Regular	0.00	84.00	191924
5973	Invoice	12/17/2024	2024 Bike Testing at Rec. Center	0.00	84.00	
10974	GEWALT HAMILTON ASSOCIATES INC	02/06/2025	Regular	0.00	16,174.40	191925
5121.710-1	Invoice	11/12/2024	SVGC Drawdown Pump System - Services ...	0.00	1,920.00	
5121.710-2	Invoice	12/17/2024	SVGC Drawdown Pump System - Services ...	0.00	2,400.00	
6048.100-10	Invoice	01/28/2025	Dome Improvements - Prof Services 12/1/...	0.00	11,854.40	
19645	HOLABIRD & ROOT, LLC	02/06/2025	Regular	0.00	74,735.34	191926
0134614	Invoice	12/30/2024	New Community Center-Prof Services 9/1...	0.00	61,953.53	
0134669	Invoice	12/30/2024	New Community Center-Prof Services 10/1...	0.00	12,781.81	
11192	ILLINOIS PUMP, INC.	02/06/2025	Regular	0.00	2,857.81	191928
S-15793	Invoice	01/31/2025	Sump / Sewage Ejector System Repair - W...	0.00	2,857.81	

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Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
19937	IMAGING ESSENTIALS, INC.	02/06/2025	Regular	0.00	730.03	191929
SINV107113	Invoice	07/18/2024	2024 Bond (K) 20LB - Inkjet - 2" - 36" X 150...	0.00	105.64	
SINV107195	Invoice	08/01/2024	2024 - W/R 5 Mil Brite White Vinyl w/PSA -..	0.00	251.79	
SINV107905	Invoice	11/25/2024	2024 Canon 306 Red & Cyan Ink - 330 ml	0.00	372.60	
20426	IT1 SOURCE, LLC	02/06/2025	Regular	0.00	8,040.46	191930
00990172	Invoice	12/31/2024	2024 Network Surveillance Cameras X Qty...	0.00	7,907.00	
00991517	Invoice	01/10/2025	Acrobat Pro for Scott Rosen	0.00	133.46	
18561	J MILLER MARKETING INC	02/06/2025	Regular	0.00	200.00	191931
30401	Invoice	01/06/2025	January 2025 Online Management - Sum...	0.00	200.00	
20979	JASON BRUCE CHERPAK	02/06/2025	Regular	0.00	150.00	191932
01292025	Invoice	01/29/2025	3 Games Recreation Center #1 - 1/25/25	0.00	150.00	
19675	JASON D. KOLLUM	02/06/2025	Regular	0.00	500.00	191933
03272025	Invoice	02/05/2025	Variety Performance for 3/27/25 Spring Br...	0.00	500.00	
20672	JOHN H. FIX	02/06/2025	Regular	0.00	150.00	191934
01292024	Invoice	01/29/2024	3 Games Recreation Center #1 - 1/25/25	0.00	150.00	
18140	JOHN MADDEN	02/06/2025	Regular	0.00	150.00	191935
01292025	Invoice	01/29/2025	3 Games Edgewood Middle School - 1/28/...	0.00	150.00	
16981	KONE	02/06/2025	Regular	0.00	2,990.88	191936
871574518	Invoice	01/01/2025	Maintenance 1/1/25 - 12/31/25, 1201 Park..	0.00	2,990.88	
20702	L6 TECHNOLOGY, INC.	02/06/2025	Regular	0.00	7,990.01	191937
PDH011625	Invoice	01/16/2025	XGS 136 Webserver Protection - Expires 1...	0.00	390.01	
PDH011725	Invoice	01/17/2025	Refurbished Cisco 3850 Modules X Qty 4 f...	0.00	600.00	
PDH030125S	Invoice	02/01/2025	Monthly IT Support Service - March 2025	0.00	7,000.00	
18474	LRS , LLC	02/06/2025	Regular	0.00	150.87	191939
LR6089106	Invoice	01/25/2025	701 Deer Creek Pkwy 2/1/25-2/28/25	0.00	150.87	
18474	LRS , LLC	02/06/2025	Regular	0.00	601.54	191940
LR6089372	Invoice	01/25/2025	1201 Park Ave W 2/1/25-2/28/25 & Loose...	0.00	601.54	
18474	LRS , LLC	02/06/2025	Regular	0.00	223.48	191941
LR6089107	Invoice	01/25/2025	636 Ridge Rd 2/1/25-2/28/25	0.00	223.48	
18474	LRS , LLC	02/06/2025	Regular	0.00	358.00	191942
LR6089108	Invoice	01/25/2025	3100 Trailway (Centennial) 2/1/25-2/28/25	0.00	358.00	
18474	LRS , LLC	02/06/2025	Regular	0.00	87.11	191943
LR6089012	Invoice	01/25/2025	2205 Skokie Valley Rd 2/1/25-2/28/25	0.00	87.11	
18474	LRS , LLC	02/06/2025	Regular	0.00	410.22	191944
LR6042066	Invoice	12/25/2024	1240 Fredrickson Pl (POGO) 01/01/25-01/...	0.00	410.22	
18474	LRS , LLC	02/06/2025	Regular	0.00	410.22	191945
LR6089110	Invoice	01/25/2025	1240 Fredrickson Pl (POGO) 2/1/25-2/28/...	0.00	410.22	
18474	LRS , LLC	02/06/2025	Regular	0.00	87.11	191946
LR6089105	Invoice	01/25/2025	2821 Ridge Rd 2/1/25-2/28/25	0.00	87.11	
18474	LRS , LLC	02/06/2025	Regular	0.00	87.11	191947
LR6089104	Invoice	01/25/2025	883 Sheridan Rd 2/1/25-2/28/25	0.00	87.11	
19833	MAGIC BY RANDY INC.	02/06/2025	Regular	0.00	300.00	191953
03242025	Invoice	02/05/2025	Magician for Spring Break Camp	0.00	300.00	
10006	NCPERS GROUP LIFE INSURANCE	02/06/2025	Regular	0.00	48.00	191948
3301022025	Invoice	01/01/2025	NCPERS Group Life Insurance - February 2...	0.00	48.00	

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Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
16368	NIKKI LO BUE	02/06/2025	Regular	0.00	25.00	191949
2697041	Invoice	02/05/2025	2025 Refund	0.00	25.00	
11933	NORTH SHORE SCHOOL DISTRICT 11	02/06/2025	Regular	0.00	10,000.00	191950
IA24250113250	Invoice	01/13/2025	2025 Intergov Agreement - Ravinia School...	0.00	10,000.00	
11998	PARK DISTRICT RISK MGMT AGCY	02/06/2025	Regular	0.00	262,770.60	191951
0125133	Invoice	01/31/2025	January 2025 Property & Liability Insurance	0.00	35,214.50	
0125133H	Invoice	01/31/2025	January 2025 Employee Health Insurance	0.00	227,556.10	
19484	PLANSOURCE	02/06/2025	Regular	0.00	2,194.70	191952
02052025	Invoice	02/05/2025	IMRF Retiree Insurance - February 2025 Pr...	0.00	2,194.70	
21032	PLAY HARD HOOPS	02/06/2025	Regular	0.00	360.00	191927
01222025	Invoice	01/22/2025	End of Season Tournament - Two Teams	0.00	360.00	
12157	RAY AMIDEI	02/06/2025	Regular	0.00	825.00	191954
12157	Invoice	01/27/2025	CPR / AED - 15 Participants 01/27/2025	0.00	825.00	
16459	SANTO SPORT STORE	02/06/2025	Regular	0.00	25,409.00	191955
711471	Invoice	01/16/2025	Outdoor Cap Custom Proflex Hat X Qty 161	0.00	3,139.50	
711501	Invoice	01/16/2025	80 Youth Belts, 27 Adult Belts, 107 Basebal...	0.00	1,070.00	
711506	Invoice	12/30/2024	Youth & Adult Jersey, 5 Youth Shorts, 1 Ad...	0.00	332.00	
711520	Invoice	01/16/2025	120 Youth Baseball Pants & 28 Adult Base...	0.00	8,584.00	
711526	Invoice	01/16/2025	169 Youth Baseball Jerseys & 49 Adult Bas...	0.00	9,156.00	
711563	Invoice	01/16/2025	Champro Youth Prime Basketball Jersey X ...	0.00	2,311.50	
711877	Invoice	01/23/2025	Champro Catcher's Kit X Qty 3	0.00	495.00	
711882	Invoice	01/27/2025	Travel Baseball - Bag by Player X Qty 107	0.00	321.00	
12393	SMITHGROUP, INC.	02/06/2025	Regular	0.00	1,771.81	191956
0184119	Invoice	01/22/2025	HP Boat Launch Dredge Permit 11/30/24 - ...	0.00	1,771.81	
12396	SOIL AND MATERIAL CONSULTANTS	02/06/2025	Regular	0.00	1,602.00	191957
51068	Invoice	01/28/2025	2024 Concrete Field Testing / Engineering -..	0.00	1,602.00	
21001	STEPHANIE BASSILL	02/06/2025	Regular	0.00	25.00	191958
2697004	Invoice	02/05/2025	2025 Refund	0.00	25.00	
20283	STRATUS BUILDING SOLUTIONS OF C	02/06/2025	Regular	0.00	1,185.00	191938
7165887	Invoice	10/01/2024	Janitorial Service for October 2024	0.00	1,185.00	
18900	STUCKEY CONSTRUCTION COMPANY	02/06/2025	Regular	0.00	438,793.21	191959
Application No 3 ...	Invoice	12/31/2024	PDHP Pickle & Padel Club 12/31/2024	0.00	438,793.21	
18900	STUCKEY CONSTRUCTION COMPANY	02/06/2025	Regular	0.00	49,516.92	191960
Application No. F...	Invoice	12/31/2024	Larry Fink Baseball Improve 12/31/24	0.00	49,516.92	
20884	TCYFL INC	02/06/2025	Regular	0.00	1,500.00	191961
1569	Invoice	02/02/2025	2025 League Fees for Little Giants Tackle F...	0.00	1,500.00	
21139	TERRY OH	02/06/2025	Regular	0.00	34.00	191962
2690335	Invoice	01/31/2025	2024 Refund	0.00	34.00	
19785	THE SWEET GROUP	02/06/2025	Regular	0.00	150.00	191964
01292025	Invoice	01/29/2025	3 Games Edgewood Middle School - 1/25/...	0.00	150.00	
12607	TIM GIBSON	02/06/2025	Regular	0.00	450.00	191963
01292025	Invoice	01/29/2025	Basketball Official for 9 Games - January 2...	0.00	450.00	
12631	TONY ROSS	02/06/2025	Regular	0.00	150.00	191965
01292025	Invoice	01/29/2025	3 Games Edgewood Middle School - 1/7/25	0.00	150.00	
14045	TRUE NORTH CONSULTANTS	02/06/2025	Regular	0.00	990.00	191966
INV6770	Invoice	01/29/2025	General Consulting - Meetings, Coordinati...	0.00	990.00	

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Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
21138	VIKTORIIA SAKHNO	02/06/2025	Regular	0.00	26.97	191967
2690338	Invoice	01/31/2025	2024 Refund	0.00	26.97	
18398	WE GOT GAME, LLC	02/06/2025	Regular	0.00	1,938.30	191968
2461	Invoice	01/02/2025	2024 Fall 2 Contractor Fee Parent-Tot & B...	0.00	1,938.30	
17301	WILSON SPORTING GOODS CO.	02/06/2025	Regular	0.00	91.75	191912
4549338947	Invoice	01/24/2025	Pro Overgrip Bk X Qty 18	0.00	91.75	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	77	58	0.00	947,550.04
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
	77	58	0.00	947,550.04

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2025	947,550.04
			<hr/> 947,550.04



Park District of Highland Park, IL

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Packet: APPKT04509 - 02/10/25 H.M. Witt & Co. 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						
17444	H.M. WITT & CO. SIGNS	02/10/2025	Regular	0.00	2,687.50	191969
87209	Invoice	02/04/2025	Deposit: Monument Signage - Park Avenue..	0.00	2,687.50	

Bank Code AP Summary				
Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	2,687.50
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	2,687.50

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2025	2,687.50
			<hr/> 2,687.50



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						
18474	LRS , LLC	02/20/2025	Regular	0.00	92.92	192022
LR6089111	Invoice	01/25/2025	Garbage @ Sunset Park 2/1/25 - 2/28/25	0.00	92.92	

Bank Code AP Summary				
Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	92.92
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	92.92

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2025	92.92
			<hr/> 92.92



Park District of Highland Park, IL

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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	02/20/2025	Regular	0.00	0.00	191978
10105	ALPHA PRIME COMMUNICATIONS	02/20/2025	Regular	0.00	19,503.00	191970
120151	Invoice	02/06/2025	2024 Portable Two-Way Radios & Antennas	0.00	19,503.00	
10149	ANCEL, GLINK, DIAMOND, BUSH	02/20/2025	Regular	0.00	4,886.25	191972
109268	Invoice	02/12/2025	Legal Services January 2025	0.00	4,886.25	
21152	ANNE LAPEDRIZA	02/20/2025	Regular	0.00	41.00	191973
21152	Invoice	02/18/2025	2025 Refund	0.00	41.00	
19172	AQUAMOON LLC	02/20/2025	Regular	0.00	1,315.00	191974
24-2271	Invoice	11/30/2024	2024 Aquarium Service at Heller Nature C...	0.00	640.00	
25-0091	Invoice	01/31/2025	Aquarium Service at Heller Nature Center	0.00	675.00	
20071	AVALON PETROLEUM COMPANY	02/20/2025	Regular	0.00	5,425.66	191975
009900	Invoice	01/20/2025	Unleaded Fuel 01/20/2025	0.00	1,115.47	
009912	Invoice	01/23/2025	Unleaded Fuel 01/23/25	0.00	1,023.72	
009922	Invoice	01/30/2025	Unleaded Fuel 01/30/25	0.00	1,498.97	
009929	Invoice	02/04/2025	Unleaded Fuel 02/04/25	0.00	841.15	
040976	Invoice	01/20/2025	Diesel Fuel 01/20/25	0.00	946.35	
10463	CHICAGO TRIBUNE COMPANY	02/20/2025	Regular	0.00	192.86	191976
110445331000	Invoice	01/31/2025	Ads - Dredging Project, Fink Playground, Et...	0.00	192.86	
10537	COMMONWEALTH EDISON COMPAN	02/20/2025	Regular	0.00	28,604.87	191977
011725 1877841...	Invoice	01/17/2025	3100 Trail Way Dr (Centennial) 12/14/24 - ...	0.00	11,987.76	
011725 3788841...	Invoice	01/17/2025	2205 Skokie Rd (Golf Learning Cn) 12/14/2...	0.00	1,455.11	
012425 1911011...	Invoice	01/24/2025	0 E Egandale 1 N Park (Light) 12/20/24 - 1...	0.00	66.09	
012425 7517621...	Invoice	01/24/2025	636 Ridge Rd (West Ridge) 12/20/24 - 1/2...	0.00	3,649.07	
012725 0858167...	Invoice	01/27/2025	1240 Fredrickson Pl (POGO) 12/23/24 - 1/...	0.00	1,258.76	
012825 0348721...	Invoice	01/28/2025	1377 Deer Crk Pkwy Fink Ballfield 12/23/2...	0.00	111.97	
012825 1488652...	Invoice	01/28/2025	2501 Sheridan Rd 12/23/24 - 1/27/25	0.00	32.40	
012825 2306711...	Invoice	01/28/2025	1 Central Ave Yacht Club Boat Rmp 12/23/...	0.00	663.26	
012825 6409801...	Invoice	01/28/2025	0 N Clavey 1 E Rt 41 Fink Pk Main 12/23/2...	0.00	1,847.96	
012825 6889221...	Invoice	01/28/2025	1 Central Ave (Street Lights) 12/23/24 - 1/...	0.00	11.37	
012825 7018392...	Invoice	01/28/2025	St. Johns / Rgr Will. Jenson Park 12/23/24-...	0.00	39.67	
012925 0150341...	Invoice	01/29/2025	0 W Linden Av 1 S Laurel Bndstnd 12/23/2...	0.00	27.06	
012925 0740352...	Invoice	01/29/2025	2821 Ridge Rd 12/20/24 - 01/24/25	0.00	3,351.43	
012925 1854442...	Invoice	01/29/2025	45 Rog. Will. 1 E Sheridan Rosewd 12/23/...	0.00	2,366.64	
013025 1694872...	Invoice	01/30/2025	1220 Fredrickson Hidden Crk Aqua 12/23/...	0.00	1,095.77	
013025 6178872...	Invoice	01/30/2025	1801 Sunset Rd (Sunset Woods) 12/23/24 -...	0.00	640.55	
10637	DAVID DILLION	02/20/2025	Regular	0.00	250.00	191979
02132025	Invoice	02/13/2025	Travel Basketball X 5 - Recreation Center	0.00	250.00	
21150	DAVID GOLDBIRSH	02/20/2025	Regular	0.00	41.00	191980
2712466	Invoice	02/18/2025	2025 Refund	0.00	41.00	
15485	DAVID MANNA	02/20/2025	Regular	0.00	390.00	191981
02132025	Invoice	02/13/2025	Travel Basketball X 3 & Prep League Baske...	0.00	390.00	
10718	DIRECT FITNESS SOLUTIONS, LLC	02/20/2025	Regular	0.00	12,000.00	191983
0204673-IN	Invoice	02/12/2025	Equipment Moved Back After Flooring Fini...	0.00	12,000.00	
21151	ED FRIEDMAN	02/20/2025	Regular	0.00	41.00	191984
2712465	Invoice	02/18/2025	2025 Refund	0.00	41.00	

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Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
20418	ELENA VICTORIA LLC	02/20/2025	Regular	0.00	2,450.00	191985
12172024	Invoice	12/17/2024	Sewing & Fashion Design Sundays 11/3/24...	0.00	2,450.00	
16915	FALCONS HOCKEY ASSOCIATION	02/20/2025	Regular	0.00	4,785.10	191986
02102025	Invoice	02/10/2025	Little Falcons - Winter 2025 Session	0.00	4,785.10	
21149	FIELDTURF USA, INC.	02/20/2025	Regular	0.00	4,171.00	191987
721893	Invoice	11/12/2024	2024 Fieldsweep	0.00	4,171.00	
11125	HITCHCOCK DESIGN GROUP	02/20/2025	Regular	0.00	2,106.75	191988
34448	Invoice	01/31/2025	Park Ave Beach Construction Phase Serv. ...	0.00	2,106.75	
11196	ILLINOIS STATE POLICE	02/20/2025	Regular	0.00	180.00	191990
20250100686	Invoice	01/31/2025	1/1/25 - 1/31/25 Background Checks	0.00	180.00	
19937	IMAGING ESSENTIALS, INC.	02/20/2025	Regular	0.00	186.30	191991
SINV108440	Invoice	02/17/2025	Canon - 306 Magenta Ink - 330 ml	0.00	186.30	
17169	IRELAND HEATING & AIR CONDITON	02/20/2025	Regular	0.00	1,143.18	191992
100012	Invoice	02/20/2024	Replacement Flow Switch @ Rec. Center 2...	0.00	552.84	
99926	Invoice	02/14/2024	Replacement Flow Switch @ Rec Center 2...	0.00	590.34	
21146	IT1 CONSULTING, LLC	02/20/2025	Regular	0.00	2,641.93	191993
MS17504	Invoice	01/17/2025	2024 Microsoft 365 Licenses 12/13/24 - 01...	0.00	2,641.93	
18561	J MILLER MARKETING INC	02/20/2025	Regular	0.00	2,620.00	191994
30745	Invoice	02/05/2025	February 2025 Online Management	0.00	2,620.00	
17929	JEFFREY A. SCHELL	02/20/2025	Regular	0.00	240.00	191995
02132025	Invoice	02/13/2025	Prep League Basketball X 8 - Recreation C...	0.00	240.00	
21148	JENNY ORI	02/20/2025	Regular	0.00	56.28	191996
2711275	Invoice	02/17/2025	2025 Refund	0.00	37.05	
2712378	Invoice	02/18/2025	2025 Refund	0.00	19.23	
19457	JOHN DEERE AG & TURF CORPORATI	02/20/2025	Regular	0.00	60,704.04	191982
117712600	Invoice	01/23/2025	Triflex Tree Mower 2 for Golf	0.00	60,704.04	
19997	JUST IN TIME POOL & SPA SERVICE	02/20/2025	Regular	0.00	3,795.00	192001
23446	Invoice	09/19/2024	2024 Outdoor Waterpark Closing	0.00	3,795.00	
20702	L6 TECHNOLOGY, INC.	02/20/2025	Regular	0.00	2,672.00	191997
PDH012325V	Invoice	01/23/2025	Monthly IP Collaboration 01/23/2025 - 02...	0.00	2,672.00	
18474	LRS , LLC	02/20/2025	Regular	0.00	295.00	191998
PS646004	Invoice	02/06/2025	Port O Potties & Wash @ Cunniff Pickleball..	0.00	295.00	
18474	LRS , LLC	02/20/2025	Regular	0.00	92.92	191999
LR6089111	Invoice	01/25/2025	Garbage @ Sunset Park 2/1/25 - 2/28/25	0.00	92.92	
20413	MATTHEW ARBIT	02/20/2025	Regular	0.00	182.00	192000
2706337	Invoice	02/13/2025	2025 Refund	0.00	182.00	
18652	MICHELLE DUCHIN	02/20/2025	Regular	0.00	200.00	192002
2706343	Invoice	02/13/2025	2025 Refund	0.00	200.00	
11805	MIKE CORRIGAN	02/20/2025	Regular	0.00	430.00	192003
02132025	Invoice	02/13/2025	Travel Basketball X 7 & Prep League Baske...	0.00	430.00	
20804	NORTH SHORE CHEER, LLC	02/20/2025	Regular	0.00	624.00	191971
02072025	Invoice	02/07/2025	Stunt Clinic 2/7/25 - 16 Participants	0.00	624.00	
13604	NORTH SHORE GAS	02/20/2025	Regular	0.00	4,557.21	192004
020625 0601145...	Invoice	02/06/2025	West Ridge Center 01/01/25 - 01/31/25	0.00	1,650.66	
020625 0601145...	Invoice	02/06/2025	Centennial Ice 01/01/25 - 01/31/25	0.00	2,602.61	
020625 0602405...	Invoice	02/06/2025	Hidden Creek 01/01/25 - 01/31/25	0.00	303.94	

Check Register

Packet: APPKT04518-02/20/25 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	
20075	NRG BUSINESS MARKETING	02/20/2025	Regular	0.00	10,444.77	192005
HS54692552	Invoice	02/10/2025	636 Ridge Rd 1/1/25 - 1/31/25	0.00	4,099.45	
HS54692553	Invoice	02/10/2025	1240 Fredrickson Pl (Hidden Creek) 1/1/25...	0.00	322.89	
HS54692554	Invoice	02/10/2025	3100 Trail Way (Centennial Ice) 1/1/25 - 1...	0.00	6,022.43	
16344	PARKS FOUNDATION OF HIGHLAND	02/20/2025	Regular	0.00	132.70	192006
02102025	Invoice	02/10/2025	Foundadtion Funds Collected @ PDHP 01/...	0.00	132.70	
12057	PHILLIP FOLINO	02/20/2025	Regular	0.00	250.00	192007
02132025	Invoice	02/13/2025	Travel Basketball X 5 - Recreation Center	0.00	250.00	
20278	PHILLIP PERRINEZ	02/20/2025	Regular	0.00	64.51	192008
2711331	Invoice	02/17/2025	2025 Refund	0.00	33.15	
2712476	Invoice	02/18/2025	2025 Refund	0.00	31.36	
12157	RAY AMIDEI	02/20/2025	Regular	0.00	1,100.00	192009
02142025	Invoice	02/14/2025	CPR / AED - 02/05 & 02/13/25 10 Particip...	0.00	1,100.00	
20034	RHEVA KLOW	02/20/2025	Regular	0.00	73.80	192010
2697976	Invoice	02/06/2025	2025 Refund	0.00	73.80	
12211	RICOH USA, INC	02/20/2025	Regular	0.00	1,463.10	192011
5070963455	Invoice	02/17/2025	Copies 01/17/2025 - 02/16/2025	0.00	1,463.10	
16459	SANTO SPORT STORE	02/20/2025	Regular	0.00	278.00	192012
711865	Invoice	01/30/2025	Holloway Basketball Jerseys - 1 Youth & 1 ...	0.00	98.00	
711909	Invoice	02/06/2025	Champro E10 Oversize All-Purpose Black B...	0.00	180.00	
18882	SARA BLOCK	02/20/2025	Regular	0.00	39.00	192013
2711355	Invoice	02/17/2025	2025 Refund	0.00	39.00	
17762	SCHWAAB INC	02/20/2025	Regular	0.00	47.64	192014
4397245	Invoice	11/20/2023	2024 Meghan Meredith & Jessica Soto Na...	0.00	47.64	
18410	SIKICH LLP	02/20/2025	Regular	0.00	5,392.00	192015
81514	Invoice	02/10/2025	Professional Auditing Services Through 01...	0.00	5,392.00	
18900	STUCKEY CONSTRUCTION COMPANY	02/20/2025	Regular	0.00	203,139.95	192016
Application No 4...	Invoice	01/31/2025	PDHP Pickle & Padel Club 1/30/25	0.00	203,139.95	
12490	SUNDEK OF ILLINOIS, INC.	02/20/2025	Regular	0.00	7,885.00	192017
19559	Invoice	02/13/2025	Down Payment for Heller Nature Center Fl...	0.00	7,885.00	
19761	THE ULTIMATE SCHOOL OF GUITAR	02/20/2025	Regular	0.00	4,056.00	191989
763	Invoice	12/23/2024	Fall Session 2 - Music Lessons, Nov. - Dec. ...	0.00	4,056.00	
15285	THE YARD	02/20/2025	Regular	0.00	7,770.00	192019
2025 Travel Base...	Invoice	02/17/2025	2025 Travel Baseball Indoor Rental Space ...	0.00	7,770.00	
12607	TIM GIBSON	02/20/2025	Regular	0.00	400.00	192020
02132025	Invoice	02/13/2025	Travel Basketball X 3 - Recreation Center	0.00	150.00	
02132025 II	Invoice	02/13/2025	Travel Basketball X 5 - Recreation Center F...	0.00	250.00	
12732	W.B. OLSON, INC.	02/20/2025	Regular	0.00	221,562.00	192021
744-1	Invoice	02/05/2025	New Community Cent. West Ridge Constr...	0.00	221,562.00	

Check Register

Packet: APPKT04518-02/20/25 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	
17189	W-T STRUCTURAL ENGINEERING LLC	02/20/2025	Regular	0.00	1,275.00	192018
00000066263	Invoice	01/31/2025	Program & Policy Review - AA / TP	0.00	1,275.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	80	51	0.00	632,196.82
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
	80	52	0.00	632,196.82

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2025	632,196.82
			<hr/> 632,196.82



By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
19658	HEALTHEQUITY INC	01/24/2025	Bank Draft	0.00	3,333.20	DFT0005294
INV7402696	Invoice	01/24/2025	DCFSA & HCFSa 2025 Initial Funding	0.00	3,333.20	

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	3,333.20
EFT's	0	0	0.00	0.00
	1	1	0.00	3,333.20

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2025	3,333.20
			<hr/> 3,333.20



By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
19658	HEALTHEQUITY INC	01/24/2025	Bank Draft	0.00	652.32	DFT0005293
INV7410775	Invoice	01/24/2025	PMB & Visa Card Payments - HCFSA 2024	0.00	652.32	

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	652.32
EFT's	0	0	0.00	0.00
	1	1	0.00	652.32

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2025	652.32
			<hr/> 652.32



By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
11161	ICMA RETIREMENT TRUST #302037	01/24/2025	Bank Draft	0.00	4,427.53	DFT0005291
01242025 ICMA	Invoice	01/24/2025	01/24/2025 ICMA 457 Deductions Plan #3...	0.00	4,427.53	

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	4,427.53
EFT's	0	0	0.00	0.00
	1	1	0.00	4,427.53

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2025	4,427.53
			<hr/> 4,427.53



Park District of Highland Park, IL

Check Register

Packet: APPKT04487 - Bank Draft 01/24/25 ICMA Roth

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
12825	ICMA RETIREMENT TRUST #705568	01/24/2025	Bank Draft	0.00	629.00	DFT0005292
01242025 ICMA	Invoice	01/24/2025	01/24/2025 ICMA Roth Deductions Plan #...	0.00	629.00	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	629.00
EFT's	0	0	0.00	0.00
	1	1	0.00	629.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2025	629.00
			<hr/> 629.00



Park District of Highland Park, IL

Check Register

Packet: APPKT04490 - Bank Draft 01/24/25 Quadient

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						
18904	QUADIENT FINANCE USA, INC	01/24/2025	Bank Draft	0.00	500.00	DFT0005295
01242025	Invoice	01/24/2025	Postage	0.00	500.00	

Bank Code AP Summary

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

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2025	500.00
			<hr/> 500.00



Park District of Highland Park, IL

Check Register

Packet: APPKT04493 - Bank Draft 01/29/25 AFLAC

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
10058	AFLAC	01/29/2025	Bank Draft	0.00	624.84	DFT0005316
900714	Invoice	01/29/2025	AFLAC Deductions Period Ending 1/30/20...	0.00	624.84	

Bank Code PAYROLL Summary

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

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2025	624.84
			<hr/> 624.84



By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
19658	HEALTHEQUITY INC	01/31/2025	Bank Draft	0.00	107.80	DFT0005318
INV7428881	Invoice	01/31/2025	HC, DC, & HCDC FSA Admin Fees - January...	0.00	107.80	

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	107.80
EFT's	0	0	0.00	0.00
	1	1	0.00	107.80

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2025	107.80
			<hr/> 107.80



Park District of Highland Park, IL

Check Register

Packet: APPKT04494 - Bank Draft 01/31/25 HealthEquity

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
19658	HEALTHEQUITY INC	01/31/2025	Bank Draft	0.00	510.37	DFT0005317
INV7442968	Invoice	01/31/2025	PMB DCFSA & HCFSA Visa Payments 2025	0.00	510.37	

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	510.37
EFT's	0	0	0.00	0.00
	1	1	0.00	510.37

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2025	510.37
			<hr/> 510.37



Park District of Highland Park, IL

Check Register

Packet: APPKT04507 - Bank Draft 02/06/25 IMRF

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						
11177	ILL MUNICIPAL RETIREMENT FUND	02/06/2025	Bank Draft	0.00	47,843.23	DFT0005322
2239826-Y9H1	Invoice	02/06/2025	January 2025 IMRF Contributions	0.00	47,843.23	

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	47,843.23
EFT's	0	0	0.00	0.00
	1	1	0.00	47,843.23

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2025	47,843.23
			<hr/> 47,843.23



Park District of Highland Park, IL

Check Register

Packet: APPKT04512 - Bank Draft 02/10/25 HealthEquity

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
19658	HEALTHEQUITY INC	02/10/2025	Bank Draft	0.00	492.13	DFT0005325
INV7466905	Invoice	02/10/2025	PMB DCFSA 2025 & HCFSA Visa Payments ...	0.00	492.13	

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	492.13
EFT's	0	0	0.00	0.00
	1	1	0.00	492.13

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2025	492.13
			<hr/> 492.13



By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
11161	ICMA RETIREMENT TRUST #302037	02/10/2025	Bank Draft	0.00	10,492.29	DFT0005323
02072025 ICMA	Invoice	02/10/2025	2/7/2025 ICMA 457 Deductions Plan #302...	0.00	10,492.29	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	10,492.29
EFT's	0	0	0.00	0.00
	1	1	0.00	10,492.29

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2025	10,492.29
			<u>10,492.29</u>



Park District of Highland Park, IL

Check Register

Packet: APPKT04511 - Bank Draft 02/10/25 ICMA Roth

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
12825	ICMA RETIREMENT TRUST #705568	02/10/2025	Bank Draft	0.00	1,237.00	DFT0005324
02072025 ICMA	Invoice	02/10/2025	02/07/2025 ICMA Roth Deductions Plan #...	0.00	1,237.00	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	1,237.00
EFT's	0	0	0.00	0.00
	1	1	0.00	1,237.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2025	1,237.00
			<hr/> 1,237.00



Park District of Highland Park, IL

Check Register

Packet: APPKT04515 - Bank Draft 02/14/25 HealthEquity

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
19658	HEALTHEQUITY INC	02/14/2025	Bank Draft	0.00	789.97	DFT0005326
INV7493411	Invoice	02/14/2025	PMB DCFSA 2025 & HCFSA Visa Payments ...	0.00	789.97	

Bank Code PAYROLL Summary				
Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	789.97
EFT's	0	0	0.00	0.00
	1	1	0.00	789.97

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2025	789.97
			<hr/>
			789.97



Park District of Highland Park, IL

Check Register

Packet: APPKT04517 - Bank Draft 02/18/25 Illinois Dept of Revenue Sales Tax

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
11188	ILLINOIS DEPT OF REVENUE	02/18/2025	Bank Draft	0.00	52.00	DFT0005346
January 2025	Invoice	02/18/2025	January 2025 Sales Tax / Use Tax - ST-1 Pa...	0.00	52.00	

Bank Code AP Summary				
Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	52.00
EFT's	0	0	0.00	0.00
	1	1	0.00	52.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2025	52.00
			<hr/> 52.00



Park District of Highland Park, IL

Check Register

Packet: APPKT04516 - Bank Draft 2/19/25 Amalgamated Bank of Chicago

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
10111	AMALGAMATED BANK OF CHICAGO	02/19/2025	Bank Draft	0.00	475.00	DFT0005345
71810225	Invoice	02/19/2025	Adm Fee 2/1/25-1/31/26 Trst 1857181003...	0.00	475.00	

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

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2025	475.00
			<hr/> 475.00



Park District of Highland Park, IL

Check Register

Packet: APPKT04485 - P-Card Statement 12/08/24-01/07/25
Payment FY 2024 & 2025

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	01/07/2025	Bank Draft	0.00	118,784.53	DFT0005290
010725	Invoice	01/07/2025	P-Card with PA	0.00	15,676.60	
123124	Invoice	12/31/2024	P-Card with PA	0.00	103,107.93	

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	2	1	0.00	118,784.53
EFT's	0	0	0.00	0.00
	2	1	0.00	118,784.53

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2025	118,784.53
			<hr/> 118,784.53



Payables Left To Pay Again

Vendor Set: 01 - Vendor Set 01

Bank: AP - AP BANK

Vendor Number	Vendor Name				Total Vendor Amount
18474	LRS , LLC				-92.92
Payment Type	Payment Number	Original Payment Date	Reversal Date	Payment Amount	
Check	191999	02/20/2025	02/20/2025	-92.92	
Payable Number:		Description	Payable Date	Due Date	Payable Amount
LR6089111		Garbage @ Sunset Park 2/1/25 - 2/28/25	01/25/2025	02/20/2025	92.92

Bank Code Summary

Bank Code	Canceled Payables	Payables Left To Pay Again	Total
AP	0.00	-92.92	-92.92
Report Total:	0.00	-92.92	-92.92



Park District of Highland Park, IL

Income Statement

Current Period Ending 01/31/2025

DISTRICT WIDE

Type	Month		Year To Date			Prior Year		
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)	Annual Budget	Month	YTD
Revenue								
100 - PROGRAMS	1,231,223.96	876,681.36	1,231,223.96	876,681.36	354,542.60	4,287,673.75	1,143,470.21	1,143,470.21
110 - CAMPS	2,442.00	9,556.15	2,442.00	9,556.15	-7,114.15	2,025,231.00	14,729.05	14,729.05
120 - LESSONS	50,600.95	53,060.77	50,600.95	53,060.77	-2,459.82	528,486.50	55,665.20	55,665.20
130 - SPECIAL EVENTS	1,143.00	935.00	1,143.00	935.00	208.00	111,550.00	0.00	0.00
410 - TAX	33,217.37	29,554.00	33,217.37	29,554.00	3,663.37	15,893,873.64	46,102.03	46,102.03
420 - FEES & CHARGES	67,667.38	44,616.71	67,667.38	44,616.71	23,050.67	2,996,492.75	68,876.50	68,876.50
440 - MEMBERSHIPS	123,175.29	110,843.12	123,175.29	110,843.12	12,332.17	1,722,428.47	109,423.74	109,423.74
450 - RENTALS	129,129.38	105,799.86	129,129.38	105,799.86	23,329.52	1,705,394.22	133,750.08	133,750.08
460 - MERCHANDISING	2,212.86	5,632.95	2,212.86	5,632.95	-3,420.09	183,169.50	1,931.24	1,931.24
470 - INTEREST INCOME	128,521.05	17,914.50	128,521.05	17,914.50	110,606.55	215,000.00	114,651.54	114,651.54
480 - MISCELLANEOUS INCOME	14,859.22	109,110.63	14,859.22	109,110.63	-94,251.41	2,518,983.00	4,901.00	4,901.00
510 - OTHER INCOME	0.00	125,000.00	0.00	125,000.00	-125,000.00	543,923.18	0.00	0.00
Total Revenue:	1,784,192.46	1,488,705.05	1,784,192.46	1,488,705.05	295,487.41	32,732,206.01	1,693,500.59	1,693,500.59
Expense								
100 - PROGRAMS	136,216.01	176,658.95	136,216.01	176,658.95	40,442.94	2,144,699.17	138,092.91	138,092.91
110 - CAMPS	7,134.37	4,294.99	7,134.37	4,294.99	-2,839.38	1,124,996.89	4,567.02	4,567.02
120 - LESSONS	9,322.06	20,822.22	9,322.06	20,822.22	11,500.16	271,178.51	12,786.41	12,786.41
130 - SPECIAL EVENTS	7,328.71	13,066.86	7,328.71	13,066.86	5,738.15	166,605.99	59.51	59.51
440 - MEMBERSHIPS	6,679.43	16,309.57	6,679.43	16,309.57	9,630.14	201,927.12	7,131.62	7,131.62
610 - SALARIES & WAGES	449,851.20	535,677.96	449,851.20	535,677.96	85,826.76	10,958,818.90	491,674.72	491,674.72
620 - CONTRACTUAL SERVICES	141,181.43	249,812.89	141,181.43	249,812.89	108,631.46	3,535,798.23	154,750.33	154,750.33
630 - INSURANCE	-22,090.10	9,757.43	-22,090.10	9,757.43	31,847.53	2,993,912.99	-20,128.90	-20,128.90
640 - MATERIALS & SUPPLIES	1,267.78	29,882.06	1,267.78	29,882.06	28,614.28	751,619.10	3,528.65	3,528.65
650 - MAINTENANCE & LANDSCAPING CONTRACTS	430.95	21,768.98	430.95	21,768.98	21,338.03	604,221.10	765.02	765.02
660 - UTILITIES	6,371.04	59,899.00	6,371.04	59,899.00	53,527.96	1,034,246.33	7,090.47	7,090.47
670 - PENSION CONTRIBUTIONS	43,152.32	44,867.47	43,152.32	44,867.47	1,715.15	942,827.98	45,169.53	45,169.53
680 - COST OF GOODS SOLD	0.00	808.83	0.00	808.83	808.83	111,325.00	946.66	946.66
710 - DEBT RETIREMENT	0.00	0.00	0.00	0.00	0.00	3,583,485.38	0.00	0.00
720 - CAPITAL OUTLAY	41,997.00	160,542.78	41,997.00	160,542.78	118,545.78	18,332,598.98	8,640.00	8,640.00
Total Expense:	828,842.20	1,344,169.99	828,842.20	1,344,169.99	515,327.79	46,758,261.67	855,073.95	855,073.95
Report Total:	955,350.26	144,535.06	955,350.26	144,535.06	810,815.20	-14,026,055.66	838,426.64	838,426.64

Fund Summary

Fund	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
01 - GENERAL CORPORATE	-132,188.02	-285,057.76	-132,188.02	-285,057.76	152,869.74	-389,950.57	-166,232.95	-166,232.95
25 - SPECIAL RECREATION	-60.00	0.00	-60.00	0.00	-60.00	576,542.98	0.00	0.00
29 - RECREATION	1,126,235.14	361,360.60	1,126,235.14	361,360.60	764,874.54	3,059,167.36	1,010,732.36	1,010,732.36
60 - DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	-1,714,312.38	0.00	0.00
70 - CAPITAL PROJECTS	-38,636.86	68,232.22	-38,636.86	68,232.22	-106,869.08	-15,557,503.05	-6,072.77	-6,072.77
Report Total:	955,350.26	144,535.06	955,350.26	144,535.06	810,815.20	-14,026,055.66	838,426.64	838,426.64

General fund - Interest income is above budget due to interest rates not coming down as much as anticipated. This is a permanent difference. Salaries and wages are under budget due to several open positions across the district. This is a permanent difference. Contractual services is under budget due to bank charges and fees, professional fees, and contingencies. This is a timing difference. Insurance expense is under budget in alliance with open positions. This is a permanent difference.

Debt service and Special recreation funds - Tracking as expected.

Recreation fund - Programs are doing better than budget at the end of January. Adult and youth tennis are contributing to this and it is a timing difference, except for about \$10,000. Baseball boys travel and house basketball are also contributing to the surplus. This is a timing difference. Childhood enrichment is also contributing to the surplus and it is also a timing difference. Skating school exceeded budget by \$39,000 by having more participants than budgeted for. This is a permanent difference. The bulk of the variance in fees and charges is due to the golf course. It is due to unused gift cards at year end. It is a permanent difference. Rentals have a revenue surplus mostly at Park Ave. This is a timing difference. Interest income is above budget due to interest rates not coming down as much as anticipated. This is a permanent difference. Miscellaneous income is over budget due to several sponsorships district wide that were not budgeted for. This is a permanent difference. Program expense is under budget, largely due to athletics and tennis. These are timing differences. Lessons expenses are under budget, largely due to private tennis wages. These are timing differences. Salaries and wages are under budget due to several open positions across the district. This is a permanent difference. Contractual services is under budget due to computer expense, advertising and promotions and education and training. This is a timing difference. Materials and supplies is under budget due to greens supplies, lumber materials, custodial supplies and general supplies. This is a timing difference. Maintenance and landscaping contracts is under budget due to building and equipment repairs that have not come to fruition. This is a timing difference. Utility bills are coming in more slowly than expected. This is a timing difference.

Capital fund - Miscellaneous income is falling short due to no new donations coming in from the Foundation in January. Other income is also falling short due to no grant money coming in yet for the SW Parks project.



Park District of Highland Park, IL

01 - GENERAL FUND

Income Statement

Current Period Ending 01/31/2025

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
410 - TAX	33,217.37	29,554.00	33,217.37	29,554.00	3,663.37	6,723,154.06	46,102.03	46,102.03
420 - FEES & CHARGES	2,570.62	1,899.21	2,570.62	1,899.21	671.41	45,696.00	2,193.39	2,193.39
450 - RENTALS	11,800.00	11,800.00	11,800.00	11,800.00	0.00	11,800.00	11,800.00	11,800.00
460 - MERCHANDISING	0.00	25.65	0.00	25.65	-25.65	304.00	0.00	0.00
470 - INTEREST INCOME	29,700.50	5,414.50	29,700.50	5,414.50	24,286.00	65,000.00	28,718.47	28,718.47
480 - MISCELLANEOUS INCOME	2,113.50	8,694.06	2,113.50	8,694.06	-6,580.56	54,701.00	400.00	400.00
Total Revenue:	79,401.99	57,387.42	79,401.99	57,387.42	22,014.57	6,900,655.06	89,213.89	89,213.89
Expense								
610 - SALARIES & WAGES	156,947.37	179,757.41	156,947.37	179,757.41	22,810.04	3,681,441.87	186,458.72	186,458.72
620 - CONTRACTUAL SERVICES	43,856.44	102,730.35	43,856.44	102,730.35	58,873.91	1,382,992.57	53,909.92	53,909.92
630 - INSURANCE	-8,441.64	24,931.52	-8,441.64	24,931.52	33,373.16	1,355,462.63	-6,986.67	-6,986.67
640 - MATERIALS & SUPPLIES	1,214.99	8,992.17	1,214.99	8,992.17	7,777.18	299,553.50	2,310.25	2,310.25
650 - MAINTENANCE & LANDSCAPING CONTRACTS	0.00	4,425.45	0.00	4,425.45	4,425.45	119,849.10	641.24	641.24
660 - UTILITIES	1,963.02	6,165.92	1,963.02	6,165.92	4,202.90	128,958.32	1,864.52	1,864.52
670 - PENSION CONTRIBUTIONS	16,049.83	15,442.36	16,049.83	15,442.36	-607.47	322,347.64	17,248.86	17,248.86
Total Expense:	211,590.01	342,445.18	211,590.01	342,445.18	130,855.17	7,290,605.63	255,446.84	255,446.84
Report Total:	-132,188.02	-285,057.76	-132,188.02	-285,057.76	152,869.74	-389,950.57	-166,232.95	-166,232.95

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

Salaries and wages are under budget due to several open positions across the district. This is a permanent difference.

Contractual services is under budget due to bank charges and fees, professional fees, and contingencies. This is a timing difference.

Insurance expense is under budget in alliance with open positions. This is a permanent difference.



Park District of Highland Park, IL

Income Statement

Current Period Ending 01/31/2025

25 - SPECIAL RECREATION

Type	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
Revenue								
410 - TAX	0.00	0.00	0.00	0.00	0.00	1,023,764.12	0.00	0.00
Total Revenue:	0.00	0.00	0.00	0.00	0.00	1,023,764.12	0.00	0.00
Expense								
620 - CONTRACTUAL SERVICES	60.00	0.00	60.00	0.00	-60.00	447,221.14	0.00	0.00
Total Expense:	60.00	0.00	60.00	0.00	-60.00	447,221.14	0.00	0.00
Report Total:	-60.00	0.00	-60.00	0.00	-60.00	576,542.98	0.00	0.00

This fund is tracking as expected.



Park District of Highland Park, IL

Income Statement

Current Period Ending 01/31/2025

29 - RECREATION FUND

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
100 - PROGRAMS	1,231,223.96	876,681.36	1,231,223.96	876,681.36	354,542.60	4,287,673.75	1,143,470.21	1,143,470.21
110 - CAMPS	2,442.00	9,556.15	2,442.00	9,556.15	-7,114.15	2,025,231.00	14,729.05	14,729.05
120 - LESSONS	50,600.95	53,060.77	50,600.95	53,060.77	-2,459.82	528,486.50	55,665.20	55,665.20
130 - SPECIAL EVENTS	1,143.00	935.00	1,143.00	935.00	208.00	111,550.00	0.00	0.00
410 - TAX	0.00	0.00	0.00	0.00	0.00	6,277,782.46	0.00	0.00
420 - FEES & CHARGES	65,096.76	42,717.50	65,096.76	42,717.50	22,379.26	2,950,796.75	66,683.11	66,683.11
440 - MEMBERSHIPS	123,175.29	110,843.12	123,175.29	110,843.12	12,332.17	1,722,428.47	109,423.74	109,423.74
450 - RENTALS	117,329.38	93,999.86	117,329.38	93,999.86	23,329.52	1,693,594.22	121,950.08	121,950.08
460 - MERCHANDISING	2,212.86	5,607.30	2,212.86	5,607.30	-3,394.44	182,865.50	1,931.24	1,931.24
470 - INTEREST INCOME	98,820.41	12,500.00	98,820.41	12,500.00	86,320.41	150,000.00	79,845.84	79,845.84
480 - MISCELLANEOUS INCOME	12,745.72	416.57	12,745.72	416.57	12,329.15	60,875.00	4,501.00	4,501.00
510 - OTHER INCOME	0.00	0.00	0.00	0.00	0.00	65,534.25	0.00	0.00
Total Revenue:	1,704,790.33	1,206,317.63	1,704,790.33	1,206,317.63	498,472.70	20,056,817.90	1,598,199.47	1,598,199.47
Expense								
100 - PROGRAMS	136,216.01	176,658.95	136,216.01	176,658.95	40,442.94	2,144,699.17	138,092.91	138,092.91
110 - CAMPS	7,134.37	4,294.99	7,134.37	4,294.99	-2,839.38	1,124,996.89	4,567.02	4,567.02
120 - LESSONS	9,322.06	20,822.22	9,322.06	20,822.22	11,500.16	271,178.51	12,786.41	12,786.41
130 - SPECIAL EVENTS	7,328.71	13,066.86	7,328.71	13,066.86	5,738.15	166,605.99	59.51	59.51
440 - MEMBERSHIPS	6,679.43	16,309.57	6,679.43	16,309.57	9,630.14	201,927.12	7,131.62	7,131.62
610 - SALARIES & WAGES	292,903.83	355,920.55	292,903.83	355,920.55	63,016.72	7,277,377.03	305,216.00	305,216.00
620 - CONTRACTUAL SERVICES	97,264.99	147,082.54	97,264.99	147,082.54	49,817.55	1,515,584.52	97,320.41	97,320.41
630 - INSURANCE	-13,648.46	-15,174.09	-13,648.46	-15,174.09	-1,525.63	1,638,450.36	-13,142.23	-13,142.23
640 - MATERIALS & SUPPLIES	52.79	20,889.89	52.79	20,889.89	20,837.10	452,065.60	1,218.40	1,218.40
650 - MAINTENANCE & LANDSCAPING CONTRACTS	430.95	17,343.53	430.95	17,343.53	16,912.58	484,372.00	123.78	123.78
660 - UTILITIES	4,408.02	53,733.08	4,408.02	53,733.08	49,325.06	905,288.01	5,225.95	5,225.95
670 - PENSION CONTRIBUTIONS	27,102.49	29,425.11	27,102.49	29,425.11	2,322.62	620,480.34	27,920.67	27,920.67
680 - COST OF GOODS SOLD	0.00	808.83	0.00	808.83	808.83	111,325.00	946.66	946.66
720 - CAPITAL OUTLAY	3,360.00	3,775.00	3,360.00	3,775.00	415.00	83,300.00	0.00	0.00
Total Expense:	578,555.19	844,957.03	578,555.19	844,957.03	266,401.84	16,997,650.54	587,467.11	587,467.11
Report Total:	1,126,235.14	361,360.60	1,126,235.14	361,360.60	764,874.54	3,059,167.36	1,010,732.36	1,010,732.36

Fund Summary

Fund	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
29 - RECREATION	1,126,235.14	361,360.60	1,126,235.14	361,360.60	764,874.54	3,059,167.36	1,010,732.36	1,010,732.36
Report Total:	1,126,235.14	361,360.60	1,126,235.14	361,360.60	764,874.54	3,059,167.36	1,010,732.36	1,010,732.36

Programs are doing better than budget at the end of January. Adult and youth tennis are contributing to this and it is a timing difference, except for about \$10,000. Baseball boys travel and house basketball are also contributing to the surplus. This is a timing difference. Childhood enrichment is also contributing to the surplus and it is also a timing difference. Skating school exceeded budget by \$39,000 by having more participants than budgeted for. This is a permanent difference.

The bulk of the variance in fees and charges is due to the golf course. It is due to unused gift cards at year end. It is a permanent difference.

Rentals have a revenue surplus mostly at Park Ave. This is a timing difference.

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

Miscellaneous income is over budget due to several sponsorships district wide that were not budgeted for. This is a permanent difference.

Program expense is under budget, largely due to athletics and tennis. These are timing differences.

Lessons expenses are under budget, largely due to private tennis wages. These are timing differences.

Salaries and wages are under budget due to several open positions across the district. This is a permanent difference.

Contractual services is under budget due to computer expense, advertising and promotions and education and training. This is a timing difference.

Materials and supplies is under budget due to greens supplies, lumber materials, custodial supplies and general supplies. This is a timing difference.

Maintenance and landscaping contracts is under budget due to building and equipment repairs that have not come to fruition. This is a timing difference.

Utility bills are coming in more slowly than expected. This is a timing difference.



Park District of Highland Park, IL

60 - DEBT SERVICE

Income Statement

Current Period Ending 01/31/2025

Type	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
Revenue								
410 - TAX	0.00	0.00	0.00	0.00	0.00	1,869,173.00	0.00	0.00
Total Revenue:	0.00	0.00	0.00	0.00	0.00	1,869,173.00	0.00	0.00
Expense								
710 - DEBT RETIREMENT	0.00	0.00	0.00	0.00	0.00	3,583,485.38	0.00	0.00
Total Expense:	0.00	0.00	0.00	0.00	0.00	3,583,485.38	0.00	0.00
Report Total:	0.00	0.00	0.00	0.00	0.00	-1,714,312.38	0.00	0.00

This fund is tracking as expected.



Park District of Highland Park, IL

70 - CAPITAL FUND

Income Statement

Current Period Ending 01/31/2025

Type	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
Revenue								
470 - INTEREST INCOME	0.14	0.00	0.14	0.00	0.14	0.00	6,087.23	6,087.23
480 - MISCELLANEOUS INCOME	0.00	100,000.00	0.00	100,000.00	-100,000.00	2,403,407.00	0.00	0.00
510 - OTHER INCOME	0.00	125,000.00	0.00	125,000.00	-125,000.00	478,388.93	0.00	0.00
Total Revenue:	0.14	225,000.00	0.14	225,000.00	-224,999.86	2,881,795.93	6,087.23	6,087.23
Expense								
620 - CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	190,000.00	3,520.00	3,520.00
720 - CAPITAL OUTLAY	38,637.00	156,767.78	38,637.00	156,767.78	118,130.78	18,249,298.98	8,640.00	8,640.00
Total Expense:	38,637.00	156,767.78	38,637.00	156,767.78	118,130.78	18,439,298.98	12,160.00	12,160.00
Report Total:	-38,636.86	68,232.22	-38,636.86	68,232.22	-106,869.08	-15,557,503.05	-6,072.77	-6,072.77

Miscellaneous income is falling short due to no new donations coming in from the Foundation in January.

Other income is also falling short due to no grant money coming in yet for the SW Parks project.

Capital Outlay is under budget due to projects stalling due to poor January weather.



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	\$ 79,845.84	\$ 6,491,282.46	\$ 98,820.41
Expense	\$ 7,501,952.75	\$ 165,024.60	\$ 6,758,753.72	\$ 158,913.97
Center: 11 - ADMINISTRATIVE Surplus (Deficit):	\$ (1,252,333.08)	\$ (85,178.76)	\$ (267,471.26)	\$ (60,093.56)
Net Revenue:	-20.04%	-106.68%	-4.12%	-60.81%
Center: 24 - WEST RIDGE CENTER				
Revenue	\$ 801,668.00	\$ 288,495.49	\$ 883,501.00	\$ 327,005.36
Expense	\$ 1,022,929.28	\$ 44,160.34	\$ 1,078,122.45	\$ 36,472.41
Center: 24 - WEST RIDGE CENTER Surplus (Deficit):	\$ (221,261.28)	\$ 244,335.15	\$ (194,621.45)	\$ 290,532.95
Net Revenue:	-27.60%	84.69%	-22.03%	88.85%
Center: 26 - ATHLETICS				
Revenue	\$ 1,130,926.00	\$ 387,376.42	\$ 1,237,581.50	\$ 378,736.13
Expense	\$ 1,101,606.60	\$ 95,925.82	\$ 1,268,715.38	\$ 86,780.16
Center: 26 - ATHLETICS Surplus (Deficit):	\$ 29,319.40	\$ 291,450.60	\$ (31,133.88)	\$ 291,955.97
Net Revenue:	2.59%	75.24%	-2.52%	77.09%
Center: 28 - CAMPS				
Revenue	\$ 1,136,585.00	\$ 1,185.00	\$ 1,216,775.00	\$ -
Expense	\$ 619,430.69	\$ 2,871.64	\$ 816,133.48	\$ 14,940.66
Center: 28 - CAMPS Surplus (Deficit):	\$ 517,154.31	\$ (1,686.64)	\$ 400,641.52	\$ (14,940.66)
Net Revenue:	45.50%	-142.33%	32.93%	0.00%
Center: 29 - SPECIAL EVENTS				
Revenue	\$ 62,475.00	\$ -	\$ 40,510.00	\$ 93.00
Expense	\$ 185,652.12	\$ 1,949.33	\$ 166,162.88	\$ 8,599.62
Center: 29 - SPECIAL EVENTS Surplus (Deficit):	\$ (123,177.12)	\$ (1,949.33)	\$ (125,652.88)	\$ (8,506.62)
Net Revenue:	-197.16%	0.00%	-310.18%	-9146.90%
Center: 31 - HIDDEN CREEK AQUAPARK				
Revenue	\$ 460,883.50	\$ 16.74	\$ 522,450.00	\$ 45.90
Expense	\$ 647,338.54	\$ 3,365.28	\$ 714,744.57	\$ 4,613.30
Center: 31 - HIDDEN CREEK AQUAPARK Surplus (Deficit):	\$ (186,455.04)	\$ (3,348.54)	\$ (192,294.57)	\$ (4,567.40)
Net Revenue:	-40.46%	-20,003.23%	-36.81%	-9950.76%

Account Type	2024		2024		2025		2025		
		Total Budget		YTD Activity		Total Budget		YTD Activity	
Center: 32 - ROSEWOOD INTERPRETIVE CENTER									
	Revenue	\$	129,676.00	\$	1,579.25	\$	143,426.25	\$	4,831.50
	Expense	\$	119,521.49	\$	2,077.81	\$	147,068.05	\$	2,394.92
Center: 32 - ROSEWOOD INTERPRETIVE CENTER Surplus (Deficit):		\$	10,154.51	\$	(498.56)	\$	(3,641.80)	\$	2,436.58
Net Revenue:			7.83%		-31.57%		-2.54%		50.43%
Center: 33 - ROSEWOOD BEACH									
	Revenue	\$	177,975.00	\$	205.00	\$	213,425.00	\$	260.00
	Expense	\$	287,704.11	\$	3,485.71	\$	296,420.21	\$	4,851.27
Center: 33 - ROSEWOOD BEACH Surplus (Deficit):		\$	(109,729.11)	\$	(3,280.71)	\$	(82,995.21)	\$	(4,591.27)
Net Revenue:			-61.65%		-1,600.35%		-38.89%		-1765.87%
Center: 34 - PARK AVENUE									
	Revenue	\$	278,077.91	\$	15,838.74	\$	271,120.00	\$	16,099.79
	Expense	\$	293,032.13	\$	2,418.44	\$	298,080.38	\$	5,734.53
Center: 34 - PARK AVENUE Surplus (Deficit):		\$	(14,954.22)	\$	13,420.30	\$	(26,960.38)	\$	10,365.26
Net Revenue:			-5.38%		84.73%		-9.94%		64.38%
Center: 38 - ICE ARENA									
	Revenue	\$	1,210,865.50	\$	280,616.95	\$	1,373,866.22	\$	298,966.40
	Expense	\$	1,146,698.89	\$	48,768.70	\$	1,338,458.58	\$	46,577.57
Center: 38 - ICE ARENA Surplus (Deficit):		\$	64,166.61	\$	231,848.25	\$	35,407.64	\$	252,388.83
Net Revenue:			5.30%		82.62%		2.58%		84.42%
Center: 41 - MAINTENANCE									
	Expense	\$	1,009,351.08	\$	25,213.72	\$	-	\$	-
Center: 41 - MAINTENANCE Total:		\$	1,009,351.08	\$	25,213.72	\$	-		0.00%
Net Revenue:									
Center: 42 - SUNSET VALLEY GOLF CLUB									
	Revenue	\$	2,141,345.00	\$	23,453.35	\$	2,339,845.00	\$	19,797.67
	Expense	\$	774,879.40	\$	14,501.63	\$	1,960,676.61	\$	38,255.23
Center: 42 - SUNSET VALLEY GOLF CLUB Surplus (Deficit):		\$	1,366,465.60	\$	8,951.72	\$	379,168.39	\$	(18,457.56)
Net Revenue:			63.81%		38.17%		16.20%		-93.23%
Center: 49 - RECREATION CENTER ADMIN									
	Revenue	\$	95,901.00	\$	12,092.06	\$	98,586.00	\$	6,964.38
	Expense	\$	722,300.97	\$	29,056.31	\$	753,959.37	\$	24,264.60
Center: 49 - RECREATION CENTER ADMIN Surplus (Deficit):		\$	(626,399.97)	\$	(16,964.25)	\$	(655,373.37)	\$	(17,300.22)
Net Revenue:			-653.17%		-140.29%		-664.77%		-248.41%
Center: 51 - RECREATION CENTER FITNESS									
	Revenue	\$	1,415,092.39	\$	131,943.73	\$	1,737,507.05	\$	154,320.33
	Expense	\$	871,759.71	\$	37,976.59	\$	984,984.77	\$	37,567.94
Center: 51 - RECREATION CENTER FITNESS Surplus (Deficit):		\$	543,332.68	\$	93,967.14	\$	752,522.28	\$	116,752.39
Net Revenue:			38.40%		71.22%		43.31%		75.66%
Center: 53 - RECREATION CENTER AQUATICS									
	Revenue	\$	286,927.80	\$	31,861.58	\$	284,727.75	\$	26,620.27
	Expense	\$	386,128.26	\$	18,445.27	\$	377,343.03	\$	15,176.31
Center: 53 - RECREATION CENTER AQUATICS Surplus (Deficit)		\$	(99,200.46)	\$	13,416.31	\$	(92,615.28)	\$	11,443.96
Net Revenue:			-34.57%		42.11%		-32.53%		42.99%

Account Type		2024		2024		2025		2025	
		Total Budget		YTD Activity		Total Budget		YTD Activity	
Center: 54 - DOME									
	Revenue	\$	-	\$	-	\$	557,834.67	\$	-
	Expense	\$	-	\$	-	\$	643,332.62	\$	4,296.55
Center: 54 - DOME Surplus (Deficit):		\$	-	\$	-	\$	(85,497.95)	\$	(4,296.55)
Net Revenue:			0.00%		0.00%		-15.33%		0.00%
Center: 55 - TENNIS									
	Revenue	\$	1,955,046.00	\$	335,018.32	\$	1,922,374.50	\$	369,367.29
	Expense	\$	1,522,057.88	\$	60,663.25	\$	1,477,778.46	\$	63,954.24
Center: 55 - TENNIS Surplus (Deficit):		\$	432,988.12	\$	274,355.07	\$	444,596.04	\$	305,413.05
Net Revenue:			22.15%		81.89%		23.13%		82.69%
Center: 61 - HELLER NATURE CENTER									
	Revenue	\$	241,897.50	\$	2,268.00	\$	242,246.50	\$	2,711.90
	Expense	\$	665,650.99	\$	15,954.50	\$	480,567.19	\$	14,819.26
Center: 61 - HELLER NATURE CENTER Surplus (Deficit):		\$	(423,753.49)	\$	(13,686.50)	\$	(238,320.69)	\$	(12,107.36)
Net Revenue:			-175.18%		-603.46%		-98.38%		-446.45%
Center: 74 - HPCC LEARNING CENTER									
	Revenue	\$	481,664.00	\$	6,403.00	\$	434,224.75	\$	150.00
	Expense	\$	464,539.78	\$	15,040.91	\$	432,564.54	\$	9,432.00
Center: 74 - HPCC LEARNING CENTER Surplus (Deficit):		\$	17,124.22	\$	(8,637.91)	\$	1,660.21	\$	(9,282.00)
Net Revenue:			3.56%		-134.90%		0.38%		-6188.00%
Center: 76 - HPCC BUILDING									
	Revenue	\$	35,916.55	\$	-	\$	45,534.25	\$	-
	Expense	\$	36,048.55	\$	567.26	\$	56,914.25	\$	910.65
Center: 76 - HPCC BUILDING Surplus (Deficit):		\$	(132.00)	\$	(567.26)	\$	(11,380.00)	\$	(910.65)
Net Revenue:			-0.37%		0.00%		-24.99%		0.00%
Fund: 29 - RECREATION Surplus (Deficit):		\$	(1,086,041.40)	\$	1,010,732.36	\$	6,037.36	\$	1,126,235.14
Net Revenue:			-5.94%		63.24%		0.03%		66.06%
Report Surplus (Deficit):		\$	(1,086,041.40)	\$	1,010,732.36	\$	6,037.36	\$	1,126,235.14
Net Revenue:			-5.94%		63.24%		0.03%		66.06%



Sunset Valley Golf Course

	2024 Budget	2024 YTD Activity	2025 Budget	2025 YTD Activity
Revenue	\$ 2,141,345.00	\$ 23,453.35	\$ 2,339,845.00	\$ 19,797.67
Expense	\$ 1,784,230.48	\$ 39,715.35	\$ 1,960,676.61	\$ 38,255.23
Report Surplus (Deficit):	\$ 357,114.52	\$ (16,262.00)	\$ 379,168.39	\$ (18,457.56)

Recreation Center of HP

	2024 Budget	2024 YTD Activity	2025 Budget	2025 YTD Activity
Revenue	\$ 1,797,921.19	\$ 175,897.37	\$ 2,120,820.80	\$ 187,904.98
Expense	\$ 1,980,188.94	\$ 85,478.17	\$ 2,116,287.17	\$ 77,008.85
Report Surplus (Deficit):	\$ (182,267.75)	\$ 90,419.20	\$ 4,533.63	\$ 110,896.13

Deer Creek Raquet Club

	2024 Budget	2024 YTD Activity	2025 Budget	2025 YTD Activity
Revenue	\$ 1,955,046.00	\$ 335,018.32	\$ 1,922,374.50	\$ 369,367.20
Expense	\$ 1,522,057.88	\$ 60,663.25	\$ 1,477,778.46	\$ 63,954.24
Report Surplus (Deficit):	\$ 432,988.12	\$ 274,355.07	\$ 444,596.04	\$ 305,412.96

Park District of Highland Park
Investment Schedule
January 31, 2025

1/31/2025

Bank	Type		Purchase Date	Maturity Date	Interest Rate	Purchase Price	Monthly Interest	Expected Interest
PMA	CD	475,500.00	4/4/2024	4/4/2025	5.10%	475,500.00	2,021.85	24,262.14
PMA	TS	1,524,400.00	4/5/2024	4/4/2025	5.14%	1,524,400.00	6,535.70	78,428.34
PMA	CD	1,189,350.00	6/12/2024	6/12/2025	5.04%	1,189,350.00	4,998.13	59,977.52
PMA	DTC	723,363.16	6/20/2024	6/17/2025	5.15%	723,363.16	3,106.17	37,274.00
PMA	CD	2,379,450.00	7/12/2024	7/11/2025	5.01%	2,379,450.00	9,929.80	119,157.62
PMA	TS	1,000,000.00	7/19/2024	7/21/2025	5.15%	1,000,000.00	4,290.05	51,480.55
PMA	CD	1,910,200.00	8/16/2024	8/15/2024	4.66%	1,910,200.00	7,420.31	89,043.76
PMA	CD	1,919,600.00	9/17/2024	9/17/2025	4.14%	1,919,600.00	6,623.43	79,481.12
PMA	TS	3,000,000.00	10/18/2024	10/17/2025	4.31%	3,000,000.00	10,775.00	129,300.00
PMA	TS	1,000,000.00	1/17/2025	7/21/2025	4.17%	1,000,000.00	3,426.10	20,556.60
First Bank of Highland Park	CD	1,000,000.00	12/1/2023	12/1/2024	4.08%	1,000,000.00	3,400.00	40,800.00
First Bank of Highland Park	CD	1,000,000.00	3/21/2024	3/21/2025	4.94%	1,000,000.00	4,116.67	49,400.00
First Bank of Highland Park	CD	2,000,000.00	5/26/2024	5/26/2025	4.88%	2,000,000.00	8,133.33	97,600.00
First Bank of Highland Park	CD	2,000,000.00	9/27/2024	9/27/2025	4.08%	2,000,000.00	6,800.00	81,600.00
		21,121,863.16				21,121,863.16	81,576.52	958,361.65



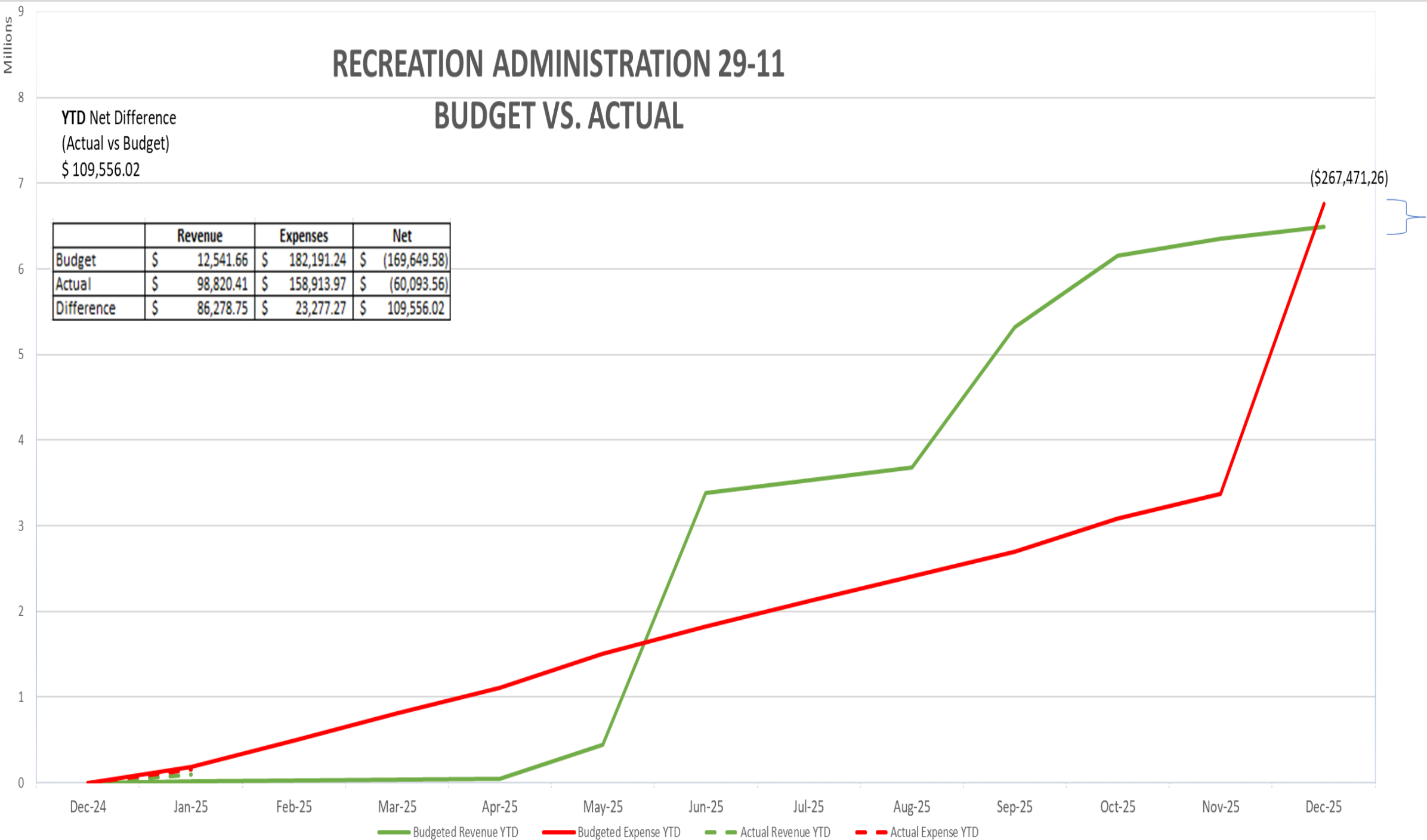
Revenue and Expense Charts by Center – January 2025

RECREATION ADMINISTRATION 29-11

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$ 109,556.02

	Revenue	Expenses	Net
Budget	\$ 12,541.66	\$ 182,191.24	\$ (169,649.58)
Actual	\$ 98,820.41	\$ 158,913.97	\$ (60,093.56)
Difference	\$ 86,278.75	\$ 23,277.27	\$ 109,556.02



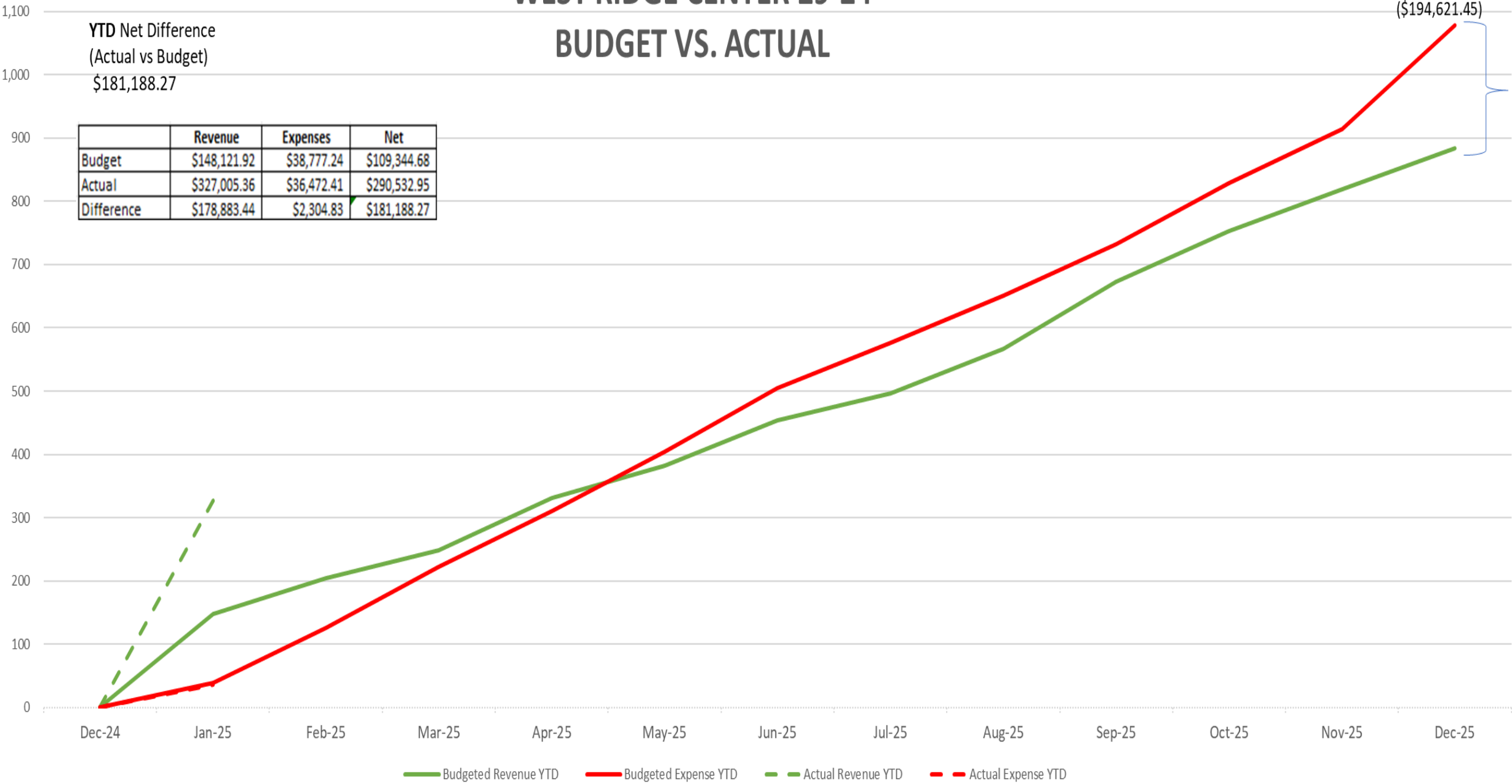
WEST RIDGE CENTER 29-24

BUDGET VS. ACTUAL

Thousands

YTD Net Difference
(Actual vs Budget)
\$181,188.27

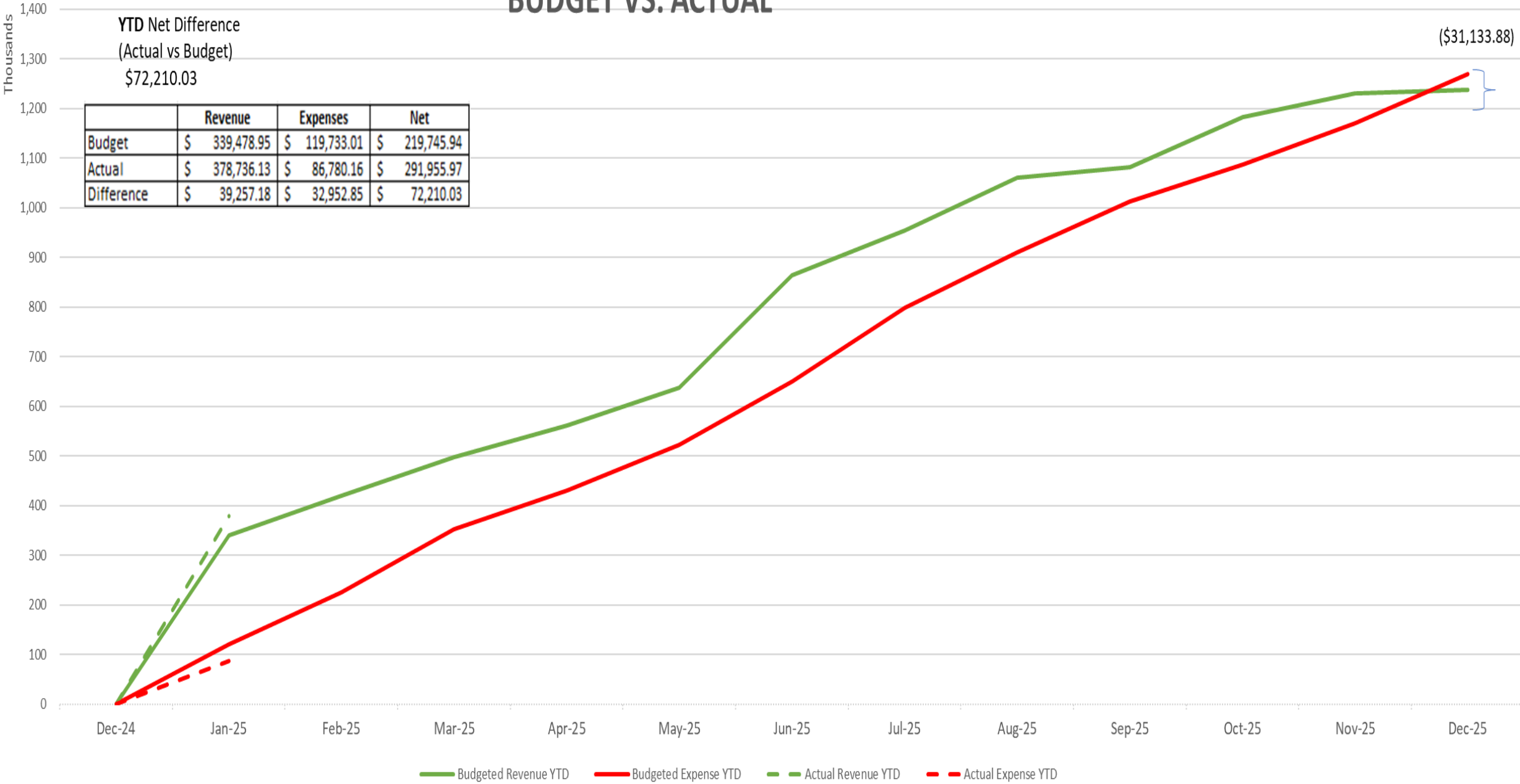
	Revenue	Expenses	Net
Budget	\$148,121.92	\$38,777.24	\$109,344.68
Actual	\$327,005.36	\$36,472.41	\$290,532.95
Difference	\$178,883.44	\$2,304.83	\$181,188.27



(\$194,621.45)

ATHLETICS 29-26

BUDGET VS. ACTUAL



CAMP 29-28

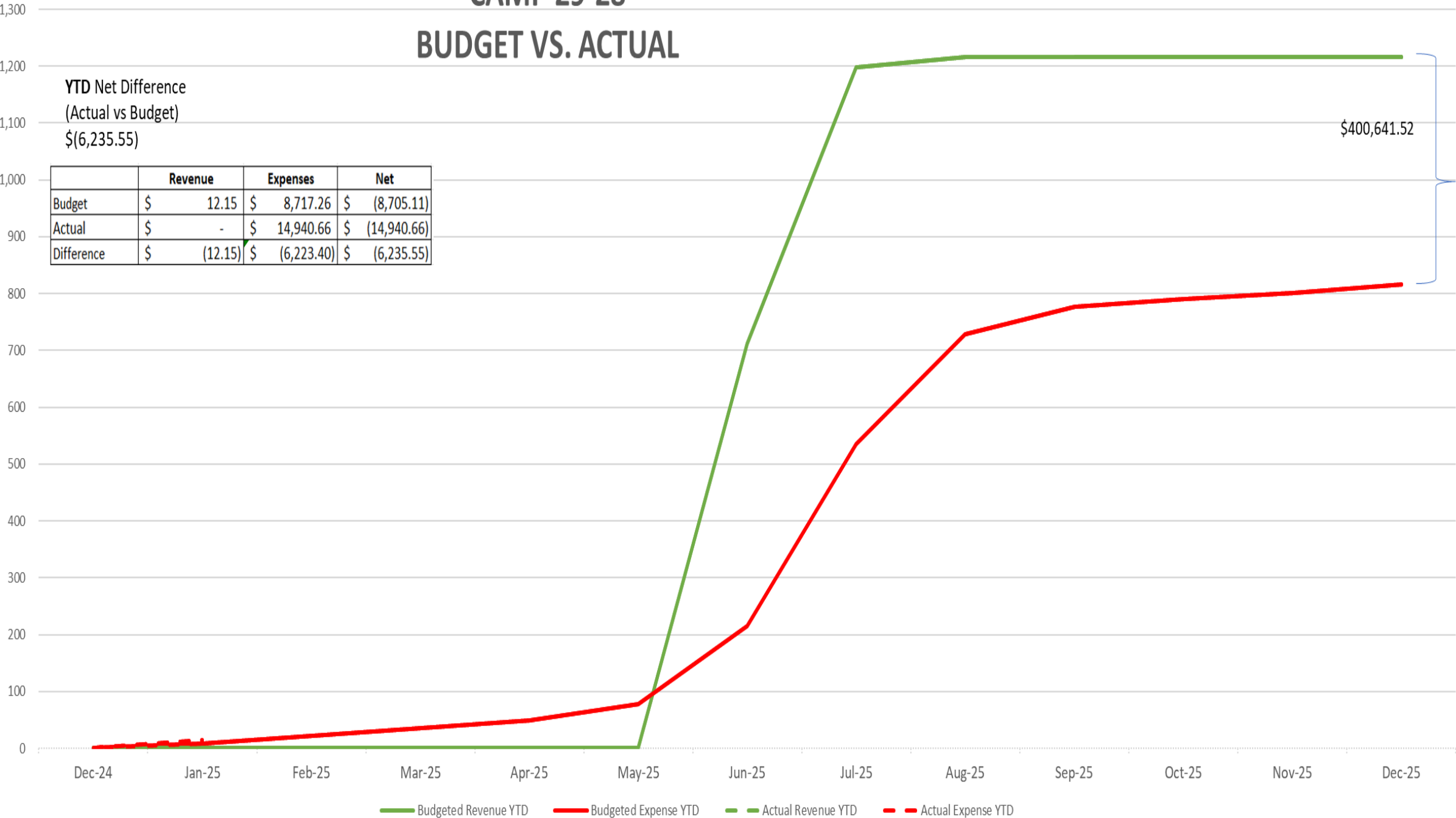
BUDGET VS. ACTUAL

Thousands

YTD Net Difference
(Actual vs Budget)
\$(6,235.55)

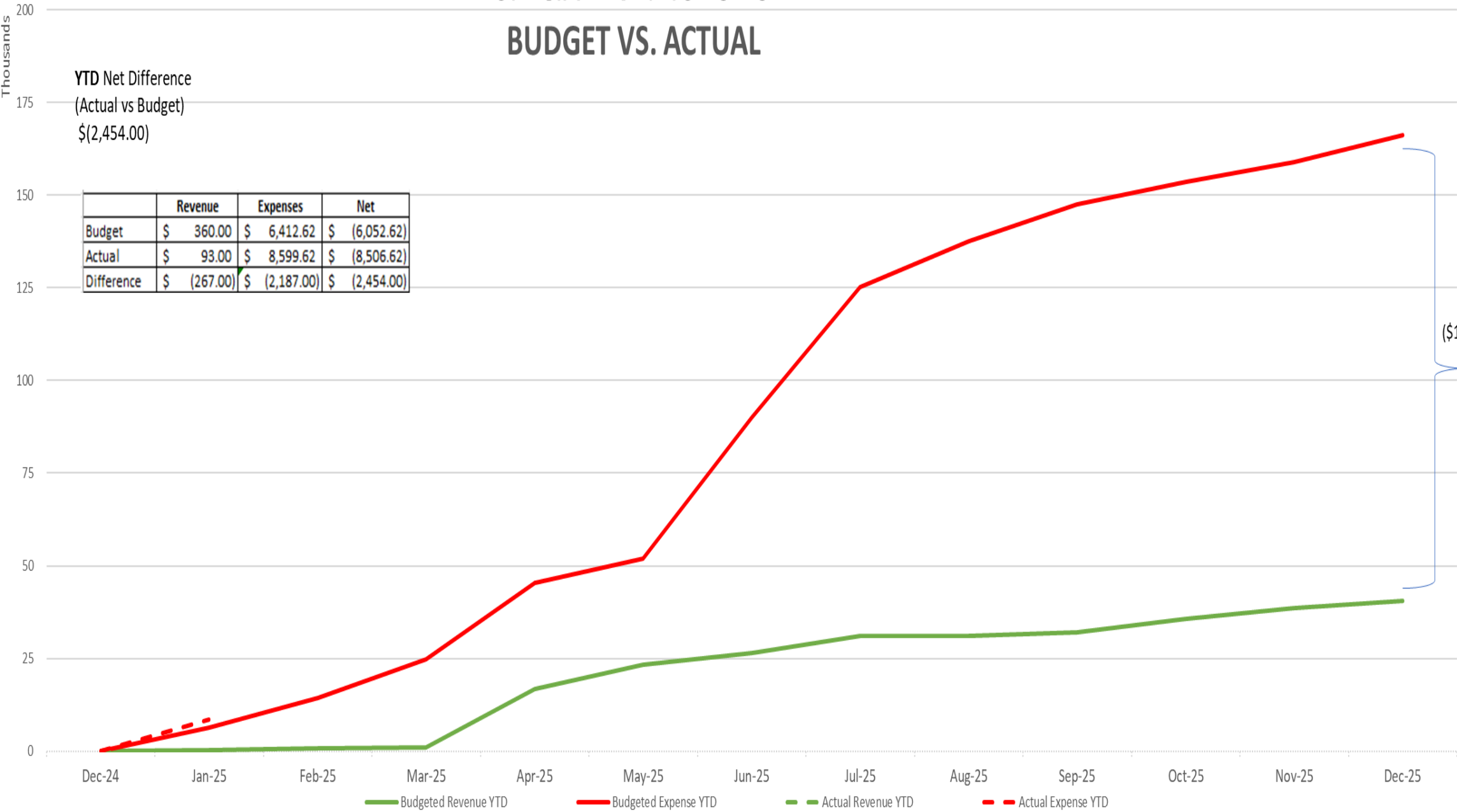
	Revenue	Expenses	Net
Budget	\$ 12.15	\$ 8,717.26	\$ (8,705.11)
Actual	\$ -	\$ 14,940.66	\$ (14,940.66)
Difference	\$ (12.15)	\$ (6,223.40)	\$ (6,235.55)

\$400,641.52



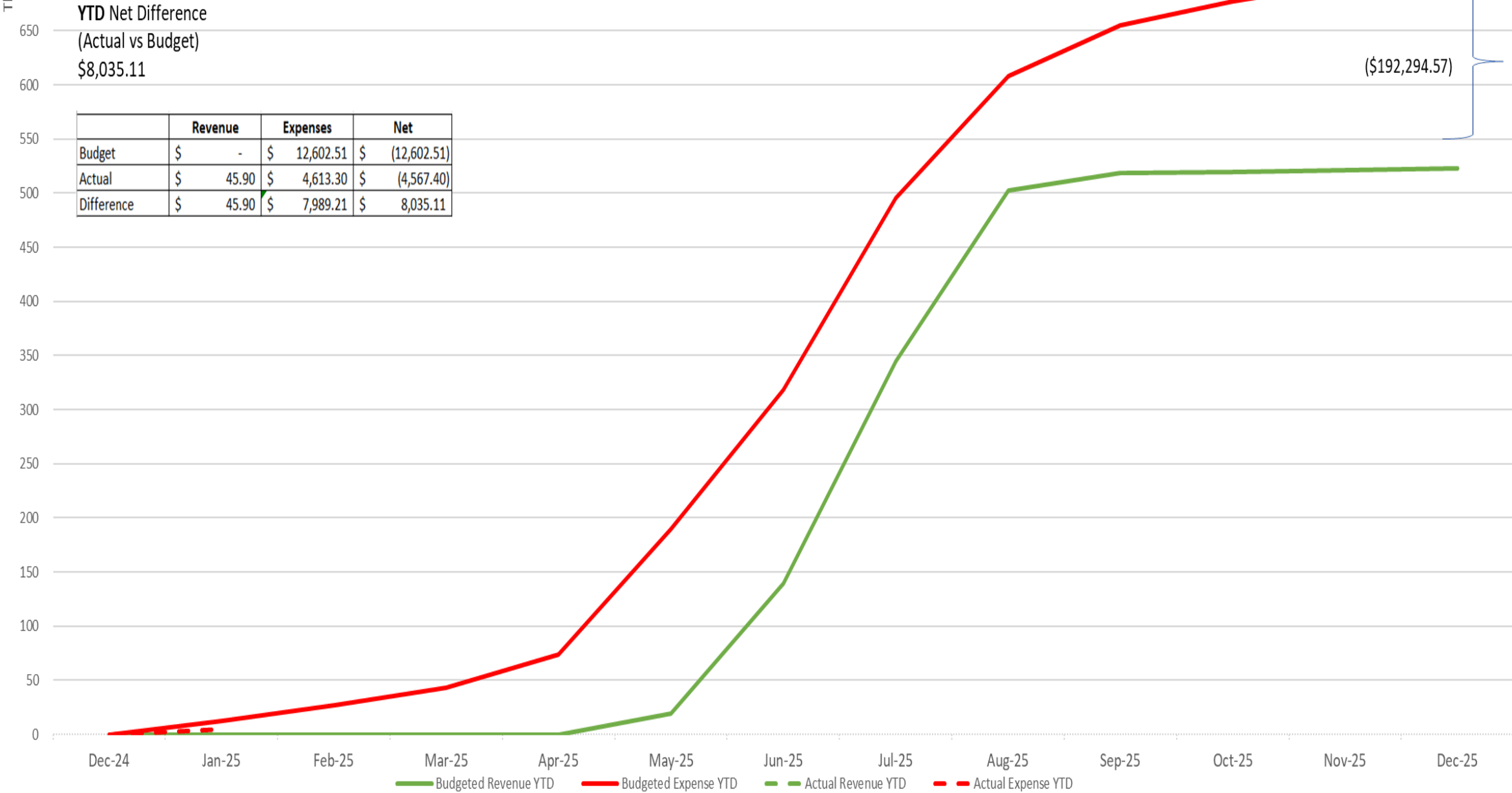
SPECIAL EVENTS 29-29

BUDGET VS. ACTUAL



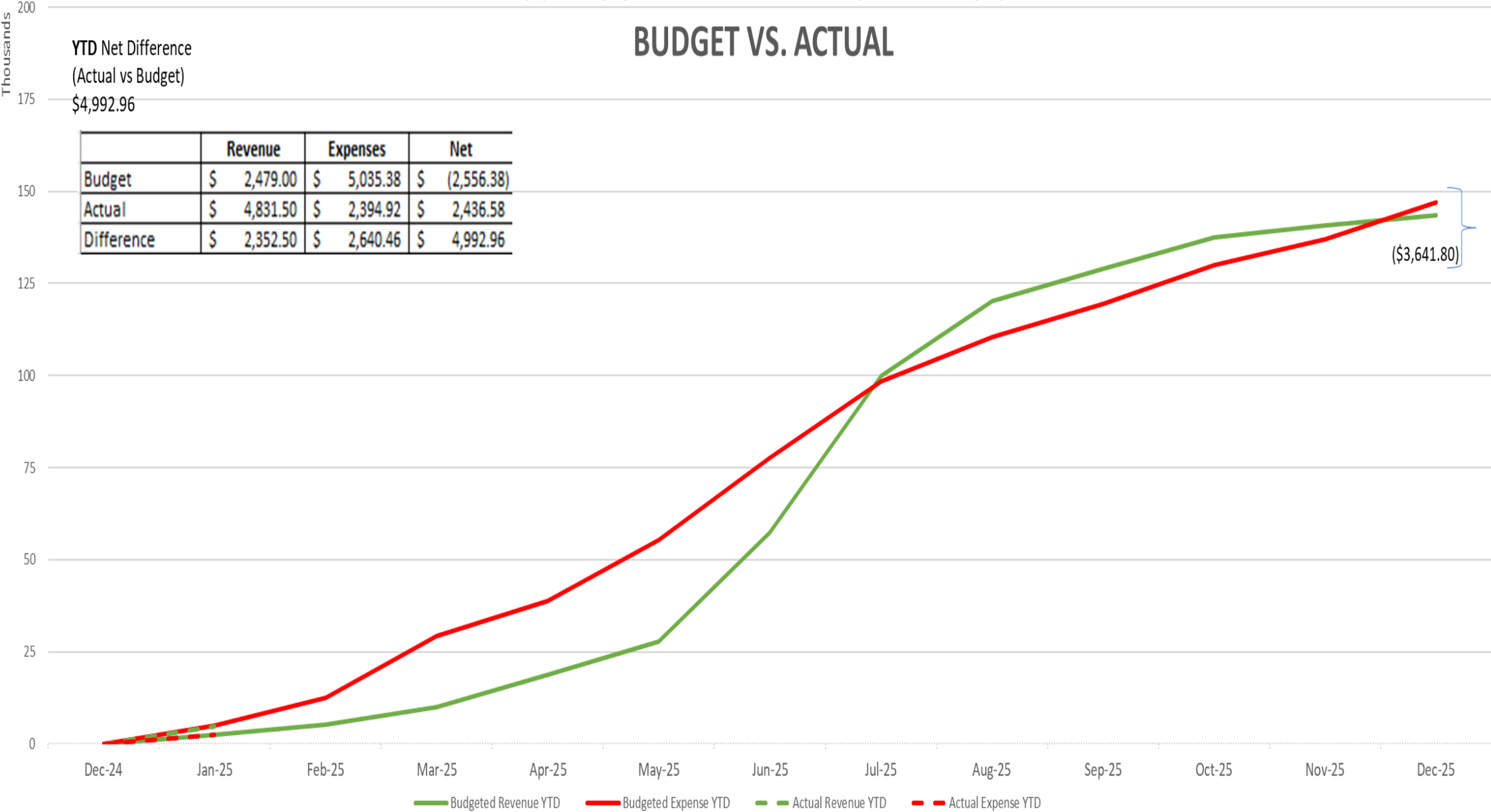
HIDDEN CREEK AQUA PARK 29-31

BUDGET VS. ACTUAL



ROSEWOOD INTERPRETIVE CENTER 29-32

BUDGET VS. ACTUAL

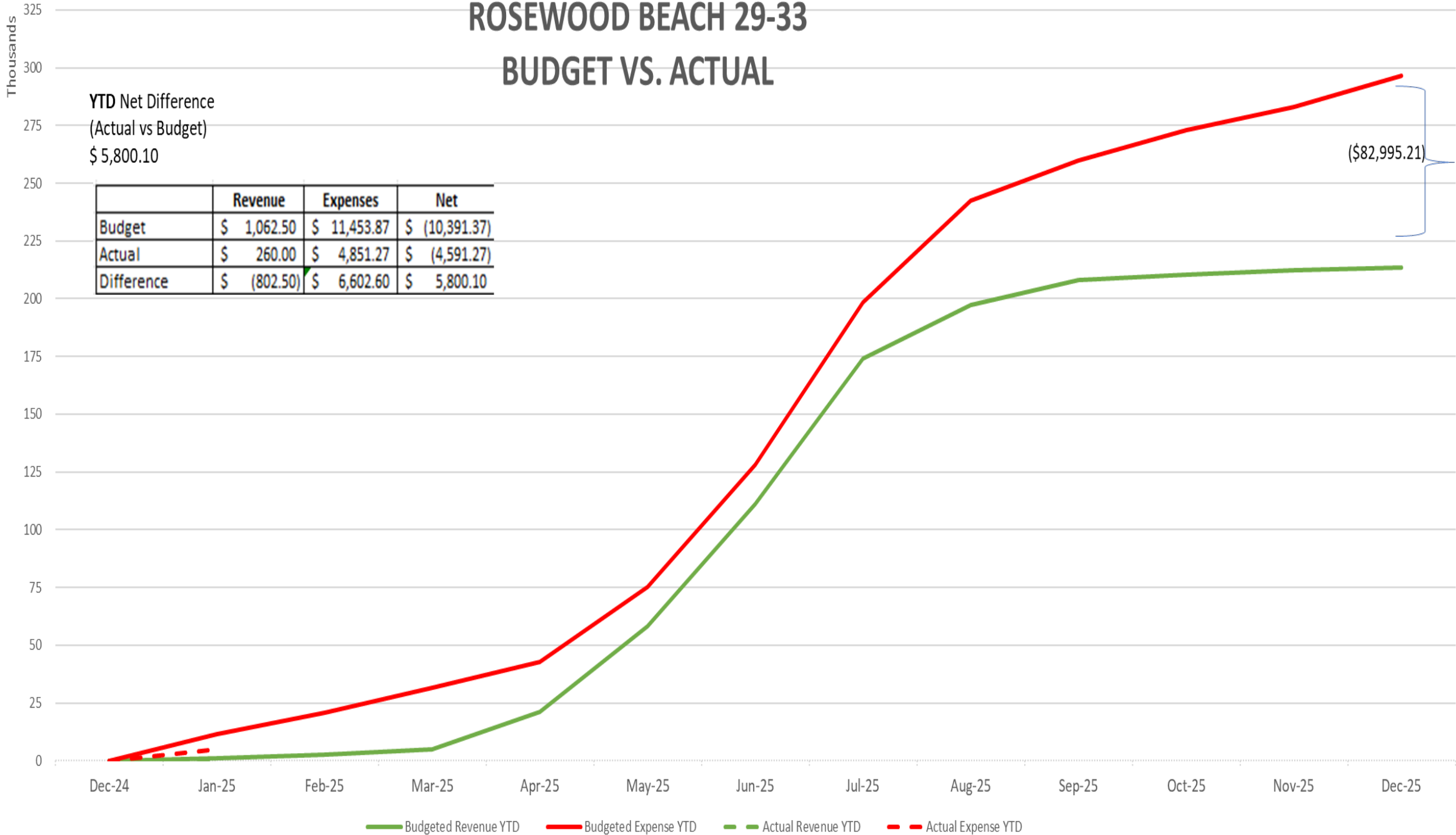


ROSEWOOD BEACH 29-33

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$ 5,800.10

	Revenue	Expenses	Net
Budget	\$ 1,062.50	\$ 11,453.87	\$ (10,391.37)
Actual	\$ 260.00	\$ 4,851.27	\$ (4,591.27)
Difference	\$ (802.50)	\$ 6,602.60	\$ 5,800.10



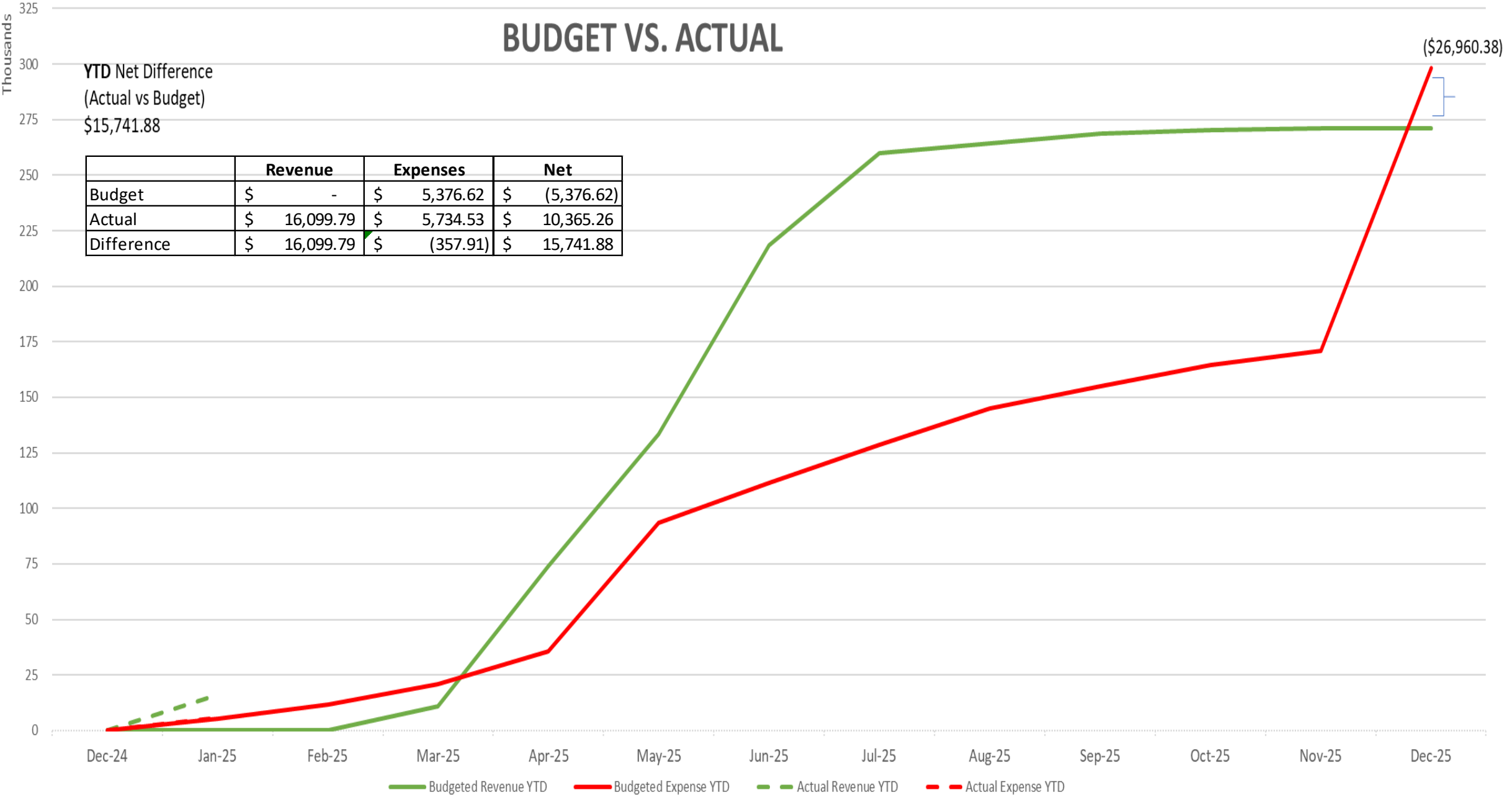
PARK AVENUE 29-34

BUDGET VS. ACTUAL

Thousands

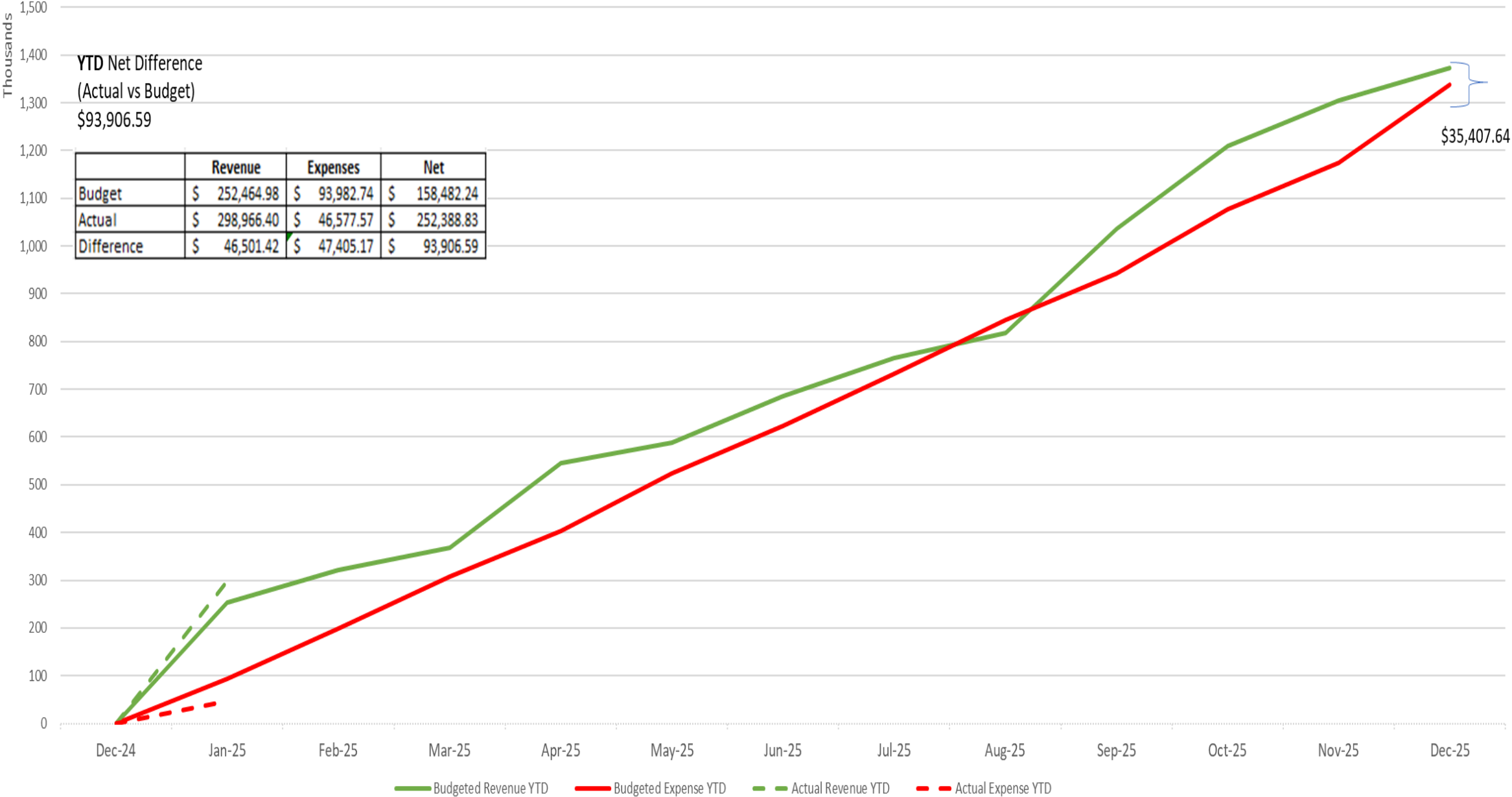
YTD Net Difference
(Actual vs Budget)
\$15,741.88

	Revenue	Expenses	Net
Budget	\$ -	\$ 5,376.62	\$ (5,376.62)
Actual	\$ 16,099.79	\$ 5,734.53	\$ 10,365.26
Difference	\$ 16,099.79	\$ (357.91)	\$ 15,741.88



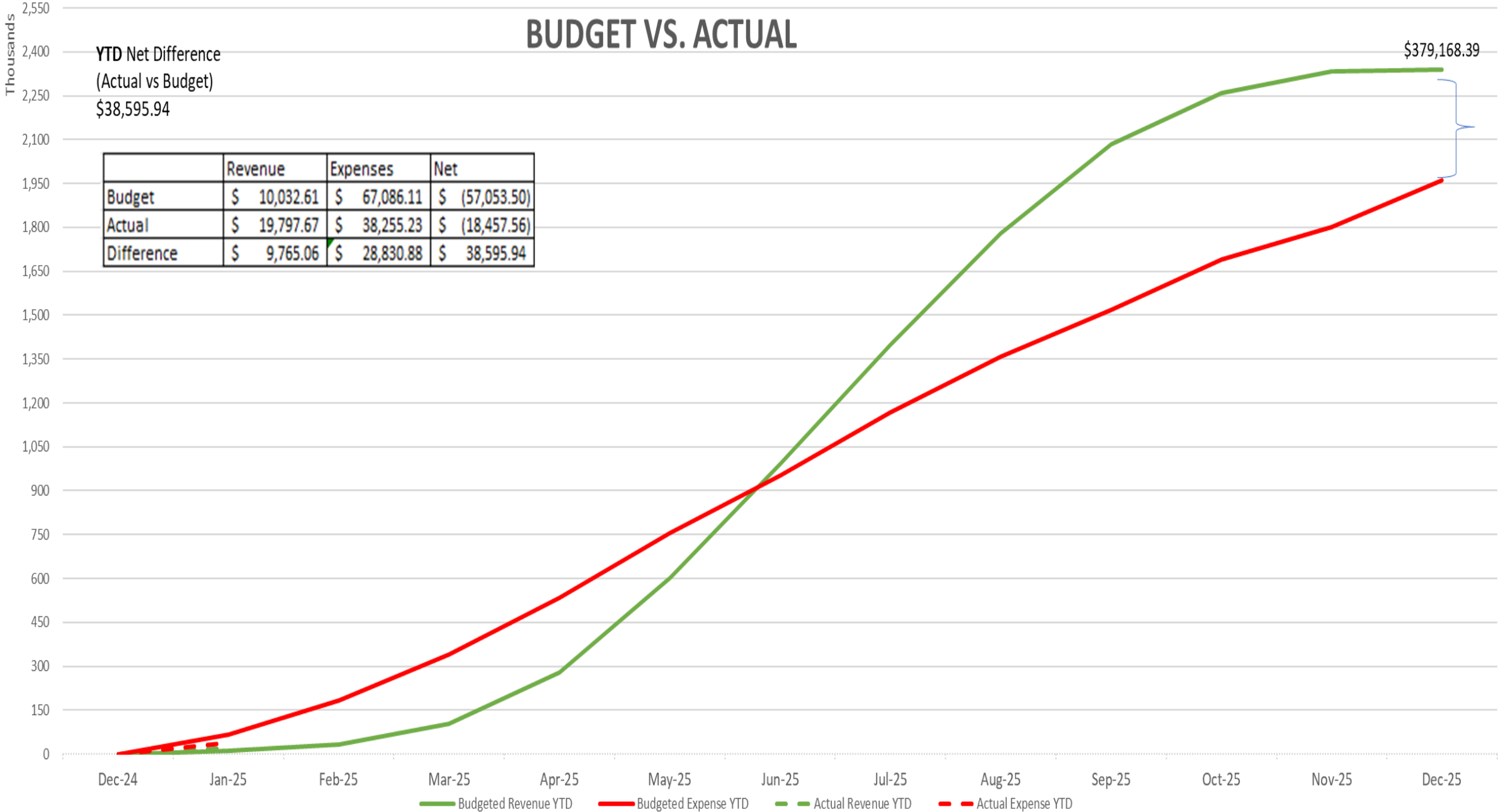
CENTENNIAL 29-38

BUDGET VS. ACTUAL



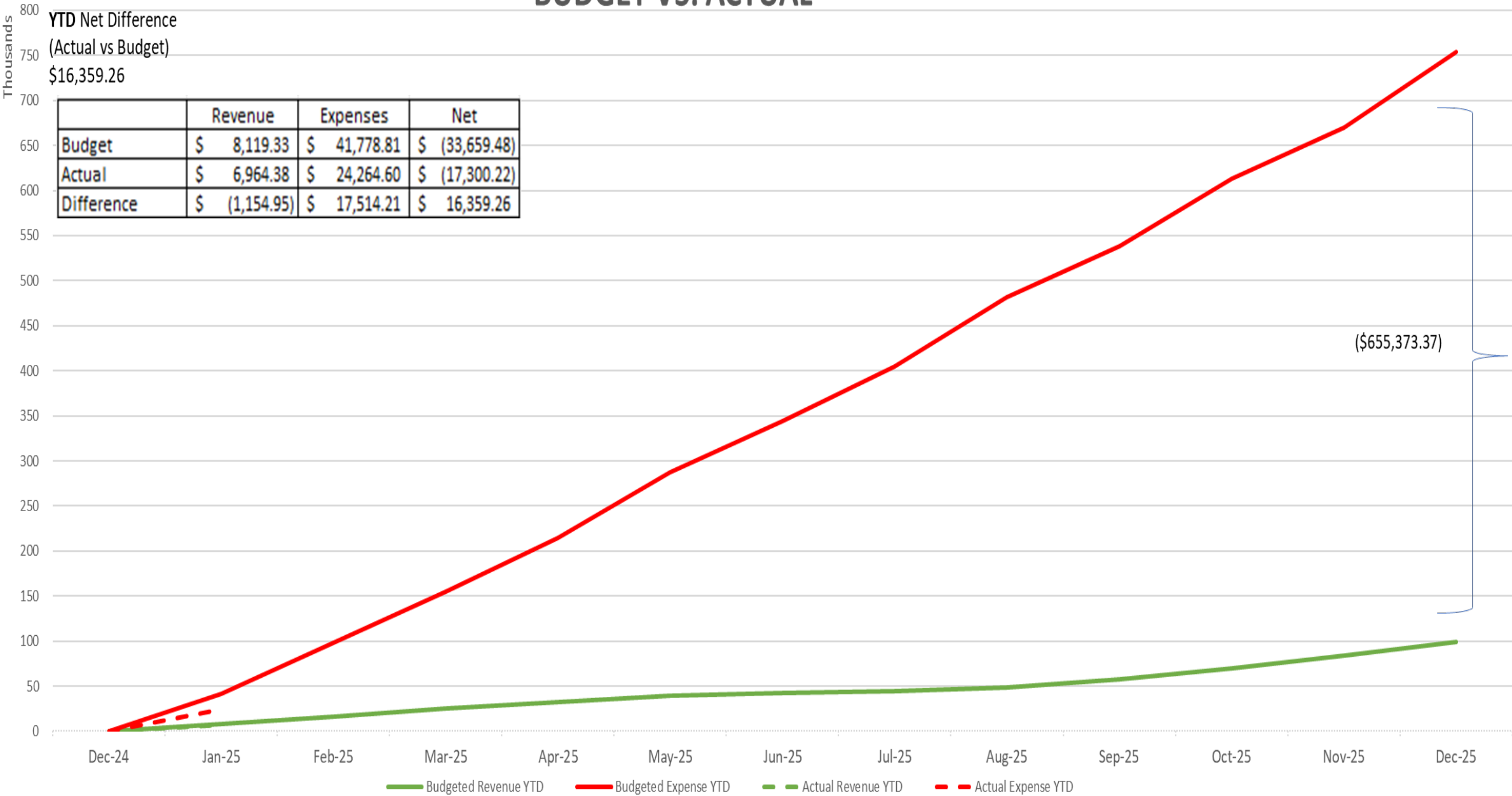
SUNSET VALLEY 29-42

BUDGET VS. ACTUAL



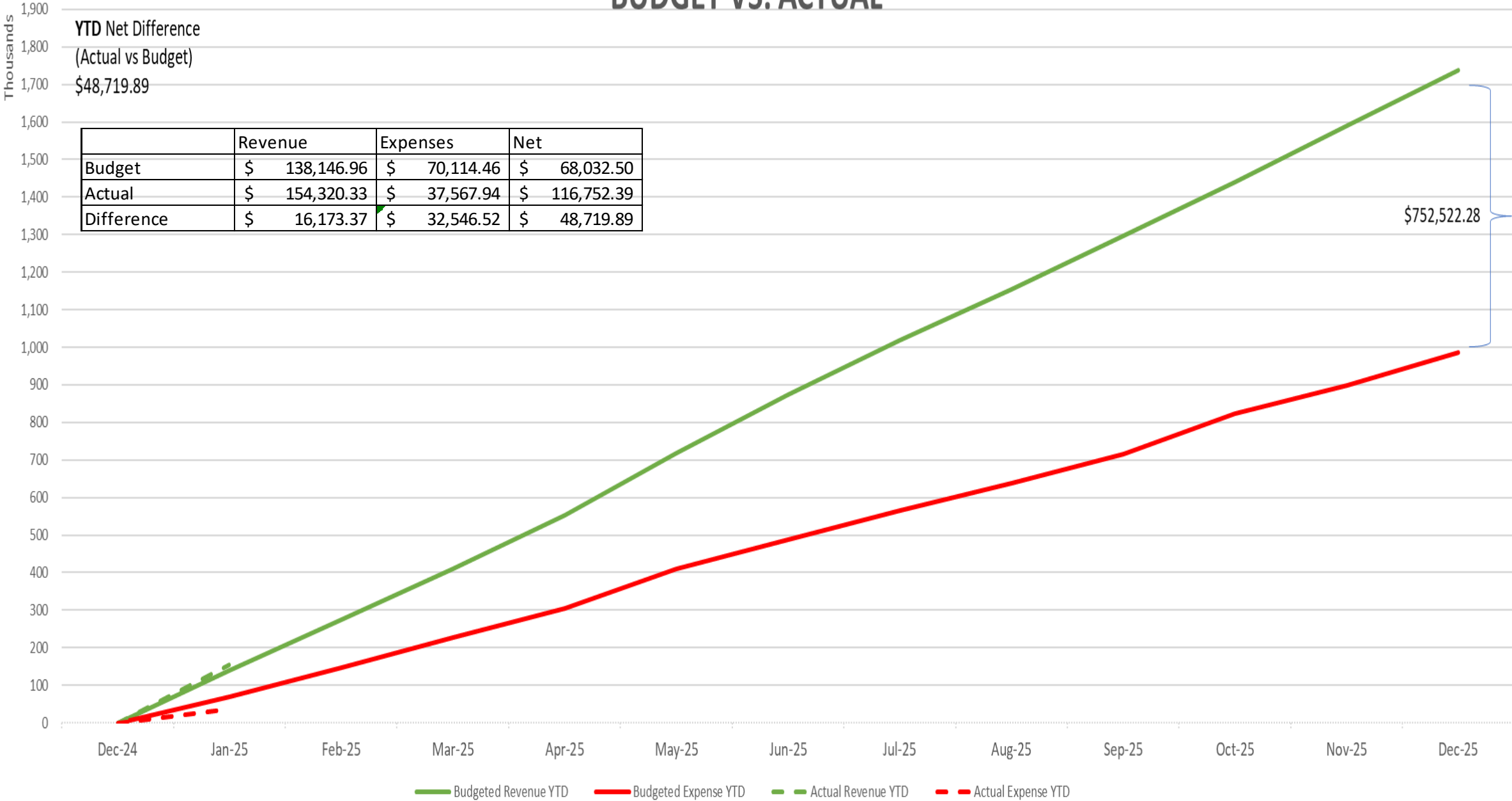
REC CENTER ADMIN 29-49

BUDGET VS. ACTUAL



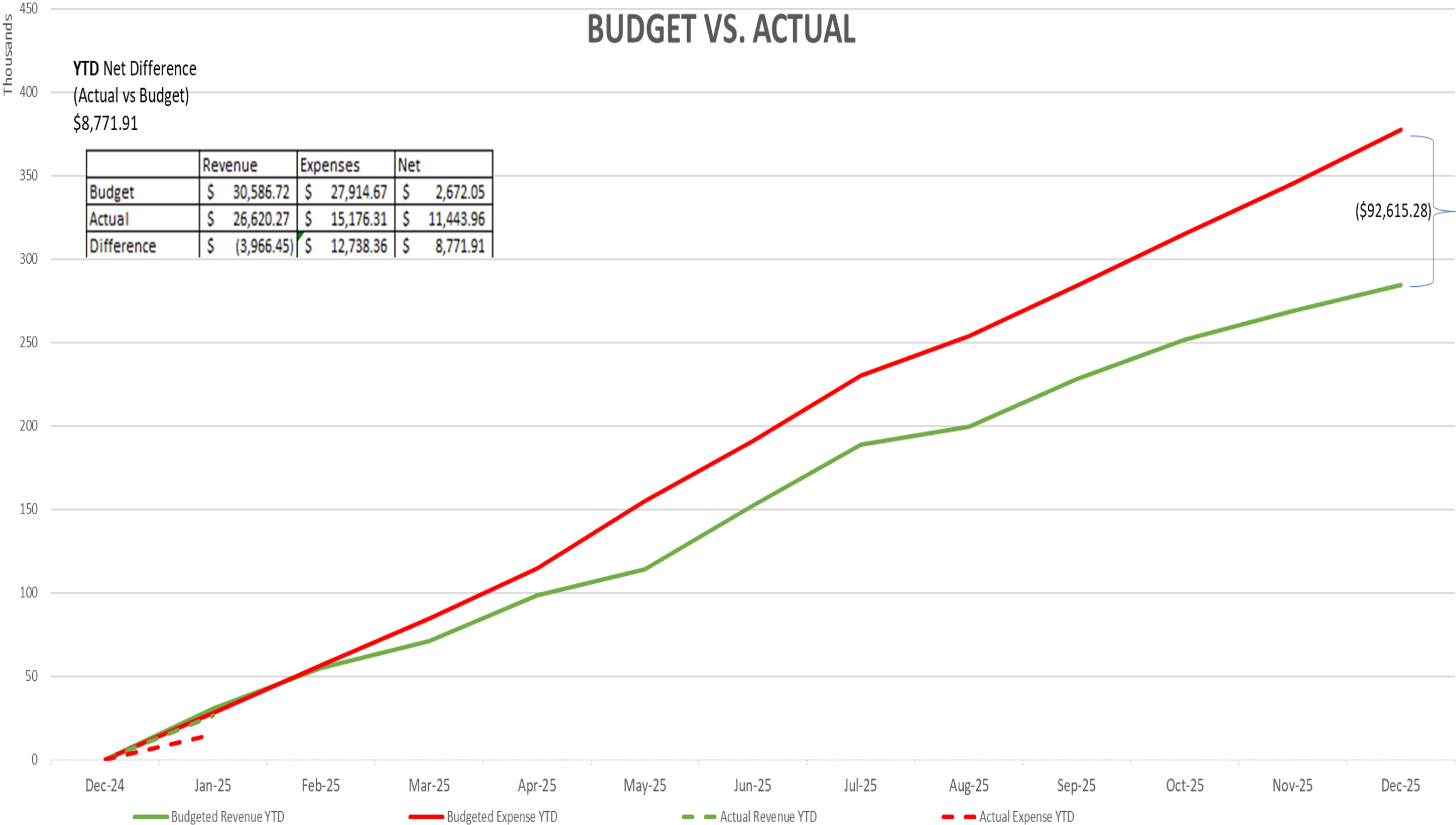
RECREATION CENTER FITNESS 29-51

BUDGET VS. ACTUAL



RECREATION CENTER AQUATICS 29-53

BUDGET VS. ACTUAL

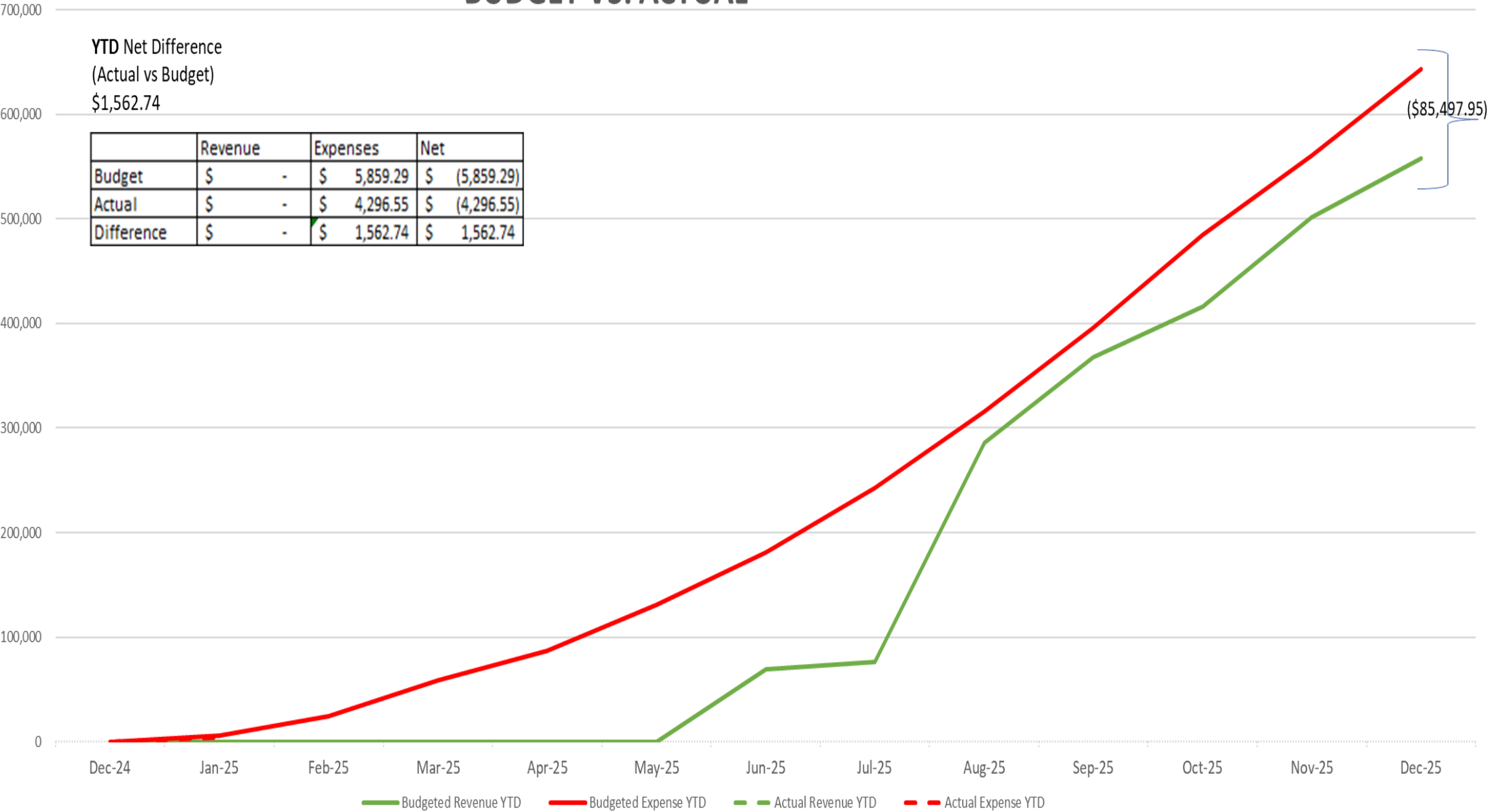


THE DOME 29-54

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$1,562.74

	Revenue	Expenses	Net
Budget	\$ -	\$ 5,859.29	\$ (5,859.29)
Actual	\$ -	\$ 4,296.55	\$ (4,296.55)
Difference	\$ -	\$ 1,562.74	\$ 1,562.74

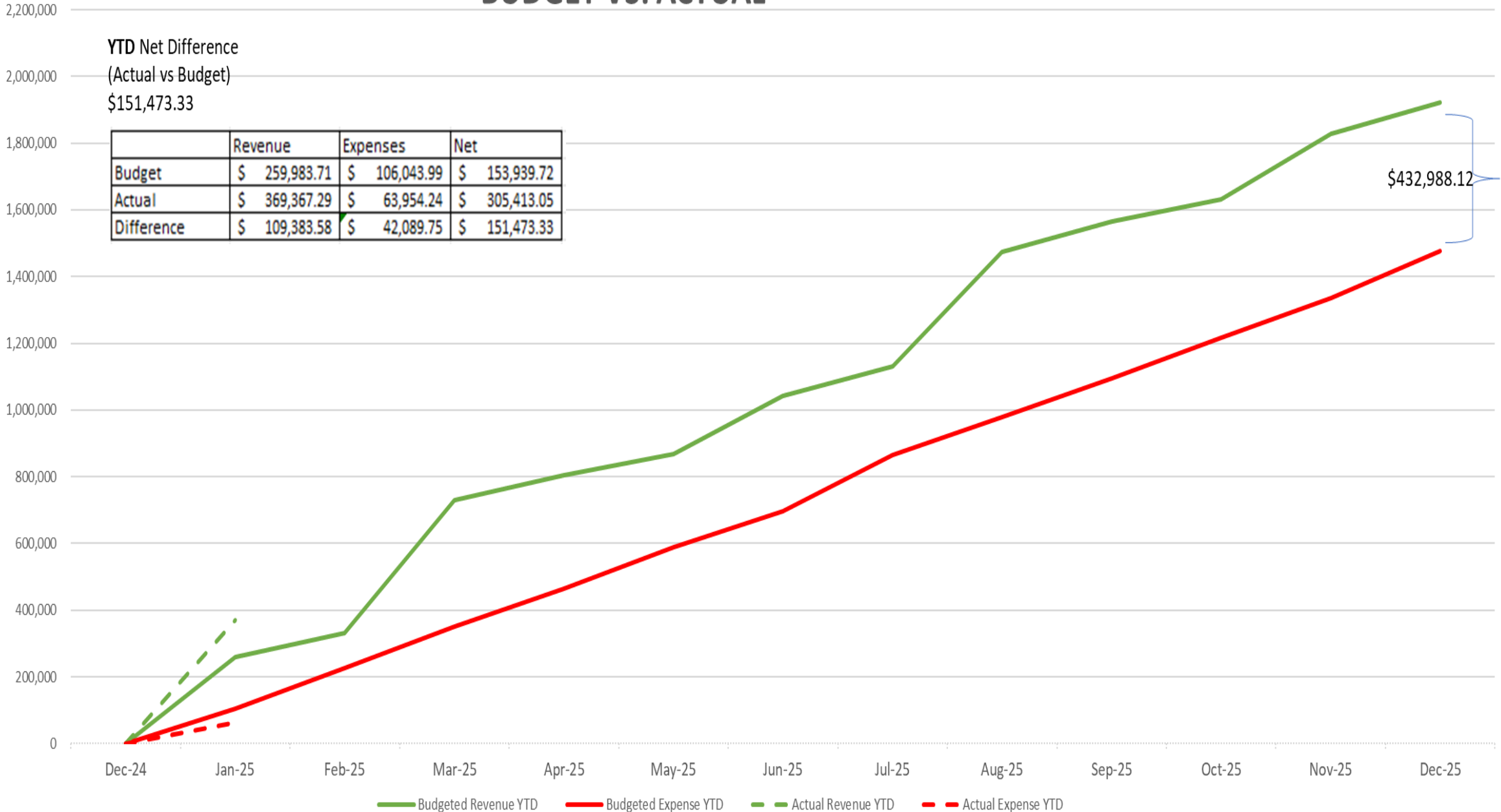


TENNIS 29-55

BUDGET VS. ACTUAL

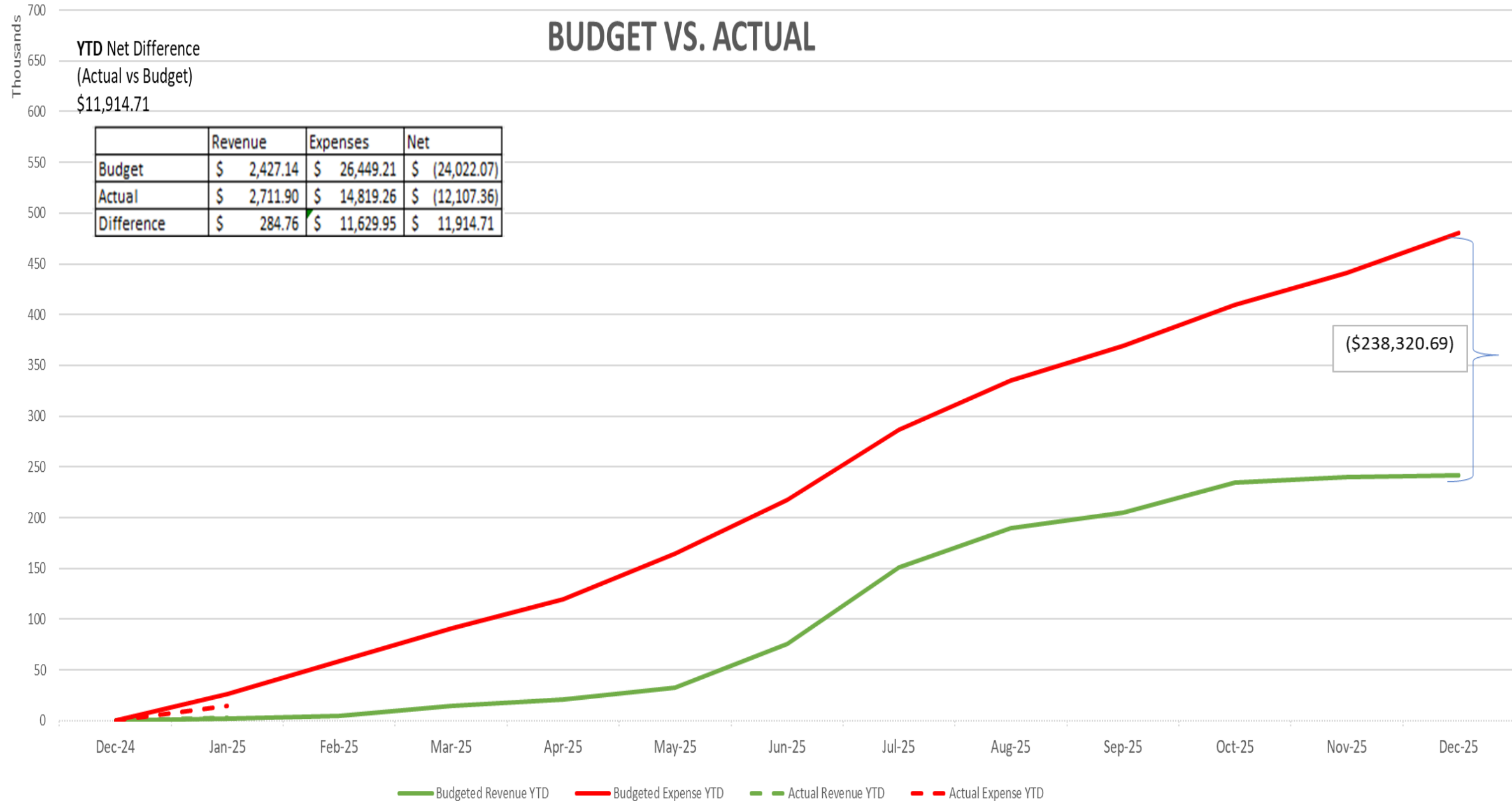
YTD Net Difference
(Actual vs Budget)
\$151,473.33

	Revenue	Expenses	Net
Budget	\$ 259,983.71	\$ 106,043.99	\$ 153,939.72
Actual	\$ 369,367.29	\$ 63,954.24	\$ 305,413.05
Difference	\$ 109,383.58	\$ 42,089.75	\$ 151,473.33



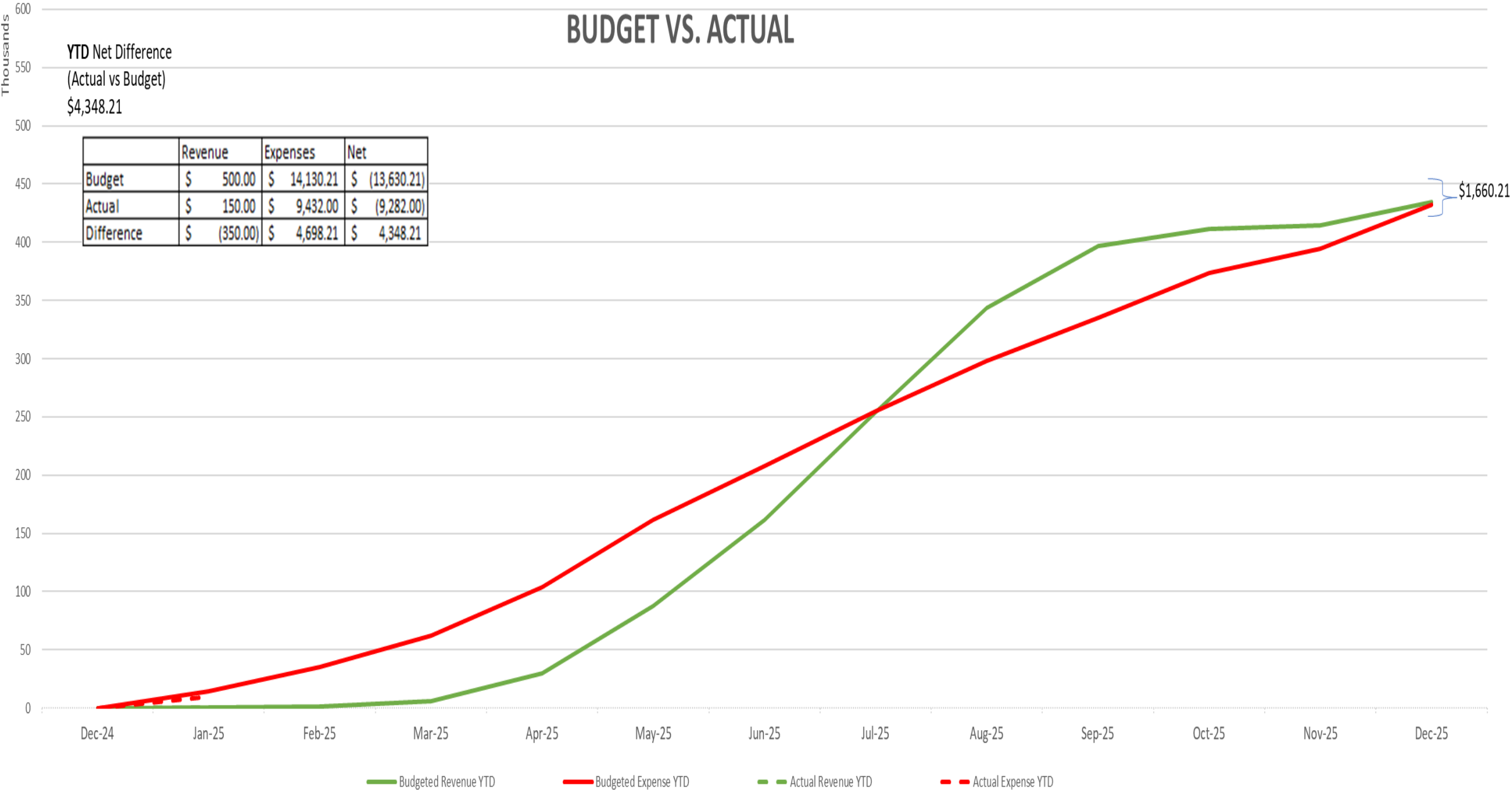
HELLER NATURE CENTER 29-61

BUDGET VS. ACTUAL



HPCC LEARNING CENTER 29-74

BUDGET VS. ACTUAL

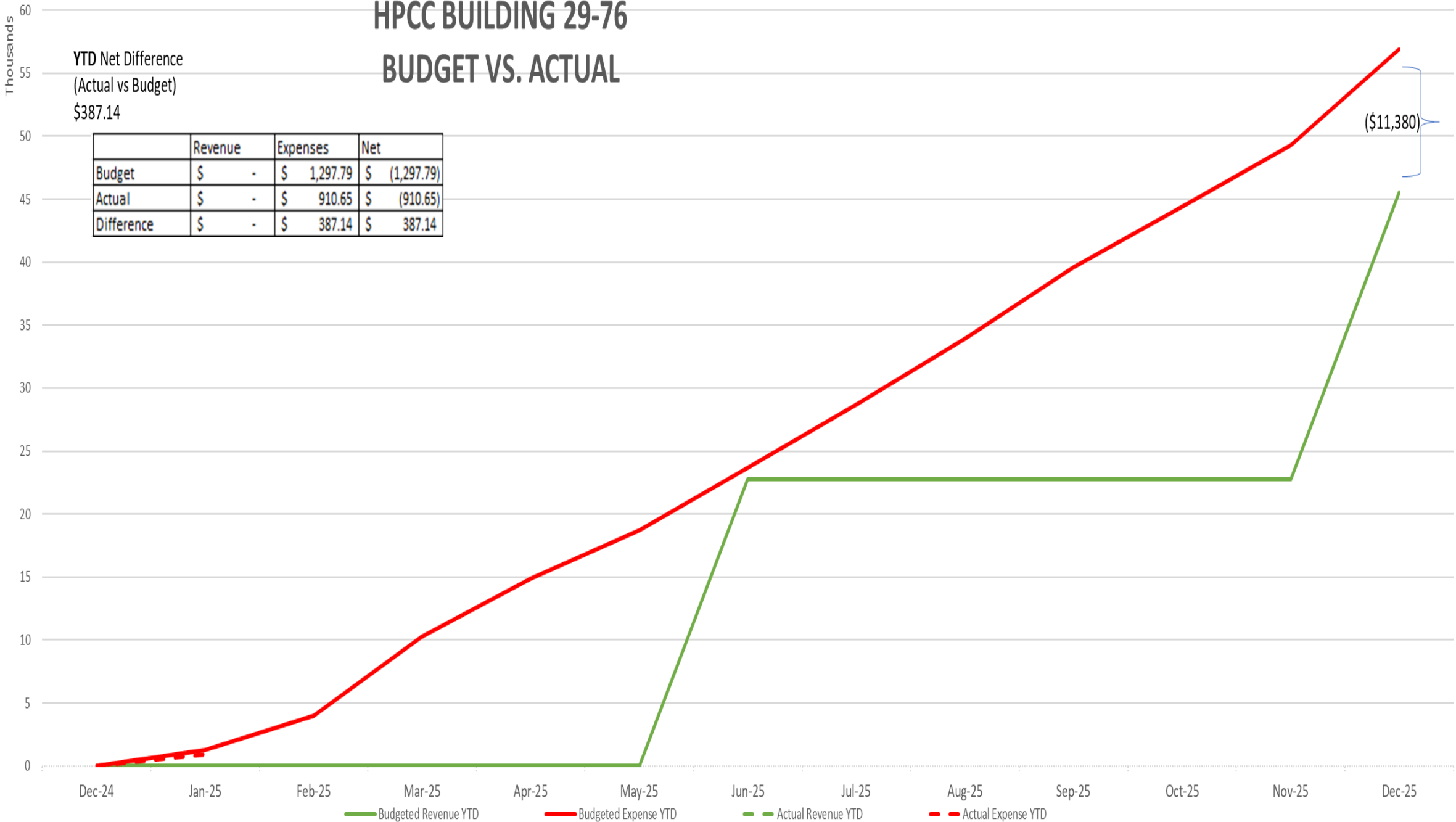


HPCC BUILDING 29-76

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$387.14

	Revenue	Expenses	Net
Budget	\$ -	\$ 1,297.79	\$ (1,297.79)
Actual	\$ -	\$ 910.65	\$ (910.65)
Difference	\$ -	\$ 387.14	\$ 387.14

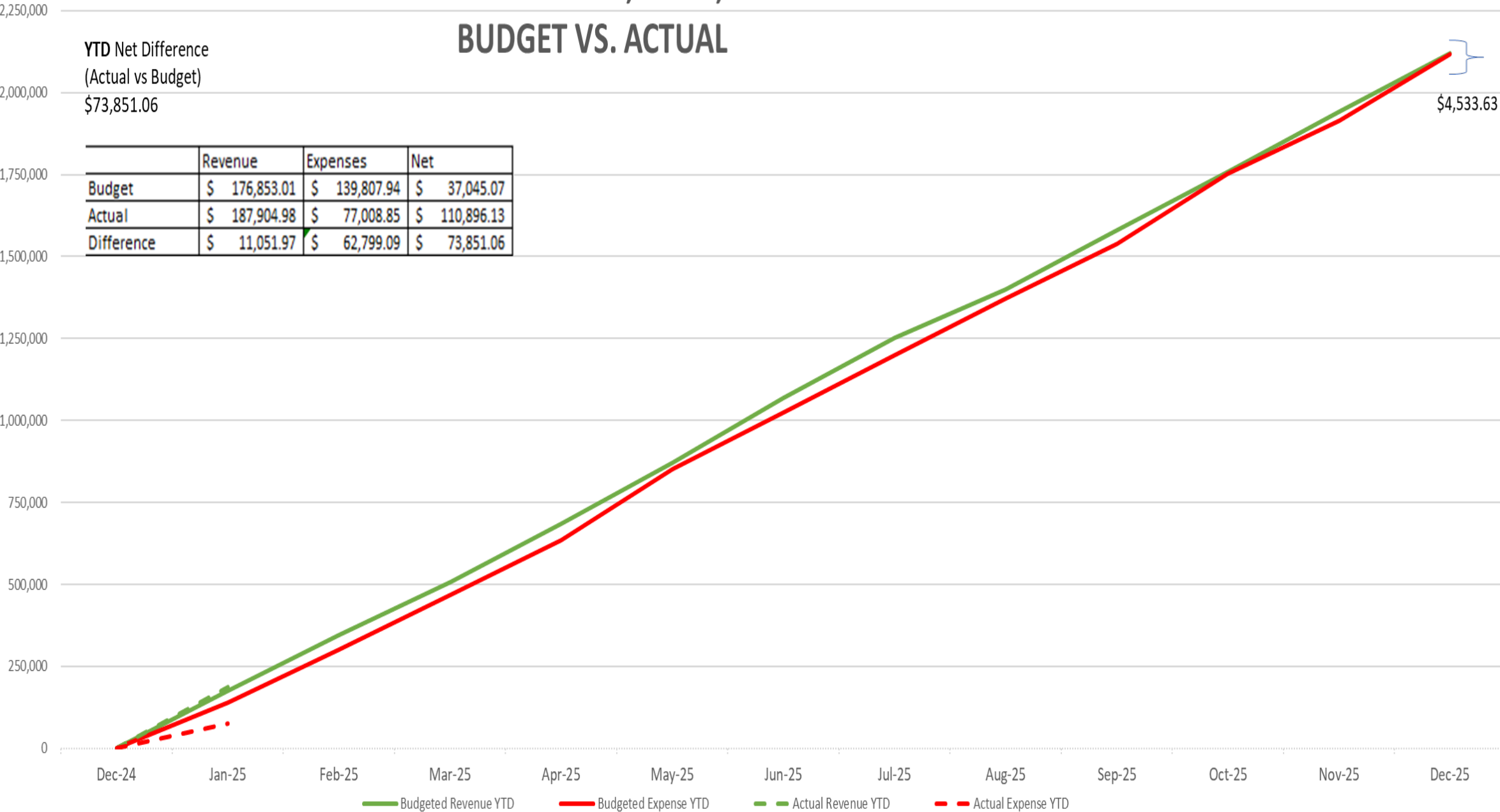


RECREATION 29-49, 29-51, 29-53

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$73,851.06

	Revenue	Expenses	Net
Budget	\$ 176,853.01	\$ 139,807.94	\$ 37,045.07
Actual	\$ 187,904.98	\$ 77,008.85	\$ 110,896.13
Difference	\$ 11,051.97	\$ 62,799.09	\$ 73,851.06



\$4,533.63



2024

FINANCIAL FORECASTS AND TREASURER'S REPORT

1 / 31 / 25

Actuals 1/31/25

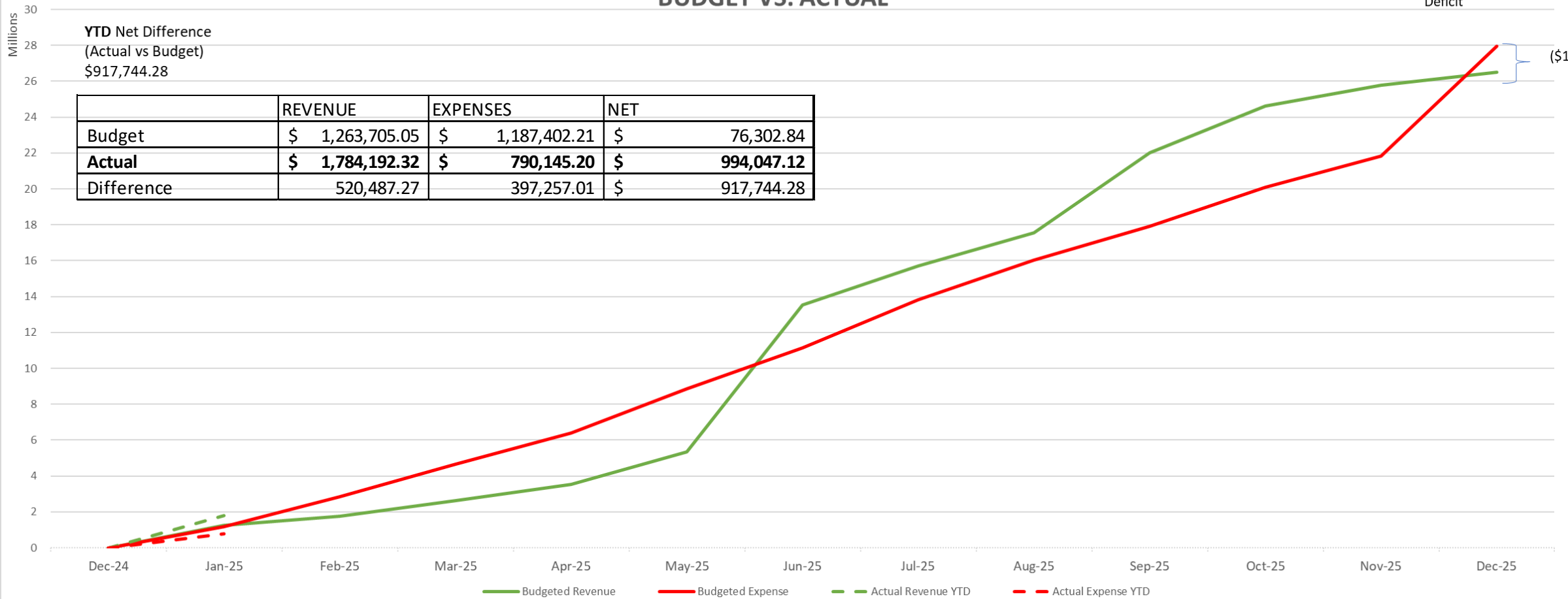
OPERATIONS (GENERAL AND RECREATION FUNDS) BUDGET VS. ACTUAL

Net Budgeted - Deficit

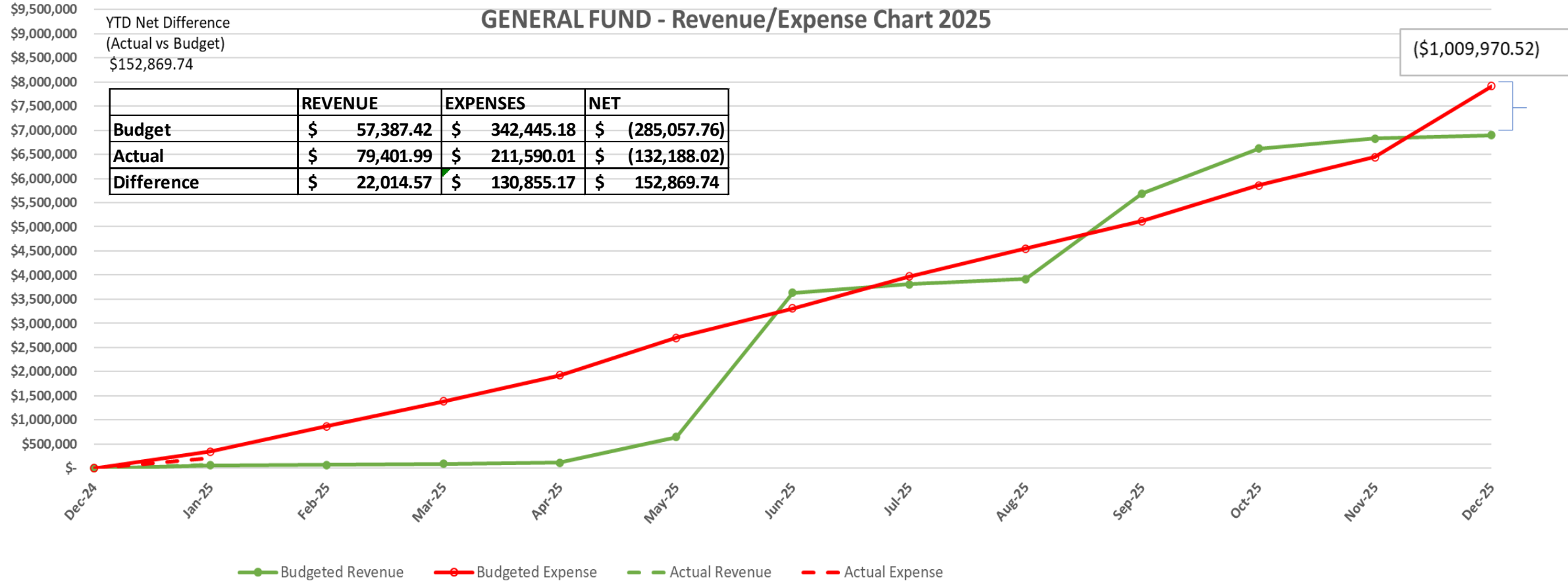
YTD Net Difference
(Actual vs Budget)
\$917,744.28

	REVENUE	EXPENSES	NET
Budget	\$ 1,263,705.05	\$ 1,187,402.21	\$ 76,302.84
Actual	\$ 1,784,192.32	\$ 790,145.20	\$ 994,047.12
Difference	520,487.27	397,257.01	\$ 917,744.28

(\$1,432,420.66)

[illegible]

Actuals 1/31/25

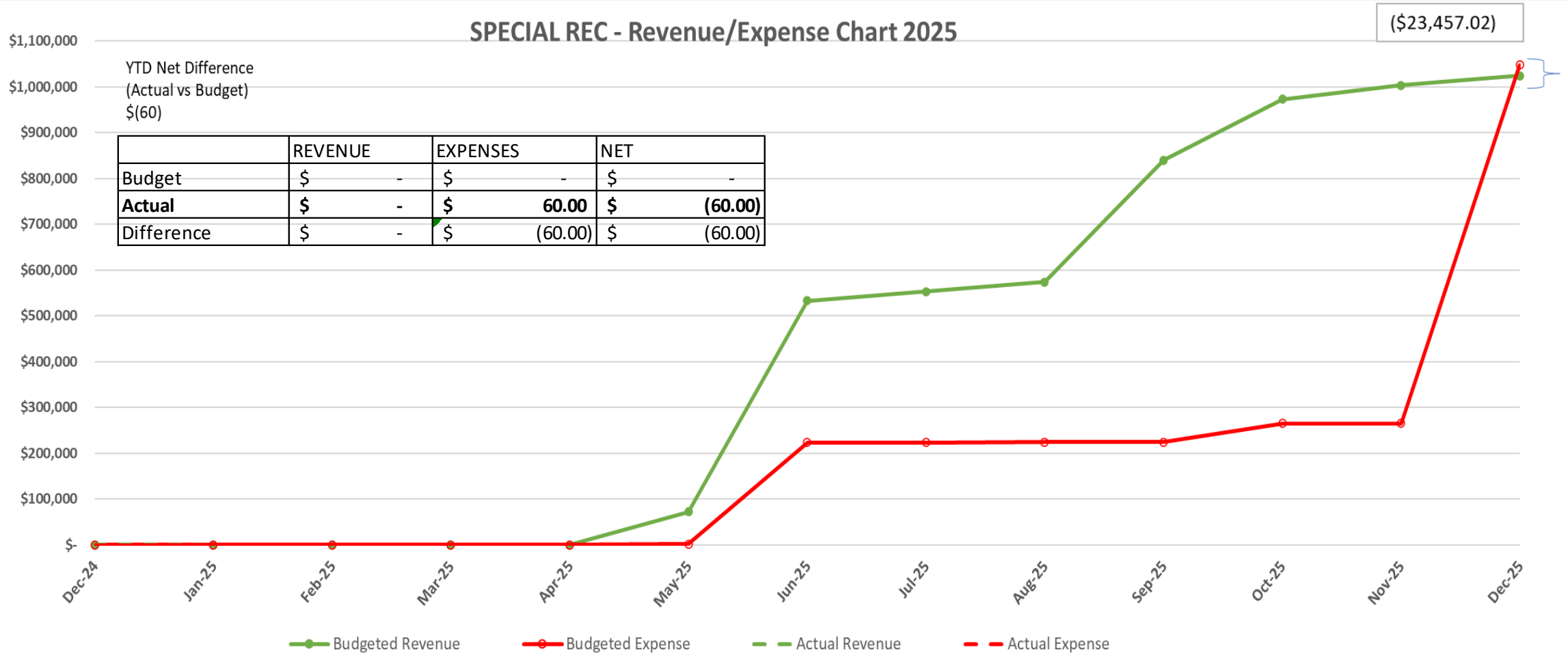
[illegible]

RECREATION FUND - Revenue/Expense Chart 2025

\$422,450.14)

[illegible]

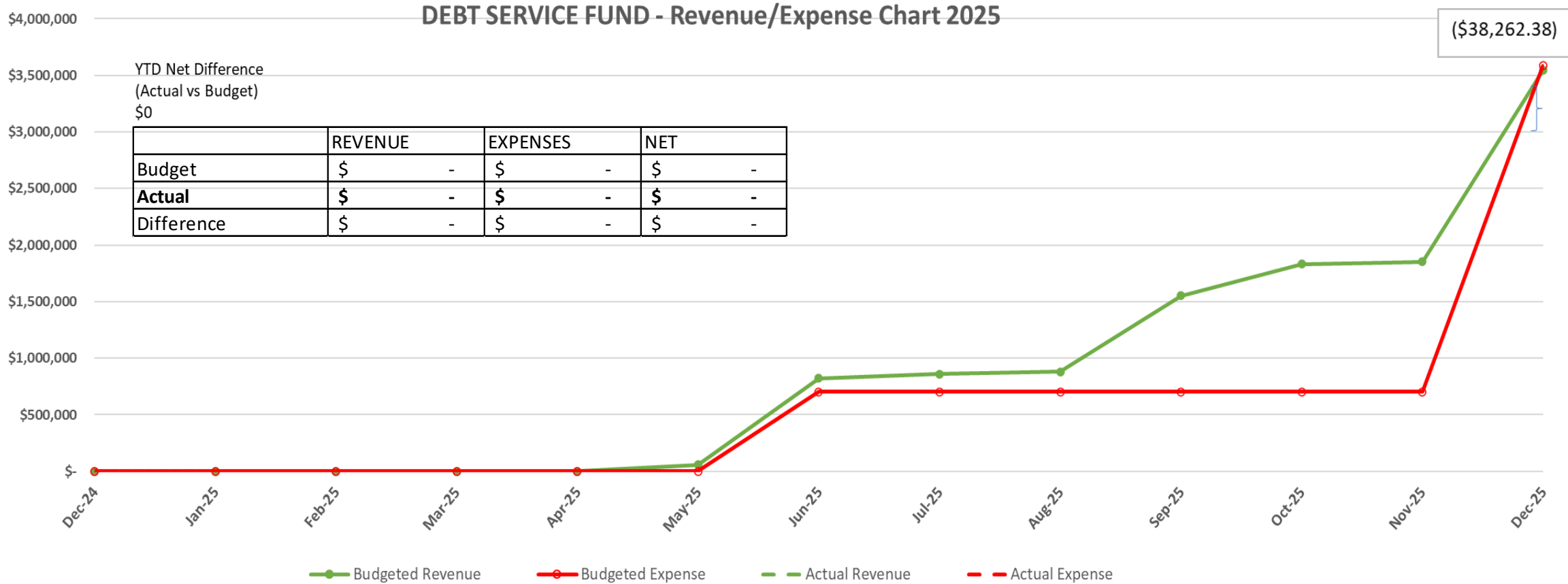
SPECIAL REC - Revenue/Expense Chart 2025



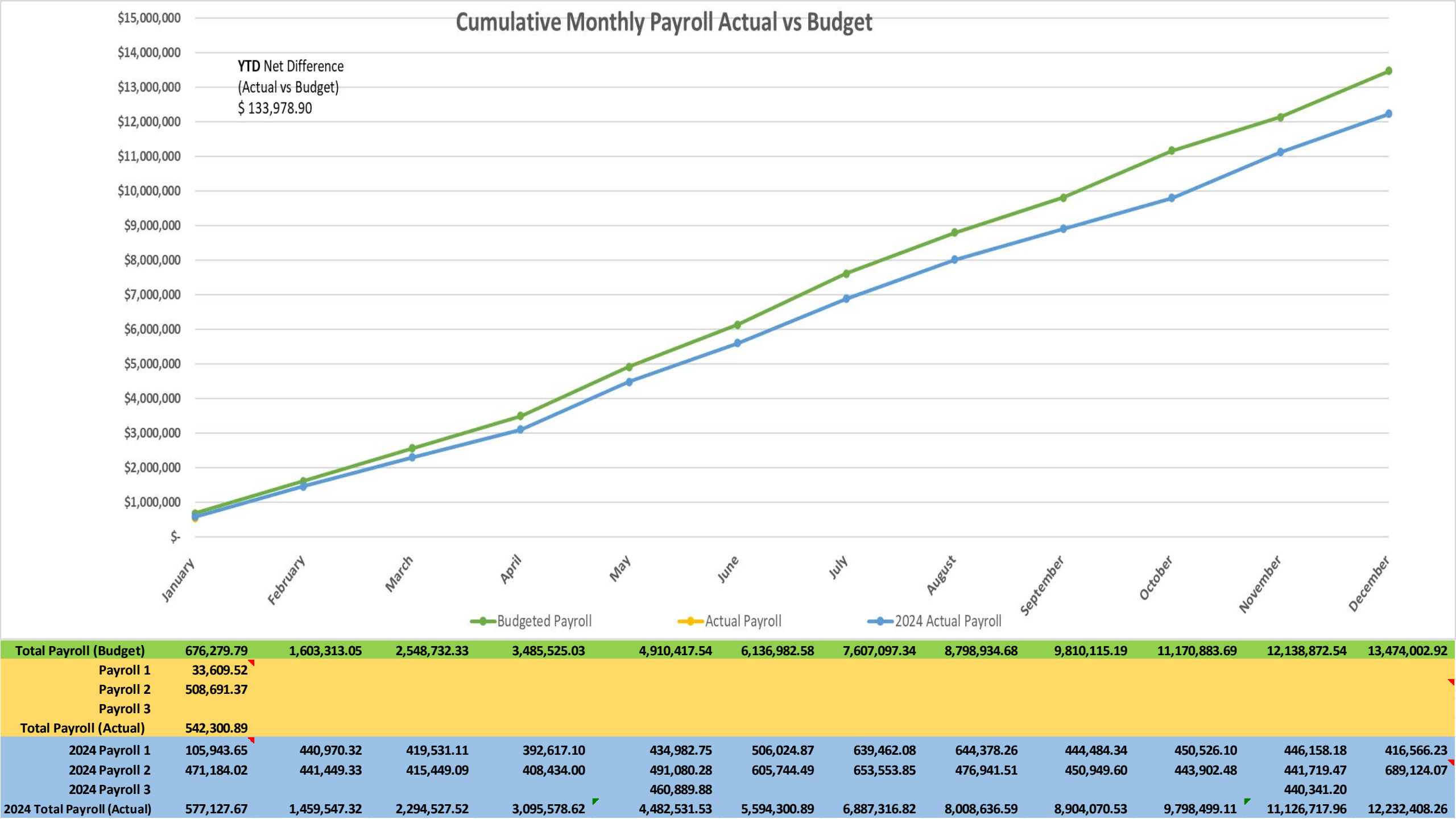
	REVENUE	EXPENSES	NET
Budget	\$ -	\$ -	\$ -
Actual	\$ -	\$ 60.00	\$ (60.00)
Difference	\$ -	\$ (60.00)	\$ (60.00)

[illegible]

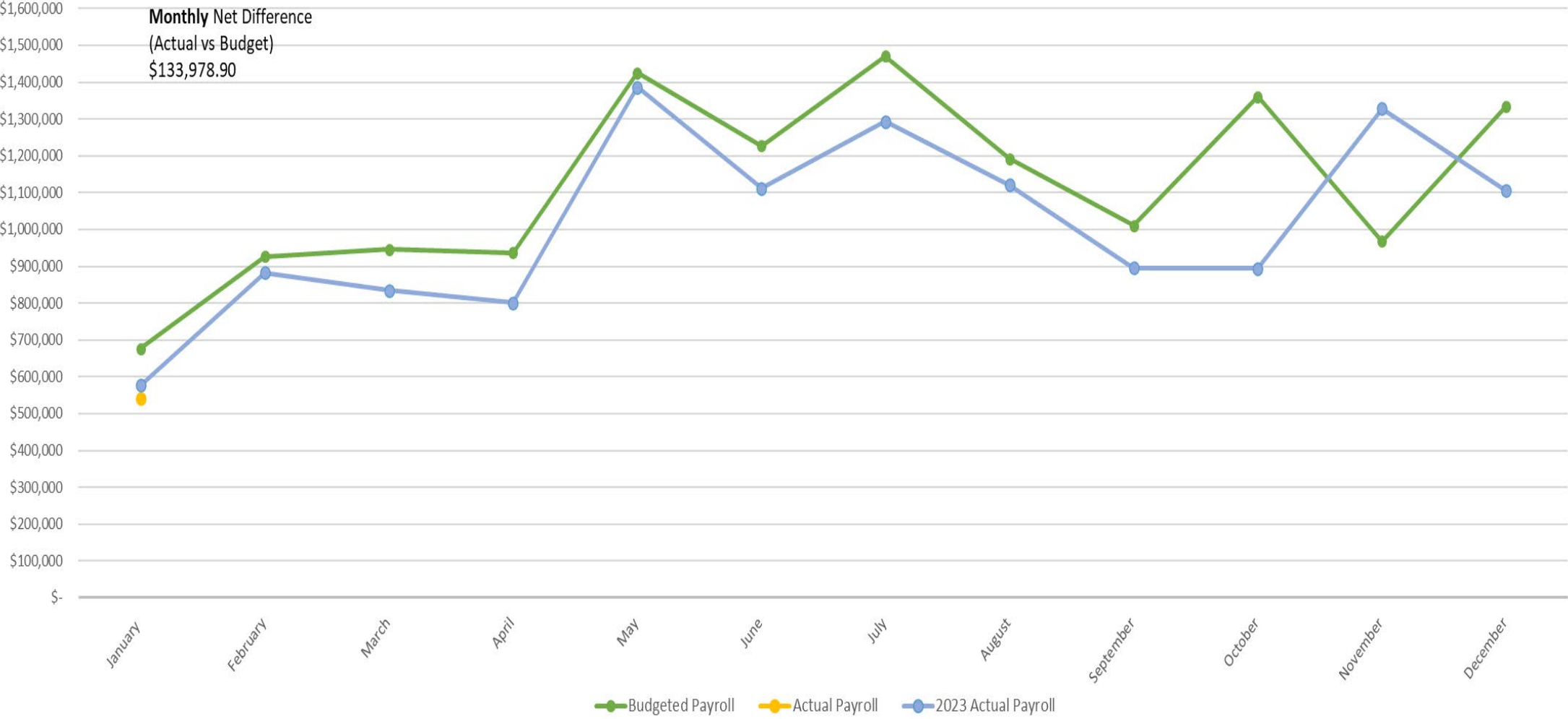
Actuals 1/31/25

[illegible]

Cumulative Monthly Payroll Actual vs Budget



NON-CUMULATIVE MONTHLY PAYROLL ACTUAL VS BUDGET



Payroll 1	33,609.52											
Payroll 2	508,691.37											
Payroll 3												
Total Payroll (Actual)	542,300.89											
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: Brian Romes, Executive Director

Date: February 26, 2025

Subject: **Board Committee Updates**

Summary

Executive Director Romes will provide a summary of the items discussed at the February Committee Meetings.



Memorandum

To: Park Board of Commissioners

From: Meghan Meredith, Program Manager of Heller Nature Center and Rosewood Interpretive Center; Jessica Reyes, Assistant Director of Recreation; Nick Baird, Director of Recreation; Brian Romes, Executive Director

Date: February 26, 2025

Subject: **Heller Nature Center and Rosewood Interpretive Center Annual Report**

Summary

Staff will present the annual report for the Heller Nature Center and the Rosewood Interpretive Center.

EXECUTIVE DIRECTOR'S MONTHLY REPORT

FEBRUARY 26, 2025

UPCOMING MEETINGS

- Wednesday, March 12, 2025 / 6:00 p.m. / Workshop Meeting
- Tuesday, March 18, 2025 / 8:00 a.m. / Finance Committee Meeting
- Wednesday, March 19, 2025 / 6:00 p.m. / Regular Board Meeting

UPCOMING EVENTS

- **Maple Syrup Harvest Sat. Mar. 1, from 10 – 1:30 p.m. at the Preserve of HP**
Take a short hike to learn about how to identify the right tree, know when trees are ready, how to tap a tree and the process of making the sweet syrup. Enjoy a delicious tasting of maple syrups and pancakes to enjoy by the fire. (\$16/person)
- **Wicked Musical Theater Pop-Up, Sun. Mar. 2, from 1 – 2:00 p.m. at WRC**
Participants will dance, sing, and act a song from the popular movie Wicked. (20R/\$25/NR).
- **Neon Night, Fri. Mar. 7, from 7 – 8:30 p.m. at CIA**
Experience the ultimate glow-up with dazzling neon lights, electrifying music, and an unforgettable night of skating fun. \$10/skater includes rentals).
- **Nature Playdates, Sat. Mar. 8, from 10 – 11:00 a.m. at HNC**
Each date offers a different themed activity (one per family) and a self-guided I Spy hike. Afterwards, bring a picnic lunch, play in Wander Woods – our outdoor nature play space, or rent an explorer pack from us to continue the fun! (FREE)
- **Green Family Art-Venture, Sat. Mar. 8, from 11:30 – 1:00 p.m. at WRC**
This hands-on event features multiple stations with a variety of upcycled and recycled art projects for all ages to enjoy. (\$5/person)
- **Girls in STEM Day, Sun. Mar. 9, from 1 – 3:00 p.m. at Rosewood Beach**
Hear from some real women in science fields and get hands on practice in Science, Technology, Engineering and Mathematics with some challenges and activities. (\$20/person)
- **Clovers and Cookies, Wed. Mar. 12 from 10 – 11:15 a.m. at RIC**
Celebrate St. Patrick's Day with your little one in this fun-filled parent-and-child class! Start the morning with a children-friendly scavenger hunt, collecting "clovers" along the Heller Nature Trail to unveil the surprise craft. (\$15R/\$18NR)
- **Worm Moon Spring Equinox Campfire Fri. Mar. 14, from 6 – 7:00 p.m. at HNC**
Come learn about the Spring Equinox in various cultures and discover more signs of spring. Then, enjoy a cozy campfire with a fireside treat! (\$14/person)
- **Shamrock Skate Night Fri. Mar. 14, from 6 – 7:30 p.m. at CIA**
This festive ice skating even features green lights, Irish tunes, and prizes. (\$10 skater includes rentals)

- **Parks Foundation's 7th Annual Champions Celebration, Fri. Mar. 14, from 6:30 – 9:00 p.m.**
Dance the night away with live music from Chicago's premier party band 28 Days, enjoy food and drinks, 50/50 raffle and silent auction. Event is at the Northmoor Country Club. (\$150 Ticket)
- **Parks Foundation's Shiver Me Timbers Plunge Sun. Mar. 16, from 10 – 12:00 p.m. at Rosewood Beach**
Plunge in Lake Michigan at our inaugural Shiver Me Timbers Plunge. Prizes will also be awarded for Best Entry, Best Costume, and Best Reaction. (\$40/person)
- **Seeking Shamrocks Sun. Mar. 16, from 1 – 2:00 p.m. at HNC**
Leprechauns have left their collection of Shamrocks all over Heller's trails and it's up to you to help us find them. Solve puzzles and play games to collect them all! (\$14/person)
- **Spring Break Camps**
 - STREAM Explorers Mar. 21 – 28 from 9-3p.m. at WRC (\$450R/\$564NR)
 - Junior Spring Break Tennis Camp Mar. 24 – 28 from 9-12p.m. at DCRC (\$47 per day/\$200 week)
- **Nature Themed Spring Break Programs**
 - Tracks to Treasures Mar. 24 from 10-12pm at RIC (\$34/person)
 - Mix, Splatter, Sculpt Mar. 24 from 12:30-2:30pm at RIC (\$34/person)
 - Sasquatch Search Squad Mar. 25 from 10-12pm at HNC (\$34/person)
 - Incredible Insects Mar. 25 from 12:30-2:30pm at HNC (\$34/person)
 - Make, Create, Build It Mar. 26 from 10-12pm at RIC (\$34/person)
 - Going on a Bear Hunt Mar. 26 from 10-11am at HNC (\$6/person)
 - Wild Powers Mar. 26 from 12:30-2:30pm at HNC (\$34/person)
 - Minecraft vs. Nature Mar. 27 from 10-12pm at HNC (\$34/person)
 - Temple of Legends: The Ultimate Challenge Mar. 27 from 12:30-2:30pm at HNC (\$34/person)
- **Spring Break Showdown – 3v3 Hockey Tournament Sat. Mar. 29, from 9 – 5:00 p.m. at CIA**
Gear up for some fast-paced, action-packed fun during our Spring Break 3v3 Hockey Tournament! Roster size 6-7 skaters and 1 goalie. (\$465/team).
 - 3 on 3
 - 30-minute game
 - 3 game minimum and potential championship
 - 4 team maximum in each division
- **Descendant Musical Theater Pop-Up, Sun. Mar. 30, from 1 – 2:00 p.m. at WRC**
Participants will dance, sing, and act a song from the popular movie Descendant. (20R/\$25/NR).

DEER CREEK RACQUET CLUB – JANUARY 2025

	2024 ACTUAL	2025 BUDGET	2025 ACTUAL
Daily Court Rentals (Hours)			
Tennis	248.50	209	255.5
Pickleball	115.5	NA	59
Racquetball	49.5	40	63
Private Lessons (Hours)	193.5	264	271.75
Drop-Ins	144	155	215
Memberships	1031	499 units	

News & Events

- Hosted 1 – USTA Junior Tournament on Jan 11
- Hosted a USTA match on Jan 19 6-8pm
- Winter Break Camp was Jan 1 – 5 – more open court time during this period
- Drop Ins include 2 new pickleball drop ins added

CENTENNIAL ICE ARENA – JANUARY 2025

	2024 ACTUAL	2025 BUDGET	2025 ACTUAL
Daily Drop in Fees			
Public Skate	878		766
Drop In Freestyle & Package Ice and Adult	257		342
Open Hockey	28		58
Open Gymnastics	48		0
Skate Rental	850		794
Punches Passes Sold			
Public and Adult Skate	2		3
Freestyle	0		0
Skate Rental	5		0
Facility Rentals			
Total Hours	218.19	200	209.76

News & Events

- Staff ran a Winter Break Mini-camp that had 24 participants for the first week in January. Campers enjoyed skating, gymnastics and crafts at Centennial.
- Our Gymnastics Team participated in their first meet of the season on Jan18&19 at Leenda's Island Adventure Meet in Waukegan, IL. This season we have 3 Level 3 and 5 Level 4 gymnasts. Our Level 4 team came in 2nd place and we had many individual awards placers including a Level 3 All-around Champion.
- Winter session started on Jan 6 with 438 enrolled in gymnastics and 446 enrolled in skating classes. Packaged Ice has 127 skaters enrolled.
- Centennial hosted a Family Skate Night on Jan 2 with 150 patrons participating in on ice activities and free hot chocolate.

RECREATION CENTER OF HIGHLAND PARK – JANUARY 2025

	2024 ACTUAL	2025 BUDGET	2025 ACTUAL
Group Exercise Classes Conducted	218	262	258
Group Exercise Participation/Visits	2,711	2,882	3,140
Fitness Floor Visits	11,224	12,000	10,720
Track Visits	1,953	2,000	3,983
Personal Training Participation	644	660	523
Personal Training Sales (Units)	414.5	414	354
Personal Training Revenue	\$26,683.82	\$26,000.00	\$30,256.51
Private Swim Lesson Participation	110	120	71
Private Swim Lesson Sales (Units)	47	30	32
Private Swim Lesson Revenue	\$7,493.87	\$7,450	\$4,112

MEMBERS	2024 ACTUAL	2025 BUDGET	2025 ACTUAL
Basic - Annual	1,566	1,505	1,680
All-Inclusive - Annual	364	346	380
Group Exercise only – Annual	223	241	256
Short-Term Promotional	0	0	0
30 Day	26	10	25
Total Members	2,179	2,102	2,334

Fitness and Membership

- **Remediation Progress:** Efforts to repair the fitness floor following the December pipe burst are on track for a mid-February reopening. Our team has shown commendable dedication in ensuring a thorough and efficient restoration.
 - **Member Communications:** We have consistently communicated updates each week, maintaining clarity and transparency. The positive feedback received affirms our approach and the strong trust within our community.
 - **Community Support and Impact:** The closure of the fitness floor has understandably impacted visitation numbers. However, the introduction of temporary solutions has mitigated some of the inconvenience, receiving positive feedback and dedicated support from our community. The patience, commitment, and support demonstrated by our members during this challenging time have been truly inspiring.
 - **Membership Impact:** The incident has resulted in only five lost memberships, a reflection of our team's effective management and robust communication efforts—a significant achievement for our District.
 - **Facility Transformation:** The renovation of the fitness floor is nearing completion, set to deliver an extraordinary new fitness floor. We look forward to the positive impact this will have on our members' experiences leading to our greatest retention and community choice for fitness!

- **Fitness by Areas:**

- **Membership:** As we start 2025, our membership numbers are strong, surpassing budget expectations. We are currently 232 memberships ahead of our projections. This success can be attributed to extraordinary retention rates during the recent city construction and parking lot projects, where we initially anticipated a loss. Additionally, we managed this achievement without accounting for the unexpected pipe burst in our budget. This is indeed a remarkable feat in our membership performance.
- **Group Exercise:** We launched a new schedule on January 4th, introducing several new classes for the peak season. The response has been overwhelmingly positive, with high participation levels sustaining our Group Exercise membership at an all-time high despite ongoing remediations.
- **Personal Training:** Personal training sessions have maintained a steady pace throughout January. This period usually sees a surge in new memberships, and with our promotional efforts, we have experienced a healthy demand for additional training sessions.
- **Track Pass Usage:** Track usage in January reached a record high, nearly doubling last year's figures. This 13% increase from the previous year was partly due to reduced treadmill availability because of the flood. The heightened community engagement with our track is a testament to the value our facility offers.

Aquatics

- The aquatics team has continued to see a decline in private lessons, and this will continue as a trend for the remainder of 2024. During the fall many of our staff are in season for a sport and were not able to teach but hoping for a return this winter. The Aquatic team has been working with marketing to recruit new staff members and job fairs have been scheduled. For 2025 Q1, a major focus will be put forth to staff recruitment.

HELLER NATURE CENTER & ROSEWOOD INTERPRETIVE – JANUARY 2025

Community Programs

	2024 ACTUAL	2025 Budget	2025 ACTUAL
Heller Nature Center			
Participants / Programs	19/2	-	36/3
Rosewood Interpretive Center			
Participants / Programs	31/2	-	33/2

News & Events

- Helle After school classes did not run due to low enrollment.
- Heller took our min-bus with 14 persons down to Starved Rock for their Annual Eagle Watch.

HIGHLAND PARK LEARNING CENTER – JANUARY 2025

Driving Range Monthly Sales Report (buckets sold)

	2024 ACTUAL	2025 BUDGET	2025 ACTUAL
January	370	-	0
February	419	-	
March	329	281	
April	1,176	1,283	
May	2,647	3,136	
June	2,915	3,838	
July	2,940	3,936	
August	2,828	3,818	
September	1,739	2,425	
October	900	818	
November	111	280	
December	0	-	
Totals		19,815	

Mini Golf Monthly Sales Report (rounds sold)

	2024 ACTUAL	2025 BUDGET	2025 ACTUAL
March	-	-	0
April	535	750	
May	1,143	1,312	
June	1,890	1,987	
July	2,132	2,250	
August	2,198	2,250	
September	1,043	1,263	
October	694	688	
November	129	-	
Totals		10,500	

News & Event

- N/A

DISTRICT WIDE RENTALS – JANUARY 2025

	2024 ACTUAL	2025 BUDGET	2025 ACTUAL
Heller Nature Center			
Rentals	2.0	4.0	6.5
Party Package-Not Offered	0	0	0
Rosewood Interpretive Center			
Rentals	11.0	9.0	21.25
Party Package-Not Offered	0	0	0
Recreation Center of Highland Park			
Rentals	32.0	36.0	20.5
Party Packages	3.0	2.0	2.0
Total Rentals	35.0	38.0	22.5
West Ridge Center			
Rentals	12.5	6.0	13.5
Party Packages	5.0	2.0	5.0
Centennial Ice Arena			
Party Packages	-	-	-
Hidden Creek Aqua Park			
Party Packages	Season Over	Season Over	Season Over
Park Avenue Yacht Club			
Rentals	Season Over	Season Over	Season Over

Rentals listed as number of rental hours; Party Packages listed as number of packages

GRANT-IN-AID – JANUARY 2025

	2024 ACTUAL	2025 BUDGET	2025 ACTUAL
SMILE			
Total YTD Subsidy	\$47,213.92	\$150,000.00	\$35,532.40
Households			
100% Subsidy YTD	39		40
50% Subsidy YTD	2		2
Total YTD	41		42
FYI			
Total YTD Subsidy	\$1,015.50		\$1,331.00
Households			
50% Subsidy YTD	4		3
FYI-SWIM			
Total YTD Subsidy	\$84.00		\$924.00
Households			
100% Subsidy YTD	1		7

News & Events:

- N/A