

NOTICE OF WORKSHOP MEETING
Wednesday, November 12, 2025
Workshop Meeting
6:00 pm

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

WORKSHOP MEETING AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADDITIONS TO THE AGENDA
- IV. PUBLIC COMMENT FOR ITEMS ON AGENDA
- V. CAPITAL PLAN PRESENTATION
- VI. APPROVAL OF RESOLUTION 2025-16 GRANTING A NONEXCLUSIVE EASEMENT FOR STORM WATER UTILITIES
- VII. MASTER PLAN UPDATE
- VIII. REVIEW PDHP POLICY MANUAL REVISIONS (CHAPTERS 3 - 6)
- IX. CONSIDERATION FOR ART SCULPTURE ON PARK PROPERTIES
- X. CONSTRUCTION PROJECT UPDATES
 - a. New Facility and Site Improvements at West Ridge Park
 - b. Lincoln Park Improvements project
 - c. Rosewood Park Playground Replacement project
- XI. WINTER OUTDOOR ICE
- XII. REVIEW OF VOUCHERS
- XIII. OTHER BUSINESS
- XIV. OPEN TO PUBLIC TO ADDRESS THE BOARD

XV. CLOSED SESSION PURSUANT TO THE FOLLOWING SECTIONS OF THE OPEN MEETINGS ACT: Section 2(c)1: The employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body; Section 2(c)2: Collective negotiating matters between the public body and its employees or their representatives, or deliberation concerning salary schedules for one or more classes of employees; Section 2(c)5: the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6: the setting of a price for sale or lease of property owned by the District; Section 2(c)8: security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property; Section 2(c) 11: litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c)12: the establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member; Section 2(c) 21: the discussion of minutes lawfully closed under the Act, whether for the purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in section 2.06 of the Act.; Section 2(c) 29: for discussions between internal or external auditors and the Board. Possible action by the Board on items discussed in closed session.

XVI. ACTION FROM CLOSED SESSION IF ANY

XVII. ADJOURNMENT

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.



Memorandum

To: Park Board of Commissioners

From: Jeff Smith, Director of Planning and Projects; Mari-Lynn Peters, Director of Finance; Brian Romes, Executive Director

Date: November 12, 2025

Subject: **Capital Plan Presentation**

Summary

On September 10, the Finance Committee reviewed the proposed Park District Five-Year Capital Plan for the years 2026 through 2030.

The Draft Five-Year Capital Plan is attached, and a summary will be provided to the Park Board of Commissioners. The 2026 Capital Plan will be included with the 2026 Budget and Appropriation, which will be presented to the Park Board of Commissioners in December and approved in January 2026. The Five-Year Capital Plan will also be an appendix in the 2026 Budget.

Description	2025	2025 Year-End Projection	2026	2027	2028	2029	2030	Tier 6	TOTAL Five Year
Total Tier 1-3	\$14,781,533	\$18,908,600	\$8,905,678	\$3,201,350	\$5,995,130	\$3,172,775	\$4,772,550		\$26,047,483
Total Tier 4-5	\$775,971	\$298,430	\$776,967	\$0	\$385,000	\$97,400	\$71,400		\$1,330,767
5 YEAR CAPITAL TIER 1-5 TOTAL	\$15,557,503	\$19,207,029.60	\$9,682,645	\$3,201,350	\$6,380,130	\$3,270,175	\$4,843,950		\$27,378,250
Total Tier 6	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,543,500	\$35,543,500
5 YEAR CAPITAL TIER 1-6 TOTAL	\$15,557,503	\$19,207,030	\$9,682,645	\$3,201,350	\$6,380,130	\$3,270,175	\$4,843,950	\$35,543,500	\$62,921,750
2025 CAPITAL PLAN for COMPARISON		\$15,557,503.00	\$9,295,759.00	\$1,636,430.00	\$6,509,480.00	\$3,149,760.00	\$0.00	\$32,431,700.00	\$36,148,932.00
Difference		\$3,649,526.60	\$386,885.50	\$1,564,920.00	-\$129,350.00	\$120,415.00	\$4,843,950.00	\$3,111,800.00	-\$8,770,682.50

Category	Description	Tier	2025 Budget	Total 2025 Year-End Projection	2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
District Wide/Annual											
	ADA Audit	Tier 1: Safety/Legal Compliance	\$0	\$2,868							
	Community-Wide Statistically Valid Survey	Tier 1: Safety/Legal Compliance	\$0	\$27,600							
	General Tree Removal	Tier 1: Safety/Legal Compliance	\$50,000	\$50,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000		\$175,000
	Impact Fees	Tier 1: Safety/Legal Compliance	\$0	-\$53,067							
	District Wide Park Sign Replacement	Tier 3: Scheduled Replacement	\$50,000	\$65,000							
	Master Plan 5-year Review	Tier 3: Scheduled Replacement	\$50,000	\$82,562							
	Park Equipment Replacement	Tier 3: Scheduled Replacement	\$348,500	\$387,795	\$345,500	\$340,000	\$350,000	\$227,000	\$320,000		\$1,582,500
	Parking Lot and Roadway Striping Allowance	Tier 3: Scheduled Replacement	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000		\$100,000
	Parks Equipment Revenue from Sale	Tier 3: Scheduled Replacement	-\$50,000	-\$30,875							
	ADA Bathroom Improvements	Tier 1: Safety/Legal Compliance			\$40,000						\$40,000
	Administrative Space Annual Rental Fee	Tier 1: Safety/Legal Compliance			\$174,720	\$238,200	\$245,370	\$252,700	\$260,300		\$1,171,290
	FFE for New Admin Space	Tier 4: Improve Existing Items			\$55,000						\$55,000
	ADA Improvements	Tier 1: Safety/Legal Compliance				\$100,000	\$100,000	\$100,000	\$100,000		\$400,000
	Asphalt Allowance (Parking lots and Park Paths)	Tier 2: Critical Repair/Replacement				\$350,000	\$350,000	\$400,000	\$450,000		\$1,550,000
	Lakefront Management	Tier 2: Critical Repair/Replacement							\$250,000		\$250,000
	Dug Out Shade and Surface Improvements	Tier 6: Unfunded								\$488,500	\$488,500
	New Fundraising Campaign Initiative	Tier 6: Unfunded								\$20,000	\$20,000
District Wide/Annual Total			\$468,500	\$551,884	\$670,220	\$1,083,200	\$1,100,370	\$1,034,700	\$1,435,300	\$508,500	\$5,832,290

Category	Description	Tier	2025 Budget	Total 2025 Year-End Projection		2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
Technology												
	Emergency Speakers	Tier 1: Safety/Legal Compliance	\$0	\$15,000								
	Penetration Testing	Tier 1: Safety/Legal Compliance	\$15,000	\$15,000		\$16,000	\$16,000	\$17,000	\$17,000	\$17,000		\$83,000
	Server Replacement	Tier 2: Critical Repair/Replacement	\$0	\$10,000		\$15,000	\$15,000	\$15,000	\$15,000	\$15,000		\$75,000
	Wi-Fi Replacement	Tier 3: Scheduled Replacement	\$45,000	\$51,822								
	Emergency Phones	Tier 1: Safety/Legal Compliance				\$30,000	\$20,000	\$30,000				\$80,000
	Facility Camera Replacement	Tier 2: Critical Repair/Replacement				\$16,500						\$16,500
	Copy Machine Lease	Tier 3: Scheduled Replacement				\$27,000	\$27,000	\$27,000	\$27,000	\$27,000		\$135,000
	Network Switch Replacement	Tier 2: Critical Repair/Replacement						\$23,000	\$0			\$23,000
	New Registration software	Tier 5: New						\$50,000				\$50,000
	NAS & Backup Replacement	Tier 3: Scheduled Replacement						\$0	\$14,000			\$14,000
Technology Total			\$60,000	\$91,822		\$104,500	\$78,000	\$162,000	\$73,000	\$59,000		\$476,500

Category		Description	Tier	2025 Budget	Total 2025 Year-End Projection		2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
Brown Park													
		Playground Replacement	Tier 3: Scheduled Replacement				\$15,000	\$620,000					\$635,000
		Backstop Replacement	Tier 3: Scheduled Replacement					\$27,250					\$27,250
		Playground Fence Replacement	Tier 3: Scheduled Replacement					\$20,000					\$20,000
		Tennis Court Patch/Color/Stripe	Tier 3: Scheduled Replacement						\$50,000				\$50,000
		North Park Improvement	Tier 6: Unfunded									\$320,000	\$320,000
		Playground Shelter	Tier 6: Unfunded									\$57,500	\$57,500
Brown Park Total							\$15,000	\$667,250	\$50,000			\$377,500	\$1,109,750

Draft

Category		Description	Tier	2025 Budget	Total 2025 Year-End Projection		2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
Carol Snyder													
		Playground Replacement	Tier 3: Scheduled Replacement					\$10,000	\$410,000				\$420,000
		Playground Shelter	Tier 6: Unfunded									\$57,500	\$57,500
Carol Snyder Total								\$10,000	\$410,000			\$57,500	\$477,500

Draft

Category		Description	Tier	2025 Budget	Total 2025 Year-End Projection		2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
Central Park													
		Restroom Building Roof Replacement	Tier 3: Scheduled Replacement					\$4,550					\$4,550
		Playground Replacement	Tier 3: Scheduled Replacement						\$8,000	\$362,000			\$370,000
Central Park Total								\$4,550	\$8,000	\$362,000			\$374,550

Draft

Category	Description	Tier	2025 Budget	Total 2025 Year-End Projection	2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
D. Cunniff Park											
	Tennis/Pickleball Site Master Plan	Tier 4: Improve Existing Items	\$20,000	\$0							
	Roadway Storm Catch Basin Repairs	Tier 2: Critical Repair/Replacement	\$35,000	\$35,000							
	Sewer/Storm Line Adjustments	Tier 2: Critical Repair/Replacement			\$75,000						\$75,000
	Tennis Court Patch/Color/Stripe	Tier 3: Scheduled Replacement			\$136,000						\$136,000
	Athletic Shelter Roof Replacement	Tier 3: Scheduled Replacement				\$66,500					\$66,500
	Replace Maintenance Garage Furnace	Tier 3: Scheduled Replacement				\$10,000					\$10,000
	Sewer line Replacement	Tier 2: Critical Repair/Replacement							\$96,000		\$96,000
	Pickleball Court Patch/Color/Stripe	Tier 3: Scheduled Replacement							\$288,000		\$288,000
	North Path Flooding Improvements (engineering)	Tier 6: Unfunded								\$117,000	\$117,000
	Field 2 Lights	Tier 6: Unfunded								\$250,000	\$250,000
	Tennis and Pickleball Court Lights Addition	Tier 6: Unfunded								\$600,000	\$600,000
	Tennis Shelter Renovation	Tier 6: Unfunded								\$200,000	\$200,000
	Athletic Field Master Plan - Artificial Turf Field	Tier 6: Unfunded								\$3,000,000	\$3,000,000
	Pond Shoreline Improvements and Deck	Tier 6: Unfunded								\$75,000	\$75,000
	Tennis/Pickleball Site Master Plan	Tier 6: Unfunded								\$10,000	\$10,000
D. Cunniff Park Total			\$55,000	\$35,000	\$211,000	\$76,500			\$384,000	\$4,252,000	\$4,923,500

Category		Description	Tier	2025 Budget	Total 2025 Year-End Projection		2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
Devonshire Park													
		Playground Refresh	Tier 3: Scheduled Replacement				\$194,000						\$194,000
Devonshire Park Total							\$194,000						\$194,000

Draft

Category	Description	Tier	2025 Budget	Total 2025 Year-End Projection	2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
Fontana Pasquesi Park											
	Naming Donation	Tier 1: Safety/Legal Compliance	-\$71,000	-\$75,000	-\$27,250	-\$12,000	-\$135,750				-\$175,000
	Basketball Court Renovation	Tier 3: Scheduled Replacement	\$71,000	\$75,000							
	Backstop Replacement	Tier 3: Scheduled Replacement			\$27,250						\$27,250
	Playground Replacement	Tier 3: Scheduled Replacement				\$12,000	\$433,000				\$445,000
	Tennis Court Patch/Color/Stripe	Tier 3: Scheduled Replacement							\$54,350		\$54,350
	Playground Shelter	Tier 6: Unfunded								\$57,500	\$57,500
Fontana Pasquesi Park Total			\$0	\$0	\$0	\$0	\$297,250		\$54,350	\$57,500	\$409,100

Draft

Category		Description	Tier	2025 Budget	Total 2025 Year-End Projection		2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
Founders Park													
		Path Improvements	Tier 2: Critical Repair/Replacement	\$28,000	\$44,000								
Founders Park Total				\$28,000	\$44,000								

Draft

Category		Description	Tier	2025 Budget	Total 2025 Year-End Projection		2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
Jens Jensen Park													
		Pond Pump Replacement and Electrical Service Upgrade	Tier 6: Unfunded									\$50,000	\$50,000
Jens Jensen Park Total												\$50,000	\$50,000

Draft

Category		Description	Tier	2025 Budget	Total 2025 Year-End Projection		2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
Kennedy Park													
		Play Area Surfacing Refinish	Tier 3: Scheduled Replacement						\$100,000				\$100,000
		Kennedy Gathering Area	Tier 6: Unfunded									\$40,000	\$40,000
Kennedy Park Total									\$100,000			\$40,000	\$140,000

Draft

Category		Description	Tier	2025 Budget	Total 2025 Year-End Projection		2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
Knoll Park													
		Path Improvements	Tier 2: Critical Repair/Replacement	\$19,000	\$22,000								
Knoll Park Total				\$19,000	\$22,000								

Draft

Category	Description	Tier	2025 Budget	Total 2025 Year-End Projection		2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
L. Fink Park												
	Path Improvements - Chantilly Path	Tier 2: Critical Repair/Replacement	\$50,000	\$30,000								
	Playground Replacement (2-5 Playground Only)	Tier 3: Scheduled Replacement	\$335,500	\$265,540								
	Batting Cage	Tier 4: Improve Existing Items	\$75,000	\$74,000								
	Donation Reimbursement (Batting Cage)	Tier 4: Improve Existing Items	-\$50,000	-\$58,454								
	Wetland Rain Garden Improvements	Tier 4: Improve Existing Items	\$25,000	\$18,000								
	Playground Refresh (5-12 Playground)	Tier 3: Scheduled Replacement				\$210,000						\$210,000
	Basketball Court Grind/Overlay/Color/Stripe	Tier 3: Scheduled Replacement					\$26,000					\$26,000
	Maintenance Garage Furnace Replacement	Tier 3: Scheduled Replacement					\$10,000					\$10,000
	Tennis Court Patch/Color/Stripe	Tier 3: Scheduled Replacement					\$181,200					\$181,200
	Fitness Station Renovation	Tier 6: Unfunded									\$150,000	\$150,000
	Pathway Improvements 5-12 Playground and Dog Park	Tier 6: Unfunded									\$102,000	\$102,000
L. Fink Park Total			\$435,500	\$329,086		\$210,000	\$217,200				\$252,000	\$679,200

Category		Description	Tier	2025 Budget	Total 2025 Year-End Projection		2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
Laurel Park/Library													
		Ravine Deck Replacement	Tier 3: Scheduled Replacement	\$10,000	\$0								
		New Libray Park Planning	Tier 6: Unfunded									\$50,000	\$50,000
		New Library Park	Tier 6: Unfunded									\$450,000	\$450,000
Laurel Park/Library Total				\$10,000	\$0							\$500,000	\$500,000

Draft

Category		Description	Tier	2025 Budget	Total 2025 Year-End Projection		2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
Lincoln Park													
		Lincoln Park OSLAD Grant Award	Tier 1: Safety/Legal Compliance	-\$328,750	-\$71,000		-\$457,500						-\$457,500
		Lincoln Park OSLAD Renovation	Tier 1: Safety/Legal Compliance	\$1,030,000	\$1,124,000								
		Parking Lot Improvements	Tier 2: Critical Repair/Replacement	\$40,000	\$0								
		Building Renovation	Tier 6: Unfunded									\$90,000	\$90,000
Lincoln Park Total				\$741,250	\$1,053,000		-\$457,500					\$90,000	-\$367,500

Draft

Category		Description	Tier	2025 Budget	Total 2025 Year-End Projection		2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
Millard Park													
		Concrete Seawall Repair	Tier 6: Unfunded									\$105,000	\$105,000
		Breakwater Improvements	Tier 6: Unfunded									\$2,535,000	\$2,535,000
Millard Park Total												\$2,640,000	\$2,640,000

Draft

Category		Description	Tier	2025 Budget	Total 2025 Year-End Projection		2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
Moraine Park													
		Ravine Restoration	Tier 6: Unfunded									\$375,000	\$375,000
Moraine Park Total												\$375,000	\$375,000

Draft

Category		Description	Tier	2025 Budget	Total 2025 Year-End Projection		2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
Old Elm Park													
		Playground Replacement	Tier 3: Scheduled Replacement	\$0	\$171,385								
		Tennis/Basketball Court Patch/Color/Stripe	Tier 3: Scheduled Replacement								\$67,000		\$67,000
Old Elm Park Total				\$0	\$171,385						\$67,000		\$67,000

Draft

Category		Description	Tier	2025 Budget	Total 2025 Year-End Projection		2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
Olson Park													
		Playground Renovation	Tier 3: Scheduled Replacement							\$10,000	\$500,000		\$510,000
Olson Park Total										\$10,000	\$500,000		\$510,000

Draft

Category		Description	Tier	2025 Budget	Total 2025 Year-End Projection		2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
Port Clinton Park													
		Playground Replacement	Tier 3: Scheduled Replacement	\$0	\$224,505								
		Ravine Stabilization Feasibility Study	Tier 6: Unfunded									\$25,000	\$25,000
Port Clinton Park Total				\$0	\$224,505							\$25,000	\$25,000

Draft

Category		Description	Tier	2025 Budget	Total 2025 Year-End Projection		2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
R. D. Deutsch Park													
		Playground Improvements	Tier 1: Safety/Legal Compliance	\$0	\$30,000								
R. D. Deutsch Park Total				\$0	\$30,000								

Draft

Category		Description	Tier	2025 Budget	Total 2025 Year-End Projection		2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
Rosewood Beach													
		Lift Station Sewage pumps	Tier 3: Scheduled Replacement				\$15,000						\$15,000
		Rosewood Beach Paver Parking Lot Repairs	Tier 3: Scheduled Replacement				\$15,000						\$15,000
		Light pole replacement and new electrical feed	Tier 3: Scheduled Replacement							\$38,000			\$38,000
		Beach Nourishment	Tier 6: Unfunded									\$400,000	\$400,000
		Revetment - Construction	Tier 6: Unfunded									\$500,000	\$500,000
Rosewood Beach Total							\$30,000			\$38,000		\$900,000	\$968,000

Draft

Category	Description	Tier	2025 Budget	Total 2025 Year-End Projection		2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
Rosewood Park												
	ADA Access Path	Tier 1: Safety/Legal Compliance	\$62,000	\$0								
	Water Fountain Replacement	Tier 2: Critical Repair/Replacement	\$25,000	\$0								
	Playground Replacement	Tier 3: Scheduled Replacement	\$312,000	\$378,000								
	Pond and Park Restoration	Tier 6: Unfunded									\$450,000	\$450,000
	Ravine Path Conversion Planning	Tier 6: Unfunded									\$25,000	\$25,000
Rosewood Park Total			\$399,000	\$378,000							\$475,000	\$475,000

Draft

Category		Description	Tier	2025 Budget	Total 2025 Year-End Projection		2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
Sherwood Park													
		Playground Refresh	Tier 3: Scheduled Replacement						\$8,000	\$142,000			\$150,000
Sherwood Park Total									\$8,000	\$142,000			\$150,000

Draft

Category	Description	Tier	2025 Budget	Total 2025 Year-End Projection		2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
Sunset Woods Park												
	SW Master Plan Phase 1	Tier 1: Safety/Legal Compliance	\$404,422	\$910,732								
	Asphalt Tennis Court Rebuild	Tier 2: Critical Repair/Replacement	\$30,000	\$30,000		\$396,000						\$396,000
	Tennis Light Pole Assessment/Removal	Tier 2: Critical Repair/Replacement	\$50,000	\$6,095								
	Tennis Light Replacement	Tier 2: Critical Repair/Replacement	\$30,000	\$30,000		\$225,000						\$225,000
	Fieldhouse interior improvements	Tier 4: Improve Existing Items	\$50,000	\$50,000								
	OSLAD Funding Reimbursement	Tier 1: Safety/Legal Compliance	-\$225,000	-\$600,000								
	Middle Shelter Roof Replacement	Tier 3: Scheduled Replacement					\$34,200					\$34,200
	North Pavilion Improvements	Tier 3: Scheduled Replacement					\$39,900					\$39,900
	Athletic Field Light Replacement	Tier 3: Scheduled Replacement						\$600,000				\$600,000
	Playground Replacement (Adventure Tree House)	Tier 3: Scheduled Replacement								\$20,000		\$20,000
	ADA Path Improvements	Tier 6: Unfunded									\$105,000	\$105,000
	SW Master Plan - Adult Fitness	Tier 6: Unfunded									\$345,000	\$345,000
	SW Master Plan - Central Area Main Walk	Tier 6: Unfunded									\$830,000	\$830,000
	SW Master Plan - Fieldhouse Improvements	Tier 6: Unfunded									\$600,000	\$600,000
	SW Master Plan - North Gathering Area	Tier 6: Unfunded									\$355,000	\$355,000
	SW Master Plan - North Pavilion Renovations	Tier 6: Unfunded									\$200,000	\$200,000
	SW Master Plan - Oak Tree Plaza and Walkway	Tier 6: Unfunded									\$175,000	\$175,000
	SW Master Plan - Outdoor Classroom/Bandshell	Tier 6: Unfunded									\$835,000	\$835,000
	SW Master Plan - Parking Improvements	Tier 6: Unfunded									\$960,000	\$960,000
	Tennis Clay Court Conversion	Tier 6: Unfunded									\$400,000	\$400,000
	SW Master Plan - Spray Pad	Tier 6: Unfunded									\$650,000	\$650,000
Sunset Woods Park Total			\$339,422	\$426,827		\$621,000	\$74,100	\$600,000		\$20,000	\$5,455,000	\$6,770,100

Category	Description	Tier	2025 Budget	Total 2025 Year-End Projection		2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
The Preserve												
	Path Improvements	Tier 2: Critical Repair/Replacement	\$150,000	\$70,000								
	Preserve Pole Barn structural repairs	Tier 2: Critical Repair/Replacement	\$20,000	\$20,000								
	Pond Pump Electrical Feed	Tier 3: Scheduled Replacement	\$50,000	\$50,000								
	Fire Panel Replacement	Tier 1: Safety/Legal Compliance						\$20,000				\$20,000
	ADA Path Improvements	Tier 6: Unfunded									\$168,000	\$168,000
	Boardwalk addition - Planning	Tier 6: Unfunded									\$50,000	\$50,000
The Preserve Total			\$220,000	\$140,000				\$20,000			\$218,000	\$238,000

Draft

Category		Description	Tier	2025 Budget	Total 2025 Year-End Projection		2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
West Ridge Park													
		GreenPrint - Site Improvements	Tier 2: Critical Repair/Replacement	\$1,000,000	\$0								
		Safety Village House Replacement	Tier 2: Critical Repair/Replacement				\$120,000						\$120,000
		Athletic Field Light Replacement	Tier 6: Unfunded									\$250,000	\$250,000
		Univesally Accessible North Ballfield	Tier 6: Unfunded									\$3,275,000	\$3,275,000
		West Ridge Master Plan Design	Tier 6: Unfunded									\$200,000	\$200,000
West Ridge Park Total				\$1,000,000	\$0		\$120,000					\$3,725,000	\$3,845,000

Draft

Category		Description	Tier	2025 Budget	Total 2025 Year-End Projection		2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
Woodridge Park													
		Gazebo Roof Replacement	Tier 3: Scheduled Replacement					\$7,680					\$7,680
		Playground Refresh	Tier 3: Scheduled Replacement				\$15,000	\$183,000					\$198,000
		Court Rebuild - Tennis, Bball, Pickle	Tier 2: Critical Repair/Replacement					\$43,000	\$444,000				\$487,000
Woodridge Park Total							\$15,000	\$233,680	\$444,000				\$692,680

Draft

Category	Description	Tier	2025 Budget	Total 2025 Year-End Projection	2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
Centennial											
	Giants Locker Room License Fee	Tier 1: Safety/Legal Compliance	-\$4,000	-\$4,000	-\$4,000	-\$4,000	-\$4,000	-\$4,000	-\$4,000		-\$20,000
	Rink Replacement Settelment	Tier 1: Safety/Legal Compliance	\$0	-\$500,000							
	Dehumidification System Replacement	Tier 2: Critical Repair/Replacement	\$245,000	\$117,000							
	Bleacher Bench Cover Replacement	Tier 3: Scheduled Replacement	\$0	\$26,173							
	Centennial Accessible Parking repair	Tier 3: Scheduled Replacement	\$0	\$13,000							
	Rooftop North Heating Unit Replacement (#3)	Tier 3: Scheduled Replacement	\$45,000	\$47,900							
	Switch Gear Replacement	Tier 3: Scheduled Replacement	\$20,000	\$8,000	\$287,500						\$287,500
	Studio Rink Feasibility	Tier 4: Improve Existing Items	\$10,000	\$10,000							
	HVAC Replacement (#1 and #2)	Tier 3: Scheduled Replacement	\$91,366	\$0	\$115,000						\$115,000
	Replace Exterior Doors	Tier 3: Scheduled Replacement			\$24,250						\$24,250
	GreenPrint - Gymnastics Conversion Renovation	Tier 4: Improve Existing Items			\$240,000						\$240,000
	Ice Rink Hockey Boards and Glass Replacement	Tier 3: Scheduled Replacement					\$262,500				\$262,500
	Roof Replacement	Tier 3: Scheduled Replacement					\$876,000				\$876,000
	Lining of Sanitary Lines	Tier 3: Scheduled Replacement							\$15,000		\$15,000
	Scoreboard Replacement	Tier 3: Scheduled Replacement							\$19,000		\$19,000
	Automatic Front Doors Improvements	Tier 6: Unfunded								\$25,000	\$25,000
	Studio Rink Engineering and Construction	Tier 6: Unfunded								\$2,900,000	\$2,900,000
Centennial Total			\$407,366	-\$281,927	\$662,750	-\$4,000	\$1,134,500	-\$4,000	\$30,000	\$2,925,000	\$4,744,250

Category	Description	Tier	2025 Budget	Total 2025 Year-End Projection	2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
Deer Creek Racquet Club											
	Carpet Replacement	Tier 3: Scheduled Replacement			\$55,900						\$55,900
	Grinder Pump Replacement	Tier 3: Scheduled Replacement			\$25,000						\$25,000
	Peak Fans Replacement	Tier 3: Scheduled Replacement	\$35,000	\$0	\$39,120						\$39,120
	Court Painting Improvements to remove Pickleball Lines	Tier 4: Improve Existing Items			\$25,200						\$25,200
	Fire Panel Replacement	Tier 1: Safety/Legal Compliance				\$71,500					\$71,500
	Switch Gear Replacement	Tier 3: Scheduled Replacement				\$20,000	\$200,000				\$220,000
	Light Pole Replacement With New Electrical Feed	Tier 3: Scheduled Replacement						\$52,500			\$52,500
	RTU Replacements (3)	Tier 3: Scheduled Replacement						\$185,000			\$185,000
	Back-up Generator Replacement	Tier 3: Scheduled Replacement							\$54,000		\$54,000
	Lighing Control System Replacement	Tier 3: Scheduled Replacement							\$14,000		\$14,000
	Tennis Court Curtains	Tier 3: Scheduled Replacement							\$50,000		\$50,000
	Lobby Improvements	Tier 4: Improve Existing Items							\$60,000		\$60,000
	Racquetball Court Conversion - Construction	Tier 6: Unfunded								\$1,033,000	\$1,033,000
Deer Creek Racquet Club Total			\$35,000	\$0	\$145,220	\$91,500	\$200,000	\$237,500	\$178,000	\$1,033,000	\$1,885,220

Category	Description	Tier	2025 Budget	Total 2025 Year-End Projection	2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
Heller Nature Center											
	Heller Carpeting Replacement	Tier 2: Critical Repair/Replacement	\$25,000	\$18,083							
	Red Trail Renovation Grant Reimbursement (Unconfirmed)	Tier 1: Safety/Legal Compliance	-\$250,000	\$0	-\$250,000						-\$250,000
	Red Trail Renovation	Tier 3: Scheduled Replacement	\$250,000	\$0	\$250,000						\$250,000
	Water Fountain Repacement	Tier 3: Scheduled Replacement	\$14,000	\$0	\$15,000						\$15,000
	Replace Electrical Switch Gear	Tier 1: Safety/Legal Compliance				\$175,000					\$175,000
	Roof Replacement	Tier 3: Scheduled Replacement				\$80,000					\$80,000
	Mini Bus Replacement	Tier 3: Scheduled Replacement					\$157,000				\$157,000
	Roof Replacement Rothschild Shelter	Tier 3: Scheduled Replacement					\$28,000				\$28,000
	New Site Master Plan	Tier 5: New					\$10,000				\$10,000
	Log Cabin Roof Replacement	Tier 3: Scheduled Replacement						\$15,000			\$15,000
	Trail Interpretive Signage and Trail Markers	Tier 3: Scheduled Replacement						\$17,550			\$17,550
	Pond Deck Replacement	Tier 3: Scheduled Replacement							\$135,000		\$135,000
	Teams Course Trail Conversion - ADA	Tier 4: Improve Existing Items							\$11,400		\$11,400
	Boardwalk Improvements	Tier 6: Unfunded								\$50,000	\$50,000
	WanderWoods Play Equipment	Tier 6: Unfunded								\$52,400	\$52,400
Heller Nature Center Total			\$39,000	\$18,083	\$15,000	\$255,000	\$195,000	\$32,550	\$146,400	\$102,400	\$746,350

Category	Description	Tier	2025 Budget	Total 2025 Year-End Projection	2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
Hidden Creek Aqua Park											
	Adding Fencing around Deck Patio	Tier 1: Safety/Legal Compliance	\$11,000	\$1,943							
	Slide Resurfacing	Tier 2: Critical Repair/Replacement	\$35,000	\$25,400		\$20,000	\$30,000		\$25,000		\$75,000
	Feature Pump Replacement	Tier 3: Scheduled Replacement	\$26,500	\$26,540							
	Replacement Of Backup Generator and Transfer Switch	Tier 3: Scheduled Replacement	\$45,000	\$55,785							
	Splash Pad and Perimeter Fence Replacement	Tier 3: Scheduled Replacement	\$44,000	\$54,736							
	ADA: Entrance Accesssibility Improvement	Tier 2: Critical Repair/Replacement			\$40,000						\$40,000
	Drain Cover Replacements	Tier 2: Critical Repair/Replacement	\$25,000	\$0	\$25,000						\$25,000
	Pool Shell Maintenance	Tier 2: Critical Repair/Replacement			\$50,000		\$50,000		\$50,000		\$150,000
	Body Slide Pump Motor, pump and column pipe	Tier 3: Scheduled Replacement			\$30,000						\$30,000
	Circulation Pumps Replacement	Tier 3: Scheduled Replacement			\$75,000						\$75,000
	Splash Pad Pump Replacement	Tier 3: Scheduled Replacement	\$25,000	\$0	\$47,625						\$47,625
	Speed Slide Pump	Tier 3: Scheduled Replacement					\$13,000				\$13,000
	Replacing Bath House Water Heater (PVI)	Tier 3: Scheduled Replacement						\$82,500			\$82,500
	Splash Pad Feature Structure Replacement	Tier 3: Scheduled Replacement						\$40,000	\$300,000		\$340,000
	Diving Board Replacement and Installation	Tier 3: Scheduled Replacement							\$28,500		\$28,500
	Feature Pump Motor Replacement	Tier 3: Scheduled Replacement							\$10,000		\$10,000
	Replace 2 Pool Heaters	Tier 3: Scheduled Replacement							\$100,000		\$100,000
	Replacement of 2 remaining funbrellas	Tier 3: Scheduled Replacement							\$51,150		\$51,150
	Splash Pad Pump Motor Replacement	Tier 3: Scheduled Replacement							\$12,500		\$12,500
	HCAP Concessions Shade and Table Replacement	Tier 6: Unfunded								\$55,000	\$55,000
	Locker Room Building Planning	Tier 6: Unfunded								\$250,000	\$250,000
	Locker Room Building Renovation	Tier 6: Unfunded								\$4,100,000	\$4,100,000
	Party Deck Replacement + ADA	Tier 6: Unfunded								\$450,000	\$450,000
	Waterpark Renovation	Tier 6: Unfunded								\$300,000	\$300,000
Hidden Creek Aqua Park Total			\$211,500	\$164,404	\$267,625	\$20,000	\$93,000	\$122,500	\$577,150	\$5,155,000	\$6,235,275

Category	Description	Tier	2025 Budget	Total 2025 Year-End Projection		2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
Lot 3 - Club Pickle and Padel												
	Driving Range Netting - West	Tier 1: Safety/Legal Compliance	\$100,000	\$0								
	New Dome Structure	Tier 1: Safety/Legal Compliance	\$1,218,000	\$2,771,671								
	New Dome Structure City Contribution	Tier 1: Safety/Legal Compliance	-\$500,000	-\$500,000								
	New Dome Structure Donations	Tier 1: Safety/Legal Compliance	-\$175,000	-\$85,136		-\$35,000	-\$35,000	-\$35,000	-\$5,000			-\$110,000
	Roadway Lighting Repair	Tier 3: Scheduled Replacement	\$0	\$15,000								
	Furniture Refresh	Tier 3: Scheduled Replacement							\$75,000			\$75,000
	"The Lawn" Furnishings	Tier 6: Unfunded									\$50,000	\$50,000
	Dome Perimeter Roadway Resurfacing	Tier 6: Unfunded									\$80,000	\$80,000
	Driving Range Netting - West	Tier 6: Unfunded									\$500,000	\$500,000
	New Parking Lot Expansion	Tier 6: Unfunded									\$80,000	\$80,000
Lot 3 - Club Pickle and Padel Total			\$643,000	\$2,201,535		-\$35,000	-\$35,000	-\$35,000	\$70,000		\$710,000	\$675,000

Category	Description	Tier	2025 Budget	Total 2025 Year-End Projection		2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
Lot 3: Golf Learning Center												
	Waterfall Pump Electrical Feed Replacement	Tier 2: Critical Repair/Replacement	\$10,000	\$0								
	Tee Box Renovation - Planning	Tier 4: Improve Existing Items	\$15,000	\$15,000								
	Waterfall Replacement Pump	Tier 2: Critical Repair/Replacement				\$50,000						\$50,000
	Irrigation Pump System Replacement	Tier 2: Critical Repair/Replacement							\$110,000			\$110,000
	Rough Mower	Tier 3: Scheduled Replacement							\$27,000			\$27,000
	Greens Top dresser	Tier 3: Scheduled Replacement								\$35,000		\$35,000
	Addition of New Electric Car Charging Station	Tier 6: Unfunded									\$45,000	\$45,000
	Driving Range Enhancements	Tier 6: Unfunded									\$710,000	\$710,000
Lot 3: Golf Learning Center Total			\$25,000	\$15,000		\$50,000			\$137,000	\$35,000	\$755,000	\$977,000

Category	Description	Tier	2025 Budget	Total 2025 Year-End Projection		2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
Park Avenue Beach and Boating Facility												
	OSLAD Grant Reimbursement	Tier 1: Safety/Legal Compliance	-\$216,921	-\$400,000								
	Park Ave. Boat Launch west dock bollards	Tier 1: Safety/Legal Compliance	\$11,200	\$12,170								
	Sand Ramp Replacement BAAD Grant	Tier 1: Safety/Legal Compliance	\$0	\$51,996								
	Sand Ramp Replacement BAAD Grant Reimbursement	Tier 1: Safety/Legal Compliance	-\$5,000	-\$53,380								
	Site Master Plan Phase 1 North Beach Improvements	Tier 1: Safety/Legal Compliance	\$154,469	\$610,000								
	South Storage Pad Repair - Phase 1	Tier 2: Critical Repair/Replacement	\$324,327	\$297,327								
	South Boat Storage Lot Regrading and Repaving	Tier 4: Improve Existing Items	\$0	\$70,000								
	North Lot Egandale Retaining Wall Replacement	Tier 2: Critical Repair/Replacement					\$40,000	\$290,000				\$330,000
	Replace Roof and Gutters	Tier 3: Scheduled Replacement						\$35,000				\$35,000
	Deck and deck fire pit Improvements	Tier 6: Unfunded									\$210,000	\$210,000
	Rear Building Bluff Restoration	Tier 6: Unfunded									\$170,700	\$170,700
	Site Master Plan Phase 2 Improvements North Beach (b	Tier 6: Unfunded									\$450,000	\$450,000
	Site Master Plan Phase 3 Improvements (Bluff Stair conn	Tier 6: Unfunded									\$425,000	\$425,000
	South Storage Pad Repair - Phase 2	Tier 6: Unfunded									\$400,000	\$400,000
Park Avenue Beach and Boating Facility Total			\$268,075	\$588,113			\$40,000	\$325,000			\$1,655,700	\$2,020,700

Category	Description	Tier	2025 Budget	Total 2025 Year-End Projection	2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
Park Fitness											
	Credit for Bathroom/Shower Room	Tier 1: Safety/Legal Compliance	-\$95,389	-\$95,389							
	Insurance Reimbursement Fitness Floor Flood	Tier 1: Safety/Legal Compliance	\$0	-\$23,483							
	Parking Lot Light and Asphalt Replacement (50% of Cost)	Tier 1: Safety/Legal Compliance	\$100,000	\$685,000	\$100,000						\$100,000
	Parking Lot Screening Replacement (50% of Cost) City Reimbursement from LOT 3	Tier 1: Safety/Legal Compliance	-\$40,000	-\$47,000							
	Sign Replacement (50% of Cost)	Tier 1: Safety/Legal Compliance	\$50,000	\$66,711							
	Carpet Upper Level	Tier 3: Scheduled Replacement	\$69,000	\$67,999	\$31,680						\$31,680
	Equipment Upgrade/Replacement	Tier 3: Scheduled Replacement	\$45,000	\$44,102	\$88,500	\$41,300	\$62,180	\$67,275	\$144,000		\$403,255
	Filter Backwash Pumps and Controller	Tier 3: Scheduled Replacement	\$21,000	\$19,078							
	Lighting Replacement (Upper & Lower Track, main Lobby)	Tier 3: Scheduled Replacement	\$20,000	\$10,160							
	Parking Lot Screening Replacement (50% of Cost)	Tier 3: Scheduled Replacement	\$80,000	\$94,000							
	Pool Deck Replacement	Tier 3: Scheduled Replacement	\$145,000	\$159,667							
	Sand Filter Replacement	Tier 3: Scheduled Replacement	\$388,000	\$314,000							
	Locker Room Shower Area Upgrades	Tier 4: Improve Existing Items	\$250,000	\$39,000	\$411,000						\$411,000
	Gutter Grate Covers Replacement	Tier 3: Scheduled Replacement			\$36,860						\$36,860
	Replacement of RCHP Pool Heater and Flue Piping	Tier 2: Critical Repair/Replacement				\$23,000					\$23,000
	Indoor Pool Sound Baffle Replacement	Tier 3: Scheduled Replacement				\$45,000					\$45,000
	Laundry Equipment Replacement (Washer Only)	Tier 3: Scheduled Replacement				\$25,000					\$25,000
	Motorized Shades Replacement (Motor and Control panel)	Tier 3: Scheduled Replacement				\$39,720					\$39,720
	Relocate Building Lift Station Controller	Tier 3: Scheduled Replacement	\$25,000	\$0		\$25,000					\$25,000
	Replacement Of Backup Generator and Transfer Switch	Tier 3: Scheduled Replacement				\$62,500					\$62,500
	Boiler and Water Heater Storage Tank Replacement (50% of Cost)	Tier 3: Scheduled Replacement					\$280,000				\$280,000
	Flat Roof Replacement	Tier 3: Scheduled Replacement					\$430,000				\$430,000
	Lower Level Lobby Floor Replacement	Tier 3: Scheduled Replacement					\$28,480				\$28,480
	Reimbursement Water Heater Storage Tanks and Boiler r	Tier 1: Safety/Legal Compliance						-\$140,000			-\$140,000
	Gymnasium Floor Resurfacing	Tier 3: Scheduled Replacement						\$100,000			\$100,000
	Track Replacement	Tier 3: Scheduled Replacement						\$225,000			\$225,000
	Indoor Pool Painting Improvement	Tier 4: Improve Existing Items						\$26,900			\$26,900
	Second Floor Bathroom Improvements	Tier 4: Improve Existing Items						\$24,000			\$24,000
	Gymnasium Refresh	Tier 6: Unfunded								\$250,000	\$250,000
	Addition of New Gymnasium Fan Addition	Tier 6: Unfunded								\$30,000	\$30,000
	Entry Access Control Improvements - Planning	Tier 6: Unfunded								\$900,000	\$900,000
	Front Entry Paver Resetting Improvements	Tier 6: Unfunded								\$86,000	\$86,000
	Locker Room Saunas	Tier 6: Unfunded								\$82,400	\$82,400
	Spin Studio and Studio 2 Renovation	Tier 6: Unfunded								\$140,000	\$140,000
Park Fitness Total			\$1,057,611	\$1,133,845	\$668,040	\$261,520	\$800,660	\$303,175	\$144,000	\$1,488,400	\$3,665,795

Category		Description	Tier	2025 Budget	Total 2025 Year-End Projection		2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
Rosewood Interpretive Center													
		HVAC System Replacement	Tier 3: Scheduled Replacement	\$15,000	\$15,000		\$60,000						\$60,000
		Controller and Pump Replacement Ejector Pit	Tier 4: Improve Existing Items	\$15,000	\$0								
		Pump and Sewage Lift Station Pit Replacement	Tier 3: Scheduled Replacement				\$18,750						\$18,750
		Shades, Motor, and Controller Replacement	Tier 3: Scheduled Replacement						\$35,350				\$35,350
		Fire Panel Replacement	Tier 6: Unfunded									\$35,000	\$35,000
Rosewood Interpretive Center Total				\$30,000	\$15,000		\$78,750		\$35,350			\$35,000	\$149,100

Draft

Category	Description	Tier	2025 Budget	Total 2025 Year-End Projection	2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
SVGC											
	Restaurant Reimbursement	Tier 1: Safety/Legal Compliance	-\$47,000	\$0							
	Toro GPS Sprayer	Tier 3: Scheduled Replacement	\$135,044	\$114,584							
	Addition of New Greens Roller	Tier 5: New	\$45,767	\$0	\$45,767						\$45,767
	Addition of New Triflex Tee Mower 2	Tier 5: New	\$60,704	\$60,704							
	Electric Charger Replacement	Tier 3: Scheduled Replacement			\$30,000						\$30,000
	Toro 4700 Rough Mower	Tier 3: Scheduled Replacement			\$125,000						\$125,000
	Drainage Pump Project Phase 1 Improvement	Tier 4: Improve Existing Items	\$169,500	\$5,180			\$250,000				\$250,000
	Foley Badknife Grinder	Tier 2: Critical Repair/Replacement				\$35,000					\$35,000
	Toro 3550 Fairway Mower 1	Tier 3: Scheduled Replacement				\$75,000					\$75,000
	Toro Z Turn Bunker Rake	Tier 3: Scheduled Replacement				\$17,850					\$17,850
	Heavy Duty Workman Replacement	Tier 3: Scheduled Replacement					\$32,000				\$32,000
	Toro 3550 Fairway Mower 2	Tier 3: Scheduled Replacement					\$75,000				\$75,000
	Clubhouse Improvements (Phase 1)	Tier 4: Improve Existing Items	\$90,000	\$15,000			\$75,000				\$75,000
	Golf Maintenace Carts Replacement - Transition to Electr	Tier 3: Scheduled Replacement						\$154,000			\$154,000
	Pump Irrigation Replacement	Tier 3: Scheduled Replacement						\$431,250			\$431,250
	Toro 3550 Fairway Mower 3	Tier 3: Scheduled Replacement						\$80,000			\$80,000
	Addition of New Dakota Topdresser	Tier 5: New						\$46,500			\$46,500
	Irrigation Replacement Phase 1	Tier 3: Scheduled Replacement							\$500,000		\$500,000
	Make Up Air with Heater for Kitchen Hood	Tier 3: Scheduled Replacement							\$13,750		\$13,750
	Replacement of Electric Golf Cart Fleet and GPC	Tier 3: Scheduled Replacement							\$700,000		\$700,000
	Clubhouse Improvements (Phase 2)	Tier 6: Unfunded								\$750,000	\$750,000
	Drainage Pump Project Phase 2	Tier 6: Unfunded								\$500,000	\$500,000
	Fire Panel Replacement	Tier 6: Unfunded								\$25,000	\$25,000
SVGC Total			\$454,015	\$195,468	\$200,767	\$127,850	\$432,000	\$711,750	\$1,213,750	\$1,275,000	\$3,961,117

Category	Description	Tier	2025 Budget	Total 2025 Year-End Projection	2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	Tier 6 Total	Total Budget
West Ridge Center											
	PARC Grant Reimbursement	Tier 1: Safety/Legal Compliance	-\$823,736	-\$200,000	-\$1,203,727						-\$1,203,727
	GreenPrint - Building Replacement and Site Improvemen	Tier 2: Critical Repair/Replacement	\$9,485,000	\$11,860,000	\$6,700,000						\$6,700,000
	South Parking lot Renovation, not in building scope	Tier 2: Critical Repair/Replacement			\$400,000						\$400,000
West Ridge Center Total			\$8,661,264	\$11,660,000	\$5,896,273						\$5,896,273

Draft



Memorandum

To: Park Board of Commissioners

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

Date: November 12, 2025

Subject: **Approval of Resolution 2025-16 Granting a Nonexclusive Easement for Storm Water Utilities**

Summary

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

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

Staff will provide details of the proposed work.

Recommendation

Staff recommend approval from the Park Board of Commissioners of Resolution 2025-16 Granting a Nonexclusive Easement for Storm Water Utilities.

**PARK DISTRICT OF HIGHLAND PARK
LAKE COUNTY, ILLINOIS**

RESOLUTION 2025-16

**A RESOLUTION GRANTING A NONEXCLUSIVE EASEMENT FOR STORM
WATER UTILITIES**

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

WHEREAS, Grantor is the owner of that certain parcel of land located in Lake County, Illinois, commonly known as the Port Clinton Park (the “**Park Property**”);

WHEREAS, the owner (“Grantee”) of that certain parcel of land located adjacent to and east of the Park Property, commonly known as 2628 Roslyn Circle, Highland Park, Illinois, is constructing a residential dwelling;

WHEREAS, in connection with the construction of the residential dwelling on the adjacent parcel, it is necessary for and the City of Highland Park requires the permanent, non-exclusive use of a portion of the Park Property more particularly depicted in Exhibit A to this Resolution (the “**Easement Premises**”), for storm water utility purposes;

WHEREAS, Section 8-11 of the Park District Code grants the District the power to grant easements for the construction, operation and maintenance of facilities upon, under or across any property of the District for water, sanitary sewer, storm sewer and other public utility services, subject to such terms and conditions as may be determined by the District; and

WHEREAS, the Board of Park Commissioners find granting the easement over the Easement Premises to be in the best interest of the Park District and the shared residents of the City and the Park District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Park Commissioners of the Park District of Highland Park, as follows:

1. Recitals. The foregoing recitals are hereby incorporated as though fully restated herein, it being the intent of the Board for this resolution to be liberally construed to most effectively accomplish the purpose herein described.

2. Easement. The Board of Park Commissioners hereby grants a nonexclusive storm water utility easement, upon, under, and across certain parts of Port Clinton Park described as the Easement Premises, as more specifically described in that certain Nonexclusive Easement and Storm Water Discharge Agreement, attached hereto as Exhibit A and incorporated as though fully described herein. The Board of Park Commissioners also hereby approves said Agreement.

3. Effective. This resolution shall become effective upon its passage and approval in the manner provided by law.

SO RESOLVED this ____ Day of _____, 2025.

AYES:

NAYS:

ABSENT:

APPROVED:

President, Board of Park Commissioners

ATTEST:

Secretary, Board of Park Commissioners

EXHIBIT A

**NONEXCLUSIVE EASEMENT AND
STORM WATER DISCHARGE AGREEMENT**

[SEE ATTACHED]

**This instrument prepared by
and after recording please return to:**

Adam Simon
Ancel Glink, P.C.
175 E. Hawthorn Parkway, Suite 145
Vernon Hills, Illinois 60061

NONEXCLUSIVE EASEMENT AND STORM WATER DISCHARGE AGREEMENT

THIS NONEXCLUSIVE EASEMENT AND STORM WATER DISCHARGE AGREEMENT (the “Agreement”) is made this 15th day of October, 2025, by the **PARK DISTRICT OF HIGHLAND PARK**, an Illinois unit of local government, whose mailing address is 636 Ridge Road, Highland Park, IL 60035, (hereinafter referred to as “**Grantor**”) and AHMEDJAN PROPERTIES LLC. & FAHSF PROPERTIES LLC., whose address is [11 OLDE HAMLET DR. JERICHO, NY 11753] (hereinafter referred to as “**Grantee**”). Grantor and Grantee are sometimes individually referred to as a “PARK DISTRICT OF HIGHLAND PARK, ILLINOIS ” and together as the “AHMEDJAN PROPERTIES LLC.”

RECITALS

A. Grantee is the fee simple owner of a certain parcel of land located in the City of Highland Park, Lake County, Illinois. Said parcel of land is commonly known as 2628 ROSLYN CIR. Highland Park, Illinois 60035, and is hereinafter referred to as the “**Grantee Parcel**”. The Grantee Parcel is legally described on **Exhibit A** attached hereto and made a part hereof.

B. Grantor is the fee simple owner of a certain parcel of land located in the City of Highland Park, Lake County, Illinois, which parcel of land is commonly known as Port Clinton Park, 2627 St. Johns Avenue, Highland Park, Illinois 60035, and is hereinafter referred to as the “**Grantor Parcel**”. The Grantor Parcel is legally described on **Exhibit B** attached hereto and made a part hereof.

C. The Grantee Parcel and the Grantor Parcel adjoin one another. The Grantor Parcel is partially bordered on its eastern boundary line by the Grantee Parcel.

D. Grantor has agreed to grant Grantee an easement to construct a storm water conveyance line (the “**Storm Water Line**”) on Grantor’s Parcel in the location depicted on attached **Exhibit C** (the “**Storm Water Easement Area**”) for the purpose of permitting the discharge of storm water from the Grantee Parcel on and across the Grantor Parcel at the point (the “**Discharge Point**”) approximately depicted on **Exhibit C**.

NOW, THEREFORE, in consideration of the foregoing Recitals, the execution of this Agreement by the Parties hereto, the mutual covenants and agreements contained herein, and for

other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties hereto, it is agreed as follows:

1. Grant of Easement; Temporary License.

(a) Subject to Grantee obtaining all necessary municipal approvals for the construction, use and operation of the Storm Water Line, Grantor hereby grants to Grantee (for the benefit of the Grantee Parcel), a perpetual, nonexclusive easement across and under the Storm Water Easement Area, for the sole purpose of permitting the construction, operation, maintenance, repair and replacement of the Storm Water Line. In connection with any work performed by or on behalf of Grantee pursuant to this Agreement, Grantee shall use commercially reasonable efforts not to materially interfere with foliage and landscaping on the Grantor Parcel.

(b) To the extent that Grantee requires the use of additional space on the Grantor Parcel and adjacent to the Storm Water Easement Area in order to exercise the easement rights granted by Grantor hereunder, Grantor hereby grants Grantee a temporary license for such purpose over and across an area measured five (5) feet, measured perpendicularly, on each side of the Storm Water Easement Area,; provided however, that in all cases (i) the license shall be limited in duration to the time reasonably necessary for Grantee to complete the work in the Storm Water Easement Area; and (ii) Grantee's use of the additional space shall not materially interfere with the foliage and landscaping on the Grantor Parcel. Grantee may not use the Grantor Parcel for the unattended staging and storage of any equipment, machinery or supplies.

2. Grant of Discharge Rights. Grantor hereby grants to Grantee (for the benefit of the Grantee Parcel) the right to discharge storm water from the Grantee Parcel onto the Grantor Parcel at the Discharge Point. Nothing herein shall allow Grantee any right to increase the intensity, volume or rate of storm water flowing across the Grantor Parcel.

3. Encumbrances. The rights granted to Grantee are made subject to all covenants, conditions, restrictions, encumbrances, and easements of record. Grantee acknowledges that Grantor may grant other easements and encumbrances over and across the Grantor Parcel that do not interfere with Grantee's discharge rights herein granted.

4. Reservation of Rights. Grantor hereby reserves for itself, its successors and assigns, the right to use the Grantor Parcel for any purpose which is not inconsistent with Grantee's rights herein granted. Grantor hereby reserves for itself, and its successors and assigns, the right to relocate any of the lines on the Grantor Parcel conveying storm water from the Grantee Parcel, provided any relocation is approved by all applicable governmental authorities, there is no interruption of storm water discharge from the Grantee Parcel and further provided that such relocation does not require the rate of flow or volume of storm water discharge from the Grantee Parcel to be less than the amount approved by applicable governmental authorities. Any such relocation shall be completed at Grantor's sole cost and expense and the plans for such work shall be subject to Grantee's prior approval, which shall not be unreasonably withheld, conditioned or delayed.

5. Maintenance Obligations. Grantee shall be wholly responsible for maintaining, repairing, and replacing the Storm Water Line in good order and repair in full compliance with all applicable laws and regulations.

6. Conduct of Work and Notification by Grantee. Any installation, construction, maintenance, repair, replacement, and/or removal of the Storm Water Line performed by Grantee, its agents or employees shall be performed (i) at Grantee's sole cost; (ii) after not less than forty (48) hours notice to Grantor (except that in an emergency the work may be initiated after reasonable notice); and (iii) with adequate provision for the safety and convenience of all persons using the surface of such areas. Grantee, its agents, and employees shall (a) promptly pay all costs and expenses associated with said work, and (b) diligently complete such work as quickly as possible. By execution of this Agreement, Grantor approves the work to be completed by Grantee as reflected on the plans prepared by [GRANTEE'S DESIGN PROFESSIONAL] dated [PLAN DATE], and identified as [PLAN NAME].

7. Restoration by Grantee. If the surface of the Grantor Parcel, or any landscaping or other improvements thereon, shall be disturbed by the construction, maintenance, replacement, or removal activities or other activities performed by or on behalf of Grantee in connection with this Agreement, said surface and improvements shall be promptly restored by Grantee to their condition just prior to such disturbance. Immediately following the performance of work by or on behalf of Grantee, Grantee shall remove from the Grantor Parcel all equipment, materials, and debris resulting from or used in connection with such work.

8. Grantor's Right to Maintain and Restore. If Grantee shall fail to comply with its maintenance and/or restoration obligations, as set forth herein, for a period of thirty (30) days after receipt of notice from Grantor (except in the case of emergency, in which case no notice shall be required for Grantor to act), Grantor may, but shall not be obligated to, carry out Grantee's maintenance and/or restoration obligations, and Grantee shall reimburse Grantor for the reasonable costs expended by Grantor in connection therewith, plus a five percent (5%) administration fee, within ten (10) business days after receipt of an invoice from Grantor therefor. Any demand for payment by Grantor shall be supported by reasonable evidence demonstrating the costs and expenses incurred by Grantor. Upon Grantee's failure to timely reimburse Grantor, Grantee consents to Grantor recording a lien against the Grantee Parcel for the amount reasonably incurred by Grantor.

9. Prohibition Against Liens. Grantee shall not permit any mechanics', materialmen's, or other liens to be filed against the Grantor Parcel or Grantor for work or materials furnished by or to Grantee and Grantee agrees to indemnify, defend, and hold Grantor, and its successors and assigns, harmless from and against the same.

10. Insurance Requirements for Contractors and Subcontractors. Prior to commencing any work on the Grantor Parcel, Grantee shall procure and keep in effect, and shall cause its contractor(s) and subcontractor(s) to procure and keep in effect, during the course of their work in, on or about the Grantor Parcel, the following insurance coverages:

(a) Commercial General Liability including premises/operations, independent contractors, broad form property damage, personal/advertising injury, wrongful death, blanket

contractual liability, fire and explosion legal liability, explosion/collapse/and underground hazard coverage, and products/completed operations coverage in an amount not less than One Million Dollars (\$1,000,000) per occurrence, and not less than Two Million Dollars (\$2,000,000) in the aggregate; such policy shall be an occurrence policy and not a claims-made policy. Grantor and its affiliated entities must be named as an additional insured on an endorsement acceptable to Grantor, at no cost to Grantor. The additional insured endorsement shall extend coverage to the contractual liability and completed operations coverage. Any insurance carried by Grantor for like risks shall be considered secondary and excess of the insurance required herein and shall not contribute therewith.

(b) Automobile Liability including contractual liability coverage for all owned, hired and non-owned vehicles with a combined single limit not less than One Million Dollars single limit.

(c) Workers' Compensation coverage for its employees or contractors with statutory limits; such policy shall include an Alternate Employer endorsement.

(d) Employer's Liability coverage with limits of Five Hundred Thousand Dollars (\$500,000) per accident and per disease.

Insurance policies shall be endorsed to provide a waiver of subrogation in favor of Grantor, its officers and employees. Insurance policies shall afford primary coverage and contain a provision that coverages afforded shall not be modified or canceled until at least ten (10) days prior written notice has been given to the Grantor. All required insurance policies shall be underwritten by an insurance carrier with an A.M. Best rating of an A- or better. Grantee agrees that the requirements of this Section 10 shall not be waivable by Grantor, regardless of Grantor's acceptance of a certificate of insurance, failure to identify any omissions of coverage, failure to demand a certificate of insurance or otherwise granting permission to perform work without demanding compliance with this Section 10.

11. Indemnification by Grantee. Grantee agrees to defend, indemnify and save harmless Grantor, its affiliated entities and their respective officers, directors, elected officials, shareholders, partners, agents and employees (hereafter collectively "Related Parties"), from and against any and all liability or claim thereof (including but not limited to reasonable attorney fees and costs) whether for injury to persons, including death, or damage to property, which may be imposed upon, incurred by or asserted against Grantor or its Related Parties: (i) allegedly or actually arising in connection with or as a direct or indirect result of use of the Storm Water Line by Grantee, its employees, agents, contractors, subcontractors, lessees, invitees, or licensees; or (ii) arising out of any default by Grantee under this Agreement. The foregoing indemnity from Grantee shall not extend to liability resulting from the negligence or willful misconduct of Grantor or its Related Parties. Grantee shall require all of Grantee's contractors, subcontractors and materialmen to indemnify the Grantor to the same degree required in this Section 11. The indemnification provisions of this Section 11 shall survive the termination of the easements granted herein.

12. Covenants Running with the Land. The rights herein granted and the agreements herein contained shall be rights and covenants running with the land and shall inure to the benefit

of, and be binding upon, the Grantor Parcel, the Grantee Parcel, the Parties hereto and their respective successors and assigns.

13. Notices. Notices permitted or required hereunder shall be in writing and shall be delivered or sent by certified mail or overnight delivery by a reputable national carrier to the addresses provided below, provided that any Party may change such address by written notice to the other Party:

If to Grantee: AHMEDJAN PROPERTIES LLC
FAHSAF PROPERTIES LLC
11 OLDE HAMLET DR.
JERICO, NY 11753
Attn.: HAMID KHWAJA

If to Grantor: Park District of Highland Park
Attn: Executive Director
636 Ridge Road
Highland Park, Illinois 60035

With a copy to: Adam Simon
Ancel Glink, P.C.
175 E. Hawthorn Parkway, Suite 145
Vernon Hills, Illinois 60061

14. Governing Laws. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois. Venue for any dispute arising under this Agreement shall be exclusively in Lake County, Illinois. The Parties hereby waive any objection to such forum

15. Waiver of Default. No waiver of any default by any Party to this Agreement shall be implied from any omission by any other Party to take any action in respect of such default. No express waiver of any default shall affect any default or cover any period of time other than the default and period of time specified in such express waiver. One or more waivers of any default in the performance of any term, provision or covenant contained in this Agreement shall not be deemed to be a waiver of any subsequent default in the performance of the same term, provision or covenant or any other term, provision or covenant contained in this Agreement. The rights and remedies given to any Party to this Agreement shall be deemed to be cumulative and no one of such rights and remedies shall be exclusive of any of the others, or of any other right or remedy at law or in equity which any such Party might otherwise have by virtue of a default under this Agreement, and the exercise of one such right or remedy by any such Party shall not impair such Party's standing to exercise any other right or remedy

16. Exhibits. All exhibits referred to herein and attached hereto shall be deemed part of this Agreement.

17. Severability. If any term, provision or condition contained in this Agreement shall, to any extent, be invalid or unenforceable, the remainder of this Agreement (or the application of such term, provision or condition to persons or circumstances other than those in respect of which it is invalid or unenforceable) shall not be affected thereby, and each term, provision or condition of this Agreement shall be valid and enforceable to the fullest extent permitted by law provided that such deletions can be made without materially changing the basic agreement between the parties. If such deletions cannot be made without materially changing the basic agreement between the parties, then the parties agree to amend, or to permit the court to amend, this Agreement to accomplish essentially the same transaction without said illegal, invalid or unenforceable provisions.

18. Not a Public Dedication. Nothing herein contained shall be deemed to be a gift or dedication of any portion of the Grantor Parcel to the general public or for the general public or for any public purpose whatsoever, it being the intentions of the parties hereto that this Agreement be strictly limited to and for the purposes herein expressed.

19. Attorney's Fees. If litigation arises out of or in connection with this Agreement, the prevailing Party shall be entitled to recover its reasonable attorney's fees

20. Counterparts. This Agreement may be executed by the Parties on any number of separate counterparts and all such counterparts so executed constitute one agreement binding on the Parties, notwithstanding that all Parties are not signatories to the same counterpart.

[The remainder of this page intentionally left blank]

IN WITNESS WHEREOF, the parties have executed this Nonexclusive Easement and Storm Water Discharge Agreement as of the day and year first above written.

GRANTOR:

PARK DISTRICT OF HIGHLAND PARK, an Illinois unit of government,

By: _____
Name: _____
Its: _____

STATE OF ILLINOIS)
)SS
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2025, by _____ the _____ of the Park District of Highland Park, an Illinois unit of government for and on behalf of said unit of government.

Notary Public
_____ County, _____
Acting in _____ County
My Commission Expires: _____

[Signatures continue on following page]

GRANTEE:

AHMEDJAN PROPERTIES LLC &
FAHSAP PROPERTIES LLC
11 OLDE HAMLET DR.
JERICHO, NY 11753

By: _____
Name: _____
Its: _____

STATE OF _____)
)SS
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2025, by _____ the authorized signatory of Barnes Development Company, a Michigan limited liability company, for and on behalf of said limited liability company.

Notary Public
 _____ County, _____
 Acting in _____ County
 My Commission Expires: _____

[Signatures continue on following page]

EXHIBIT A

Legal Description of The Grantee Parcel

LOT 6 IN ROSLYN CIRCLE, BEING A SUBDIVISION IN BLOCK 45 IN HIGHLAND PARK (INCLUDING BROADWAY VACATED) EXCEPTING THEREFROM LOTS 1 TO 4 BOTH INCLUSIVE IN BLOCK 14 IN THE FIRST ADDITION TO PORT CLINTON, ALL IN THE CITY OF HIGHLAND PARK, ACCORDING TO THE PLAT THEREOF RECORDED AUGUST 25, 1924 IN BOOK "N" OF PLATS, PAGE 35, AS DOCUMENT 244865 IN LAKE COUNTY, ILLINOIS.

COMMONLY KNOWN AS: 2628 ROSLYN CIRCLE, HIGHLAND PARK, ILLINOIS 60035
P.I.N.: 16-14-309-022-0000

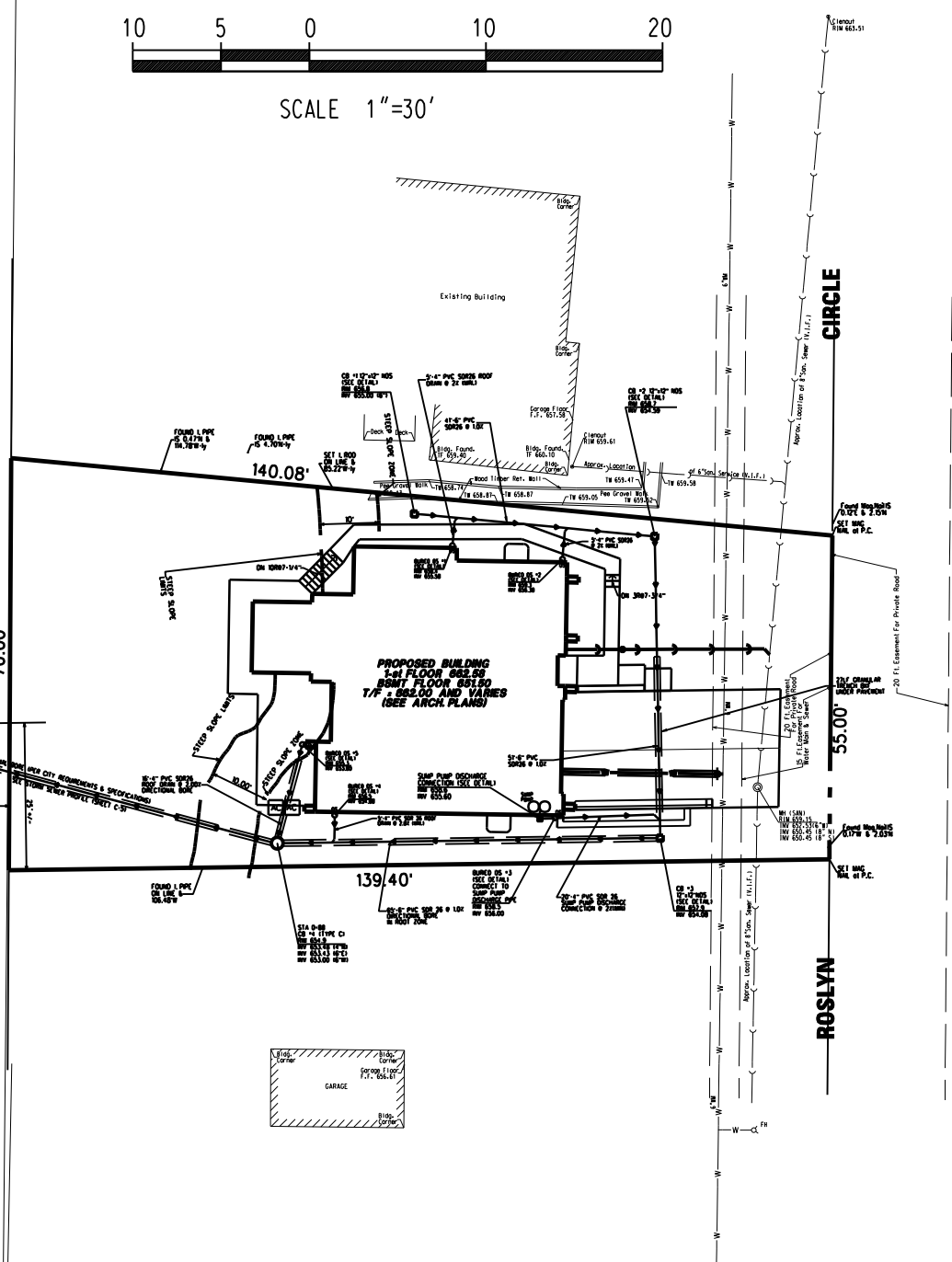
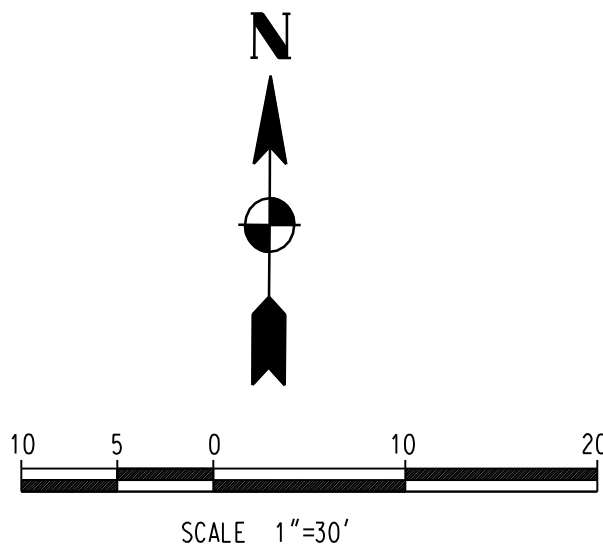
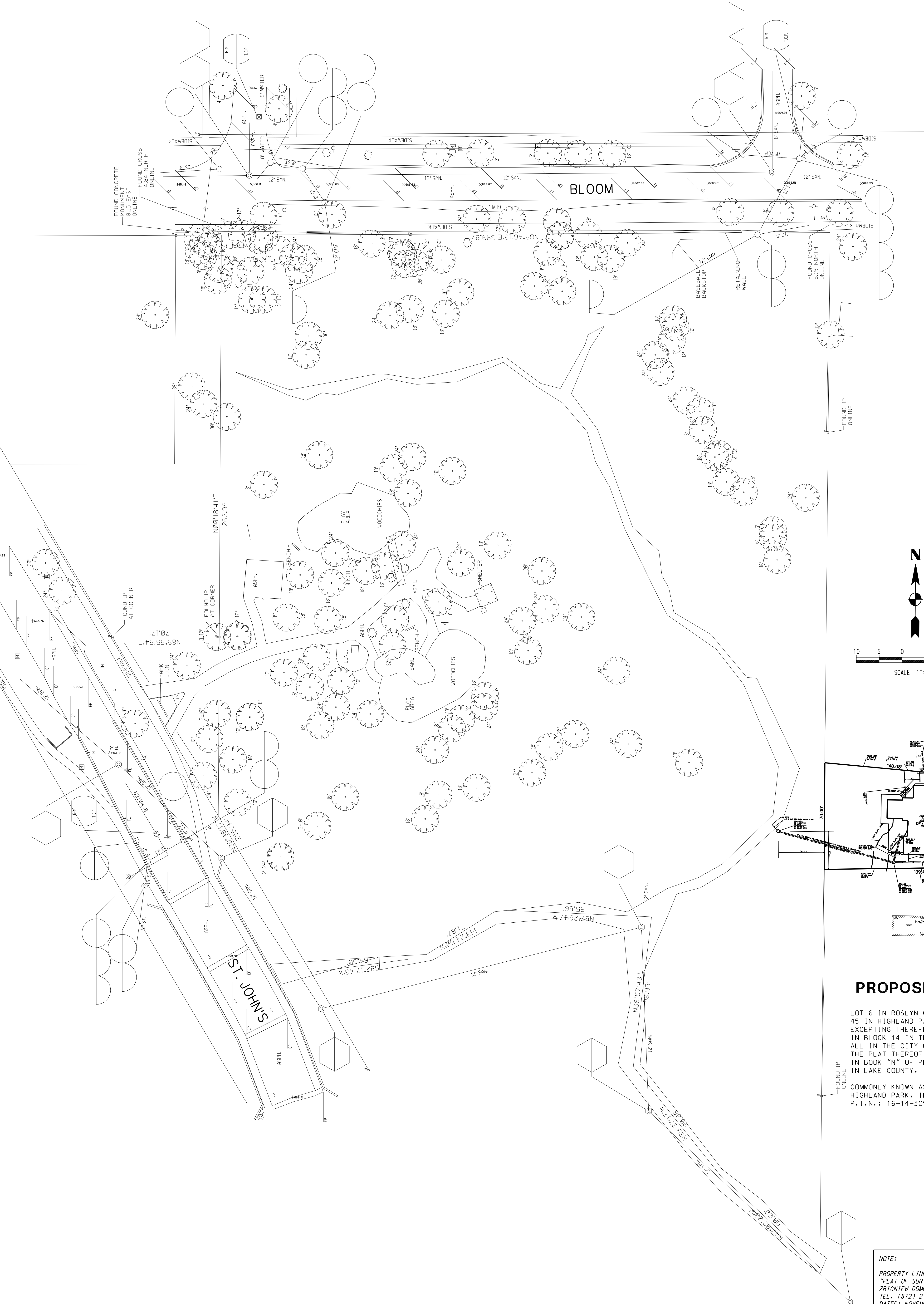
EXHIBIT B

Legal Description of the Grantor Parcel

RAVINE PLAT A, BEING JOHN A. ROCHE'S VACATION PLAT IN RESUBDIVISION OF BLOCK 15 IN FIRST ADDITION TO PORT CLINTON, LOTS 4 AND 5 IN BLOCK 45, AS PLATTED AND RECORDED BY THE HIGHLAND PARK BUILDING COMPANY; AND THAT PART OF LOT 3, LYING SOUTH OF THE SOUTH LINE OF BLOCK 16 IN PORT CLINTON AND EAST OF ST. JOHNS AVENUE IN THE CITY OF HIGHLAND PARK, ACCORDING TO THE PLAT OF SAID RAVINE PLAT "A," RECORDED AUGUST 12, 1903, IN BOOK "F" OF PLATS, PAGE 34, AS DOCUMENT 913438.

EXHIBIT C

Depiction Storm Water Easement Area and Discharge Point



PROPOSED GRADING PLAN

OF
LOT 6 IN ROSLYN CIRCLE, BEING A SUBDIVISION IN BLOCK
45 IN HIGHLAND PARK (INCLUDING BROADWAY VACATED)
EXCEPTING THEREFROM LOTS 1 TO 4 BOTH INCLUSIVE
IN BLOCK 14 IN THE FIRST ADDITION TO PORT CLINTON,
ALL IN THE CITY OF HIGHLAND PARK, ACCORDING TO
THE PLAT THEREOF RECORDED AUGUST 25, 1924
IN BOOK "N" OF PLATS, PAGE 35, AS DOCUMENT 244865
IN LAKE COUNTY, ILLINOIS.

COMMONLY KNOWN AS: 2628 ROSLYN CIRCLE,
HIGHLAND PARK, ILLINOIS 60035
P. I. N. : 16-14-309-022-0000

NOTE:
PROPERTY LINES SHOWN HEREON ARE BASED ON
"PLAT OF SURVEY" DONE BY:
ZBIGNIEW DOMOZYCH SERVICES.
TEL. (872) 210-9473 z1ggylandsurveyor@gmail.com
DATED: NOVEMBER 10, 2023

BENCHMARK REFERENCE:
CITY OF HIGHLAND PARK BENCHMARK •• BM-8
6"X6" CONCRETE MONUMENT WITH BRASS CAP AT THE
SOUTHEAST CORNER OF WALKER & OAK STREET
ELEVATION: 663.65

REGISTERED PROFESSIONAL ENGINEER NO. 062-40870

PREPARED FOR:
**NEW S.F. RESIDENCE AT
2628 ROSLYN CIRCLE,
HIGHLAND PARK, ILLINOIS 60035**
ORDERED BY: ARTEFACT BUILDERS, Inc. FAISAL K. - G.C. tel.: (630)-475-5613

**DOUBLE
M CIVIL ENGINEERING**

PHONE 847-573-9758 : E-mail : morek@doublemcivil.com
14048 W. PETRONELLA DRIVE SUITE # 102 LIBERTYVILLE, ILLINOIS 60048
ENGINEERS PLANNERS SURVEYORS

08-14-25	MK	PER COMMENTS OF PARK DISTRICT OF HIGHLAND PARK
07-22-25	MK	FINAL ENG. FOR SUBMITTAL
06-04-25	MK	PER REVISED SITE PLAN BY ARCHITECT
10-01-24	MK	PER REVISED SITE PLAN BY ARCHITECT
09-25-24	MK	PER REVISED SITE PLAN BY ARCHITECT
DATE	BY	REVISION

DATE	02-09-2024	SCALE	1" = 30'	PROJECT NO.	19923	DRAWING NUMBER	C-1 of 1
DESIGNED	MK	APPROVED	JRK	FILE NO.	1-1-1		



Memorandum

To: Park Board of Commissioners

From: Brian Romes, Executive Director

Date: November 12, 2025

Subject: **Master Plan Update**

Summary

Staff will provide a progress update on the Master Plan progress.



Memorandum

To: Park Board of Commissioners

From: Brian Romes, Executive Director

Date: November 12, 2025


Subject: Review of PDHP Policy Manual Revisions (Chapters 3 – 6)

Summary

Pursuant to Policy 1.00 of the PDHP Policy Manual, the complete manual of Board-approved policies governing the operations of the Park District is required to undergo review at least once every five (5) years. Staff has conducted a comprehensive review of the manual and incorporated revisions where appropriate. All draft revisions were subsequently reviewed by legal counsel, Ancel Glink, to ensure consistency with the Park District Code and current statutory requirements.

Staff and Park Board Commissioners reviewed the following policies and suggested revisions at the Policy Committee Meetings: Policies 3.00–3.28 (Chapter 3: Financials), Policies 4.00–4.25 (Chapter 4: General Policies), Policies 5.00–5.15 (Chapter 5: Recreation and Facilities), and Policies 6.00–6.04 (Chapter 6: Information Technologies). During this review, legal counsel recommended the adoption of a new ordinance establishing a travel reimbursement policy in compliance with the Local Government Travel Expense Control Act. This recommendation is related to revisions made to Policy 3.27, *Reimbursement of Employee and Commissioner Travel, Meal, and Lodging Expenses*.

A summary of the proposed policy changes will be presented for the Board's review and consideration to approve at the November Regular Park Board Meeting.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	Policy #: 3.00
APPROVED:	Accounting Structure
REVISED: 6/25/2025	

3.00.1 Fund Accounting. The District's accounting system is organized and operated on a fund basis. A fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

3.00.2 Types of Funds. The following types of funds will be used in accounting for the District's financial operations: General, Recreation, Special Recreation, Debt Service, and Capital Projects.

3.00.3 Basis of Accounting.

A. Accounting Methods. The implementation of GASB 34 adds two "Government-Wide" financial statements as basic financial statements required for all governmental units. The financial statements are the Statement of Net Position, which presents the financial condition of the governmental and business activities of the Park District at fiscal year-end, and the Statement of Activities, which presents a comparison between direct expenses and program revenues for each program or function of the Park District's governmental and business activities.

The reporting model for GASB 34 classifies funds as either governmental activities, business activities, or fiduciary funds. Further, all non-fiduciary funds are classified as major or non-major funds. In reporting financial condition and results of operations for governmental units, the new standard concentrates on major funds versus non-major funds.

Both statements are prepared on the full accrual basis. The modified accrual basis of accounting continues to be the appropriate basis of accounting for governmental activity fund financial statements.

B. Presentation.

1. Government-Wide Financial Statements. The Statement of Net Position and the Statement of Activities display information about the reporting government as a whole. They include all funds of the reporting entity. Governmental activities generally are financed through taxes and intergovernmental revenues.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function, segment or program are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. The Park District does not allocate indirect expenses to functions in the Statement of Activities. Program revenues include charges to

customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment and grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues. Contributions of land by developers under land/cash ordinances are reported as capital grants and contributions on the statement of activities.

Separate financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

2. **Fund Financial Statements.** Fund Financial statements for the reporting entity are organized into individual funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts, which constitute its assets, liabilities, fund equity, revenues, and expenditures/expenses. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions.

Funds are organized as major funds or non-major funds within the governmental, proprietary, and fiduciary statements. An emphasis is placed on major funds within the governmental and proprietary categories. A fund is considered major if it is the primary operating fund of the entity or meets the following criteria:

- Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least ten percent of the corresponding total for all funds of that category or type and
 - Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least five percent of the corresponding total for all governmental and enterprise funds combined.
3. **Governmental Funds (Governmental Activities).** Governmental fund types are those through which most governmental functions of the Park District are financed. The Park District's expendable financial resources are accounted for through governmental funds. The measurement focus is upon determination of changes in financial position rather than upon net income determination. A brief explanation of the Park District's governmental funds follows:
 - **General Fund:** The General Fund is the general operating fund of the Park District. It is used to account for all financial resources except those accounted for in another fund.
 - **Special Revenue Funds:** Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than capital projects) that are legally restricted to expenditures for specific purposes. Funds included in this fund category are:
 - i. Recreation is used to account for revenue and expenditures related to recreation programs funded by tax levy and user fees.
 - ii. Special Recreation is used to account for revenues derived from a specific annual property tax levy and expenditures of

these monies to the Northern Suburban Special Recreation Association to provide special recreation programs for the physically and mentally handicapped.

- Capital Project Funds. The Capital Projects Fund is used to account for the acquisition and construction of major capital facilities.
- Debt Service Fund. The Debt Service Fund is used to account for the accumulation of resources for the payment of principal and interest on governmental activities long-term debt.
- Major Funds. The Park District reports the following major governmental funds:
 - i. The General Fund
 - ii. The Recreation Fund
 - iii. The Capital Projects Fund
 - iv. The Debt Service Fund
- Non-Major Funds. The Park District reports the following non-major funds:
 - i. Special Recreation

- C. Basis of Accounting. In the government-wide Statement of Net Position and Statement of Activities, both governmental and business-type activities are reported using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenues are recorded when earned and expenses are recorded when liability is incurred. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. Program revenues consist of user fees and other charges for services, operating grants, and capital grants.

The current financial resources measurement focus, and the modified accrual basis of accounting, are followed by governmental funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual, i.e., both measurable and available to finance the Park District's operations. "Measurable" means the amount of the transaction can be determined, and "available" means collectable within the current period or soon enough thereafter to be used to pay liabilities of the current period (60 days). The Park District recognizes property taxes when they become both measurable and available in the year intended to finance. Class registration fees received by the Park District are recognized as revenue when the class starts. Memberships and other yearly fees are recognized as revenue in the fiscal year in which the services are provided. All other revenues are recognized when cash is received. Expenditures are recorded when the related fund liability is incurred. Those revenues susceptible to accrual are property taxes, interest revenue and charges for services.

The Park District reports deferred/unearned/unavailable revenue on its financial statements. Deferred/unearned/unavailable revenues arise when potential revenue does not meet both the measurable and available criteria for recognition in the current period for governmental funds or earned at the government-wide level. Deferred/unearned/unavailable revenues also arise when resources are received by the government before it has legal claim to them as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when revenue recognition criteria are met, or when the Park District has a legal claim to the


resources by meeting all eligibility requirements, the deferred inflows of resources or liability is removed from the financial statements and revenue is recognized.

- D. **Measurement Focus.** On the government-wide Statement of Net Position and Statement of Activities, governmental activities are presented using the economic resources measurement of focus. Under this concept, sources and uses of financial resources, including capital outlays, long term & short-term debt proceeds, and debt retirements are reflected in operations.

Resources not available to finance expenditures and commitments of the current period are recognized as deferred revenue or a reservation of fund equity. Liabilities for claims, judgments, compensated absences, and pension contributions, which will not be currently liquidated using expendable available financial resources, are included as liabilities in the government-wide and proprietary fund financial statements.

All governmental fund financial statements utilize a “current financial resources” measurement focus. Only current financial assets/deferred outflows and liabilities/deferred inflows are generally included on the governmental fund balance sheets. Operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.

- 3.00.4 Legal Compliance.** The District's accounting system must make it possible to show that all applicable legal provisions have been complied with, and to determine fairly and with full disclosure the financial position and results of financial operation of the District.
- 3.00.5 Reporting.** The financial position and the results of financial operation of each fund will be reported at the close of each fiscal year by an independent certified public accountant in the year-end financial audit.
- 3.00.6 Conflicts between Accounting Principles and Legal Procedures.** If there is a conflict between legal provisions and generally accepted accounting principles applicable to governmental units, legal provisions must take precedence; however, the Park District's accounting system should make possible the full disclosure and fair presentation of financial position and operating results in accordance with generally accepted principles of accounting applicable to governmental units.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	Policy #: 3.01
APPROVED:	Fund Balance/Net Asset Policy
REVISED: 6/25/2025	

3.01.1 Purpose. A Fund Balance/Net Assets Policy establishes a minimum level which the projected end-of-year fund balance/net assets must observe; as a result of the constraints imposed upon the resources reported by the governmental and proprietary funds. This policy is established to provide financial stability, cash flow for operations, and the assurance that the District will be able to respond to emergencies with fiscal strength. More detailed fund balance financial reporting and the increased disclosures will aid the user of the financial statements in understanding the availability of resources.

It is the District's philosophy to support long-term financial strategies, where fiscal sustainability is its first priority, while also building funds for future growth. It is essential to maintain adequate levels of fund balance/net assets to mitigate current and future risks. Fund balance/net asset levels are also a crucial consideration in long-term financial planning. Credit rating agencies carefully monitor levels of fund balance/net assets and unassigned fund balance in the General Fund to evaluate the District's continued creditworthiness.

3.01.2 Definitions.

A. Governmental Funds. The fund balance will be composed of three primary categories:

1. Non-spendable Fund Balance: portion of a Governmental Fund's fund balance that is not available to be spent, either in the short-term or long-term, or through legal restrictions (e.g., inventories, prepaid items, land held for resale and endowments).
2. Restricted Fund Balance: portion of a Governmental Fund's fund balance that is subject to external enforceable legal restrictions (e.g., grantor, contributor, and property tax levies).
3. Unrestricted Fund Balance: is made up of three components:
 - Committed Fund Balance: the portion of a Governmental Fund's fund balance with self-imposed constraints or limitations that have been placed at the highest level of decision making through formal Board action. The same action is required to remove the commitment of fund balance.
 - Assigned Fund Balance: the portion of a Governmental Fund's fund balance to denote an intended use of resources but with no formal Board action. A self-imposed constraint on spending the fund balance based on the District's intent to use fund balance for a specific purpose. The

authority may be delegated to members of the management team by the Board.

- Unassigned Fund Balance: available expendable financial resources in a governmental fund that is not the object of tentative management plan.

Some funds are funded by a variety of resources, including both restricted and unrestricted (assigned and unassigned). The District assumes that the order of spending fund balance is as follows: restricted, assigned, unassigned.

3.01.3 Authority.

A. Governmental Funds.

1. Assigned Fund Balance: Minimum Unrestricted Fund Balance Levels.

A target Spendable and Unassigned Fund Balance is established to provide financial stability, cash flow for operations, and the assurance that the District will be able to respond to emergencies with fiscal strength. It is anticipated that unexpected situations may cause the District to fall below these targets, at which point certain steps will be followed to correct the deficiency, as outlined in this Policy below, under "Minimum Targets." The fund balance can fluctuate above the minimum level depending upon inflation, recession, pandemic, anticipated capital spends, etc. Reserves are also needed for cash flow and potential property tax freeze.

The following parameters will be used as part of the budget process to establish targets for the following funds:


- General Fund: The General Fund's unassigned fund balance is a minimum based upon Operating Expenditures. It will be no less than 25% of Operating Expenditures. The target range is 30 - 40% of annual Operating Expenditures. Balances above the minimum may be transferred to other funds for capital projects.
- Recreation Fund: The Recreation Fund's unassigned fund balance is a minimum based upon Operating Expenditures. It will be no less than 25% of Operating Expenditures. The target range is 30 – 40% of annual Operating Expenditures. No maximum is established for this fund, as any amount in excess of the minimum may be transferred to any other fund at the discretion of the Board of Commissioners.
- Special Recreation Fund: The unassigned fund balance should be a minimum of 15% of Operating Expenditures for this fund. The target range is 20 – 30% of annual Operating Expenditures. A significant portion of amounts levied are transferred to the North Suburban Special Recreation Association (NSSRA) to provide for the recreational needs of the special needs population. Balances above the minimum may be transferred to the capital projects fund for use in projects with ADA components proportionately with the cost of the accessibility component of the project.
- Capital Projects Fund: The Capital Projects Fund balance is reviewed in developing the Capital Improvements Program. Debt financing, grants, or interfund transfers can be used to finance projects when balances are not adequate. The Fund Balance of a capital project-type fund is 100%

restricted, committed, or assigned for acquisition, construction, and development. Also, all of the expenditures in these funds are for Capital Assets. Increases and decreases in fund balances are associated with the specific projects planned. Therefore, no specific target is established for this fund.

3.01.4 Other Considerations. In establishing the above policies for unrestricted fund balance/net asset levels, the District considered the following factors:

- A. The predictability of the District's revenues and the volatility of its expenditures (i.e., higher levels of unrestricted fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile)
- B. The District's perceived exposure to significant one-time outlays (e.g., disasters, immediate capital needs, state budget cuts)
- C. The potential drain upon General Fund resources from other funds as well as the availability of resources in other funds (i.e., deficits in other funds may require a higher level of unrestricted fund balance be maintained in the General Fund, just as the availability of resources in other funds may reduce the amount of unrestricted fund balance needed in the General Fund)
- D. Liquidity (i.e., a disparity between when financial resources actually become available to make payments and the average maturity of related liabilities may require that a higher level of resources be maintained)
- E. Assignments (i.e., Districts may wish to maintain higher levels of unrestricted fund balance to compensate for any portion of unrestricted fund balance already assigned by the District for a specific purpose)
- F. Spending Policy (Flow of Funds). The District will spend the most restricted dollars before less restricted ones in the following order:
 - 1. Non-spendable (if funds become spendable)
 - 2. Restricted
 - 3. Assigned
 - 4. Unassigned

If any of the above factors change, the District should readdress current unrestricted fund balance/net asset levels to ensure amounts are appropriate.


	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	Policy #: 3.02
APPROVED:	Annual Audit
REVISED: 6/25/2025	

The Board will cause an annual audit of the accounts of the District to be made by a licensed public accountant. This audit shall cover the immediate preceding fiscal year of the District and shall begin promptly after the close of the last fiscal year to which it pertains. The audit report shall be filed with the Comptroller of the State of Illinois within 180 days after the close of such fiscal year, unless the Comptroller grants an extension of time in writing.


One copy of the audit report (or financial report files in lieu of the audit report) shall be filed with the Comptroller and one copy thereof with the County Clerk.

Additional copies of the audit shall be filed with the Municipal Securities Rulemaking Board (EMMA) to the extent required to comply with any continuing disclosure undertaking requirements assumed by the Park District in relation to the issuance of any municipal securities.

Finally, the audit should be submitted annually to the Government Finance Officers Association (GFOA) by June 30 in order to apply for the Certificate of Achievement for Excellence in Financial Reporting.


	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	Policy #: 3.03
APPROVED:	Annual Budget
REVISED: 6/25/2025	

Adoption of the budget and passage of annual appropriation ordinance is required by the Park District Code (70 ILCS 1205/4-4). The Board shall, within or before the first quarter of each fiscal year, adopt a combined annual budget and appropriation ordinance, by which ordinance the Board may appropriate such sum or sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the District. The annual budget and appropriation ordinance shall specify the objects and purposes for which such appropriations are made, and the account appropriated for each object or purpose. In accordance with the Property Tax Code (35 ILCS 200/18-50), the Board Secretary or his/her designee, shall file a copy of the ordinance in the office of the county clerk within thirty days of its adoption.


	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	Policy #: 3.04
APPROVED:	Annual Tax Levy Ordinance
REVISED: 6/25/2025	

3.04.1 Purpose. The District has the power to levy and collect taxes on all of the taxable property in the District for all corporate purposes. The Board may accumulate funds for the purposes of building repairs and improvements and may annually levy taxes for such purposes in excess of current requirements for its other purposes but shall be subject to any lawful tax rate limitations. The accumulation of funds for capital improvements shall not exceed the maximum allowed by Section 5-1 of the Park District Code. 70 ILCS 1205/5-1.


All general taxes proposed by the Board to be levied upon the taxable property within the District shall be levied by ordinance. A certified copy of such levy ordinance shall be filed with the Lake County Clerk not later than the last Tuesday in December each year.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	Policy #: 3.05
APPROVED:	Bank Designation and Deposit of Funds
REVISED: 6/25/2025	

The Park District Board shall designate a bank or banks or other depository in which the funds of the District may be deposited. No bank shall be qualified to receive such funds or moneys unless and until it has demonstrated compliance with Section 6 of the Public Funds Investment Act. 30 ILCS 235/6.


	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	Policy #: 3.06
APPROVED:	Bank Reconciliation
REVISED: 6/25/2025	

Each Park District bank and/or investment account will be balanced monthly. Records shall be retained in accordance with the Park District's records destruction schedule approved by the State Archivist.


	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	Policy #: 3.07
APPROVED:	Check Signing
REVISED: 6/25/2025	

3.07.1 Payables. Two signatures are required on all payables checks (either manually or via the Park District's Accounting Software as authorized by the District's Executive Director). All checks other than payroll checks shall be co-signed by the Executive Director and the Finance Director.


3.07.2 Payroll. Payroll checks processed by the District's Payroll Software shall be signed on behalf of the Park District as authorized by the Executive Director. Replacement checks of stale payroll checks shall be signed by the Finance Director.


	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	Policy #: 3.08
APPROVED:	Statements of Economic Interests
REVISED: 6/25/2025	

By May 1st of each year, all Park Board Commissioners, appointed officers, and employees of the Park District required to file a statement of economic interests under the Illinois Governmental Ethics act shall file their statement of economic interests with the Lake County Clerk, unless they have already filed a statement in relation to the Park District in that year. 5 ILCS 420/1-101, et seq.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	Policy #: 3.09
APPROVED:	Financial Records
REVISED: 6/25/2025	


The Park District shall maintain all financial records in accordance with State law and in coordination with the State Archivist rules. Such financial records are open to inspection under the Freedom of Information Act. 5 ILCS 140/1, et seq.

	PARK DISTRICT OF HIGHLAND PARK	
DEPT: Finance	Policy #: 3.10	
APPROVED:	Fiscal Year	
REVISED: 6/25/2025		




P&P - 3.11 - Fiscal Year.docx

The fiscal year of the District shall begin on the first day of January each year and end on the last day of December of each year.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	Policy #: 3.11
APPROVED:	Inventory
REVISED: 6/25/2025	

The Park District shall conduct an inventory of merchandise sold at retail no less than annually at the close of the fiscal year. The inventory accounting used shall be the average cost method. The responsibility for conducting the inventory is assigned to the Director of Finance or his/her designated representative.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	Policy #: 3.12
APPROVED:	Investment and Portfolio
REVISED: 6/25/2025	

3.12.1 Scope. This investment policy, which was prepared in accordance with the Public Funds Investments Act (30 ILCS 235/0.01, et seq.) applies to the investment activities of the Park District of Highland Park. All financial assets of the District, including the General Fund, Recreation Fund, Capital Project Funds, Debt Service Funds, Special Recreation Funds, and other funds that may be created from time to time, shall be administered in accordance with the provisions of this Policy.

A. *Pooling of Funds.* Except for cash in certain restricted and special funds, the District will consider consolidation of cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

3.12.2 General Objectives. The primary objectives, in priority order, of investment activities shall be legality, safety, liquidity, yield, and sustainability:

A. *Legality.* The District's investment activities will comply with all statutes governing the investment of public funds and will conform to federal, state and other legal requirements.

B. *Safety.* Safety refers to the preservation of capital and protection of investment principal. Safety of principal is an essential objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio by mitigating credit risk and interest rate risk

C. *Credit Risk.* The Park District of Highland Park will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:

1. Limiting investments to the safest types of securities
2. Pre-qualifying the financial institutions, broker/dealers, intermediaries and advisors with which the District will do business
3. Diversifying the investment portfolio so that potential losses on individual securities will be minimized. Diversification reduces the risk that potential losses on individual securities might exceed the income generated from other investments.

D. *Interest Rate Risk.* Interest rate risk is the risk that the market value of securities in the portfolio will fall due to changes in general interest rates. The Park District of Highland Park will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:

1. Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
 2. Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools.
- E. **Liquidity.** Liquidity is the availability of sufficient funds to meet operating requirements. The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). A portion of the portfolio also may be placed in money market mutual funds or local government investment pools, which offer same-day liquidity for short-term funds.
- F. **Yield.** Yield is the return on investments. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:
1. A decline in credit security may be sold early to minimize loss of principal.
 2. Security swap would improve the quality, yield, or target duration in the portfolio.
 3. Unplanned liquidity needs of the portfolio require that the security be sold.
- G. **Sustainability.** Material, relevant, and decision-useful sustainability factors have been or are regularly considered by the District, within the bounds of financial and fiduciary prudence, in evaluating investment decisions. Sustainability means factors that may have a material or relevant financial impact on the safety or performance of an investment which are complementary to financial factors and financial reporting. Such factors include but are not limited to: (i) corporate governance and leadership factors; (ii) environmental factors; (iii) social capital factors; (iv) human capital factors; and (v) business model and innovation factors, as provided under the Illinois Sustainable Investing Act. 30 ILCS 238/1, et seq.

3.12.3 Standards of Care.

- A. **Prudence.** The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that deviations from exceptions are reported in a timely fashion, appropriate action is taken to control adverse developments, and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.
1. Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in

the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

- B. Ethics and Conflicts of Interest. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business and any personal financial/investment positions that could be related to the performance of the investment portfolio.
- C. Responsibility for the Investment Program/Delegation of Authority. The establishment of investment policies is the responsibility of the Park Board. Management and administrative responsibility for the investment program of the Park District of Highland Park is hereby delegated to the Treasurer/Finance Director who shall prepare and act in accordance with written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures include references to safekeeping, delivery vs. payment, investment accounting, wire transfer agreements and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Finance Director and approved by the Executive Director. The Finance Director will be responsible for all transactions undertaken and will establish a system of controls to regulate the activities of subordinate officials. The Finance Director may from time to time amend the written procedures as approved by the Executive Director in a manner not inconsistent with this Policy or with State law.

The Park District of Highland Park may engage the services of an investment advisor to assist in the management of the entity's investment portfolio in a manner consistent with the entity's objectives. Subject to the standard of care established by this Investment Policy, the external manager may advise the Treasurer/Finance Director to purchase and sell investment securities in accordance with this Investment Policy. Such managers must be registered under the Investment Advisers Act of 1940. The investment advisor shall provide written investment reports to the Treasurer/Finance Director no less frequently than monthly.

3.12.4 Safekeeping and Custody.

- A. Financial Institutions. It shall be the policy of the Park District of Highland Park to select financial institutions on the following basis:
 - 1. Security: The District will not maintain funds in any financial institution that is not a member of the FDIC or SIPC system. Furthermore, the Park District of Highland Park will not maintain funds in any financial institution not willing to post, or not capable of posting, required collateral for funds in excess of the FDIC or SIPC insurable limits.
 - 2. Size: The Park District of Highland Park will not maintain deposits in any financial institution in which the District funds on deposit will exceed 10% of the institution's capital stock and surplus.
 - 3. Location: The Park District of Highland Park shall encourage investment in financial institutions within the District's boundaries whenever possible. However, the Park Board may approve qualified depositories regardless of location.

4. Statement of Condition: The Park District of Highland Park will maintain, for public and managerial inspection, current statements of condition for each financial institution named as depository. If, for any reason the information furnished is considered by the Finance Director to be insufficient, additional data may be requested. The refusal of any institution to provide such data upon request may serve as sufficient cause for the withdrawal of District funds.
5. Required Documentation: All financial institutions and brokers/dealers who desire to perform investment services for the District must supply the following:
 - Two years audited financial statements;
 - Rating, when applicable;
 - Two years of call reports for banking institutions;
 - Proof of National Association of Security Dealers (NASD) certification;
 - Proof of applicable registrations;
 - Certification of having read, understood and agreed to comply with the District's investment policy;
 - Depository contracts, if appropriate.

B. Maintenance of Authorized Status. The Finance Director will conduct a periodic review of the financial condition and registration of qualified financial institutions and brokers/dealers.

C. Internal Controls. The Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Park District of Highland Park are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits require estimates and judgements by management.

Accordingly, the Finance Director shall establish a process for an annual independent review by an external auditor to ensure compliance with policies and procedures. The internal controls shall address the following points:

1. Control of collusion
2. Separation of transaction authority from accounting and recordkeeping
3. Custodial safekeeping
4. Avoidance of physical-delivery securities
5. Clear delegation of authority to subordinate staff members
6. Development of a procedure for making wire transfers
7. Written confirmation of transactions for investments and wire transfers

D. Competitive Transactions. The District shall seek competitive prices to ensure a diversified and competitive selection of investment instruments.

- E. Delivery vs. Payment. Delivery vs. Payment is the delivery of securities with an exchange of money, not just a signed receipt, for the securities. All security transactions, including collateral for repurchase agreements, entered into by the District, shall be conducted on a delivery vs. payment basis to ensure that securities are deposited in an eligible financial institution prior to the release of funds. Purchased securities will be held by a third-party custodian and will be evidenced by safekeeping receipts.

3.12.5 Suitable and Authorized Investments.

- A. Investment Types. Consistent with the GFOA Policy Statement State Statutes Concerning Investment Practices, the following investments will be permitted by this policy and are those defined by state law where applicable:
1. U.S. government obligations, U.S. government agency obligations, and U.S. government instrumentality obligations, which have a liquid market with a readily determinable market value;
 2. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act;
 3. Short term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if (i) such obligations are rated at the time of purchase at the highest classification established by at least 2 standard rating services and which mature not later than 3 years from the date of purchase, (ii) such purchases do not exceed 10% of the corporation's outstanding obligations and (iii) no more than one-third of the public agency's funds may be invested in short term obligations of corporations;
 4. Repurchase agreements whose underlying purchased securities consist of paragraph (1) of this subsection;
 5. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) of this subsection and to agreements to repurchase such obligations;
 6. Local government investment pools;
 7. Municipal bonds issued by a county, township, city, village, incorporated town, school district, park district, sanitary district, or other municipal corporation, or bonds and other interest-bearing obligations of the State of Illinois, or of any political subdivision or agency of the State of Illinois or of any other state, whether the interest earned thereon is taxable or tax-exempt under federal law. The bonds shall be registered in the name of the District or held under a custodial agreement at a bank. The bonds shall be rated at the time of purchase within the 3 highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.
 8. Any other investment allowed by Illinois Compiled Statutes.

- B. *Collateralization.* Collateralization of all funds in excess of FDIC or SIPC limits is required. The District will accept any of the following assets as collateral:
1. U.S. Government Securities
 2. Obligations of Federal Agencies
 3. Obligations of Federal Instrumentalities
 4. Obligations of the State of Illinois
 5. Obligations of the Park District of Highland Park
 6. General Obligation Municipal Bonds rated "A" or better
 7. The amount of collateral provided will be not less than 102 percent of the fair market value of the net amount of public funds secured. The ratio of fair market value of collateral to the amount of funds secured will be reviewed quarterly, and additional collateral will be requested when the ratio declines below the level required and collateral will be released if the market value exceeds the required level. Pledged collateral will be held in safekeeping by a third-party depository designated by the Park District of Highland Park. Collateral agreements will preclude the release of the pledged assets without an authorized signature from the Park District of Highland Park.
- C. *Repurchase Agreement.* Repurchase agreements shall be consistent with GFOA Recommended Practices on Repurchase Agreements.
- D. *Third-Party Safekeeping.* All assets and securities purchased for the District as collateral for money on deposit with any bank shall be held in the custody of an independent third-party custodian bank designated by the Finance Director in the name of the Park District of Highland Park and evidenced by supporting safekeeping records as determined by the Finance Director.

3.12.6 Investment Parameters.


- A. *Diversification.* Diversification is related to the types of investments, number of institutions invested in, and the length of maturity for investments. It is the policy of the District to diversify its investments to the best of its ability based on the types of funds invested and the cash flow needs of those funds. The investments shall be diversified by:
1. Limiting investments to 5% per issuer to avoid overconcentration of securities from a specific issuer (excluding U.S. Treasury and Federal Agency securities),
 2. Monies deposited at a financial institution shall not exceed 45% of the capital stock and surplus of that institution,
 3. Limiting investment in securities that have higher credit risks,
 4. Investing in securities with varying maturities, and
 5. Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is

maintained in order to meet ongoing obligations.

- B. Maximum Maturities. To the extent possible, the District shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Park District of Highland Park will not directly invest operating funds in securities maturing more than five (5) years with an average weighted investment maturity (duration) of no longer than three and one-half (3 1/2) years. No more than 10% of the District's total portfolio may be invested in the 4–5-year time frame.

3.12.7 Reporting

- A. Methods. The Finance Director will prepare an investment schedule at least quarterly. This report should be provided with to the Park Board. The report will indicate:
1. Listing of individual securities held at the end of the reporting period by fund,
 2. Listing of investments by maturity date
 3. Interest rate of each investment,
 4. Amortized book value and market value of each investment,
 5. Par value of each investment.
 6. A comparison of year-to-date earnings to the proposed budget.
- B. Performance Standards. The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates
- C. Marking to Market. The market value of the portfolio shall be calculated at least quarterly.


	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	Policy #: 3.13
APPROVED:	Petty Cash
REVISED: 6/25/2025	

3.13.1 These policies and procedures delineate custodial; accounting and control responsibilities associated with the operation of petty cash funds for the Park District of Highland Park.

- A. The petty cash fund is a fund established for a designated amount from which payments and/or reimbursements for small, incidental dollar expenses may be made. At all times, the cash on hand plus the dollar amount of expenses supported by paid receipts should equal the designated amount of the petty cash fund. The petty cash fund should not be used as a method to bypass the District's purchasing policy and procedures.
- B. Cash advances are inherently risky and should be minimized. Cash should be advanced only to District employees.
- C. The maximum amount of petty cash to be expended, reimbursed and/or advanced per transaction (one item or multiple items at a single point in time) is \$100.00. Reimbursements greater than \$100.00 should be processed through Accounts Payable.
- D. A receipt properly documenting the purpose of each expenditure is required for any reimbursement and/or payment.
- E. All expenditures should conform within the District's Purchasing Policy. The following transactions are prohibited as petty cash reimbursements on any ledger, except when noted:
 1. Travel reimbursements (except for local travel), as well as registration expenses are specifically excluded from authorized petty cash disbursements;
 2. When feasible, sales tax is not an authorized reimbursable expense;
 3. Consulting fees;
 4. Reimbursements for alcoholic beverages, or tickets to social, cultural or athletic events;
 5. Payments to individuals or other non-corporate entities for professional services that would be considered either wages (salary) or independent contractor payments;
 6. Transactions for which original invoice is not available;

7. Making personal loans, salary advances or to serve as a check cashing fund;
 8. Gratuity shall not exceed 20%.
- F. The Director of Finance or designee is responsible for administration of petty cash funds.
- G. When a separate petty cash fund is established, the department head requesting the fund, or a designee assigned by the Director of Finance, will be the custodian of that fund. The Department Head may assign custodial duties regarding the operation and maintenance of the fund to another employee, but the responsibility of proper custodianship remains with the fund's custodian.
- H. The Director of Finance and the Department Head or facility manager will determine the designated amount of cash in a departmental petty cash fund.
- I. The fund custodian shall be responsible for the following matters relating to the operation of the fund:
1. Safe and secure storage;
 2. Keeping the petty cash fund separate from all other funds such as cash receipts, change funds and other petty cash funds;
 3. Ensuring that each transaction is for the established purpose of the fund and that the disbursement is appropriate and an allowable expense;
 4. Providing proper documentation to support each expenditure;
 5. Replenishing the fund in a timely manner;
 6. Notifying the Director of Finance or designee when establishing a separate fund, changing a custodian, changing the location of the fund, or changing the physical security of the fund;
 7. Balancing the fund each time a disbursement is made or a minimum of once a month if no disbursements have been made;
 8. Report non-balance of the fund in a timely manner to the Director of Finance or designee;
 9. Reporting theft from the fund to the Director of Finance or designee;
 10. The District will hold the petty cash custodian liable for misuse or mismanagement of the funds.
- J. The fund custodian will be required to sign a statement indicating responsibility for the petty cash.
- K. The reimbursement request must be supported by proper receipts. The following types of receipts are acceptable:
1. Original, numbered receipts with the company name and address imprinted thereon, which includes an itemized listing or description of items purchased;

2. Numbered or non-numbered receipts that do not have a company's or individual's name imprinted thereon, must have the data included by person seeking reimbursement;
 3. Register tape from cash registers that have the company's name and date of purchase at the top of the tape, and all items are circled and described by individuals seeking reimbursement;
- L. Hand-written paper receipts which contain a full name, address and telephone number of person from whom purchased, and is signed by this person (full description is made as to why no other type of receipt mentioned above can be obtained). Requests for replenishment of petty cash funds should be made on a check request by the fund custodian and submitted to Accounts Payable. The request is to be accompanied by the receipts received during the accounting period. A check from the District will be issued to the custodian of the fund or replenishment cash will be surrendered to the cash box. The replenishment acts as reimbursement to the fund for authorized disbursements of cash.
- M. The following control procedures are in place and will be utilized to safeguard the Petty Cash Fund:
1. Petty cash funds are subject to unannounced petty cash counts by the Finance Department.
 2. The requesting department and Finance Department will be responsible for the reconciliation of petty cash with the general ledger;
 3. Segregation of petty cash from other funds should be monitored departmentally;
 4. The Finance Department should verify that the proper accounting entry is used at the time the fund is set up;
 5. The department should submit the reimbursement cash receipt to the custodian;
 6. Petty cash shortages should be reported immediately to the Finance Director or his/her designee, who shall be responsible for notifying the Finance Director of such petty cash shortage.
- 3.13.2** The Director of Finance or Designee is responsible for ensuring that each petty cash fund is audited at least once annually. Departments will not be notified in advance. The purpose of the audit is to ensure that the funds are properly safeguarded. This would, in turn, enable an effective verification of cash held by the custodian with the official records.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	Policy #: 3.14
APPROVED:	Purchasing
REVISED: 6/25/2025	

3.14.1 Introduction and Statement of Policy. The Purchasing Policy provides the Park District of Highland Park staff with guidelines and directions for the acquisition of goods and services. When used with good judgment and common sense, these policies will allow the District to obtain needed supplies and services efficiently and economically. Although it may not answer every question related to purchasing practices, it does provide general guidelines for purchasing activities. Employees with questions or who need assistance with specific situations not covered in these policies should contact the Executive Director, Director of Finance, or Director of Planning and Projects.

The Executive Director, or their designee, and the Park Board will be the final authority regarding interpretation and enforcement of any of the provisions contained herein. Failure to follow the procedures outlined in this document, can have ramifications which are detrimental to the District. Staff found to be non-compliant with this Policy may be subject to disciplinary action in accordance with the Park District's Employee Handbook.

3.14.2 Code of Ethics. All personnel engaged in purchasing and related activities must conduct business dealings in a manner above reproach in every respect. Transactions relating to expenditure of public funds require the highest degree of public trust to protect the interests of the District and the residents of Highland Park. Park District employees must strive to:

- A. Ensure that public money is spent efficiently and effectively and in accordance with applicable statutes, regulations, ordinances and District policies.
- B. Not accept gifts or favors from current or potential supplier which might compromise the integrity of the purchasing process (See Ethics Act, 5 ILCS 430/10- 10 et seq.).
- C. Specify generic descriptions of goods, use performance specifications, and use "or equal" language whenever possible in lieu of brand names (however, if an employee believes that purchasing a particular brand is in the best interests of the District, the employee should first consult with the Executive Director and/or legal counsel regarding the authority of the Park District to do so and follow the procedures required in the Illinois Park District Code).
- D. Never allow foreseeable purchases for identical goods or services to be split or prepared in a manner that would avoid approvals or otherwise circumvent policy.
- E. Purchase without favor or prejudice.
- F. Ensure that all potential suppliers are provided with adequate and identical information upon which to base their offer or quotation and that any information

provided to one interested and registered vendor is given to all interested and registered vendors.

- G. Establish and maintain procedures to ensure that fair and equal consideration is given to each offer received and that selection is based upon the objective and published criteria such as the lowest responsive and responsible bid or the qualifications of the vendor.
- H. Offer a prompt and courteous response to all inquiries from potential or existing suppliers.
- I. Avoid impropriety or the appearance of impropriety.
- J. Disclose to the Executive Director any direct or indirect financial interest in any contract to be awarded by the Park District and abstain from participating in any part of the procurement process for such contract.

The Executive Director is responsible for determining if a violation of this Code of Ethics has occurred and if disciplinary action is necessary in accordance with the District's Employee Handbook.

3.14.3 Conflict of Interest Policy. Except as may be disclosed to and permitted by the Park Board, it will be a breach of ethical standards for any employee to participate directly or indirectly in the purchasing process when the employee knows that:

- A. The employee is employed by, or otherwise has a financial interest in, a bidder, vendor, or contractor involved in the procurement transaction; or
- B. The employee, the employee's partner, or any member of the employee's immediate family has a financial interest in, or holds a position with a bidder, or contractor, such as an officer, director, trustee, partner or the like, or is employed in a capacity involving personal and substantial participation in the procurement transaction; or
- C. The employee, the employee's partner, or any member of the employee's immediate family has a financial interest arising from the procurement transaction; or
- D. The employee, the employee's partner, or any member of the employee's immediate family is negotiating, or has an arrangement concerning prospective employment with a bidder, vendor, or contractor.
- E. The employee has accepted gifts from a vendor in violation of the State Officials And Employees Ethics Act, 5 ILCS 430/10-10 et seq.

An employee's immediate family is defined as a spouse, children, parents, in-laws, siblings, and any other person living in the same household as the employee.

A financial interest includes any contingent compensation or ownership or investment interest including stock, partnership shares and limited liability company memberships, as well as loans, bonds, or other financial instruments that are secured by an entity's property of revenue.

The Executive Director is responsible for determining if a violation of this Conflict of Interest policy has occurred and if disciplinary action is necessary in accordance with the District's Personnel Manual. If the potential violation involves the Executive Director, the Park Board President will be responsible for determining if a violation of this Conflict of Interest policy

has occurred and if disciplinary action is necessary in accordance with the District's Personnel Manual.

- 3.14.4 Multi-Year Contracts.** With some specific exceptions set forth in the Illinois Park Code, the Park District is not authorized to enter into contracts exceeding 3 years. Consult with legal counsel before agreeing to automatic renewal provisions and other terms seeking to extend a contract beyond 1 year. Multi-Year Contracts should be approved by the Park Board of Commissioners.
- 3.14.5 Prompt Payment.** The Park District of Highland Park shall promptly pay its obligations in compliance with the Illinois Local Government Prompt Payment Act. 50 ILCS 505/1, et seq.
- 3.14.6 Policy Encouraging Economizing Purchases.** The Park District of Highland Park shall endeavor to maximize its financial resources whenever possible. To this end, the District will seek to economize purchases in appropriate areas. Participation in programs such as the State of Illinois joint purchasing program or the utilities purchasing co-op to mutually share and lower cost is encouraged (there are several joint purchasing groups serving units of government in northern Illinois). Likewise, the District will work towards consolidating purchases of similar items such as office supplies in order to realize better pricing. Whenever possible, the District will use Purchasing Cards to take advantage of their inherent efficiencies and to increase the rebate that comes to the District annually. The District shall strive to be fiscally responsible in its purchases to the extent possible under prevailing market conditions and without jeopardizing any recreation program's performance or customer's satisfaction.
- 3.14.7 Sole Source Purchasing.** Contracts for parts, supplies or equipment that are available only from a single source (such as equipment for which there is no comparable product, utilities, a replacement part for which only the manufacturer can deliver, or compatibility issues such as software) are referred to as sole source purchases. These items are not subject to quotes and bids, but purchases must be approved by the Board of Commissioners.
- 3.14.8 Emergency Purchases Policy.** The Executive Director, or their designee may override this Policy if they determine an emergency purchase is necessary in order to safeguard the District's resources and/or public's health and safety. The Executive Director, or their designee must promptly notify the Board via email communication concerning the need for an emergency purchase. Emergency purchases over the Park District Code bid threshold should be ratified by a vote of 3/4 of the members of the Board.
- 3.14.9 Approval of District Purchases.** An employee shall not purchase goods or services on behalf of the District without obtaining approval as required by this Policy. All purchases must follow the appropriate procedures. Any person responsible for approving purchases at any level may delegate their approval authority to a designee in the event they are unavailable to approve purchases. However, responsibility still lies with the person responsible for approving purchases, not the designee.

Department Heads bear the responsibility for operating within their annual budgets approved by the Board of Commissioners. Thus, items whose order would exceed the total budgeted amount within each Department's budget may not be ordered, except with prior approval by the Department Head. If a budget line item within a specific fund exceeds the appropriated amount of 10%, the Park District must request approval from the Park Board to amend the budget within the fund, subject to compliance with the annual appropriation ordinance.

- A. **Contracts:** The Board is responsible for signing all contracts. However, the Board may also designate a member of the District to sign contracts or amendments to contracts on behalf of the District. The Board has designated the Executive Director to sign all contracts. However, in the interest of efficiency, the Executive Director is given the authority to designate specific contracts less than \$15,000 may be signed by a

designee or appropriate Department Head. Contracts in excess of \$14,999 must be executed by the Executive Director; or in the Executive Director's absence, by their designee.

3.14.10 Prepayments. The District will not pay for goods and services until the goods are completely received and stored or the service is rendered. The District recognizes the following exceptions:

- A. Deposits on certain jobs or activities.
- B. Memberships, training, books, and periodicals
- C. Payments to local, state, and federal agencies
- D. Service, Postage and Maintenance Contracts
- E. Small orders where the department head approves prepayment
- F. Approval by the Executive Director or designee
- G. Approval by the Board of Commissioners
- H. Online ordering

3.14.11 Manual Checks. Manual checks are interim checks issued to vendors as payments for goods delivered or services performed. The checks are issued between normal accounts payable cycles (after Commissioners have approved the voucher list) when an emergency or other extenuating circumstances as determined by the Director of Finance makes it impractical or unreasonable to process the payment following normal payment methods. As the name implies, manual checks are labor intensive and time consuming to issue, therefore, their use as a method of payment must be restricted to unique and special services.

3.14.12 Independent Contractor Agreement. Regardless of dollar amount, an Independent Contractor Agreement (ICA) and Certificate of Insurance are required for all services occurring on Park District property or for the Park District's benefit.

3.14.13 Prevailing Wage. The Park District of Highland Park requires all Contractors (and their subcontractors) performing work on Park District property, or performing maintenance work on the equipment that maintains District property; or performing other work paid for with Park District funds (e.g., intergovernmental agreements or public-private partnerships) to comply, to the extent applicable, with all provisions of the Prevailing Wage Act (810 ILCS 130/1 et seq.). The Prevailing Wage Act requires that the Park District expressly set forth this compliance requirement in writing in the Request for Proposals/Invitation to Bid and in the contract itself. The Prevailing Wage Act specifies that no less than the General Prevailing Rate of Wages as determined by the Illinois Department of Labor shall be paid each craft or type of worker or mechanic needed to execute the contract or perform the work.

3.14.14 Budgeted vs. Non-Budgeted Capital Purchases. All Capital items/project must be individually budgeted. If an item is to be purchased from a Capital account, the item must be specifically identified in the budget or else it is considered a non- budgeted item and subject to the approval of the Executive Director or Park Board.

The type of purchase (Labor & Materials, Equipment & Supplies, or Professional Services) and the amount of anticipated expenditure will determine if a Request for Proposal (RFP), Request for Qualifications (RFQ) or formal Bid is needed. The Purchasing Type Matrix and Project

Purchasing Procedure Manual provide procedures to follow and should be reviewed in conjunction with the Purchasing Policy.

3.14.15 Purchases of less than \$500.

- A. Authorized purchasers have the authority to purchase budgeted items under \$500.
- B. Telephone or written quotes are not required but staff is advised to make every effort to solicit the lowest price for items purchased.
- C. After the purchase is made, the purchaser will submit an invoice or check request to their appropriate supervisor for approval and submission to the Finance Department.

3.14.16 Purchases of \$500 to \$2,499.99.

- A. Supervisors and other approved staff have the authority to purchase budgeted items under \$2,500.
- B. As is the case with purchases less than \$500, telephone or written quotes are not required, but staff is advised to make every effort to solicit the lowest price for items purchased.
- C. After the purchase is made, the purchaser will submit an invoice or check request to their appropriate supervisor or designee for approval and submission to the Finance Department.

3.14.17 Purchases of \$2,500 to \$4,999.99.

- A. Managers and other approved staff have authority to purchase budgeted items under \$5,000.
- B. As is the case with purchases less than \$2,500, telephone or written quotes are not required, but staff is advised to make every effort to solicit the lowest price for items purchased.
- C. After the purchase is made, the purchaser will submit an invoice or a check request to their appropriate supervisor or designee for approval and submission to the Finance Department.

3.14.18 Purchases of \$5,000 to \$14,999.

- A. Assistant Directors and Directors and other approved staff have the authority to approve the purchase of budgeted items under \$15,000
- B. Three written quotes should be obtained and documented.
- C. After the purchase is made, the purchaser will submit an invoice or check request to their appropriate supervisor or designee for approval and submission to the Finance Department.

3.14.19 Purchases of \$15,000 and above.

- A. The Executive Director has the authority to approve the purchase of budgeted items in accordance with Park District Code bid threshold.

- B. Purchases of \$15,000 and above may be subject to the RFP, bid or RFQ process. The Purchasing Type Matrix and Project Purchasing Procedure Manual provide direction and should be followed.
- C. After the purchase is made, the purchaser will submit an invoice or check request along with supporting documentation to the Executive Director for approval and submission to the Finance Department.

3.14.20 Competitive Bidding Exemption. When in the ordinary course of business, no single purchase of, or individual contract for, specific types of supplies and materials exceeds the Park District Code bid threshold, but the total dollar value of all purchases and/or contracts for said specific types of supplies and materials during the fiscal year does exceed the Park District Code bid threshold, the separate purchases may not be subject to the competitive bidding requirement and may not require the Board approval of waiver of bids. Where a bid waiver is determined to not be necessary, said purchases will still be required to obtain best pricing through the quote process. Purchases which are foreseeable should not be separated for the purpose of exploiting the competitive bidding exemption (See the Code of Ethics).

3.14.21 Waiver of Competitive Bidding. The Board of Commissioners, upon a finding that a particular purchase is by its nature not adapted to competitive bidding, may waive the competitive bidding procedures and enter into a contract or agreement. Such purchases include contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part; contracts for the printing of finance committee reports and departmental reports; contracts for utility services such as water, light, heat, telephone; contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, or services; contracts for duplicating machines and supplies; contracts for goods or services procured from another governmental agency; purchases of equipment previously owned by some entity other than the district itself; and contracts for the purchase of magazines, books, periodicals, pamphlets and reports. Requests for bid waivers will be made only when in emergencies or when items have been competitively billed through joint purchasing agreements. A recitation of the facts supporting the finding must be included in the information forwarded to the Board.

3.14.22 Sending out the appropriate package. Depending on the purchase type, with an amount of anticipated expenditure over \$15,000, staff must determine the appropriate document template to use: Refer to the Purchasing Type Matrix and Purchasing Procedure Manual for more information.

- A. RFP – Equipment and Supplies/Labor and Materials. The appropriate Request for Proposal template should be used for the procurement of equipment and supplies or labor and materials where the anticipated cost is \$15,000 or more but does not exceed the Park District Code bid threshold.
- B. RFP – Professional Services. The RFP-Professional Services Template should be used for the procurement of the services of individuals requiring a high degree of professional skill (e.g., auditors, consultants, construction managers) where the anticipated cost is \$30,000 or more. These are services that are not adapted to award by competitive bidding and include contracts for the services of individuals possessing a high degree of professional skill where the education, experience, or character of the individual is a significant factor in determining their ability to meet the District's needs.

With respect to Architects, Engineers or Surveyors the RFP-Professional Services Template should be used when the anticipated fee is between \$30,000 and \$39,999.99. An RFQ may be required when the anticipated fee is over \$40,000.00. (This threshold

will increase by the CPI each year beginning January 1, 2020 per SB 2328 / Public Act 100-0968).

With respect to firms whom the Park District already has a satisfactory relationship (including Architects, Engineers or Surveyors), the RFP-Professional Services Template is not required, and proposals may be solicited directly from the firm regardless of the anticipated fee for services.

- C. RFQ – Request for Qualifications. A Request for Qualifications must be used anytime the District seeks submissions from an Architect, Engineer, or Surveyor where the anticipated fee is in excess of \$39,999.99 and the Park District desires to evaluate the qualifications of firms other than, or in addition to, those professionals with whom it has a satisfactory relationship. This \$39,999.99 threshold will increase by the CPI each year beginning January 1, 2020 per SB 2328 / Public Act 100-0968. This process is governed by the Local Government Professional Services Selection Act and staff must consult the Director of Planning and Projects concerning the RFQ the Park District will issue and the statutory process that must be followed.

With an RFQ, staff will review the top three candidates based on qualifications alone as fee is not considered. After the top candidate is selected, negotiations will ensue with the firm staff determines to be most qualified. If an agreement can't be reached, the second firm and then the third firm (assuming agreement can't be reached with the second firm) will have the opportunity to negotiate with the District. Once negotiations are cut off with a particular firm, it cannot be reconsidered.

Requirements of the Local Government Professional Services Selection Act may be waived and an RFQ does not have to be completed if an emergency situation exists and a firm must be selected in an expeditious manner. Requirements of the Local Government Professional Services Selection Act may be waived and an RFQ does not have to be completed if the District wishes to engage a professional with which the District has a satisfactory relationship.

- D. BID. All purchase orders or contracts for supplies, materials, equipment or contractual services, and all public improvement contracts involving the expenditure of more than the Park District Code bid threshold will be awarded to the lowest responsible and responsive bidder. The District shall not be required to accept a bid that does not meet the District's established specifications, terms of delivery, quality, and serviceability requirements. The formal bidding process requires publication of a Notice of the Invitation to Bid, at least 10 days before the bid opening date in a newspaper of general circulation in the area of the District.


3.14.23 Summary. As stewards of public monies and for legal reasons, it is critical that all staff follow these policies as well as procedures outlined in the Purchasing Type Matric and the Project Purchasing Procedure Manual.

3.14.24 Purchasing Card. The Purchasing Card or P-card is intended to streamline and simplify the purchasing and payment processes. It is not intended to avoid or bypass appropriate purchasing or payment procedures. See PP 3.15.

3.14.25 GASB 96: Subscription-Based Information Technology Arrangements. Statement No. 96 of the Governmental Accounting Standards Board, Subscription-Based Information Technology Arrangements, is implemented at the District. It has become common for the District to enter into subscription-based contracts to use vendor-provided information technology (IT). Subscription based information technology arrangements (SBITAs) provide access to vendors' IT software and associated tangible capital assets for subscription payments without granting

governments perpetual license or title to the IT software and associated tangible capital assets. Prior to the issuance of this Statement, there was no accounting nor financial reporting guidance specifically for SBITAs. By tracking SBITA data in the Business Office, it improves uniform accounting and financial reporting requirements for SBITAs, improves the comparability of financial statements among governments that have entered into SBITAs, and enhances the understandability, reliability, relevance, and consistency of information about SBITAs. All SBITA contracts entered into must be submitted to the Business Office within 30 days of signing.

3.14.26 GASB 87: Leases. Statement No. 87 of the Governmental Accounting Standards Board, Leases, is implemented at the District. The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. A lease is defined as a contract that conveys control of the right to use another entity's nonfinancial asset (the underlying asset) as specified in the contract for a period of time in an exchange or exchange-like transaction. All leases entered into must be submitted to the Business Office within 30 days of signing.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	Policy #: 3.15
APPROVED:	Purchasing-Purchase Card Policy
REVISED: 6/25/2025	

- 3.15.1 Statement of Policy.** The Purchasing Card or P-card is intended to streamline and simplify the purchasing and payment processes. It is not intended to avoid, or bypass appropriate purchasing policies outlined in Policy #: 3.14.

The P-card will be issued in the employee's name. The District's logo and tax-exempt number will appear on the card. The card is to be used only for authorized Park District purchases. Use of the card for personal items is prohibited, even when the user intends to or actually reimburses the District. The cardholder is committing the District funds each time the card is used. The cardholder is the person responsible for all charges made to the card. Intentional misuse, fraudulent abuse and improper record keeping will subject the cardholder to disciplinary action in accordance with Park District of Highland Park's Policies and Procedures relating to disciplinary action and/or termination for cause.

- 3.15.2 Card Issuance/Limits.** P-cards will be issued to employees who have a need as determined by their Department Head and approved by the Director of Finance. Card limits will be set for each person in accordance with this Policy, the position within the district and purchasing needs.


- A. Single Purchase Limit: This is the maximum dollar amount that can be spent on each purchase. If the purchase amount exceeds the limit the authorization is denied, and the purchase cannot be made with the card. Limits are set as follows:

1. Executive Director & Deputy Director	in accordance with Park District Code threshold
2. Directors & Assistant Directors	\$ 14,999.99
3. Managers	\$ 4,999.99
4. Supervisors, Trades and Specialty Staff	\$ 2,499.99
5. Coordinators	\$ 499.99


- B. Total Credit Limit: There is a maximum dollar amount that can be outstanding at any time within a billing period. The credit limit is restored 1 day after the billing period date, pending manager approval on prior transactions. Credit limits for cardholders will be established by need. If the limit is reached, new attempts for purchases will be denied.

- C. If a fee is charged for using the credit card, do not make payment with the card.


- 3.15.3 Cancellation of Card.** Cardholders or their supervisor must return P-cards to the Finance Director immediately upon request or upon termination of employment.
- 3.15.4 Changes to Authorization.** All requests must be submitted and approved in writing using the Request for Changes form. All changes in spending limitations or restrictions must be approved by the Director of Finance and your immediate Supervisor and may not be greater than the authorizer's spending limit.
- 3.15.5 Lost Cards.** If a card is lost or stolen, the Cardholder must immediately notify the Finance Director.
- 3.15.6 Request for approval for purchase above standard single purchase limit.** Through the Purchase Request function in Works, a cardholder, may request approval by their supervisor for a single purchase above their normal transaction limit. If the purchase request is greater than the supervisor's purchase limit, the supervisor should initiate the purchase, by requesting a single purchase limit increase from their supervisor and completing the purchase.
- 3.15.7 Purchase Card Security.** Authorized use of the Card is limited to the person whose name appears on the face of the card. The Card cannot be loaned to another person; however, the card may be used to make purchases for an employee in the department. The holder of the Card is ultimately responsible for all purchases made with the Card.
- The Card, or any documents containing the Card number, should be kept in an accessible but secure location. The account number and any passwords or P.I.N. numbers should not be posted or left in a conspicuous place.
- 3.15.8 Returns.** Returns must be handled as credits and must be treated as separate transactions. Returns are not to be handled as exchanges or combined with other purchases. A separate transaction must be placed to re-order. **Cash refunds are not allowed under any circumstance.**
- 3.15.9 Disputed items or sales tax charged.** Disputes should be resolved between the Cardholder and the vendor. If the Cardholder and the vendor cannot resolve an issue, the Cardholder should contact the Finance Department.
- 3.15.10 Charge Card Purchase Transaction Sign-off/Approval.** Each cardholder must sign off on purchases, entering the business purpose and GL account information. Approval is needed by a cardholder's immediate supervisor on each transaction before credit limit is restored.
- 3.15.11 Statement Reconciliation.** The cardholder is responsible for retaining all documentation (a receipt, invoice or other appropriate support) for purchases and returns and reconciling to the monthly statement. All original support must be turned in with the statement to the Finance Department by the 15th of month electronically.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	Policy #: 3.16
APPROVED:	Payment Card Industry Data Security (PCI-DDS)
REVISED: 6/25/2025	


The policy of the Park District of Highland Park shall be to fully comply with the Payment Card Industry Data Security Standards (PCI-DSS) for the protection and security of payment card information.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	Policy #: 3.17
APPROVED:	Publication of Statements of Receipts and Disbursements
REVISED: 6/25/2025	

The District is required to annually prepare and file with the County Clerk a statement of receipts and disbursements which complies with the guidelines described in the Public Funds Statement Publication Act, and to publish a notice of the availability of the District's audit in accordance with the provisions of that Act. 30 ILCS 15/0.01 et seq.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	Policy #: 3.18
APPROVED:	Real Estate Exemption
REVISED: 6/25/2025	

A petition shall be filed for each parcel of real estate owned by the District with the Lake County Board of Review requesting that the real estate be removed from the tax rolls and that no tax bills be issued in the future. Annually thereafter and prior to January 31, the District must reaffirm that the property remains exempt from real estate taxes.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	Policy #: 3.19
APPROVED:	Capital Assets
REVISED: 6/25/2025	

3.19.1 Purpose. The purpose of the capital asset policy is to provide control and accountability over capital assets, and to gather and maintain information needed for the preparation of financial statements. The Park District of Highland Park capital asset policy is herein established to safeguard assets and to ensure compliance with GASB34 for governmental financial reporting. Determining if an item should be budgeted in the Capital Fund or within operations is not addressed in this policy.

3.19.2 Overview. This policy is herein established to safeguard and address the Park District of Highland Park's investment in capital assets, which comprises a significant resource. Capital assets are major assets that benefit more than a single accounting period. Capital assets include such items as land, buildings, furnishings and equipment, and vehicles. This policy is meant to ensure compliance with various accounting and financial reporting standards including Generally Accepted Accounting Principles (GAAP), and Governmental Accounting, Auditing, and Financial Reporting (GAAFR).

Further, this policy is meant to reflect the Park District of Highland Park's desire to meet the reporting requirements set forth in the Governmental Accounting Standards Board (GASB) Statement No. 34. Specifically, the GASB Statement No. 34 states that governments should provide additional disclosures in their summary of significant accounting policies including the policy for capitalizing assets and for estimating the useful lives of those assets which is used to calculate the depreciation expense. The Statement also requires disclosure of major classes of assets, beginning and end-of-year balances, capital acquisition, sales/dispositions, and current-period depreciation expense.

3.19.3 Inventory. Each Department will be responsible for the assets of their department.

The Finance Department will maintain an inclusive capital asset inventory and depreciation schedule. Asset purchases, which fall below the capitalization threshold, will not be included in this capital asset inventory. Capital items that fall under the threshold may be inventoried separately for insurance purposes.

Planning & Projects will maintain a district wide replacement schedule for capital items. This information will be used to assist operating departments when assessing capital and repair needs. Departments will maintain replacement schedules for non-capital items such as area specific machinery and equipment.

3.19.4 Asset Description – A description of the asset (serial #, model #)

- A. Asset Classification (Land, Construction in Progress, Buildings, Building Improvements, Vehicles, and Equipment)


- B. Department name and physical location of asset
- C. Date asset was purchased/acquired and or disposed
- D. Cost of Asset
- E. Method of acquisition (purchased or donated)
- F. Estimated useful life

3.19.5 Valuing Capital Assets. Capital assets should be valued at cost or historical costs, plus those costs necessary to place the asset in its location (i.e. freight, installation charges.) In the absence of historical cost information, a realistic estimate will be used. Donated assets will be recorded at the estimated current fair market value.

3.19.6 Capitalizing.

- A. When to Capitalize Assets: Assets are capitalized at the time of acquisition. To be considered a capital asset for financial reporting purposes an item must be at or above the capitalization threshold (see schedule-page 3 & 4) and have a useful life of more than one year.
- B. Assets not Capitalized: Capital assets below the capitalization threshold (see schedule-page 3 & 4) on a unit basis but warranting "control" shall be inventoried at the department level and an appropriate list will be maintained.
- C. Capital Assets should be capitalized if they meet the following criteria:
 - 1. Useful life of more than one year (benefit more than a single fiscal period)
 - 2. Cost exceeds designated threshold (see schedule-page 3 & 4)
- D. Capital Assets include the following major classes of assets:
 - 1. Land and Construction in Progress: Capitalized value is to include the purchases price plus costs such as filing fees; improvements such as parking lots, fences, pedestrian bridges, landscaping.
 - 2. Building and Building Improvements: Costs include purchase price plus costs such as filing fees; improvements include structures and all other property permanently attached to, or an integral part of the structure. These costs include re- roofing, electrical/plumbing, carpet replacement, and HVAC.
 - 3. Vehicles: Costs include purchase price plus costs such as title & registration.
 - 4. Equipment: Assets included in this category are heavy equipment, traffic equipment, generators, office equipment, phone system, and kitchen equipment.

3.19.7 Depreciation. Depreciation is computed on a straight-line method with depreciation computed on a monthly basis from the month of acquisition. Additions and improvements will only be capitalized if the cost either enhances the asset's functionality or extends the asset's useful life. Projects in process will be added to the asset base as the projected expenses are incurred. However, the project will first need to meet its individual threshold.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	Policy #: 3.20
APPROVED:	Revenue Policy
REVISED: 6/25/2025	

- 3.20.1 Statement of Philosophy.** The basic philosophy of the Park District of Highland Park is to offer diversified year-round leisure services, including recreational programs and facilities, ensuring that all citizens have an equal opportunity to take advantage of these services. However, because the demand upon the District may be greater than the public's ability, or willingness, through tax dollars to support that demand, and, as future increases of tax revenues may become greatly limited for all types of governmental services, it is necessary to charge fees and pursue other sources of revenue such as donations and grants, and make maximum utilization of the investment of available monies.

While fees and charges for facility and recreation services are a major source of funds for the District, they are supplemented by the other sources of revenue used by the District and are a means to expand and continue to provide services on an equitable basis. To be implemented, collection of these fees and charges must be practical and economical.

- 3.20.2 Tax Revenues.** A primary source of income for the Park District is derived from tax revenues which are levied on an annual basis. The annual increase in the property tax revenue the Park District collects is capped at the lesser of the % change in the Consumer Price Index or 5%, and New Property Growth.

A secondary source of tax revenue is Corporate Personal Property Replacement Tax Revenue. These monies are collected by the State and distributed to local area governments. This source of revenue is subject to appropriation, and the local distributive share is subject to change.

- 3.20.3 Grant Revenues.** Grants can provide funding for a variety of purposes including programming and capital projects. Because grants frequently come with special requirements that must be followed to receive the proceeds, grants must be reviewed prior to submission of an application. Consideration should be given to legal, finance and/or operations.

Grants should be evaluated to the extent to which a grant is consistent with the Park District of Highland Park's mission, vision, and strategic planning.

A multi-year cost/benefit analysis, determination of matching funds, record keeping, and future expenditures should be reviewed.

Evaluation of the impact of the grant based upon defined outcomes to determine whether to continue with the grant process.

- 3.20.4 Fees and Charges Goals and Guidelines.** The Park District has developed these goals and guidelines with the intention of uniformly defining the method used to determine pricing levels for fees and charges.

A. Recreation/Facility Service Type. The Park District of Highland Park, as part of its

mission, will provide services to enrich community life through healthy leisure pursuits and an appreciation of the natural world. With this in mind, the Park District provides different fees and charges guidelines depending on factors such as the level of community versus individual benefit.

At a minimum, revenue should exceed direct operating costs by 30%. This is a district wide standard which applies to programs, memberships, & rentals. Pricing shall be reviewed annually by the Board of Commissioners.

1. Mission Critical Services

- These services benefit all the people of the community and are critical of the Park District's Mission. These services are at no charge to residents in order to protect and conserve natural areas and promote physical and mental well-being and are subsidized by taxation. Examples of these services are Park District Parks, Playgrounds, Natural Areas, and a variety of community Special Events

2. Community Wide Services

- These services benefit all or most people of the community and are used to promote the District, to build a sense of community, and to provide recreational and leisure activities to those who may not be able to participate in other programs. These services are generally free admission with additional low fee add-ons in effort to encourage participation and are primarily subsidized by taxation. Examples of these services include Fourth Fest, Egg Hunt, Pumpkin Smash, etc.

3. Recreation and Facility Programs and Services

- These programs and services mostly benefit the individual participants but also provide community benefit. These services are charged fees that are comparable to their respective market and at a minimum, revenue should strive to exceed direct operating costs by 30%. Pricing shall be reviewed annually by the Board of Commissioners.
- Examples of these programs are Athletics, Performing Arts, ParkSchool, and all recreation programs.

4. Revenue Programs and Services

- These services provide the most benefit to the individual participant only. At a minimum, revenue should exceed direct operating costs by 30%. Some areas will exceed 30% on a recurring basis. Pricing shall be reviewed annually by the Board of Commissioners.
- Examples of these services include golf, swimming, racquet sport lessons, personal training, and all memberships, and/or rentals.

5. Definitions

- Direct Cost: These are costs that are directly attributed to an individual service and may include: instructor salary, materials, transportation, admission fees, specific marketing costs, building rent in non-District owned facilities, etc.
- Indirect Cost: These are costs that cannot be associated directly with an individual service provided and include: administrative salaries, utility costs, building maintenance and cleaning, office and restroom supply costs, etc.

- Total Cost: This is the cost of providing a service and includes both the direct cost and an allocated portion of the indirect cost.

B. Recreation/Facility Fee Types

1. Definitions

- Charging fees is an equitable method of recovering a portion or all costs of recreation and facility services. Fees will be based on minimum projected enrollments.

2. User Fees

- User Fees will be charged for special use facilities such as Hidden Creek Aqua Park, Sunset Valley Golf Club, Centennial Ice Arena, the Deer Creek Racquet Club, and Park Fitness. User Fees will be reviewed on an annual basis.

3. Rental Fees

- Rental Fees will be charged for using Park district facilities and parks, such as a meeting room, field house, ice rink, athletic facilities/fields, or boat launch facility. A security deposit is required and will be returned, barring no damage or excess hours. Rental Fees will be reviewed on an annual basis.

4. Merchandise Fees

- Merchandise Fees are charged for the unconditional transfer of merchandise ownership which passes from the District to the buyer of the goods sold, such as pro shop supplies or food and drink services. The District is responsible for collecting sales tax and submitting them to the State of Illinois.

5. Permit Fees

- Fees charged for permission to use parks for picnics and similar activities.

6. Admission Fees

- Fees charged for entrance to Special Events or ticketed events.

7. Registration Fees

- Fee charges for processing refunds, transfers, or other administrative services.

8. Membership Fees

- Fee charges for membership at Park Fitness, Hidden Creek Aqua Park, or Sunset Valley Golf Club that provide patrons with access to the facility.

9. Parking Fees

- Fees may be charged to park at lake front facilities via the sale of vehicle stickers.
- Charging fees also may serve an independent function to ration limited activities, allow residents to participate fully, aid in discipline or control, and promote respect for an activity such as an open gym activity.


3.20.5 Rental Fees. The minimum rental fees charged for use of Park District facilities shall exceed direct cost of the service by 30%. Most rentals will retain a larger percentage. Current market rate, operating costs, and demand will determine yearly fees. Nonprofit (501c3) organizations will be charged at a different rate than for profit groups per approval of the Executive Director. Likewise, residents will be charged at a different fee level than nonresidents. See Rental Policy, Commercial Policy for additional information.

3.20.6 Surplus Revenue Producing Facilities. Surplus revenue producing facilities are defined as operations that cover their direct and indirect operating costs, supplementing the General and Recreation Fund revenue providing support for non-revenue producing facilities and activities.


- A. While these facilities are capable of generating sufficient revenues to cover their operating costs, the general operating monies from these facilities provide, if needed, adequate cash flow to support the Recreation and Capital Fund.
- B. Should financial constraints of the District not be able to ensure maintenance of the high standard of service desired by the public, the District could provide these services through contractual agreements with the private sector.
- C. All Park District programs held at Park District facilities (such as camp programs) will remit to the facility an agreed upon cost for use of such facility. This will promote greater understanding at the District relative to the true cost of running a program. This rate will be negotiated annually as the District prepares its budget.

3.20.7 Recreation Sub-Funds. At times, the District may want to create recreation sub-funds for reporting purposes only. Generally, a sub-fund may be used to track a “fund balance” of a cost center contained within the Recreation Fund. As such, in the Supplemental Schedules of the annual ACFR, the sub-fund will be shown with a roll forward fund balance. Showing a fund balance is useful in instances where a sub-fund may be reimbursing the capital fund for improvements performed at a facility. A fund balance is also helpful if debt was issued for a particular project at a facility and a yearly transfer needs to be made from the sub-fund to the Debt Service Fund via the Recreation Fund. A recreation sub-fund makes most sense for a cost center anticipated to have an annual surplus.

3.20.8 Waiver Fees. On rare occasions, fees and charges may be reduced or completely waived when such action is determined by the Executive Director to be in the best interest of the Park District of Highland Park or a specific program.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	Policy #: 3.21
APPROVED:	Bond Rating
REVISED: 6/25/2025	

The Park District of Highland Park shall determine on a case-by-case basis whether seeking a bond rating on the issuance of general obligation debt under the prevailing market conditions is appropriate. As a general guideline, the District shall estimate and compare the cost of obtaining bond insurance or a rating and the savings resulting from selling an insured bond, rated bond or an unrated bond.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	Policy #: 3.22
APPROVED:	Budgeting for Deficits
REVISED: 6/25/2025	

3.22.1 Purpose. The purpose of this policy is to clarify the District's stance and willingness to accept a deficit in certain funds as a means of achieving its long-range goals.


3.22.2 Overview. This policy is herein established to allow the District's Board of Commissioners to approve a deficit as part of the annual budget for both an individual fund as well as District-wide.

There are many reasons why the District is willing to recognize a deficit in a particular fund or even District-wide. Among the reasons a deficit may occur include the following:

- A. To comply with the District's Fund Balance Policy and reduce (spend down) any excess balances.
- B. Without burdening taxpayers unnecessarily, continue progress towards the District's long- term capital goals.
- C. Timing differences. Specifically, costs incurred during a period of time that differs from when the matching revenues will be received.

If the District proposes a budget deficit, it will be the responsibility of the Board of Commissioners if it approves such deficit; to be able to, along with appropriate finance department staff, understand the purpose behind the decision and communicate that purpose, as necessary to the public and District staff.

At no time will the District support a budget deficit that allows for a negative fund balance in an individual fund or District-wide.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	Policy #: 3.23
APPROVED:	Disclosure Compliance
REVISED: 6/25/2025	


3.23.1 Pursuant to the District’s responsibilities under the securities laws, including its continuing disclosure undertakings (the “*Undertakings*”) under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended, and the Securities and Exchange Commission’s statements in enforcement actions, it is necessary and in the best interest of the District that the District’s:

- A. Preliminary and final official statements or offering circulars and any supplements or amendments thereto (collectively, the “*Official Statements*”), disseminated by the District in connection with any bonds, notes, certificates or other obligations,
- B. Annual Financial Information, as required by and defined in the Undertakings (the “*Annual Financial Information*”) to be filed with the Municipal Securities Rulemaking Board’s (“*MSRB*”) Electronic Municipal Market Access (“*EMMA*”) system, and
- C. Notices of Material Events or Reportable Events, each as defined in the Undertakings, and any other required or voluntary disclosures to EMMA (each, an “*EMMA Notice*”) comply in all material respects with the federal securities laws.

3.23.2 Further, it is necessary and in the best interest of the District that the District adopt procedures to enable the District to create accurate disclosures with respect to its:

- A. Official Statements,
- B. Annual Financial Information, as required by and defined in the Undertakings (the “*Annual Financial Information*”) to be filed with the Municipal Securities Rulemaking Board’s (“*MSRB*”) Electronic Municipal Market Access (“*EMMA*”) system.

Official Statements, Annual Financial Information and EMMA Notices are collectively referred to herein as the “*Disclosures*.”

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	Policy #: 3.24
APPROVED:	Bond Post-Issuance Compliance
REVISED: 6/25/2025	

3.24.1 Board of Park Commissioners recognizes the need to maintain sufficient records to demonstrate compliance with its covenants and expectations to ensure the appropriate federal tax status for bonds or debt obligations of the District (each a “Bond” and collectively, the “Bonds”), certain of which the interest on which is excludable from ‘gross income’ for federal income tax purposes. Further, it is necessary and in the best interest of the District that:

- A. The Board adopt policies with respect to record-keeping and attests that all records are kept as required.
- B. The Executive Director and Finance Director shall serve as compliance officers and shall annually review the District’s Contracts (as hereafter defined) to determine whether the Bonds comply with the federal tax requirements applicable to each issue of the Bonds.
- C. Annually, a compliance officer shall complete a Post-Issuance Tax Compliance Report that is signed and presented to the Board of Park Commissioners. The Post-Issuance Tax Compliance Report will be entered into the records of the District and made available to all members of the Board at the November regular meeting thereof. The Post-Issuance Tax Compliance Report shall include the following:
 1. In regard to any *Arbitrage Rebate Liability* agreements of the District, the agreements shall have been reviewed with respect to each issue of the Tax Advantaged Obligations, if applicable.
 2. Contract Review. The compliance officer shall attest: “I have reviewed copies of all contracts and agreements of the District, including any leases, with respect to the use of any property owned by the District and acquired, constructed or otherwise financed or refinanced with the proceeds of the Tax Advantaged Obligations and other records.”
 3. Tax Advantaged Obligations. The compliance officer shall attest: “At this time, each issue of the Tax Advantaged Obligations complies with the federal tax requirements applicable to such issue, including restrictions on private business use, private payments and private loans.”
 4. *Internal Revenue Service (“IRS”) Examinations or Inquiries*. The compliance officer shall attest: The IRS has not commenced an examination of any issue of the Tax Advantaged Obligations. The IRS has not requested a response to a compliance check, questionnaire or other inquiry. Based upon the foregoing, I believe that the District is

currently in compliance with the applicable tax law requirements and no further action is necessary at this time.


D. Pursuant to the District's responsibilities under the securities laws, including its continuing disclosure undertakings (the "*Undertakings*") under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended, and the Securities and Exchange Commission's statements in enforcement actions, it is necessary and in the best interest of the District that the District's:

1. Preliminary and final official statements or offering circulars and any supplements or amendments thereto (collectively, the "*Official Statements*"), disseminated by the District in connection with any bonds, notes, certificates or other obligations,
2. Annual Financial Information, as required by and defined in the Undertakings (the "*Annual Financial Information*") to be filed with the Municipal Securities Rulemaking Board's ("*MSRB*") Electronic Municipal Market Access ("*EMMA*") system, and
3. Notices of Material Events or Reportable Events, each as defined in the Undertakings, and any other required or voluntary disclosures to EMMA (each, an "*EMMA Notice*") comply in all material respects with the federal securities laws.

E. Further, it is necessary and in the best interest of the District that the District adopt procedures to enable the District to create accurate disclosures with respect to its:

1. Official Statements,
2. Annual Financial Information, as EMMA Notices, as required by and defined in the Undertakings (the "*Annual Financial Information*") to be filed with the Municipal Securities Rulemaking Board's ("*MSRB*") Electronic Municipal Market Access ("*EMMA*") system.

Official Statements, Annual Financial Information and EMMA Notices are collectively referred to herein as the "*Disclosures*."

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	Policy #: 3.25
APPROVED:	Gift Card
REVISED: 6/25/2025	

3.25.1 Purpose. This Gift Card Policy establishes guidelines in the issuance and redemption of pre-paid gift cards. This policy is established to provide Park District staff with responses to questions from patrons and to assure adequate control over blank, unissued cards.

It is the Park District's policy to allow flexibility in use of Gift Cards while maintaining control and adequate accounting records over outstanding, unused gift cards.

The District issues two types of gift cards: Park District of Highland Park and Sunset Valley Golf Club. See allowable uses and limitations below for further explanations.

3.25.2 Definitions.

- A. Gift Card: A plastic card with a stored value issued by the Park District in exchange for cash, check, credit card or, in limited cases, account credit or promotional deals.
- B. Non-Park District Operated Amenities: Concessions, food service and other outside contractual arrangements between the Park District and a vendor to supply services to our patrons on a licensing basis for a set fee or percentage of sales.

3.25.3 Allowable Uses and Limitations.

A. Park District of Highland Park Gift Card.

1. Gift Cards may be purchased in amounts up to \$2,000. Gift cards may be reloaded with amounts in any denomination up to \$2,000.
2. As an example, gift cards may be used as tender to pay for:
 - Any Park District program or special event (may exclude purchase at special event location)
 - Park District Memberships
 - Purchase of merchandise or service (Non-Park District Operated Amenities excluded)
 - Equipment Rental
 - Facility Rental
3. Gift Cards may be used for online purchases.

4. Gift Cards may not be used to pay for food at concession stands with a third-party concession. Gift Cards cannot be used with parking auto attendant.

B. Sunset Valley Gift Card

1. Gift Cards issued specifically from Sunset Valley, are limited to use at Sunset Valley Golf Course for:

- Green Fees
- Rentals - Club and Cart
- Merchandise
- North Shore Amateur
- Handicap Service

A yearly report will be processed from ForeUp identifying outstanding amounts on the Gift Cards. This value will be reconciled to the Incode Accounting System value and adjustments made after review. At this time, expired Gift Cards will be written off. The amount from the written off Gift Cards will be donated to Parks Foundation of Highland Park.

3.25.4 Gift Card Terms and Conditions. Gift Cards are neither returnable nor refundable for cash, without the Executive Director's permission. Resale of Gift Cards is strictly prohibited; however, Gift Cards are transferable.

Gift Cards may not be used in any manner that is misleading, deceptive, unfair or otherwise harmful to patrons or the Park District.

Lost, stolen or damaged Gift Cards will not be replaced. The Park District shall have no liability to the Gift Card holder for 1) lost or stolen Gift Cards or 2) use of any Gift Card by third parties. Gift Card holders are solely responsible for keeping Gift Cards safe for any activity conducted under their account.


Gift Cards are dated and will expire 5 years after date of purchase in compliance with the Consumer Fraud and Deceptive Business Practices Act. Unused value will remain on the Gift Card and available until used or expiration date is reached. Gift Cards may be used in combination with cash, checks, or credit cards to pay for programs and memberships.

Gift Cards do not have any fees attached for unused balances.

Outstanding paper Gift Certificates may be redeemed/converted to Gift Cards.

Gift Cards may be used by the Park District to compensate individuals or volunteers as recognition awards or for tokens of appreciation. If used for such purposes, the IRS considers this as tax reportable compensation and therefore subject to tax withholding. Records of this compensation must be maintained on all individuals receiving a Gift Card

3.25.5 Internal Control. Non-Valued Gift Cards are Ordered by Registration. The Gift Cards have a random number that the RecTrac system uses to validate and load the Gift Card. The Gift Card also has a numeric number that helps confirm the quantities used. A quantity of Gift Cards may be kept at each of the front desk locations and extra cards should be kept in a safe or a lockable file. Gift Cards have no value until activated by the RecTrac system.


	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	Policy #: 3.26
APPROVED:	Outstanding Check
REVISED: 6/25/2025	

3.26.1 Purpose. The purpose of the Park District of Highland Park Outstanding Check Policy is to ensure accurate cash reporting and management, and compliance with Illinois Revised Uniform Unclaimed Property Act 765 ILCS 1026, et seq.

3.26.2 Accounts Payable Checks. Any unclaimed property (vendor or refund checks) will be presumed abandoned per the timelines established in the Act, currently 3 years from issue.

3.26.3 Payroll Checks. Any unclaimed property (wages) will be presumed abandoned per the timelines established in the Act, currently 1 year from issue.

3.26.4 Filing with State Treasurer. Yearly the District will file an annual report with the State Treasurer, per the procedures in the Revised Uniform Unclaimed Property Act. 765 ILCS 1026, et seq.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	Policy #: 3.27
APPROVED:	Policy Governing Reimbursement of Employee and Commissioner Travel, Meal and Lodging Expenses
REVISED: 6/25/2025	

3.27.1 Purpose. The Board of Park Commissioners of the Park District of Highland Park will reimburse employee and commissioner travel, meals, and lodging expenses incurred in connection with pre-approved travel, meals, and lodging expenses incurred on behalf of the Park District. Employees and commissioners are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

3.27.2 Definitions. "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel" means any expenditure directly incident to official travel by employees and commissioners of the Park District or by wards or charges of the Park District involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

3.27.3 Authorized Types of Official Business. Travel, meal and lodging expenses shall be reimbursed for employees and commissioners of Park District only for purposes of official business conducted on behalf of the Park District, which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or commissioner's official duties. If an employee/commissioner is unsure whether an expense is reimbursable, please contact the Finance Director.

3.27.4 Categories and Payment of Expenses.

- A. **Airfare:** Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with their personal funds.
- B. **Personal Automobiles:** Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee's or commissioner's residence. When attending a training event or other off-site official business directly from an employee's or commissioner's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's or commissioner's normal commute, reimbursement will be paid based upon the differential of the commute less the mileage of a normal commute to the workplace. An employee or commissioner will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.

- C. Automobile Rentals: Travelers will be reimbursed for the cost of renting an automobile, including gasoline expenses only as provided in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance covers the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid-size cars are required for two or fewer employees or commissioners traveling together and a full-size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.
- D. Public Transportation: In the case of local training or official business where an employee or commissioner chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the agency office to the training site (not from the traveler's residence), regardless of the transportation method chosen. When attending training or business directly from an employee's or commissioner's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler's normal commute, reimbursement will be paid at the differential of the commute less than the mileage of a normal commute to the workplace.
- E. Other Transportation: The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.
- F. Hotel/Motel Accommodation: The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. Only standard single rooms will be reimbursed. The traveler will pay for the difference between higher priced rooms and a single standard room with his or her personal funds. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Park District unless approved by the Executive Director or designee.
- G. Meals: Meal reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense occurred. Prior approval by the Board of Park Commissioners and submission of receipts are required for per diem allowances. Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time.
- H. Vacation in Conjunction with Business Travel: In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.
- I. Accompanied Travel: When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the Park District.
- J. Parking: Parking fees will be reimbursed only with a receipt.
- K. Entertainment Expenses: No employee or commissioner of the Park District shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

3.27.5 Approval of Expenses.

- A. Expenses for Members of the Board of Park Commissioners: Travel, meal, and lodging expenses incurred by any member of the Board of Park Commissioners must be approved by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency.
- B. Expenses for Officials or Employees Other than Members of the Board of Trustees: Travel, meal, and lodging expenses incurred by any District official or employee that is not a member of the Park Board of Commissioners in excess of \$400 per day must be previously approved in an open meeting by a majority roll-call vote of the Board of Park Commissioners.
- C. Advanced Expenses: Travel, meals, and lodging expenses advanced as a per diem to any employee or official of the Park District must be approved by roll call vote at an open meeting of the Board of Park Commissioners prior to payment. Documentation of expenses must be provided, and any excess over the per diem must be repaid.
- D. Other Expenses: All other expenses are subject to the Executive Director's approval. All out of state travel must be in the approved Budget and Appropriation Ordinance. Staff may only attend one training course outside the corporate limits of Highland Park per calendar year. Any exceptions must be approved by the Executive Director.

3.27.6 Documentation of Expenses. Before an expense for travel, meals, or lodging may be approved for reimbursement, the following minimum documentation must first be submitted, in writing, to the Executive Director or Department Head on a Travel, Meal, and Lodging Expense form:

- A. an estimate of the cost of travel, meals, or lodging;
- B. the name of the individual who received or is requesting the travel, meal, or lodging expense;
- C. the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- D. the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

3.27.7 Travel, Meal, and Lodging Expense Report Form. The Park District hereby adopts as its official standardized form for the submission of travel, meals, and lodging expenses the Travel, Meal, and Lodging Expense Report form attached hereto and incorporated herein as Attachment 1.

Attachment 1

Park District of Highland Park

**Travel, Meal and Lodging Expense
Reimbursement Form**

Name of Official or Employee: _____

Title/Position of Official or Employees: _____

Name and Date of the Activity/Event: _____

Check Number (if applicable): _____

Credit Card Receipt Number (if applicable): _____

Description of the purpose of the expense: _____

Reimbursement Expense (Estimated Costs or Actual Costs with receipts copy, if applicable):

Mileage: _____

Meals: _____

Parking: _____

Hotel/Lodging: _____

Car rental: _____

Airfare: _____

Other Transportation (bus, train, taxi, shuttle, etc.): _____

Employee's/Commissioner's Signature

Finance Director's Authorization:

Date:

Date:

ATTACH ALL RECEIPT COPIES

Park District of

Highland Park

ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING A TRAVEL REIMBURSEMENT
POLICY IN ACCORDANCE WITH
THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT
(PUBLIC ACT 099-0604)

WHEREAS, the Park District of Highland Park is a non-home rule unit of local government; and

WHEREAS, Public Act 099-0604 established the Local Government Travel Expense Control Act, which requires all non-home rule units of local government to adopt by resolution or ordinance a policy governing reimbursement of all travel, meal, and lodging expenses of officers and employees; and

WHEREAS, the Board of Park Commissioners of the Park District of Highland Park finds it to be in the best interest of the Park District of Highland Park to adopt such a policy;

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

Section 1. The above recitals are incorporated into and made part of this Ordinance.

Section 2. The Board of Park Commissioners of the Park District of Highland Park adopts the "Reimbursement of Travel, Meal and Lodging Expenses Policy" attached as Exhibit A.

Section 3. All ordinances, resolutions, and regulations in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 4. This Ordinance is effective beginning _____, 2025.

VOTE: _____

Ayes: _____


Nays: _____

Abstentions: _____


Adopted this ____ day of _____, 2025.

President of the Park Board Signature


Secretary Signature

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	Policy #: 3.28
APPROVED:	Surplus Property
REVISED: 6/25/2025	

The District shall regularly identify and dispose of surplus equipment and materials in accordance with applicable law.


	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	Policy #: 4.00
APPROVED:	Residency
REVISED: 8/27/2025	

A person shall be considered a resident when the individual lives within the corporate boundaries of the Park District of Highland Park or provides proof of current ownership of property within those boundaries.


	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	Policy #: 4.01
APPROVED:	Residency Fees and Charges
REVISED: 8/27/2025	

Specific resident and nonresident fees are established annually through the budget process.


Nonresidents may be required to pay up to 50% higher than the resident fee. Fees will be formulated based on demand, market competition, program expenses, new program initiatives, etc. Priority registration may be given to Park District of Highland Park residents. Participants 18 years and under who reside within the boundaries of School District 112 and Highland Park High School may be charged resident rates and receive priority registration.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	Policy #: 4.02
APPROVED:	Agency Goals and Objectives
REVISED: 8/27/2025	

As part of the annual budget preparation each department develops annual goals and objectives. Agency annual goals are included in the budget book and reflect congruency with the Park District's planning initiatives such as the capital plan and the strategic plan.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	Policy #: 4.03
APPROVED:	Photography
REVISED: 8/27/2025	

Photos and videos are periodically taken of participants during programs and activities. In consideration for accepting and exercising the privileges and opportunities granted by the Park District, all persons registering for Park District programs/activities, or using Park District property are deemed to agree that any photograph or videotape taken by the Park District may be used by the Park District for promotional purposes including promotional videos, brochures, flyers, electronic media of any kind, including the Internet and social media, and other promotional outlets without additional prior notice or permission and without compensation to the participant. All photos are property of the Park District of Highland Park.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	Policy #: 4.04
APPROVED:	Art and Cultural Assets Acquisition
REVISED: 8/27/2025	

4.04.1 Policy Objective. The Park District of Highland Park (Park District) recognizes the value of the presence of Art and Cultural Assets in open spaces and seeks to acquire works of art whose aesthetics heightens the impact of a particular site.

The Park District recognizes that public artwork is inevitably viewed as a representation of the community.

The Park District recognizes that public artwork is subject to external factors such weather elements and is unsupervised.

This policy acknowledges the generosity of artwork donations to the Park District's public art collection but recognizes that consideration of acceptance must be balanced with the recognition that the artwork will be an ongoing presence in the park landscape and facilities as an ongoing obligation of the Park District of Highland Park.

Priority shall be given to works of artists from Highland Park, the Chicago area and the State of Illinois.

4.04.2 Purpose. The purpose of the art and cultural asset procurement policy is to serve as a guideline to evaluate any art and cultural asset proposed for a Park District owned and managed property or facility.

The policy shall govern the acceptance, placement and erection, on a temporary or permanent basis, of artwork and other structures on property owned or operated by the Park District of Highland Park. The policy shall govern maintenance and management of the art piece once on Park District property. The Park District will have sole discretion on matters related to display, presentation, relocation, storage, and deaccession of artwork. The Park District shall have sole discretion whether to insure from theft, damage or destruction. The Park District shall have the sole discretion to determine whether artwork which has been damaged or destroyed shall be replaced, rehabilitated or repaired. The Park District reserves the right to sell art pieces with all proceeds restricted to the support of the Park District of Highland Park's Public Art Program.

The Park Board of Commissioners, in consultation with Park District staff, will evaluate public art proposals. The Park Board of Commissioners may consult with other City entities or outside consultants as appropriate.

All decisions regarding the acceptance, rejection, display, presentation, relocation, storage or removal of artwork represent the Park District's own speech. The acceptance of artwork is not intended to create a public forum or be construed as the display of unattended private messages.

4.04.3 Definitions

- A. Art and Cultural Assets: A physical piece of artwork with the ability to be displayed at a park or Park District facility on either a permanent or temporary basis, including but not limited to indoor and outdoor statuary, sculpture, monuments, mosaics, murals, and paintings.
- B. Procurement Types: Art and Cultural assets are typically acquired either through donation to the Park District, direct purchase, or art proposals solicited by the Park District.


4.04.4 Applicability. This policy shall apply to all art and cultural assets proposed for a Park District property. The policy applies to placement, loans, donations, and works commissioned by the Park District.

4.04.5 Exclusions. These guidelines shall not apply to memorial plaques, exhibitions to be held on District property and sponsored by the Park District, exhibitions of a temporary nature in conjunction with the issuance of a Special Event Permit or Community Centers under lease.


4.04.6 Evaluation Criteria. Art and Cultural Assets considered for Park District of Highland Park properties shall be evaluated following the criterion listed below:

- A. The artistic, historical and cultural significance of the proposed artwork, including whether the artwork contributes to the racial, cultural, and ethnic diversity of the City of Highland Park.
- B. Whether the artwork is of interest or appeals to a significant number or proportion of residents in the community adjacent to the park property in which the artwork is proposed to be located.
- C. Durability and stability of the art piece as well as the proposed mounting system.
- D. Other artwork, other uses, congestion, and other conditions relating to the park in which the artwork is proposed to be located, and whether the proposed artwork is compatible with such other artwork, uses, and conditions.
- E. Safety, security and other related implications of the placement of the artwork in a particular park, including potential interference with other uses of the park and any potential adverse impact on people visiting the park; appropriateness with surroundings.
- F. Potential costs for and associated with transporting, installing, monitoring, maintaining and repairing the proposed artwork, and any provisions made for the endowment or satisfaction of such potential costs (for permanent placement, an endowment donation of 10% of the purchase price is recommended).
- G. Whether the artwork promotes, encourages, celebrates or incites illegal or violent acts (other than acts of war or similar major military conflicts).
- H. Whether the artwork is of a commercial nature or promotes or advertises commercial products or services.
- I. Whether the artwork significantly enhances the chosen location in a way meaningful to users of the park.

- J. Whether the artwork commemorates or honors an individual, group, or event, or whether it is intended to endorse or promote a particular philosophy, ideology, religion or political position.
- K. Conditions imposed by the artist.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	Policy #: 4.05
APPROVED:	Incidents and Accidents
REVISED: 8/27/2025	

In the case of accidents that result in injury or damage to property, regardless of how insignificant the injury or damage may appear, employees must immediately notify the appropriate supervisor. A formal Incident/Accident Report must be completed, reviewed by the supervisor, and then immediately sent to the Compliance and Risk Manager.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	Policy #: 4.06
APPROVED:	Alcoholic Beverages
REVISED: 8/27/2025	

4.06.1 Policy Objective. The Park District of Highland Park recognizes that there are times when it would be appropriate and desirable to permit the sale, delivery and/or consumption of alcoholic beverages for use on a limited basis by people attending organized group functions within buildings owned or controlled and operated by the District. Permission for such use may be given in accordance with all the provisions of Conduct Ordinance 2.02.

4.06.2 Sale of Alcoholic Beverages.


- A. Rental Agreement A rental agreement is required in order for persons to exercise the privilege of having alcoholic beverages, see policy 5.07 Rental of Park District Properties.
- B. The applicant, or if a corporation or non-profit group, then the designated representative, must be 21 years of age or older.
- C. Certificate of Insurance. The applicant must present an endorsed Certificate of Insurance to the Park District one week before the event. An endorsed Certificate of Insurance in the amount of one million dollars Dram Shop liability must be obtained in addition to listing the Park District as an additional insured.
- D. If the applicant is selling alcohol a permit for a 24-hour liquor license must be obtained from the City of Highland Park. Proof of liquor license is required 48 hours in advance of events.

Charging for attendance at an event or program where alcoholic beverages are served is considered the sale of alcoholic beverages regardless of whether payment is made for individual servings.

4.06.3 Consumption of Alcoholic Beverages.

- A. Rental Agreement A rental agreement is required in order for persons to exercise the privilege of having alcoholic beverages, see policy 5.07 Rental of Park District Properties.
- B. The applicant, or if a corporation or non-profit group, then the designated representative, must be 21 years of age or older.
- C. Certificate of Insurance. The applicant must present an endorsed Certificate of Insurance to the Park District one week before the event. If the applicant is serving alcohol a Certificate must be obtained in the amount of one million dollars host liquor insurance listing the Park District as the additional insured.


- 4.06.4 Compliance with Applicable Laws.** All permit holders and attendees at approved functions shall strictly abide by all applicable state and local laws, policies, rules and regulations governing the sale, delivery, possession, use and consumption of alcoholic beverages.
- 4.06.5 Indemnification/Hold Harmless.** Each applicant must sign a hold harmless agreement which fully indemnifies and holds harmless to the District and any related persons or agencies from and against all claims, liabilities, injuries, losses and costs.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	Policy #: 4.07
APPROVED:	Smoking Regulations
REVISED: 8/27/2025	


4.07.1 Policy Objective. The Board has determined that it is in the best interest of the public health, safety and welfare to make Park District buildings, properties and vehicles smoke free, including a prohibition on e-cigarettes or vapes.

Smoking is prohibited in all buildings, properties and vehicles owned or operated by the District.

Smoking is permitted at Sunset Valley Golf Club on the course and not permitted within 25 feet of the clubhouse building.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	Policy #: 4.08
APPROVED:	Employee Handbook
REVISED: 8/27/2025	

Director of Human Resources and Workforce Development, under the guidance of the Executive Director or their designee, shall develop and maintain procedures to ensure the distribution of an appropriate Employee Handbook with Park Board approved policies to every active employee of the District. All employees are required to sign an acknowledgement confirming that they have received, and are required to read, and will comply by the Handbook.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	Policy #: 4.09
APPROVED:	Guidelines for the Abused and Neglected Child Reporting Act
REVISED: 8/27/2025	

The Park District complies with the Abused and Neglected Child Reporting Act. Employees in certain job positions are trained and certified to be Illinois DCFS Mandated Reporters and follow those guidelines.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	Policy #: 4.10
APPROVED:	Sponsorship and Advertising
REVISED: 8/27/2025	

4.10.1 Objective. The Park District of Highland Park welcomes and encourages sponsorships and advertising that support Park District services provided to the public. All sponsorships and advertising shall be consistent with the Park District's mission, values and goals, conform with all ordinances and policies of the Park District and will not reflect negatively on the Park District's public image. The Sponsorship and Advertising policy will not supersede any existing district policies, including, but not limited to Policy 4.21 Naming or Renaming Park Properties.

4.10.2 Purpose. To establish a policy, criteria, and guidelines to safeguard the Park District's image, values, assets, and interests while increasing opportunities for revenue generation. This policy is not applicable to gifts, grants, or unsolicited donations for which no consideration is given to the donor in return for the gift, grant or donation.

4.10.3 Policy. It is the policy of the Park District of Highland Park to consider entering into Sponsorship and Advertising Agreements that:

- A. Are consistent with the mission and values and policies, as well as in harmony with the established goals of the Park District of Highland Park.
- B. Are deemed in the best interest of the District by the Park Board of Commissioner, Executive Director, or their designee.
- C. Will not result in any loss of Park District administrative rights, jurisdiction or authority.
- D. Are not religious, political, cultural, or theological in nature.
- E. Do not promote firearms, any illegal device or substance, or other businesses deemed inappropriate by the Park Board of Commissioners or Executive Director.
- F. Do not promote alcohol, drugs, or vaping at Park Properties or Services geared to children or youth under the age 21.
- G. Do not promote or depict violence, anti-social behavior, false, misleading, or deceptive information.
- H. Do not declare an endorsement by the Park District of any goods, services or activities.
- I. Do not provide the sponsor with any approval rights for the sponsored Property or Service.
- J. All decisions regarding the acceptance or rejection of a sponsorship or advertising agreement or related material represent the Park District's own speech. The recognition of sponsorship or display of paid advertising is not intended to create a public forum.

4.10.4 Definitions.


- A. Sponsorship: a mutually beneficial business arrangement between the Park District and a second party, wherein the second party provides cash and/or in-kind services to the Park District in return for access to the commercial and/or marketing potential associated with the Park District. Sponsorships may include sponsorship of one or more of the Park District's Services or Properties.
- B. Advertising: Communication printed at or on Park District property or within Park District communication streams, paid for by a business.
- C. Sponsorship or Advertising Agreement: a mutually beneficial contractual agreement that reflects the business arrangement for the exchange of commercial and/or marketing benefits between the Park District and a second party for a specified period of time.
- D. Advertiser: a party that enters into an advertising agreement with the Park District.
- E. Sponsor: a party that enters into a sponsorship agreement with the Park District.
- F. In-kind Sponsorship: a sponsorship received in the form of goods and/or services rather than cash, must meet the specifications and standards used by Park District in the purchase of similar materials.

4.10.5 Approval.

- A. Sponsorship and advertising arrangements require an Agreement approved by the Executive Director, or designee.
- B. Agreements must include a Sponsorship/Advertising plan with specific agreed upon terms. This plan should be reviewed by the Director of Marketing, and appropriate Department Head(s) responsible for the Property or Service that is party to the Agreement.
- C. Sponsorship and advertising Agreements may need additional approval based on the following amount of consideration in the Agreement:
 - 1. Less than 10,000: The agreement needs approval from the Director of Marketing.
 - 2. \$10,000 - \$29,999: The agreement needs approval from the Executive Director.
 - 3. Greater than \$30,000: The agreement needs approval of the Park Board. It will be the responsibility of the Director of Marketing and Director of Finance to track all Agreements.


4.10.6 Signage and Advertising.

- D. The type, location, size, design, content, and duration of any advertising, advertising display or sponsor recognition must meet all applicable policies and ordinances and is subject to approval and therefore will be specified in the contract, permit or agreement.
- E. Allowed signage and recognition display details, including type, location, size, design and content and duration of display, will be a component of the sponsorship or advertising agreement.
- F. Additional signage requests require approval of the Executive Director or their designee.


	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	Policy #: 4.11
APPROVED:	Patron Input
REVISED: 8/27/2025	

4.11.1 Policy Objective. The Park District of Highland Park is committed to meeting the park and recreational needs of the community and values patron input. The Park District may gather input from patrons in several ways.

- A. *Comprehensive Needs Assessment:* It is the policy of the Park District to conduct a comprehensive needs assessment of the community at least once every 3-6 years. A firm specializing in statistically valid surveys will conduct this assessment at least once every ten years.
- B. *Survey and Focus Groups:* The District periodically conducts surveys and focus groups to gather input about focused patron needs. These may be general as related to parks and recreation or specifically targeted at a particular park, facility, service, or user group.
- C. *Neighborhood Meetings:* Neighborhood meetings are held to provide an opportunity for input about parks and facility improvements. Residents who typically live near or frequently use a park or facility will be invited to attend.
- D. *Evaluation of Services:* Evaluations will be provided to participants to solicit feedback about Park District services. The District will, on no less than annual or seasonal basis, distribute evaluations to users of recreation services and/or staff to gain feedback to assess opportunities for improvement to ensure the Park District is meeting the needs of the community.
- E. *Informal Input:* Staff shall be open to receiving feedback and input via telephone, email, regular mail, or in person. Input shall be passed on to supervisors, department heads, and the Park Board as appropriate.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	Policy #: 4.12
APPROVED:	Volunteers
REVISED: 8/27/2025	

The Park District of Highland Park encourages the use of volunteers, where appropriate, to supplement and assist staff, but not as a substitute for ordinary staff. The Human Resources Department shall provide a general volunteer onboarding process for use by operational departments in orienting and managing volunteers. Departments may elaborate on these materials with other information specific to the volunteer's tasks. In all cases volunteers will complete a volunteer application and may be required to complete a criminal background check and other appropriate screenings, before commencing volunteer duties.


	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	Policy #: 4.13
APPROVED:	ADA Grievance
REVISED: 8/27/2025	

4.13.1 Policy Objective. This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services provided by the Park District of Highland Park.

- A. The complaint should be in writing and contain information about the alleged discrimination on the basis of a disability such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for people with disabilities upon request.
- B. The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to

**ADA Coordinator/Compliance Officer
and the Executive Director
636 Ridge Road
Highland Park, IL 60035**

- C. Within 15 calendar days after receipt of the complaint, the Executive Director or designee will meet with the complainant to discuss the complaint. Within 15 calendar days of the meeting, the Executive Director or designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, braille, or audio tape. The response will explain the position of the Park District of Highland Park and offer options for substantive resolution of the complaint.
- D. If the response by the Executive Director, or designee, does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Current Park Board President.
- E. Within 15 calendar days after receipt of the appeal, the Executive Director or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Executive Director or designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.
- F. All written complaints received by the Executive Director or designee, appeals to the Executive Director or designee, and responses from these two offices will be retained by the Park District of Highland Park for at least three years.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	Policy #: 4.14
APPROVED:	Gifts, Donations, and Donor Recognition
REVISED: 8/27/2025	

4.14.1 Policy Objective. The Park District of Highland Park and the Parks Foundation of Highland Park encourage, facilitate, and recognize public and private funded gifts and donations, and such contributions that enhance, beautify, improve, supplement, support, or otherwise benefit the park and recreation system and programs and services the District provides to the public.

A. Gifts, donations and donor recognition shall:


1. Be congruent with the mission, values, policies, ordinances, rules and guidelines of the Park District and consistent with board approved planning documents including but not limited to the current Comprehensive Master Plans and Capital Plan.
2. Become property of the District and are subject to the laws, policies and procedures that govern the District.
3. Meet District design standards as determined by the Executive Director.
4. Not be of a religious, political, cultural or theological nature.
5. Have no negative environmental or aesthetic impacts.
6. Be given with no contingencies other than that they be used for a specific program, grant-in-aid fund, capital project, facility, park activity or area of programming.

B. Donations that are memorial in nature may be purchased from a list of commemorative gift opportunities maintained by the District for which:

1. The duration of the commemorative gift is for a defined period.
2. Donor recognition is provided.
3. The fee charged for a commemorative gift shall provide financial support for the Park District above the cost.
4. Placement is deemed a park or recreational necessity as determined by guidelines developed, monitored, and evaluated by the District.
5. The district is not obligated to replace a commemorative gift if it is stolen, vandalized, worn out, irreparably damaged or destroyed except as agreed under the terms of the agreement when the gift was made.
6. The Park District has no obligation to replace a commemorative gift once it has met its

useful life.

7. Preference for renewal of the commemorative gift will be given to the original donor. If the District is unable to contact the donor or the donor chooses not to renew any plaque, or other recognition will be removed and the commemorative gift site offered to another donor.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	Policy #: 4.15
APPROVED:	Compliance with the Freedom of Information Act (FOIA)
REVISED: 8/27/2025	

4.15.1 Policy Objective. This Policy ("FOIA Policy") outlines the Park District of Highland Park's (the "Public Body") compliance with the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq. ("Act"), and contains instructions and forms for the implementation of the FOIA Policy.

4.15.2 Request for Public Records

- A. *Responsibilities of FOIA Officer.* The Public Body's Freedom of Information Officers (each a "FOIA Officer") are the people administratively responsible for receiving and processing all requests to inspect, copy, or certify public records under the Act and this FOIA Policy. The FOIA Officer is the person with authority on behalf of the Public Body to grant or deny requests to inspect, copy, or certify public records filed pursuant to the Act and this FOIA Policy, to extend the time for response, and to issue appropriate notices. The Public Body shall designate one or more officials or employees to act as its FOIA officer. The FOIA Officer shall not be considered to be an "officer" or "official" of the Public Body for any purposes other than those specified in the Act. If only one FOIA Officer is designated, the Public Body shall designate a Deputy who will act on the FOIA Officers' behalf in the event that the FOIA Officer is unavailable.
- B. *FOIA Officer Training.* The initial FOIA Officer(s) shall complete the electronic training curriculum developed and administered by the Public Access Counselor and shall successfully complete an annual training program pursuant to Section 3.5(b) of the Freedom of Information Act. Any FOIA Officer who is subsequently appointed shall complete the electronic training curriculum within 30 days after assuming the position.
- C. *Requests.* All requests to inspect, copy, or certify public records must be in writing, directed to the Public Body and submitted via personal delivery, email, mail, or other means available to the Public Body in accordance with Section 3(c) of the Freedom of Information Act. FOIA Requests shall not be accepted through any of the Public Body's social media channels, including but not limited to Facebook or Twitter. Requests to inspect or receive copies of public records must be directed to the Freedom of Information Act (FOIA) officer(s) of the Public Body. Any written request submitted to the Public Body for a public record shall be deemed to be a FOIA request and treated accordingly.
- D. To facilitate the receipt and processing of Requests, the Public Body shall establish an email address dedicated to such FOIA requests and said email account shall be monitored daily by one or more FOIA Officers. The Public Body shall also include information on its web site and all social media sites directing the public to said email address and, where practical, establish a link on the web site and social media sites to that email account to assist the public in making a request and facilitate the processing thereof.

- E. *Receipt of Requests.* FOIA requests submitted via personal delivery, email, mail, or other means available to the Public Body must be addressed to the Public Body and will be deemed received only upon actual receipt by the Public Body on a working day, regardless of date of transmittal. Any request submitted via email to the Public Body shall only be deemed received and proper when directed to the Public Body as specified in 4.15.2 Section C. An email sent during business hours will be deemed received on the day it is received by the Public Body. An email sent after business hours or on the weekend will be deemed received on the following business day.
- F. *Request Form Processing.* All requests for inspection and copying received by employees or officers of the Public Body shall immediately be forwarded to its FOIA Officer or designee in accordance with Section 3(c) of the Act. Upon receiving a request for a public record, the FOIA Officer will note the Request with the date and time of receipt by the Public Body, compute the day on which the Response is due and note the date on which the Response is due on the Request. The FOIA Officer will maintain an electronic or paper copy of the Request, including all documents submitted with the Request, until the Request has been complied with or denied. The FOIA Officer will create a file for the retention of the original request, a copy of the response, a record of written communications with the Requester, and a copy of other communications related to the Request.
- G. *Supplemental Requests.* Supplemental, amended, or additional requests to inspect, copy, or certify public records will not relate back to the time of receipt of the initial request. Supplemental, amended, or additional requests will be considered new requests for purpose of determining all applicable time periods and for determining whether "recurrent Requester" criteria have been met.
- H. *Interpretations or Advice; Answering Questions.* The FOIA Officer(s) shall not interpret or advise Requesters as to the meaning or significance of any public records, or answer any questions posed by Requestors. The FOIA Officer is encouraged to contact the Requester, if necessary, to clarify the Request. The FOIA Officer is also encouraged to seek advice on appropriate responses from the Public Body's Attorney. The FOIA Officer(s) may seek advisory opinions from the Public Access Counselor as specified below.

4.15.3 Responses to Requests

- A. *Time for Response.* The Public Body will respond to any FOIA Request filed pursuant to Section 4.14.2 of this FOIA Policy within five business days after the Request is received by the Public Body, except for those Requests which seek records to be used for a commercial purpose which are governed by Section 4.14.3(C), or recurrent or voluminous requests which are governed by Sections 4.14.3(5) respectively. All responses and decisions required to be issued by the Public Body pursuant to the Act or this FOIA Policy will be conclusively deemed to have been given as of the date of personal delivery to the Requester or to the residence of the Requester entitled to a response or decision or, if mailed, as of the date of mailing, regardless of the date of actual receipt by the Requester, or if emailed as of the date the email is sent to the Requestor.
- B. *Responding to Requests.* The FOIA Officer may consult with the Public Body's Attorney before responding to any request to inspect, copy, or certify public records. The FOIA Officer shall consult with the head of the Public Body or the Public Body's Attorney in the event that the FOIA Officer believes it would be beneficial to the Public Body to seek an advisory opinion from the Public Access Counselor regarding whether a request should be denied in part or in whole.

- C. Requests for Records to be Used for a Commercial Purpose. The timelines specified above in Section 4.14.3(A) shall not apply to requests for records to be used for commercial purposes, as defined in Section 2(c-10) of the Freedom of Information Act. The Public Body shall respond to a request for records to be used for commercial purposes within 21 working days after receipt.

In accordance with Section 3.1(a) of the Act, the response shall (i) provide the Requester an estimate of the time required by the Public Body to provide the records requested and an estimate of the fees to be charged, which the Public Body may require the Requester to pay in full before copying the requested documents, (ii) deny the request pursuant to a lawful exemption; (iii) notify the Requester that the request is unduly burdensome and extend an opportunity to the Requester to attempt to reduce the Request to manageable proportions, or (iv) provide the records requested.

Unless the records are exempt from disclosure, the Public Body shall comply with a request within a reasonable period of time considering the size and complexity of the request, giving priority to records requested for non-commercial purposes. It is a violation of the Act for a person to knowingly obtain public records for a commercial purpose without disclosing it is for a commercial purpose, if requested to do so by the Public Body.

D. Form of Response

1. Disclosure of Public Records.

- If the FOIA Officer determines that the Act requires disclosure of all or any part or portion of any public records requested on a Request filed under Section 4.14.2 of this FOIA Policy, the FOIA Officer will notify the Requester in writing of that determination.
- Except as otherwise specifically authorized by the FOIA Officer, only Public Body personnel will be permitted to search Public Body files, records, or storage areas; to use Public Body equipment; or to make copies of Public Body's public records. Original public records may not be removed from the Public Body's Office at any time.
- Public records requested under the FOIA may be inspected, or copies of public records obtained, during Business Hours at the Public Body's Office. Because space is limited, Requesters must make arrangements in advance with the FOIA Officer for a specific appointment to inspect public records at the Public Body Office.
- Requests for the reproduction of any public records that are tape recordings will be honored in accordance with the provisions of the Act and this FOIA Policy.
- The Requester must pay all copying, certification, and postage fees permitted by this Policy in advance of receiving copies of any public records.
- When requested in electronic format, public records will be furnished in the electronic format specified by the Requester, if feasible, in accordance with Section 6(a) of the Act. If it is not feasible to furnish the records in the specified electronic format, then the Public Body will furnish the record in the format in which it is maintained by the Public Body, or in paper format at the option of the Requester.

- In the alternative, where the records responsive to the request total more than 5 pages and copies have been requested by the Requester, the Public Body may produce the copies in electronic form in .pdf format unless the Requester has expressly requested paper copies. No charge shall be made for the cost of documents presented on electronic media, other than the actual charges of the media itself, unless the number of pages of the records provided exceeds 50 pages.
- 2. **Extension of Time.** If the FOIA Officer determines that additional time is needed, and allowed under Section 3(e) of the Act, to respond to a request filed pursuant to Section 4.14.2 of this FOIA Policy, the FOIA Officer will notify the Requester in writing of that determination, the reasons requiring the extension, and the length of the extension. The FOIA Officer shall provide notice of the extension in accordance with Sections 3(e) and 3(f) of the Act ("**Notice of Extension**"). The Requester and the Public Body may also agree in writing to extend the time for compliance for a period to be determined by the parties ("**Agreement to Extend**").
- 3. **Repeated Requests.** Repeated requests from the same Requestor, or persons working in concert with the Requestor, for the same records that are unchanged or identical to records previously provided or properly denied under the Act shall be deemed unduly burdensome in accordance with Section 3(g) of the Act.
- 4. **Recurrent Requests.** Requests received from any person or persons that, in the 12 months immediately preceding the request, have submitted (i) 50 or more requests for records, (ii) 15 or more requests for records within a 30-day period, or (iii) 7 or more requests for records within a 7-day period, excluding requests made by news media and non-profit, scientific, or academic organizations for purposes outlined in Section 2(g) of the Act, will be reviewed as a recurrent request and treated in the following manner:

Within 5 business days of receiving a recurrent request, the FOIA Officer will notify the Requester: (i) that the Public Body is treating the request as a request under section 2(g) of the Act, (ii) of the reasons why the Public Body is treating the request as a request under section 2(g) of the Act, (iii) that the Public Body will send one of the initial responses set forth below within 21 business days after receipt of the request; and (iv) of the following categories of initial responses that may be asserted pursuant to section 3.2(a) of the Act. A "**Recurrent Requester Notice**" will be given.

Within 21 business days after receipt of a recurrent request, the FOIA Officer will issue one of the following initial responses:

- Provide the Requester with an estimate of the time required by the Public Body to provide the records requested and an estimate of the fees to be charged, which the Public Body may require the person to pay in full before copying the requested documents;
- Deny the request pursuant to one or more exemptions set out in the Act;
- Notify the Requester that the request is unduly burdensome and extend an opportunity to the Requester to attempt to reduce the request to manageable proportions; and/or
- Provide the records requested.

Unless the requested records are exempt from disclosure, the FOIA Officer will comply with the request within a reasonable period considering the size and complexity of the request.

5. **Voluminous Requests.** Requests received from any person or persons that (i) includes more than 5 individual requests for more than 5 different categories of records in a period of 20 business days or (ii) require the compilation of more than 500 letter or legal-sized pages of public records unless a single record exceeds 500 pages, excluding requests made by news media and non-profit, scientific, or academic organizations for purposes outlined in Section 2(h) of the Act, will be reviewed as a voluminous request and treated in the following manner:

- Within 5 business days of receiving a voluminous request, the FOIA Officer will notify the Requester: (i) that the Public Body is treating the request as a request under section 2(h) of the Act, (ii) the reasons why the Public Body is treating the request as a request under section 2(h) of the Act, and (iii) that the Requester has 10 business days to amend his or her request in such a way that it is no longer a voluminous request. A “**Voluminous Requester Notice**” will be given.
- Within 5 business days after the receipt of the Voluminous Requester Notice or within 5 days from the last day for the Requester to amend his or her Request, the FOIA Officer will provide one of the following initial responses:
 - i. Provide to the Requester an estimate of the fees to be charged, which the public body may require the person to pay in full before copying the requested documents;
 - ii. Extend the time for response by not more than 10 business days from the final day for the Requester to respond to this notice.
 - iii. Deny the request pursuant to one or more of the exemptions set out in the Act;
 - iv. Notify the Requester that the request is unduly burdensome and extend an opportunity to the Requester to attempt to reduce the request to manageable proportions; and/or
 - v. Provide the records requested.

6. **Unduly Burdensome Requests.**

- If the FOIA Officer determines that a Request filed under Section 4.14.2 of this FOIA Policy will unduly burden the Public Body and the Public Body's burden of complying with the request outweighs the public interest in production of the public records sought, the FOIA Officer will notify the Requester in writing of that determination, the reasons supporting such determination, and the right of the Requester to confer with the FOIA Officer in an effort to narrow the request to more manageable, non-burdensome proportions. A “**Notice to Narrow Request**” will be given.
- If the Requester agrees to confer with the FOIA Officer and narrows their request to manageable proportions, the FOIA Officer will respond to the narrowed request within 5 business days, unless the time to respond is extended as provided in Section 4.14.3(2) of FOIA. The response may take any form specified in this Section 4.14.3.

- If the Requester does not confer with the FOIA Officer regarding the request, or the narrowed request remains unduly burdensome, then the FOIA Officer may deny the request as unduly burdensome.
7. Redacting Information. When a request is made to inspect or copy a public record that contains information that is exempt from disclosure but also contains information that is not exempt from disclosure, the FOIA Officer may elect to redact the information that is exempt, making available the remaining information for inspection and copying.
 8. Denial. If the FOIA Officer determines that all or any part or portion of any public records requested on a Request filed pursuant to Section 4.14.2 of this FOIA Policy are not subject to disclosure under the Act or this FOIA Policy, the FOIA Officer will notify the Requester in writing of that determination, including a detailed factual basis for the application of any exemption claimed, the reason for the denial, and the Requester's right to judicial review and review by the Public Access Counselor, including the Public Access Counselor's address and phone number (**"Notice of Denial"**). In the event that a Request is denied on the grounds that the records are exempt under Section 7 or Section 7.5 of the Act, the notice of denial shall specify the exemption claimed to authorize the denial and the specific reasons for the denial, including a detailed factual basis and a citation to supporting legal authority. A **"Notice of Denial"** will be given.
 9. Records Available on the Public Body's Website. Pursuant to Section 8.5 of the Act, the Public Body is not required to copy a public record that is published on the Public Body's website, and in response to a Request may notify a Requester that the record is available online and direct the Requester to the website where the record can be reasonably accessed. However, if a Requester is unable to reasonably access the record online after being directed to the website, the Requester may re-submit his or her request for the record stating his or her inability to reasonably access the record online, and the record will be made available for inspection or copying.
- E. Failure to Respond. If the FOIA Officer fails to respond to a Request properly filed under Section 4.14.2 of this FOIA Policy, the Request will be deemed to be denied as of the last day permitted for the response.
 - F. No Obligation to Create New Records. Except as provided in Section 4.14.5 below, in responding to Requests to inspect, copy, or certify public records, the Act and this FOIA Policy does not require the Public Body to create records that the Public Body does not already maintain in record form at the time of receiving a FOIA request. The public body will not answer questions or interrogatories submitted as a FOIA Request as the answers are deemed to be a new public record.

4.15.4 Interaction with Public Access Counselor

- A. The Public Body's Request for an Advisory Opinion. In the event that the Public Body desires an advisory opinion regarding whether it is obligated to comply with any FOIA request, or permission thereof, it may request an advisory opinion from the Attorney General by written request of the head of the Public Body or the Public Body's Attorney pursuant to Section 9.5 (h) of the Freedom of Information Act.
- B. Receipt of Request for Review. In the event that the Public Body receives a copy of a request for review from the Public Access Counselor which specifies records or other documents that the Public Body shall furnish to facilitate the review, the Public Body shall provide copies of the records requested within seven working days and shall otherwise

fully cooperate with the Public Access Counselor in accordance with Section 9.5(c) of the Freedom of Information Act. Within seven working days after it receives any copy of a request for review and request for production of records from the Public Access Counselor, the Public Body may, but is not required to, answer the allegations of the request for review pursuant to Section 9.5(d) of the Act, including filing affidavits or records concerning relevant matters. Records that are obtained by the Public Access Counselor from the Public Body for purposes of addressing a request for review under Section 9.5 of the Freedom of Information Act will not be disclosed to the public by the Public Access Counselor. The Public Body may furnish affidavits or records concerning any matter germane to the review.

- C. Mediation. In the event that the Attorney General chooses to resolve a request for review by mediation or by a means other than the issuance of a binding opinion in accordance with Section 9.5(f) of the Freedom of Information Act, the Public Body shall cooperate with the Attorney General in that endeavor.
- D. Adherence to Binding Decisions of the Public Access Counselor. Upon the receipt of a binding opinion from the Public Access Counselor concluding that the Public Body has violated the Act, the Public Body, at its discretion, shall either take necessary action as soon as practical to comply with the directive of the opinion or shall have the option of filing an administrative review action pursuant to Section 11.5 of the Freedom of Information Act.

4.15.5 Review of Denial

- A. Review by Public Access Counselor. If a non-commercial Requester disagrees with a Notice of Denial, then the non-commercial Requester may file a request for review with the Public Access Counselor not later than 60 days after the date of the Notice of Denial. The request for review by the Public Access Counselor must be in writing, signed by the non-commercial Requester, and include a copy of the Request and the Notice of Denial and any other response from the Public Body.
- B. Commercial Requesters, or persons whose Request was treated by the FOIA Officer as a request for a commercial purpose under this FOIA Policy, may not file a request for review by the Public Access Counselor with regard to the FOIA Officer's basis for denial. Commercial Requesters may only file a request for review for the limited purpose of reviewing whether the FOIA Officer properly determined the request was made for a commercial purpose.
- C. A Requester whose Request was treated as a voluminous request may only file a request for review with the Public Access Counselor for the limited purpose of reviewing whether the FOIA Officer properly determined that the request was a voluminous request.
- D. Judicial Review. A Requester denied access to a Specified Record may file suit for injunctive or declaratory relief in the circuit court for the county where the Public Body's Office is located.

4.15.6 Fees

- A. Fees Established. Unless fees are waived or reduced pursuant to 4.14.6 Fees 5 (E) below, each Requester must pay the following fees for copying, certification, and mailing of public records, which the Public Body has determined to be reasonably calculated to reimburse its actual cost for reproducing and certifying public records and for the use, by any person, of the equipment of the public body to copy records:

1. Copies - letter or legal	\$.15 per side.
2. Copies - color or oversize	Actual cost of reproduction.
3. Certification	\$1.00 per document plus copy cost.
4. Mailing	Actual cost of postage.
5. Statutory Fees	Fees otherwise fixed by statute will be imposed at the rates authorized by statute
6. Recording Media, whether	Actual cost of the Public Body discs, diskettes, tapes or other media

However, there will be no charge for the first 50 pages of letter or legal size black and white copies for a Requester, except for Requests for commercial purposes. When the services of an outside vendor are required to copy a public record, the actual reasonable charges of the outside vendor will be the fees for copying such records, notwithstanding the fees stated above.

In the event that the Public Body provides records in response to a Request but fails to respond within the requisite periods, such copies shall be provided free of charge in accordance with Section 3(d) of the Act.

- B. *Fees for Commercial Requests.* Commercial requests may be subject to an additional fee of \$10.00 for each hour spent by Public Body personnel in searching for and retrieving a requested record. No fee will be charged for the first 8 hours spent by personnel searching for or retrieving the requested record.

Commercial Requesters may also be charged the actual cost of retrieving and transporting public records from an off-site storage facility when the public records are maintained by a third-party storage company under contract with the Public Body.

If a fee is charged to a commercial Requester, the Requester will be provided a receipt accounting for all fees, costs and personnel hours in connection with the Request.

- C. *Fees for Electronic Records (Voluminous Requests).* The Public Body will impose a fee for electronic records that fall under a voluminous request, as described in Section 4.14.6 of this Policy. The fees are set forth below:

1. Records not in PDF format:
 - up to 2 MB of data - \$20.00
 - more than 2 MB but less than 4 MB of data - \$40.00
 - more than 4 MB - \$100.00
2. Records in PDF format:
 - up to 80 MB of data - \$20.00
 - more than 80 MB but less than 160 MB of data - \$40.00
 - more than 160 MB - \$100.00

- D. *Method and Time of Payment.* Payment of all required fees must be made in cash, by cashier's or certified check, or by money order prior to the examination, copying, or certification of any public record.

- E. *Waiver of Fees.* The fees provided above may be waived or reduced by the FOIA Officer or another appropriately authorized official if the Requester states the specific purpose

of the request on the Request and establishes to the reasonable satisfaction of the FOIA Officer that a fee waiver or reduction would be in the public interest. Any request for fee waiver or reduction must be indicated on the Request at the time the Request is filed. A fee waiver or reduction will be considered to be in the public interest only if the principal purpose of the request is to disseminate information regarding the public health, safety, and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit to the Requester. The FOIA Officer may consider the number of requested public records and the cost and necessity of copying them in setting the fee waiver or reduction amount.


4.15.7 Public Body Obligations.

- A. Organizational Description. In accordance with Section 4 of the Act, the FOIA Officer will cause the Public Body to prominently display at each of its offices, make available for inspection, copying, and mailing to any person requesting it, the following information, which shall also be posted on the Public Body's website, if it has one maintained by the Public Body's full-time staff:
1. a brief description of the Public Body identifying and describing the membership of the Public Body's Corporate Authorities and of all of its standing and special committees and other advisory bodies,
 2. a short summary of the Public Body's purpose,
 3. a block diagram of its functional subdivisions,
 4. the approximate number of its full and part-time employees,
 5. identification and membership of advisory boards, commissions, committees, or councils,
 6. the total amount of its operating budget,
 7. the number and location of each of its offices,
 8. a brief description of the methods whereby the public may request information and public records,
 9. a directory designating the Freedom of Information officer(s),
 10. the address where requests for public records should be directed, and
 11. any fees allowable under Section 6 of the Freedom of Information Act.
- B. Records Stored by Electronic Data Processing. The FOIA Officer will prepare and furnish to any person requesting it a description of the manner in which public records of the Public Body stored by means of electronic data processing may be obtained in a form comprehensible to persons lacking knowledge of computer language or printout format.
- C. Summary of Procedures. The FOIA Officer will create, maintain current, and make available for inspection, copying, and mailing a copy of this FOIA Policy containing at a minimum the following: a brief summary of the procedures established by this FOIA Policy, a directory designating the FOIA Officer, the address where requests for public records should be directed, and any fees allowed.
- D. Posting and Mailing of Information. The FOIA Officer will keep posted at the Public Body Office and will provide a copy to any person making a request therefore, the Organizational Description prepared pursuant to Section 4.14.7(B) above and the Summary of Procedures prepared pursuant to Section 4.14.7(C) above.

- E. Record Keeping. The FOIA Officer will retain copies of all Requests and documents relating to a Request until the Request is complied with or has been denied. In addition, copies of Requests, any responses including Notices of Denial, and a copy of communications with the Requester and other communications shall be maintained by the FOIA Officer for the period provided by law.

4.15.8 General


- A. Conflicts and Invalidity. This FOIA Policy does not supersede the provisions of the Act. In the event that this Policy in any way conflicts with the Act, the Act will control over the FOIA Policy. If any provision of the FOIA Policy is deemed illegal or unenforceable, all other provisions and their application will remain unaffected to the extent permitted by law.
- B. Definitions. In addition to the definitions provided in the Act, the following definitions are applicable to this FOIA Policy:
 - 1. Business Hours: 9:00a.m. to 5:00p.m. on a working day.
 - 2. Working Day: Any day on which the Public Body Office is open and staffed for regular public business during Business Hours.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	Policy #: 4.16
APPROVED:	Compensation
REVISED: 8/27/2025	

4.16.1 Policy Objective. The District is committed to establishing and maintaining competitive wages that ensure positions are valued appropriately in relation to one another within the District and are aligned with market rates offered by the competitive labor market. The District aims to attract, recruit, and retain skilled, productive, and dedicated employees.

- A. Classification and Compensation Plan. The District maintains a classification and compensation plan which includes each job position. Compensation Plans include Pay Ranges. Annually, staff prepare, and the Park Board will approve, a Classification and Compensation Plan including the minimum and maximum salary ranges for each position within designated pay grades and bands.
- B. In preparing the compensation plans, staff conduct compensation analysis, generally participate in at least one annual salary survey, and reviews market-based information on which to base its recommendation. Increases or decreases to the salary ranges of job positions within the Plan are based on documented changes. Every five years, the entire Plan shall be reviewed by a qualified third-party consultant.
- C. Pension Spiking. The Park District of Highland Park complies with 40 ILCS 5/7-172(k) which states "If the amount of a participating employee's reported earnings for any of the 12-month periods used to determine the final rate of earnings exceeds the employee's 12-month reported earnings with the same employer for the previous year by the greater of 6% or 1.5 times the annual increase in the Consumer Price Index-U, then the participating municipality or participating instrumentality that paid those earnings shall pay to the Fund, in addition to any other contributions required under this Article, the present value of the increase in the pension resulting from the portion of the increase in reported earnings that is in excess of the greater of 6% or 1.5 times the annual increase in the Consumer Price Index-U, as determined by the Fund. This present value shall be computed on the basis of the actuarial assumptions and tables used in the most recent actuarial valuation of the Fund that is available at the time of the computation.
- D. No employee shall receive a bonus or any special payment which when added to the employee's base annual salary would increase that employee's total compensation, for any tax year, by more than an amount that will result in a mandatory prepayment as defined herein. This rule is to prevent potential pension spiking.
- E. Annual Independent Audit to Determine Pension Spiking Compliance. The District will establish with its auditors an agreed upon procedure to confirm compliance with this policy. The auditor's finding will be included each year in the Annual Comprehensive Financial Report (audit).

- F. Disclosure. A Disclosure Form will be completed by each Park Board member that acknowledges receipt for any employment contract or amendment that is entered into with the Executive Director. This form will detail the pension implications to the compensation package contained in the contract. Each Board member shall affirm on the Disclosure Form that they received the completed form and that they fully understand pension implications that have been set forth and in their capacity as a Commissioner, accept the same.
- G. IMRF Representative. Each year at the Park Board's annual meeting, the Executive Director shall disclose in writing to the Board the name of the District IMRF's representative. If the Board enters into contract discussions individually with the IMRF agency representative regarding their position with the District (but excluding negotiations of a salary schedule for the class of employees to which the IMRF representative belongs), including, but not limited to compensation or pension issues, then the IMRF representative shall be suspended from acting in such capacity until such time as his/her employment situation is finalized. During such time, the Park Board shall appoint a temporary IMRF representative to assume those duties and responsibilities.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	Policy #: 4.17
APPROVED:	Transgender Park Patron
REVISED: 8/27/2025	

4.17.1 Discrimination Prohibited. This policy is designed to create a safe and inclusive environment in which community members, visitors and participants can be honest and open about who they are and feel comfortable using District facilities, participating in programs and attending Park District events. This policy acts as a guideline; each situation that occurs will need to be evaluated on a case-by-case basis. It is the District's policy to treat everyone with dignity and respect and to provide facilities, services, programs and events that are free of discrimination whether that discrimination is based upon race, color, religion, gender (including pregnancy, gender identity, gender expression, gender change, gender orientation, gender stereotyping, or transgender status), national origin, disability, parental status, political affiliation, genetic information, marital status, age, retaliation or other unlawful factors. The Park District offers programs, services, facilities and events consistent with its obligation to maintain an environment that is free of discrimination, including discrimination that is based upon gender identity or perceived gender non-conformity.

The following definitions are not provided to label individuals but rather to assist in understanding this policy and the obligations of District. These terms may or may not be used by transgender individuals to describe themselves.

- A. "Gender identity" or "Affirmed Gender" is a person's deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth. Gender identity is also defined as an individual's internal sense of being male or female or something else. It is not based on physical anatomy. The District understands that gender identity is a very personal matter that should be respected by all employees and supervisors.
- B. "Assigned Gender" refers to the gender assigned to a child at birth based on physical anatomy.
- C. "Intersex" is a general term used for a variety of conditions in which a person is born with sex characteristics that do not fit the typical definitions of male and female.
- D. "Cisgender" is a term used to describe people whose gender identity corresponds with their assigned gender at birth.
- E. "Transgender" describes people whose gender identity is different from their gender assigned at birth
- F. "Transgender Man" is a term used to describe an individual who currently identifies as a man.
- G. "Transgender Woman" is a term used to describe an individual who currently identifies as a woman.

- H. "Gender nonconforming" describes people whose gender expression differs from stereotypical societal expectations related to gender.
- I. "Gender expression" refers to the way a person expresses gender identity to others, such as clothing, hairstyles, activities, voice or body characteristics, behavior or mannerisms.
- J. "Transition" is the time when a person begins to live as the gender with which they identify instead of the gender that they were assigned at birth. This may include changing one's name or dressing and grooming differently. Transitioning may also include such medical and legal aspects as taking hormones, having surgery or changing identity documents to reflect one's gender identity.

4.17.2 Restroom/Locker Room Accessibility. Individuals are allowed to choose to use the restrooms and locker rooms that correspond to the individual's full-time gender identity. Reasonable accommodations which provide access to restrooms or locker rooms may be necessary to ensure the privacy, dignity, and respect of all individuals. Regardless of gender identity, any individual who has a need or desire for increased privacy should be provided access to an alternative restroom or changing area such as a single-use stall or staff bathroom. The objection of other individuals to a transgender or non-conforming gender individual using the same restroom or locker room facility shall not be the basis for denying the transgender or non-conforming gender individual use of that facility. Rather, the District may designate a different restroom or locker room facility for the objecting individual if available and reasonable.


4.17.3 Participation in Park District Programs. Individuals are encouraged to contact the Executive Director prior to registration or participation in District programs to ensure a smooth and respectful process or with any questions regarding participation or registration.

A. Registration in Programs or for Events. Individuals are encouraged to register for programs and events in the name by which they live. If the name or gender identity of a registrant is different than that which appears on their identification (driver's license, state ID or birth certificate) then the registrant may submit a notarized statement to the District notifying the District that the registrant identifies with a gender which does not conform with information on government issued documents of identification. In the case of a transgender minor, a parent or guardian may execute this notarized statement. Individuals will be registered in their chosen name although the Park District may keep a copy of that individual's identification which is different than their affirmed gender.

B. Participation and Registration in Gendered Programs or Events. Generally, individuals are entitled to participate in gender specific programs and events consistent with their gender identity. This may be reviewed by the Executive Director or designee on a case-by-case basis when a question of competitive advantage exists, or when sports organizations and associations in which the Park District participates have specific policies or concerns related to gender and competitive advantage. In those cases, additional information may be sought from the registrant (or parent or guardian if registrant is a minor) to fully evaluate the situation. Criteria for evaluation may include height, weight or physical attributes comparative to other participants in the program or event that may impact the health and safety of all participants.

4.17.4 Names/Pronouns. Individuals are entitled to be addressed by a name and pronoun that corresponds to their affirmed gender. This name does not need to be the name consistent with an individual's government issued identification. Intentional or persistent refusal to respect an individual's gender identity through the use of names and pronouns not correlated with the affirmed gender is a violation of this policy and will not be tolerated.

- 4.17.5 District Responsibilities.** The District remains supportive of all individuals to live consistently with their gender identity. The District enforces its non-discrimination policies uniformly. The District, its managers and supervisors are prepared to listen and be open-minded to transgender, non-conforming and transitioning issues of all individuals who enjoy Park District services. Conversations will be kept confidential from anyone who is not directly involved with the issues. Individuals are encouraged to contact the Executive Director with any questions or concerns about these issues.
- 4.17.6 Discrimination/Harassment.** Complaints received regarding discrimination and/or harassment involving transgender or non- conforming gender individuals will be handled in the same manner as any other discrimination or harassment complaints. Procedure details are described in the District's Harassment Policy.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	Policy #: 4.18
APPROVED:	Anti-Harassment and Behavior Management
REVISED: 8/27/2025	

4.18.1 Anti-Harassment. The Park District of Highland Park is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to an inclusive and welcoming atmosphere that is free of discrimination, consistent with the Park District's Policy on Nondiscrimination and Inclusion, including harassment. Therefore, the District expects that behavior from Park District patrons are free of bullying and harassment.

The Park District of Highland Park strongly opposes prejudice, bias, hostility, discrimination or violence against individuals, staff and patrons based on their race, religion, ethnicity, nationality, immigration status, gender, or gender identity. The Park District unequivocally condemns any racist, xenophobic, misogynistic, antisemitic, anti-LGBTQ+, ableist, or otherwise hate motivated groups or individuals who threaten any form of violence towards, harassment, or discrimination against our residents, visitors, customers or staff.

Bullying or harassment is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts- (i.e. cyberbullying) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or is otherwise likely to evoke fear of physical harm and/or emotional distress. Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with a participant's ability to learn and limits their involvement. Staff, parents, volunteers, and participants are expected to refuse to tolerate bullying and harassment and are to demonstrate behavior that is both respectful and civil. It is especially important for adults to model these behaviors in order to provide positive examples for participant behavior.


4.18.2 Behavior Management. Patrons are expected to exhibit appropriate behavior at all times while attending any park district program or facility. For the purpose of the Behavior Management Policy, the term "patron" refers to all users, participants, guardians, and spectators and the term "program" refers to all park district services and facility usage one may attend as a patron including participation in programs which may or may not require an admission fee.

The following guidelines have been developed to help make programs safe and enjoyable for all patrons. Additional rules may be developed for specific programs as deemed necessary by staff. The agency insists that all participants comply with a basic behavior code. All patrons shall:

- A. Show respect to all patrons, staff, volunteers, and themselves.
- B. Adhere to Park District Policy, Conduct Ordinance, and Park District program and/or facility rules and take directions from staff in the enforcement of such.
- C. Refrain from using abusive, harassing, or foul language.
- D. Refrain from threatening or causing bodily harm to self, other patrons, and staff.
- E. Refrain from bullying or harassing other patrons or program staff and/or supervisors as further explained in the Park District Behavior Management Procedure.

F. Show respect for equipment, supplies, and facilities.


4.18.3 Discipline for all Patrons. A positive approach will be used regarding discipline. Staff may discuss the Behavior Management Policy and associated procedure with all patrons and parents/guardians at the start of the program and may periodically review it. If behavior is inconsistent with any applicable policy or rule occurs, staff will develop a solution specific to each situation as it arises. The Park District of Highland Park reserves the right to dismiss or suspend a patron whose behavior endangers themselves or others, or whose behavior diminishes the quality of experience for other patrons at any time.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	Policy #: 4.19
APPROVED:	Nondiscrimination and Inclusion
REVISED: 8/27/2025	

This policy is designed to create a safe and inclusive environment in which patrons, visitors and participants can be honest and open about who they are and feel comfortable using District facilities, participating in programs and attending Park District events.

The Park District of Highland Park is an ally for inclusion and equitable access, where everyone is afforded the same rights and opportunities that result in a sense of belonging, and the ability to safely express themselves authentically, without judgement.

The Park District does not discriminate on the basis of actual or perceived age, race, color, creed, national origin, ancestry, citizenship status, religion, sex, sexual orientation, gender, gender identity or expression (including transgender status), pregnancy (including childbirth, lactation, and related medical conditions), disability, genetic information (including testing and characteristics), marital status, family responsibilities, reproductive choices, veteran or military status, political affiliation, source of income or any other status protected by federal, state, or local laws.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	Policy #: 4.20
APPROVED:	Ethics and Conduct
REVISED: 8/27/2025	

4.20.1 Ethics.

A. Section 1. Code of Ethics--Declaration of policy and purpose.

1. The proper operation of democratic government requires that public officials and employees be independent, impartial and responsive to the people they serve; government decisions and policy be made in the proper channels of the governmental structure; public office not be used for personal gain or to advance the interests of family or relatives; and the public have confidence in the integrity of its government. In recognition of such goals, there is established a code of ethics for all Park District public officials, whether elected or appointed, paid or unpaid, and for Park District employees. The purposes of this Code of Ethics are to establish ethical standards of conduct for all such public officials and public employees by setting forth the acts or actions which are incompatible with the best interests of the Park District and its inhabitants and by requiring disclosure by public officials and public employees of private financial or other interests in matters affecting the Park District.
2. This Code of Ethics is based upon the principle that no individual shall receive any impermissible financial or other gain by reason of their serving as a public official or public employee of the Park District, and that no private person or taxpayer, including public officials or public employees, or their family members, should receive any benefits from Park District action beyond that which is available to any other private person or taxpayer due to their relation to or as a result of privileged information or support provided by any public official or public employee.
3. It is the legislative intent of the Board of Park Commissioners for this policy to be liberally construed to accomplish the purposes herein expressed to the greatest extent permitted by law.

B. Section 2. Definitions. The following words, terms and phrases, when used in this Code of Ethics, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

1. **Business Entity:** means any business, business entity, proprietorship, firm, partnership, person in a representative or fiduciary capacity, association, venture, trust or corporation.
2. **Campaign for Elective Office:** means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, state, or local public office or office in a political organization, or the selection,

nomination, or election of Presidential or Vice-Presidential electors, but does not include activities:

- Relating to the support or opposition of any executive, legislative, or administrative action,
 - Relating to collective bargaining, or
 - That are otherwise in furtherance of the person's official duties.
3. Candidate: means a person who has filed nominating papers or petitions for nomination or election to an elected office or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in 10 ILCS 511-3.
 4. Collective Bargaining: has the same meaning as that term is defined in the Illinois Public Labor Relations Act, 5 ILCS 315/3.
 5. Compensated Time: means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his employment, but for purposes of this chapter, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or public employees whose hours are not fixed, "compensated time" includes any period of time when the officer or employee is on premises under the control of the District and any other time when the officer or employee is executing his official duties, regardless of location.
 6. Compensatory Time Off: means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his employment.
 7. Contribution: has the same meaning as that term is defined in 10 ILCS 5/9-1.4.
 8. Doing Business: means engaging in an activity or action detrimental to the Park District, or that requires a license or permit by an agency.
 9. Employer: means the Park District of Highland Park.
 10. Family: means a spouse, children and grandchildren, and their spouses, parents and the parents of a spouse, and brothers and sisters and their spouses. All relations which arise by action of law or marriage shall be included within the meaning of Family Member, including step relatives, adoptees and half siblings. For the purpose of this Chapter the word spouse shall include a life partner.
 - Immediate family is defined as a spouse, children, parents, in-laws, brothers and sisters, and any other person living in the same household.
 11. Gift: means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee given without consideration or expectation of return.

12. Interest: means any material direct or indirect benefit accruing to a public official or employee, or their family members, whether in the public official's or employee's own name, or the name of any person, from which the official or employee is entitled to receive any financial benefit as a result of a contract or transaction which is or which is known will become the subject of an official act by or with the Park District, except for such contracts or transactions which, by their terms and the substance of their provisions, confer the opportunity and right to realize the accrual of similar benefits to all other citizens of the Park District. Notwithstanding anything to the contrary, any interest permitted or prohibited under 50 ILCS 105/3 shall be permitted or prohibited under the same circumstances and conditions as therein set forth.
13. Interest in Real Property: Includes, but is not limited to, the following:
- Legal or equitable title;
 - A beneficial interest in any trust, including a land trust;
 - Any assignment of any interest from a beneficiary or any other party of an interest;
 - A power to direct conveyance;
 - A right to receive rents or proceeds from property;
 - The obligation to pay rent;
 - A lien;
 - A tax sale certificate;
 - An option; or
 - Any other financial interest, real or personal, direct or indirect, in such property, including status as a nominee or undisclosed principal.
14. Intergovernmental Gift: means any gift given to a public official or public employee by a public official or public employee of another governmental entity.
15. Intragovernmental Gift: means any gift given to a public official or public employee from another public official or public employee.
16. Leave of Absence: means any period during which an employee does not receive:
- Compensation for employment, and
 - Service credit towards pension benefits.
17. Lobbyist: means any person:
- Who, for compensation or on behalf of any person other than himself, undertakes to influence any legislative or administrative action; or
 - Any part of whose duties as an employee of another includes undertaking to influence any legislative or administrative action.
18. Official Act: means any executive, legislative, or administrative act of any public official or public employee of the Park District, or any agency, board, committee or commission thereof, which is within the scope of powers lawfully delegated thereto.

19. Person: means any individual, entity, business entity, corporation, proprietorship, partnership, joint venture, firm, association, trade union, syndicate, committee, trust, estate or group, as well as any parent or subsidiary of any of such entities, whether or not operated for profit, doing business with or participating in a transaction with or before the Park District or any commission or agency thereof.
20. Political Activity: means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities:
- Relating to the support or opposition of any executive, legislative, or administrative action;
 - Relating to collective bargaining; or
 - That are otherwise in furtherance of the person's official duties.
21. Political Organization: means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code, 10 ILCS 5/9-3, but only with regard to those activities that require filing with the State Board of Elections.
22. Prohibited Political Activity means:
- Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event;
 - Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event;
 - Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution;
 - Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political;
 - Organization for political purposes or for or against any referendum question;
 - Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question;
 - Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question;
 - Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls;

- Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question;
- Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office;
- Preparing or reviewing responses to candidate questionnaires;
- Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question;
- Campaigning for any elective office or for or against any referendum question;
- Managing or working on a campaign for elective office or for or against any referendum question;
- Serving as a delegate, alternate, or proxy to a political party convention; or
- Participating in any recount or challenge to the outcome of any election.

23. Prohibited Source: means any person or business entity who:

- Is seeking an official act (i) by the member or officer or (ii) in the case of an employee, by the employee or by the member, officer, or other employee directing the employee;
- Does business or seeks to do business (i) with the member or officer or (ii) in the case of an employee, with the employee or with the member, officer, or other employee directing the employee;
- Conducts activities regulated (i) by the member or officer or (ii) in the case of an employee, by the employee or by the member, officer, or other employee directing the employee; has interests that may be substantially affected by the performance or non-performance of the official duties of the member, officer, or employee;
- Is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity not otherwise a prohibited source does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or;
- Is an agent of, a spouse of, or an immediate family member who is living with a "prohibited source".

24. Public Employee: means (i) any person employed full-time, part-time, or pursuant to a contract and whose employment duties are subject to the direction and control of an employer the District with regard to the material details of how the work is to be performed.

Acts of any immediate family member of a public official or public employee, when done with the knowledge and express, implied or tacit consent of the public official

or public employee, shall be deemed to be acts of such official or public employee for purposes of applying the prohibitions and restrictions of this Code of Ethics.

25. Public Official: means any person elected or appointed to the Park District Board or persons appointed to any other Park District board.

26. Transaction: means any matter upon which a public official or public employee performs an official action including, but not limited to, contracts, work or business with the Park District, the sale or purchase of real estate by the Park District and any requests for permits or licenses pending before the Park District.

C. Section 3. Conflict of interest.

1. No public official or public employee shall perform or participate in an official act with regard to a transaction in which he has or knows he will thereafter acquire an interest for profit, without full public disclosure of such interest.
2. Whenever the performance of an official act of a public official or public employee shall include deliberation, voting or the rendering of a decision on his part on any matter in which he has or knows he may acquire an interest, he shall publicly disclose the nature and extent of such interest and recuse himself from participating in the deliberation and the decision-making process, as well as in the voting. In order to avoid the appearance of impropriety, the public official or public employee who has disqualified himself from participation under this subsection shall not be present in the same room during which the decision-making process, the deliberations or voting on the issue may occur.
3. No public official or public employee, or family member of a public official or public employee, or paid consultant of the Park District shall represent any person in any action or proceeding against the interests of the Park District or in any litigation in which the Park District is a party.
4. Any contract entered into or other official act of the Park District Board, a committee or other subdivision thereof, or of any Park District department, agency, board, commission or other body, applied for or in any other manner sought, obtained or undertaken in violation of any of the provisions of this Code of Ethics shall be void, invalid and without any force or effect whatsoever to the fullest extent permitted by law.
5. No public official or public employee, or family member of a public official or public employee, or paid consultant of the Park District shall appear on behalf of or represent any person or organization at any proceeding before any board or commission of the Park District, except on behalf of himself or a member of his household, or on behalf of an eleemosynary organization, when the expenditure of Park District funds are not an issue.

D. Section 4. Gift Ban.

1. Except as permitted in subsection (b), no public official or public employee, as the case may be, and no immediate family member, shall solicit or accept any gift from any Prohibited Source.

2. Subsection (a) is not applicable to the following exceptions which are mutually exclusive and independent of every other exception:

- An award publicly presented in recognition of public service;
- Commercially reasonable loans made in the ordinary course of the lender's business;
- Complimentary copies of trade publications;
- Holiday greeting cards;
- Opportunities, benefits, and services that are available on the same conditions as for the general public;
- Anything for which the public official or public employee or family member pays the fair market value;
- Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate;
- Educational materials;
- A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, party to a civil union, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual's spouse or partner in a civil union and the individual's fiancé or fiancée;
- Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as:
 - i. The history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;
 - ii. Whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and
 - iii. Whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other public officials or public employees or family members;
- Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that

are not connected to the official duties of a public official or public employee), if the benefits have not been offered or enhanced because of the official position or employment of the public official or public employee, and are customarily provided to others in similar circumstances;

- Intra-governmental and inter-governmental gifts;
 - Bequests, inheritances, and other transfers at death; or
 - Reasonable hosting, and food or refreshments not exceeding \$75.00 per person in value on a single calendar day, furnished to the public official or public employee in connection with official Park District business, if furnished by the sponsor of the event relating to the official Park District business and the hosting, and food or refreshments are consumed on the premises from which they were purchased, prepared, or catered.
 - Any item or items from any one person during any calendar year having a cumulative total value of less than \$100.
3. The foregoing regulations in this Section are intended to be no less restrictive than the State Gift Ban Act (5 ILCS 430/10-10, et seq.) and represent the rules required to be adopted thereby, 5 ILCS 430/70-5.
4. If a court of competent jurisdiction declares the State Gift Ban Act (5 ILCS 430/10-10, et seq.) unconstitutional in its entirety, then this section shall be repealed as of the date that the supreme court's decision becomes final and not subject to any further appeals or rehearing's. This section shall be deemed repealed without further action by the corporate authorities of the Park District if the Act is found unconstitutional by the a court of competent jurisdiction.

If a court of competent jurisdiction declares part of the act (5 ILCS 430/10-10, et seq.) unconstitutional, but upholds the constitutionality of the remainder of the act or does not address the remainder of the act, then the remainder of the act as adopted by this section shall remain in full force and effect; however, the part of this section relating to the part of the act found unconstitutional shall be deemed repealed without further action by the corporate authorities of the Park District.

5. Any mandatory amendment to the State Gift Ban Act (5 ILCS 430/10-10 et seq.) that becomes effective after the passage of the ordinance(s) from which this Code of Ethics is derived shall be incorporated into this Code of Ethics by reference and shall be applicable to the solicitation and acceptance of gifts. However, any amendment that makes its provisions optional for adoption by park districts shall be incorporated into this Code of Ethics by reference only after formal action by the corporate authorities of the Park District.
- E. Section 5. Disclosure of information. No public official or employee, with respect to any transaction which is or which is reasonably expected to become the subject of an official act, shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the Park District or use such information to advance the interest of such public official or employee, or his family members.
- F. Section 6. Private use of public property. No public official or employee shall request or permit the use of Park District-owned vehicles, equipment, materials or property for personal use or convenience except as allowed by administrative order of the Park

District administrator or to the extent the same opportunity is available to other residents of the Park District.

- G. Section 7. Special consideration, treatment or advantage of others. No public official or public employee shall grant any special consideration, treatment or advantage to any person or business entity beyond that which is available to every other citizen.

H. Section 8. Prohibited political activities

1. No officer or employee shall intentionally perform any prohibited political activity during any compensated time. No officer or employee shall intentionally use any property or resources of the Park District in connection with any prohibited political activity.
2. At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity:
 - as part of that officer's or employee's duties,
 - as a condition of employment, or
 - during any compensated time off (such as holidays, vacation or personal time off).
3. No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his participation in any prohibited political activity.
4. Nothing in this section prohibits activities that are permissible for an officer or employee to engage in as part of his official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this section.
5. The foregoing regulations in this Section are intended to be no less restrictive than the Section 5-15 of the State Ethics Act (5 ILCS 430/5-15) and represent the rules required to be adopted thereby, 5 ILCS 430/70-5.
6. If the court of competent jurisdiction declares the Section 5-15 of the State Ethics Act (5 ILCS 430/5-15) unconstitutional in its entirety, then this section shall be repealed as of the date that the supreme court's decision becomes final and not subject to any further appeals or rehearing's. This section shall be deemed repealed without further action by the corporate authorities of the Park District if the act is found unconstitutional by the court of competent jurisdiction.
7. If the court of competent jurisdiction declares part of the act (5 ILCS 430/5-15) unconstitutional, but upholds the constitutionality of the remainder of the act or does not address the remainder of the act, then the remainder of the act as adopted by this section shall remain in full force and effect; however, the part of this section relating to the part of the act found unconstitutional shall be deemed repealed without further action by the corporate authorities of the Park District.

8. Any mandatory amendment to the Section 5-15 of the State Ethics Act (5 ILCS 430/5-15) that becomes effective after the passage of the ordinance(s) from which this Code of Ethics is derived shall be incorporated into this Code of Ethics by reference and shall be applicable to the solicitation and acceptance of gifts. However, any amendment that makes its provisions optional for adoption by park districts shall be incorporated into this Code of Ethics by reference only after formal action by the corporate authorities of the Park District.

I. Section 9. Whistleblower protection

1. No public official, employee or agency shall discharge, threaten or otherwise discriminate against a complainant, or public official or employee acting on behalf of a complainant, regarding compensation, location or privileges of employment because:
 - The complainant, or public official or employee acting on behalf of the complainant, reports or is about to report, verbally or in writing, a violation or a suspected violation of this Code of Ethics; or
 - A complainant, or public official or employee acting on behalf of the complainant, is requested to participate in an investigation, hearing or inquiry, or any related court action.
2. This section shall not apply to a complainant, or public official or employee acting on behalf of a complainant, who knowingly makes a false report.

J. Section 10. Disclosure of interest. Any public official or employee who has, or whose family members have, an interest in a transaction which is the subject of an official act shall disclose on the record of the board or commission which performs such official act or to the Park District administrator, in the case of public employees, the nature and extent of such interest. Nothing herein shall be construed to permit the Park District, any public official or employee to participate in any transaction or do business with the Park District following such disclosure if it is otherwise prohibited by law.

K. Section 11. Incompatible employment. No public official or public employee, or family member of such public official or public employee, shall engage in private employment with, or render services for, any private business entity who has business transactions with the Park District unless such public official or public employee shall first make full public disclosure of the nature and extent of such employment or services.


L. Section 12. Accounting for benefits obtained in violation of article. Any current or former public official or employee shall, upon demand of the Park District Ethics Advisor, account for all benefits accruing to such public official or employee as a result of any violation of this Code of Ethics.

M. Section 13. Ethics Advisor.

1. The Board President, with the advice and consent of the Board of Park Commissioners, shall designate an Ethics Advisor for the Park District. The duties of the Ethics Advisor may be delegated to an officer, employee or agent of the Park District.
2. The Ethics Advisor shall provide guidance to the officers and public employees of the Park District concerning the interpretation of and compliance with the provisions

of this Code of Ethics and State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the Park District Board.

- N. Section 14. Complaints. All complaints for violations of this Code of Ethics shall be processed and adjudicated in the same manner as like crimes, offenses and ordinance violations, as may be applicable.
- O. Section 15. Severability. If any provision of this Code of Ethics or application thereof to any person or circumstance is held unconstitutional or otherwise invalid, such invalidity does not affect other provisions or applications of this Code of Ethics which can be given effect without the invalid application or provisions, and, to this end, each such invalid provision or invalid application of this Code of Ethics is severable, unless otherwise provided by this Code. It is hereby declared to be the legislative intent of the Park District that this Code of Ethics would have been adopted had any such unconstitutional or otherwise invalid provision or application not been included.
- P. Section 16. Violations; penalties.
1. A person who is found guilty of intentionally violating any provision of Section 8 (Prohibited Political Activities) of this chapter shall be guilty of a Class A misdemeanor.
 2. A person who is found guilty of intentionally violating any provision of Section 4 (Gift Ban) shall be guilty of a business offense and may be fined of at least \$1,000 and up to \$5,000.00.
 3. Any person who is found guilty of intentionally making a false report alleging a violation of any provision of this chapter to the local enforcement authorities, the State's attorney or any other law enforcement official shall be guilty of a Class A misdemeanor.
 4. A violation of Section 4 shall be prosecuted as a quasi-criminal offense by the Park
 5. In addition to any other penalty that may be applicable hereunder, a public official who is found guilty by a court of competent jurisdiction of violating any provision of Section 4, Section 8, or subsection (c) herein, after a due process hearing before the Park District Board, may be subject to discipline, or removal from office as otherwise may be authorized by law.
 6. In addition to any other penalty that may be applicable hereunder, a public employee who is found guilty by a court of competent jurisdiction of violating any provision of Sections 4, Section 8, or subsection (c) herein, may be subject to discipline and/or dismissal as may otherwise be determined by the Park District administrator.
 7. The penalties provided in subsections (A) through (F) are not exclusive and are in addition to any other regulations relating to public official or public employee sanctions or disciplinary procedures as may otherwise be authorized in the Park District Code for violation of the Code of Ethics or analogous statutory provisions.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	Policy #: 4.21
APPROVED:	Policy for Naming or Renaming Park Properties
REVISED: 8/27/2025	

4.21.1 Purpose. To establish a systematic and consistent approach for the official naming or renaming of parks, beaches, open space, natural areas, buildings, and other assets owned by the Park District herein referred to as Park Property.

It is the responsibility of the Board of Commissioners to select names for new Park Property, or change the existing name(s) of Park Property, as deemed appropriate by the Park Board of Commissioners.

4.21.2 Objectives

- A. To ensure that Park Properties are easily identified and located.
- B. To ensure that names of Park Properties will engender a strong public image and have public support.
- C. To encourage gifts of Park Property or donations by individuals, groups and corporations without undue commercialization of the Park Property.

4.21.3 Policy. It is the policy of the Park District of Highland Park to reserve the naming or renaming of Park Property in a manner that best serves the interest of the community and ensures a worthy and enduring legacy for the District. Park Property may be named after streets, geographical locations, historical figures, events, concepts or naming rights as set forth herein. The Park Board may solicit public input on proposed names through public meetings or other means such as public contests for the naming of Park Property. Such means shall be advisory, not binding. Park Property should be named only after discussion and then a wait of at least thirty days before voting. A four-fifths affirmative vote is needed to name a Park Property or to change the name of Park Property of the District.

4.21.4 Naming Rights for Park Property. Naming Rights refers to the granting by the Park District the right to name Park Property, or associated assets (such as rooms within a building or athletic fields at a park).

A. Considerations for naming rights:

- 1. The granting of naming rights is intended to support and promote investment in Park Property whereby contributions result in significant and direct benefits to the District.
- 2. The granting of naming rights does not compromise the Park Board's ability to carry out its functions fully and impartially.
- 3. The granting of naming rights will not entitle the naming entity to preferential


treatment outside any specific naming rights agreement.

4. Assets for which naming rights will be offered shall be valued as a function of capital costs, annual operating and maintenance costs, and desirability or marketability of the opportunity.
5. Naming rights shall be approved for a specific term, which shall not be longer than the useful life of the Park Property or improvement financed or facilitated with the donor's contribution.


B. Categories for naming rights:

1. *Civic Naming Rights*: Park Property named after individuals, families or groups who have made exceptional contribution to the Park District of Highland Park or City of Highland Park subject to the following:
 - The contributions and good reputation of the individual, families or groups are well documented and broadly acknowledged within the community.
 - Naming for an outstanding individual is encouraged only after that person has been deceased or retired from service from their Civic duty for at least one year.
 - Agreement from the individual for which the Park Property is being named, or next of kin in the case of deceased individuals, or other legal authority in the case of groups, shall be obtained.
2. *Philanthropic Naming Rights*: Park Property named after individuals or groups who have made substantial philanthropic donations of Park Property, or substantial financial contributions toward the development of Park Property. The threshold for considering the naming of Park Property, assets or components within shall include one or more of the following:
 - Property for which the majority of the property was deeded to the District.
 - Contribution of an agreed upon dollar amount to fund all or a portion of the cost for construction of the Park Property.
 - Provision of an agreed upon term to fund an endowment for the continued maintenance and/or programming Park Property.
 - The donation is not required by the Park District or by reason of other ordinance, law or regulation.
 - The donation is consistent with Policy 4.14 Gifts, Donations and Donor Recognition.
3. *Corporate Naming Rights*: Park Naming Rights may be granted where a mutually beneficial business arrangement between the Park District and an external entity (for-profit, not-for-profit, or other organization) whereby the external entity provides financial or other support in return for access to and/or marketing potential associated with the external entity's name on Park District property. Guidelines for Corporate Naming Rights include:
 - Congruency with the District's mission, vision and values.

- The naming entity's products, services and business practices do not contradict, to the extent reasonably ascertainable, the mandate, policies or objectives of the Park District.
- The industry, products or services of the naming entity are not ~~socio~~ faith-based or political. political.
- Companies whose business is primarily derived from the sale of alcohol, tobacco, firearms, adult-use or other businesses may be deemed inappropriate for naming rights.
- Corporate logos, wordmarks and similar graphic identifiers may be permitted, at the discretion of the Park Board, on any signage related to naming rights.
- Park Properties and associated components for which naming rights will be offered shall be valued as a function of capital costs, annual operating and maintenance costs, and desirability or marketability of the opportunity.
- Naming rights agreements shall be approved by the Park Board for a specific term, which shall not be longer than the useful life of the property or facility. The agreement is consistent with policy 5.19 Sponsorship and Advertising

	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	Policy #: 4.22
APPROVED:	Land Acquisition
REVISED: 8/27/2025	

4.22.1 Statement of Purpose. It is the policy of the Board to consider acquiring land adjacent to existing District-owned or leased land or any piece of property that clearly is in the public's best interest to acquire.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	Policy #: 4.23
APPROVED:	Agreements for Temporary Construction Access Across Park District Property
REVISED: 8/27/2025	

4.23.1 Policy Objective. The purpose of District ownership of lands, beaches and water bodies is to provide public open space and recreational services. Another purpose of District ownership of lands, beaches and water bodies is to preserve natural features and natural processes, vegetation, wildlife and landscape aesthetics for public enjoyment and the general environmental good.

Portions of some properties near District property are difficult for their owners to reach. These owners may often be restricted from convenient access to carry out construction projects.

The District seeks to meet its public obligations in every way and also seeks to be a good neighbor where there is no conflict in meeting both aims. However, the use of park properties to reach nearby properties for construction purposes has the potential of causing environmental or public safety hazards, disrupting public use of park property, and causing damage to the facilities, lands, vegetation and other features of the particular park property or beach. Further, various design features of a park such as path surfaces, parking lots, etc., are engineered to sustain their normal public use and are not designed to withstand the weight or wear and tear typically experienced from trucks and general construction machinery.

In view of these considerations, it is the policy of the District that property owners pursue all possible other alternatives rather than consider access on or across park property for construction purposes. It is the intent of the Board of Commissions for this policy to apply to private property owners, public bodies and public utilities (each, a “person” or “applicant”); provided, in the event of a conflict between this policy and any rights bestowed to a person by State law, this policy shall not be construed or enforced to encroach on such person’s rights.

4.23.2 Concerns. The District requires persons seeking permission for access on or across District-owned property to show clearly that the applicant has made full arrangements to satisfactorily meet the concerns of the District. These concerns include, among others, the following: Protection of the environment;

- A. Minimal disruption of public use and public enjoyment;
- B. Protection of the physical condition of park lands, vegetation and facilities; and
- C. Avoidance of public safety hazards, public nuisance and public health problems.

4.23.3 Fees. The District charges a fee for any license or easement to use Park Property as a means to offset the administrative expense of negotiating, administering and enforcing the agreement and this policy. Such fees are not to be considered in any way a release from responsibility on the part

of the applicant for repair and full redress of any and all damages, injuries or other undesirable effects experienced as a result of the applicant's use of District property.


4.23.4 Testing. The applicant may be required to pay for any testing or sampling required by the District before, during or after the work where such testing and sampling is useful to give the District assurance regarding its concerns as described in Section 4.23.2.

4.23.5 Agreement Requirements. The applicant shall additionally be required to provide the District the following:

- A. Evidence of ownership of the property, improvement or utility for the benefit of which the construction is proposed.
- B. Evidence of appropriate insurance which protects the District from all liabilities and damages arising in any way from the activities of the applicant, the applicant's contractors or the applicant's agents. The easement or license agreement shall indicate that the applicant, or its contractor(s) or agent(s), will have in effect during the entire period for which access is sought, public liability insurance of not less than \$2 million, and property damage insurance of not less than \$2 million or such amount determined at the discretion of the Executive Director. The insurance must be provided by an insurer acceptable to the Park District. The Park District (and, if the property is leased by the Park District, also the lessor) must be named as a primary, non-contributory additional insured under the policy or policies of insurance. All such general liability policies shall contain standard separation of insured provisions or endorsements.
- C. A letter of credit in an amount adequate to secure the performance and payment for restoration and repair from potential damages to Park property, which amount is arrived at according to the best estimate of District staff. In addition to the letter of credit, the easement or license agreement shall require the applicant to cover all costs incurred to repair or replace any facilities, trees or other features of the park property being used which are any way damaged by the work or as a result of the work either during or following construction.
- D. Easement or license agreements will require an indemnification/reimbursement provision as part of the agreement in substantially the following form: The Owner further agrees to indemnify and hold harmless and defend the Park District of Highland Park, and its former, current and future officials, agents, servants, employees, attorneys and insurers and/or successors in interest of any kind, for and from any and all claims, actions, omissions, losses, injuries, lawsuits, counterclaims, debts, dues, obligations, judgments, awards, demands, liens, expenses, attorneys' fees, costs and expenses and costs of litigation, expert witness fees and consultant fees, and liability for damages of any kind and causes of action of any kind and nature, whether known or unknown at this time, whether present or future or contingent, arising out of, relating to, connected with, or in any way associated with this Agreement. In the event that such a claim, action, cause of action or lawsuit is brought or filed, the Park District of Highland Park, and its former, current and future officials, employees, servants, agents, attorneys, insurers, and/or successors in interest sued thereunder, shall have the right to determine the attorney(s) of its, his, her or their choice to represent and defend their interests in any legal or administrative action, all at the Owner's expense pursuant to this Agreement.
- E. Written assurance from the applicant that Park Property shall in no way be used to transport across, store on or assemble on any materials, equipment or items which could pose a danger or hazard for the public health or the environment. Written evidence from other adjacent or nearby property owners to demonstrate that they have been approached and are either ready or unwilling to participate in the work proposed if such would in any way be appropriate to the work (as, for example, is often the case in lakefront projects to prevent

erosion or bluff slippage). This is to help minimize the necessity of repeated use of a parcel of Park Property for similar construction projects. To further encourage such single-time use adjoining neighbors may apply together and share the fees, though separate assurances of performance and responsibility shall be required.

- 4.23.6 Approval of Agreement.** The Executive Director may approve an agreement being applied for after careful consideration and after hearing the recommendation of District staff. The staff shall make recommendations regarding each application after adequate time and information have been provided. Nothing in this Policy shall imply that the District is bound to make an agreement regardless of the information or evidence provided by the applicant.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	Policy #: 4.24
APPROVED:	Environmental
REVISED: 8/27/2025	

4.24.1 Statement of Philosophy. The community and the Park District are increasingly aware of the environmental issues which affect the quality of life within the District. It is the intent of the Park District of Highland Park to assume a leadership role in the development and use of sound environmental policies, practices and educational opportunities.

By incorporating the following environmental principles and practices and by prescribing to our Statement of Philosophy, the Park District of Highland Park shall set a high standard of leadership and competency in maintaining and improving the quality of the environment.

4.24.2 Environmental Principles. The Park District of Highland Park will to the greatest extent practicable:

- A. Promote the acquisition, protection and environmentally sensitive management of open space and natural habitat areas.
- B. Protect, enhance and interpret the historic natural resource heritage exemplified by the District's lakefront, ravines, bluffs, prairie remnants and woodlands.
- C. Design, develop, and maintain parks, facilities and natural areas in a manner that enhances and protects the environment through conservation of soil, water and energy; by minimizing the adverse impact on air and water quality; reducing waste; consideration for alternative fuel and energy sources; and utilizing utilities in the most efficient manner possible.
- D. Encourage recycling practices that utilize renewable resources and minimize the use of nonrenewable ones.
- E. Practice Integrated Pest Management which reduces or eliminates the District's dependence on pesticides.
- F. Abide by the federal and state Endangered Species Protection Acts in order to avoid adverse impacts on endangered or threatened species during park operations.
- G. Function as a role model within the community by actively promoting public awareness and educational programs which encourage environmentally sensitive lifestyles.

4.24.3 Environmental Practices.

- A. The District may develop relationships and agreements with public and private organizations and individuals in order to have open space and natural habitats preserved and/or managed. Some examples of these types of relationships are:
 - 1. Habitat preservation and restoration at Highmoor Park with the Illinois Nature Preserves

Commission and the Hybernian Homeowners Owners.

2. Management and operation of public open spaces through agreements with the City of Highland Park, School District 112, and cultural and historic committees, commissions and societies.
-
- B. The District will plan and construct, using the latest available information, new and renovated open space areas and facilities. These projects will not unduly negatively impact the environment and will conserve soil, water and energy resources and protect indoor and outdoor air quality.
 - C. The District is committed to reducing solid waste by utilizing renewable or reusable resources as well as minimizing its dependence on nonrenewable ones.
 - D. The District will comply with all other applicable federal, state and local regulations and guidelines.
 - E. When appropriate, the Park District will attach this Environmental Policy to all bidding documents for all contractors and commercial users engaged in business with the Park District and will be required to comply with this Policy.
 - F. The District recognizes the importance of both safe and attractive parks and open space and has established a balanced Integrated Pest Management (IPM) Program. This program utilizes methods that include:
 1. Selecting appropriate plant species and their proper location.
 2. Use of preventative maintenance procedures.
 3. Promoting early detection of pests
 4. Utilizing, where possible, natural control methods.


Implementing alternative methods of control including mowing, prescribed burning and mechanical removal:

1. Minimizing and selective pesticide use.


Where and when pesticide use is necessary, the standardized and uniform procedures for the application and safe handling of pesticides will be adhered to:

1. ***Administration.*** The District will comply with the Federal Insecticide, Fungicide and Rodenticide Act and the Illinois Department of Agriculture regulations governing the use of pesticides. Compliance includes state certification of employees involved with the implementation of this program.
2. ***Education.*** Staff will participate in training sessions sponsored by affiliated park professional organizations designed to improve the supervision, safe handling and application of pesticides.
3. ***Characteristics.*** Pesticides used by the District in the form of herbicides, insecticides or fungicides will be applied by licensed staff through the Department of Agriculture.
4. ***Notification.*** Pesticide application notices for parks and natural areas will be posted 24 hours prior to the treatment and will remain up until 24 hours after completion of treatment. Posting will otherwise comply with Illinois EPA requirements for the application of pesticides. The Park District will comply or cause its contractors to comply with the Lawn Care Products Application and Notice Act.

5. Application. Pesticides used by the District and registered with the Federal EPA will always be used according to specific label directions and procedures to ensure safe and effective application, storage and disposal.
 6. Calibration. Calibration of equipment and application rates will be according to manufacturer's recommendations so that minimal amounts of pesticides are applied.
- G. The District recognizes the importance of recycling and reducing the use of environmentally damaging products. The Sustainability Plan contains objectives including:
1. Maximize aluminum, glass, paper, and plastic collection at all indoor facilities and expand collection to all developed parks.
 2. Continue recycling of healthy trees as wood chips and firewood.
 3. Compost leaves, grass, and other landscape materials.
 4. Recycle used oil
 5. Use recycled products, , biodegradable bags, recycled paper, etc., in all feasible situations.
 6. Continue the use of paper products in place of Styrofoam or plastic and phase out environmentally damaging products.
 7. Recycle batteries, antifreeze and Freon whenever feasible.
 8. Other items as determined fit for recycling.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	Policy #: 4.25
APPROVED:	Opening and Closing Hours for Parks Owned or Controlled by the Park District of Highland Park
REVISED: 8/27/2025	

- 4.25.1** All parks owned or controlled by the Park District will open at 6:00 a.m. and will close at dusk, unless otherwise designated by permanent or temporary signs posted at the park or authorized by the Executive Director. Exceptions for this policy include parks or beaches during rentals, programming and/or special events. When District programming, events or rentals occur, parks will close no later than 10:30pm. These exceptions include, but are not limited to:
- A. Athletic programming at Danny Cuniff, Sunset Woods, Olson, West Ridge and Fink Parks
 - B. Outdoor tennis at Sunset Woods
 - C. Park and Facility rentals and Special Events at Heller Nature Center, Jens Jensen Park, Rosewood Beach and Park Avenue Boating Facility or other locations authorized by the Executive Director
- 4.25.2** The District may close District property, or any part or parts thereof, to the public whenever the Executive Director determines that such action is necessary to protect the public health and safety.
- 4.25.3** No person shall use, occupy or be or remain on any Park Property or leave any personal property in or on any Park Property after closing hours unless special permission therefore has first been obtained from the District.
- 4.25.4** This policy will be enforced in a manner which is not inconsistent with the Bill of Rights for the Homeless Act.


	PARK DISTRICT OF HIGHLAND PARK
DEPT: Recreation	Policy #: 5.00
APPROVED:	Statements of Purpose and Authority
REVISED: 8/27/2025	

5.00.1 Purpose. Our purpose is to provide comprehensive, year-round facilities that enrich community life through recreation services, healthy leisure pursuits and an appreciation of the natural world. We aim to create extraordinary experiences in parks and recreation, consistently exceeding public expectations. This includes inspiring environmental stewardship and education, using nimble decision-making and creative solutions, and fostering a harmonious workplace with passionate, forward-thinking staff who share true camaraderie.


We are dedicated to enriching the quality of life for our community by offering a diverse range of recreational experiences. These include programs, camps, memberships, drop-in services, private and group lessons, special events, leagues, tournaments, rentals, and other services. These offerings are designed to contribute to individuals' physical, social, emotional, mental, and cultural, well-being. We place paramount importance on respecting the dignity and self-worth of every individual.

We value being welcoming, creating supportive relationships, and ensuring everyone feels a sense of belonging. We strive to provide extraordinary experiences by thinking creatively and delivering unique services that positively impact lives. We care about our relationships with others and are committed to sustaining and improving our material, financial, and natural resources through best practices that foster trust and ensure long-term health, safety, and well-being.

Whenever financially and philosophically feasible, we coordinate recreation and leisure experiences with other community organizations. These may include schools, voluntary agencies, religious organizations, local commissions, associations, and affiliate organizations, to maximize recreational services throughout the community. We believe in making the public a partner in this process, ensuring that our efforts align with the needs and aspirations of our diverse neighborhood, community, and the city of Highland Park.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Recreation	Policy #: 5.01
APPROVED:	Definitions of Recreation and Facility Services
REVISED: 8/27/2025	

- A. **Travel Sports:** Any sport that requires a tryout in order to be selected to a team- Teams/Leagues could participate in games, tournaments or events outside of the local area.
- B. **Pre-Registered Programs:** A program activity or event that requires participants to sign up in advance to secure a place in the activity or event. Programs are taught activities or skills by Park District Employees or Independent Contractors.
- C. **Events:** A one-time or infrequent activity that may or may not require advance registration.
- D. **Drop-In:** A flexible activity where participants can join without prior registration.
- E. **Memberships:** Members are given unlimited visits, during operating hours, to a specific facility or activity. Memberships can be monthly, seasonal or yearly, depending on the facility operations.
- F. **Punch Pass:** Punch Passes are to a specific person to redeem for a specific service or item on a per use basis. The value of a punch pass is measured by the number of uses it allows, not by the cost for each of those uses. A Punch Pass is non-transferable. A Punch Pass has no cash value and may not be redeemed for cash or other value.
 - 1. **Punch Pass for seasonal operations** - Punch Pass sold for seasonal operations such as Hidden Creek AquaPark will expire when the facility closes for the season in the year in which the punch pass was purchased.
 - 2. **Punch Pass for non-seasonal operations** - Punch Pass for non-seasonal operations such as Recreation Center of Highland Park will expire one year from date of purchase.
- G. **Camps:** Session-based program for children during school breaks that meets daily and offers a variety of activities or specialty programs.
- H. **Contractual Programs:** A program where the park district has a formal agreement with an outside organization or vendor to provide a specific activity or service.
- I. **Reservations:** Pre-booked space or time slot to participate in a specific activity, class or event.
- J. **Rentals:** An agreement that allows someone to a space at or a park district facility for specific time and purpose. For full policy details refer to Policy 5.07 Rental of Park District Properties.
- K. **Private and Semi-Private Lessons/Training:** A recreational service between a single instructor and an individual or small group providing personalized instruction or training, typically scheduled at the convenience of the participant(s) and has a tailored curriculum.


	PARK DISTRICT OF HIGHLAND PARK
DEPT: Recreation	Policy #: 5.02
APPROVED:	Registration
REVISED: 8/27/2025	

5.02.1 Purpose. The following Park District registration policies are detailed in the District's seasonal and specialty program offerings on the District's website.

- A. **Non-Discrimination.** The Park District does not discriminate on the basis of actual or perceived age, race, color, creed, national origin, ancestry, citizenship status, religion, sex, sexual orientation, gender, gender identity or expression (including transgender status), pregnancy (including childbirth, lactation, and related medical conditions), disability, genetic information (including testing and characteristics), marital status, family responsibilities, reproductive choices, veteran or military status, conviction record, credit history, political affiliation, source of income or any other status protected by federal, state, or local laws.
- B. **General Registration.** All Park District programs require pre-registration, with the exception of select drop-in activities and events. Registration may be completed online or in-person at a Park District facility. All participants (or their legal guardian if under 18 years of age) must sign a liability waiver before the registration is confirmed. Registrations are non-transferrable amongst individuals.
- C. **Age Requirements.** Age requirements are established to ensure the integrity of the recreation service and the quality of each person's experience. Proof of age may be required to register for a recreation service. Falsifying participant's age or birth date will result in removal from the recreation service with no refund or transfer given.
- D. **Proof of Identity.** Individuals must register for recreation services using their current name, address, age, and gender by which they live. If any of these items are different than that which appears on their identification (driver's license, state ID or birth certificate) then the registrant may be required to provide additional documentation. In certain circumstances, such as discrepancies in either name or gender, the registrant may submit a notarized statement to the District, notifying the District that the registrant identifies with a gender which does not conform with information on government issued documents of identification. In the case of a transgender minor, a parent or guardian may execute this notarized statement. Individuals will be registered in their chosen name and gender.
- E. **Improper Registration.** Those who register for Park District recreation services and improperly use a Highland Park address or otherwise provide false information will be removed from the recreation service with no refund or transfer given. The Park District reserves the right to request and/or require supportive documentation to substantiate proof of residency, identity, guardianship, age or gender.
- F. **Waitlists.** All Park District pre-registered programs, contractual programs and events have a minimum and maximum enrollment number and will be filled on a first come, first served basis. Waitlists may be available for programs that have reached their maximum capacity.

There is no fee to join the waitlist. If space becomes available, those on the waitlist will be contacted by Park District staff to register and at which time payment for program will be due.. If a registrant signed up for a second choice program, they will be able to transfer to their first choice program without penalty (but may be required to pay additional fees if the first choice program costs more).

- G. Double Registrations. Double Registrations are not permitted. Refunds or transfers will not issued if:
1. The same participant submits multiple first- choice registrations for the same program or a different section of the same program, or
 2. A participant is registered for two or more programs that meet at the same time on the same day.
- H. Skill-Based Programs. All skill-based programs offer a free evaluation for new registrants. If registrant enrolls in a level that is not recommended, there is no guarantee that space in a class of the appropriate level will be available. If the level registered for is inappropriate, the student will be removed from the class. Every effort will be made to move the student to a class of the appropriate level. If no class is available, a refund may be requested (less any service fees in accordance with the current administrative policy and procedure for refunds).
- I. Priority Registration. Groups other than residents (such as pass holders or current participants) may be offered priority registration for certain programs. Priority registration opportunities will be determined based on demand, market competition, and new program initiatives.
- J. ADA Accommodation. The Park District functions in accordance with the Americans with Disabilities Act. ADA accommodation information is detailed in the District's seasonal and specialty program offerings of the District's website.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Recreation	Policy #: 5.03
APPROVED:	Refunds of Recreation and Facility Services
REVISED: 8/27/2025	

5.03.1 General Guidelines. Refunds are issued to patrons under the following specific policy guidelines. This Policy applies to all recreation and facility services.

- A. Refunds will be issued back in the original form of payment submitted at the time of purchase, provided that cash payments will be refunded by check
- B. Refunds shall be issued in the name of whomever initially made payment, provided that cash payments shall be refunded in the name of an adult member of the participant's household address.
- C. Refunds will not be issues and transfers will not be permitted for Double Registrations or Improper Registrations as defined in Policy 5.02.
- D. Direct fees incurred by the Park District for a specific service, such as uniform, equipment or supply fees, are not refundable.
- E. A refund will not be granted if the refund amount is less than \$10.00. This money will be added to the individual's household account.
- F. Special circumstances may be evaluated and approved by a staff member as delegated by the Executive Director.

5.03.2 Pre-Registered and Contractual Program Refunds. To be considered for a refund, a Refund Request must be submitted by filling out a Refund Request Form at a Park District facility or by utilizing the Activity Cancellation available on the online registration website. Full or partial refunds and service charges are subject to the established refund schedule except under the following circumstances:

- A. A refund initiated by the Park District due to cancellations, inclement weather, facility closures or other circumstances affecting the program's schedule or ability to meet.
- B. Injury or illness with a doctor's note prior to the start of the program. Once a program has begun, a partial refund (prorated based on the date of the refund request) may be issued, provided a doctor's note is received. Refunds will not be granted for less than two consecutive missed individual classes.
- C. Participant moves from the District and adequate proof of the move is provided. If the move occurs after the start of the program, a partial refund (prorated based on the date of the refund request) will be issued.

- D. Report to military duty. Written documentation must be provided. If the request occurs after the start of the program, a partial refund (prorated based on the date of the refund request) will be issued.
- E. "Good Time Guarantee". The Park District of Highland Park is committed to providing the public with high quality recreation services. Under the Good Time Guarantee, a full refund will be issued if the participant is unsatisfied with the quality of instruction, they are unable to adapt emotionally in the class, or the skill level is not appropriate for the participant.

Those requesting a Good Time Guarantee refund must attend the first two classes of the program. A Good Time Guarantee Refund Form must be filled out appropriately and received prior to the third-class meeting. Forms are available online or at the front desk of all Park District facilities. Upon receiving completed form prior to the third class, a full refund of all paid fees will be issued, if applicable and approved.

5.03.3 Events. To be considered for a refund, a Refund Request must be submitted by filling out a Refund Request Form at a Park District facility or by utilizing the Activity Cancellation available on the online registration website. Full or partial refunds and service charges are subject to the established refund schedule except under the following circumstances:

- A. Refund initiated by the Park District due to cancellations, inclement weather, facility closures or other circumstances affecting the program's schedule or ability to meet.
- B. Injury or illness with a doctor's note prior to the start of the event.
- C. Participant moves from the District and adequate proof of the move is provided prior to the start of the event.
- D. Report to military duty. Written documentation must be provided prior to the event.

5.03.4 Camp Refunds. To be considered for a refund, a Refund Request must be submitted by filling out a Camp Refund Request Form at a Park District facility or by utilizing the Activity Cancellation available on the online registration website. Full or partial refunds and service charges are subject to the established refund schedule except under the following circumstances:

- A. A refund initiated by the Park District due to cancellations, inclement weather, facility closures or other circumstances affecting the program's schedule or ability to meet.
- B. Injury or illness with a doctor's note prior to the start of the program. Once a program has begun, a partial refund (prorated based on the date of the refund request) may be issued, provided a doctor's note is received. Refunds will not be granted for less than two consecutive missed individual classes.
- C. Participant moves from the District and adequate proof of the move is provided. If the move occurs after the start of the program, a partial refund (prorated based on the date of the refund request) will be issued.
- D. Report to military duty. Written documentation must be provided. If the request occurs after the start of the program, a partial refund (prorated based on the date of the refund request) will be issued.

5.03.5 Participant Withdrawal and Refunds from a Travel Sports Team.

- A. If a child attends any travel program tryout and is selected for a roster on any travel team, no refund will be given once the roster is posted, regardless of whether the player withdraws,

quits, or is removed from the team by Park District management for violating team rules, as outlined in the travel team procedures.

- B. Additionally, any player that withdraws, quits or is removed after being rostered, will be prohibited from participating with that team or from attending any Park District of Highland Park travel sports tryouts for the 12 months following the withdrawal/removal date. In the event that the player desires to return to their team or attend a Park District of Highland Park travel sport tryout in the future, a request for consideration must be made to the Director of Recreation.
- C. If a child attends any travel program tryout and is not selected for a roster on any travel team, a full refund will be given minus the tryout fee.

5.03.6 Rental of Park District Property Refunds.

- A. The Park District reserves the right to cancel a facility rental agreement at any time due to unforeseen emergency circumstances/situations.
- B. In the event that an approved rental agreement is requested to be altered, changed or transferred to another date by the holder of the agreement, the Park District may allow such change if space is available. Applicable administrative and rental fees may be charged.

5.03.7 Membership Refunds. All membership cancellations and refund requests may be completed through the following methods:

- A. online via your Park District account
- B. in-person by completing a Membership Cancellation Request form at the designated facility where that membership is held.

All accrued dues and other charges for which the member may be liable are due prior to the date of cancellation. Once the cancellation is complete, please allow up to 5 days for processing. When you cancel a recurring membership, you will retain access to the facility until the next billing date. You will not be charged on your next bill date, Members who cancel within their first 12 months of memberships will forfeit their enrollment fee. Billing dates are the 5th of every month, with access ending on the 4th, prior to the next billing date.

5.03.8 Punch Pass Refunds. Punch Pass Refunds Punch Passes are sold via the registration system, to a specific person to redeem for a specific activity, service or item on a per use basis. A plastic scan card may be issued by the Park District in order for the patron to redeem the "punches." The value of a punch pass is measured by the number of uses it allows, not by the cost for each of those uses. A Punch Pass is nontransferable. A Punch Pass has no cash value and may not be redeemed for cash or other value. No refunds or prorations are given for punch passes unless the following occur:

- A. Injury or illness with a doctor's note prior to the start of the program. Once a program has begun, a partial refund (prorated based on the date of the refund request) may be issued, provided a doctor's note is received. Refunds will not be granted for less than two consecutive missed individual classes.
- B. Participant moves from the District and adequate proof of the move is provided. If the move occurs after the start of the program, a partial refund (prorated based on the date of the refund request) will be issued.

- C. Report to military duty. Written documentation must be provided. If the request occurs after the start of the program, a partial refund (prorated based on the date of the refund request) will be issued.

5.03.9 Drop-In Fees. Drop-In fees are non-refundable. Special circumstances may be permitted within a 15-minute grace period.

5.03.10 Private and Semi-Private Lessons/Training Refunds. No refunds will be issued for Private and Semi-Private Lessons and Personal Training for no-shows and individuals that give less than 24-hour notice to the instructor unless the following occur:


- A. A refund is initiated by the Park District due to cancellations, inclement weather, facility closures or other circumstances affecting the lesson/training schedule or ability to meet.
- B. Injury or illness with a doctor's note prior to the start of the lesson/training session.
- C. Report to military duty. Written documentation must be provided prior to the start of the lesson/training session.

5.03.11 Reservations. No refunds will be issued for tee times, court reservations, or other reservations for no shows and individuals that give less than 24 hours' notice. For "permanent" court time or tee times no refunds will be provided.


5.03.12 Household Credits Left on Account.

- A. Credits over \$10 left on household accounts over 365 days old: Any household account credits exceeding \$10 that have remained dormant for over 365 days will be returned to the account holder via the original payment method, which may include a previously used credit card or a paper check. Prior to processing the refund, the Park District of Highland Park will make reasonable attempts to contact the account holder to verify mailing information, if a check needs to be mailed. If there is no response within 30 days from first attempt to reach account holder and the original payment method is no longer valid (e.g., expired credit card), the Park District of Highland Park will mail a check to the last known address for the account holder.
- B. Credits over 365 Days Old and Under \$10: Household account credits that have been dormant for over 365 days and have a credit balance less than \$10 will be donated to the Parks Foundation of Highland Park, a 501(c)(3) nonprofit organization that supports access to world-class Park District programs and facilities that enhance community life in Highland Park.

5.03.13 Gift Card Refunds. Refer to Policy 3.25 Gift Card.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Recreation	Policy #: 5.04
APPROVED:	Grant-In-Aid
REVISED: 8/27/2025	


Grant-in-Aid may be awarded to District residents for designated recreation services based upon need, contingent upon the Board appropriation of necessary funds during the annual budgeting process. The Park District of Highland Park utilizes the Federal Poverty Guidelines to determine eligibility for Grant-In- Aid. Scholarships may be for 50% or 100% and may not exceed the annual limit of \$1,000-\$3,000 per household (based on family size). Requests for grant-in-aid will be kept confidential and the Park District will follow all state and federal regulations in the evaluation of an applicant's eligibility for grant-in-aid according to the Federal Poverty Guidelines. The grant in aid eligibility guidelines and annual limit will be reviewed and approved annually through the budget approval process.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Recreation	Policy #: 5.06
APPROVED:	Military Personnel Program Discount
REVISED: 8/27/2025	

The Park District of Highland Park will provide all current and veteran military personnel and their immediate family residing within the same household a 15% discount off program and membership registration.

Veteran Discount Program:

- A. Discount: 15% discount on individual and immediate family resident rates for programs and memberships. Immediate family members must reside in the same household to be eligible for the discount.
- B. Eligibility: Any active or veteran military personnel and immediate family residing in the household.
- C. Registration: Registrants must present an active or veteran military identification card while filling out the applicable paperwork, in person, at any Park District facility. Family members over the age of 23 must provide proof of address to receive the 15% discount

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Recreation	Policy #: 5.07
APPROVED:	Rental of Park District Properties
REVISED: 8/27/2025	

5.07.1 Purpose. Park District properties may be rented to individuals or groups for purposes consistent with their intended use in compliance with the Park District's Ordinance.

5.07.2 Rental Policy. Park District services receive priority in the availability and scheduling of park district properties. Only after the Park District services have been accommodated will rental hours be made available to the public. Rentals are scheduled according to the Park District's four yearly activity sessions:

- January-March
- April-May
- June-August
- September-December

Due to Park District services that are specific to each park property, rentals will not be booked more than 12 months prior to the date of the event, unless a special event such as a Wedding, Mitzvah, or Quinceanera. Availability may not be known until 90 days prior to the start of each activity session.

A. Types of Rental Usage.

1. One time only Request. Request is for usage of one date only.
2. Reoccurring Weekly. Request is for usage each week for four or more consecutive weeks.
3. Recurring Monthly. Request is for usage once a month for three or more consecutive months.

Seasonal. Request is for usage for the duration of a season or multiple seasons.

B. Rental Guidelines.

1. Proof of residency in the form of either an Illinois Driver's License, Real Estate Tax Bill or Illinois State ID may be required.
2. Individuals renting park property must be twenty-one (21) years of age, be present during the rental period and assume responsibility for all actions of the group and usage of the space and equipment including the chaperoning of minors.
3. A rental may be denied or revoked due to the material inaccuracy or falsification of information. Misuse of property, misconduct of individuals or failure to comply with

Park District policies, ordinances, rules and regulations may result in forfeiture of rental fees and deposits to the Park District and future agreements may not be issued to the group or individual(s) involved.

5.07.3 Requests for Rentals.

A. Written or Electronic Requests

1. A Formal rental request is required but does not guarantee a rental agreement. Rentals are confirmed only upon receipt of a signed Rental Agreement and applicable payment.
2. The Park District Rental Agreement must be complete upon receipt. All rules and regulations, including those specific to each property, will be part of the Rental Agreement.

B. Approval of Rental Agreement.

1. Applications will be received, reviewed and approved by authorized personnel.
2. Processing Sequence. Approval of Rental Agreements will be on a first-come, first-served basis. However, in situations where multiple requests have been received prior to booking the following processing sequence will be used.
 - Resident Individual
 - Resident Not-For-Profit Organization
 - Resident For Profit Organization
 - Nonresident Individual
 - Nonresident Not-For-Profit Organization
 - Nonresident For Profit Organization

C. Denial of Rental Request. A request may be denied for reasons including but not limited to the following:

1. The rental presents a conflict of interest with Park District services.
2. The rental unduly interferes with the general public's use of the property.
3. The rental presents potential risk to the health and safety of the community.
4. The rental is of such nature or duration that it cannot be reasonably accommodated at the property for which it applied.
5. Animals and pets present at rentals. Renters of indoor Park District properties may not bring animals onto the premises as part of the entertainment or for any other reason unless written pre-approval is obtained by the Executive Director or their designee. Outdoor rentals must comply with Ordinance 2.03 regarding animals and pets.

D. Payment Terms. Full payment is required to book and confirm rentals. However, scheduled payments may be permitted when booking a recurring agreement.

E. Cancellation of a Rental. Partial or full refunds may be granted for canceling rentals and service fees may apply according to the established refund schedule and in accordance with Policy 6.04 Refunds of Recreational and Facility Services.


5.07.4 Not-For-Profit Rental Policy.

- A. Lake County Non-For-Profits are eligible for a discount off standard resident hourly rates. The Executive Director may offer a reduced rental rate (per schedule) or waive all or a portion of full rental fees for fund-raising events where such use is compatible with the normal operation of the building.
- B. The Park District reserves the right to request 501(c)(3) not-for-profit status verification.
- C. Fund-raising functions for 501(c)(3) not-for-profit organizations require approval from the Executive Director. A cover letter stating the purpose and activity planned and the "Application for Rental" form must be submitted. Confirmation of the request will be issued prior to issuance of the Rental Agreement.
- D. Rentals may not be granted to political or campaign organizations so that the Park District may avoid the appearance of using public property to promote or advance any particular candidate or proposition to be placed on the ballot. See Park District Ordinance for more information.

5.07.5 For-Profit Organization/Commercial Rental Policy.

- A. Park District properties may be rented upon approval by the Executive Director. A cover letter stating the purpose and activity planned. Confirmation of the request will be issued prior to issuance of the Rental Agreement.
- B. The Park District may charge a higher rental rate (per schedule) for For-Profit organizations.
- C. No group, vendor or any other person involved in rental shall charge admission, engage in the commercial sale, rental, exhibition, or distribution of goods or services, including charging entrance/admission fees, participation fees, or any other collection of fees unless authorized by the Executive Director. See Park District Ordinance for more information.
- D. Insurance and Hold Harmless Agreement. Depending upon the activity for which the patron or organization is renting, applicants may be asked to provide general liability insurance to protect themselves and the District from liability resulting from use of District Property and provide proof of such insurance to the District before the District will issue a Permit to an otherwise acceptable applicant. The District must be named on such policy as an additional insured. Where possible, an applicant may acquire a rider to the District's insurance policy at the applicant's cost and expense. Applicants should contact the District's administrative office for more information. The General Liability Insurance required hereby shall provide coverage for personal injury, property damage, and automobile liability (for owned and non-owned vehicles) with limits of not less than \$1,000,000 per occurrence, \$2,000,000 aggregate, and deductibles not to exceed \$5,000.

5.07.6 Rental Fee Schedules. A Fee Schedule for various park properties is set on an annual basis.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Recreation	Policy #: 5.08
APPROVED:	Policy Governing Agreements for the Commercial Use of Park Property
REVISED: 8/27/2025	

5.08.1 Statement of Philosophy. The purpose of District ownership of land and facilities is to provide public open space and recreational services. Another purpose of the District is to preserve natural features, vegetation, wildlife and landscape aesthetics for public enjoyment and the general environmental good.

5.08.2 Statement of Purpose. It is the policy of the Park District to require evidence of persons seeking permission for commercial use of District-owned, leased or controlled property ("Park Property") to show clearly that the applicant has made satisfactory arrangements to meet the various concerns of the Park District. These concerns include the following:

- A. Protection of the environment and the physical condition of park lands, vegetation and facilities, including restoration of the site, if required.
- B. Minimized disruption of public use and public enjoyment.
- C. Avoidance of public safety hazards, public nuisance and public health problems, including engaging in the services of park and public safety personnel during park use, if necessary.
- D. Limiting the Park District's potential liability exposure; and
- E. Reimbursement to the Park District for damage to Park Property.

5.08.3 Agreements. Persons seeking to use Park Property for commercial purposes (a "Commercial User") shall submit an agreement for such use on standard forms provided by the Park District. Applications for an agreement must be completed in full, and all other documentary evidence required therein must be provided, in order for consideration to be given to the agreement. Additional information and assurances may be required, and conditions or restrictions may be placed on the Commercial User's use, by the Park District, as appropriate to the particular application.

5.08.4 Fees. Further, it is the policy of the Park District to charge fees for commercial use of Park Property. Such fees are not to be considered in any way a release from responsibility on the part of the Commercial User for repair and full redress of any and all damages, injuries or other undesirable effects experienced as a result of the Commercial User's use of Park Property. The fees charged for commercial use of Park Property shall be determined by the Executive Director or designee. These fees shall be reviewed periodically by the Executive Director and are subject to change from time to time. Except as otherwise provided in this Manual, the entire fee must be paid prior to commencement of use.

5.08.5 Definition of Commercial Use. For purposes of this policy "commercial use" is use of Park District Property to generate income or profit, including without limitation use in giving private lessons, in the production of a film, video, still photograph or other product or item which is intended to be marketed, sold, conveyed or distributed for consideration, or which is intended to be used in connection with the sale of a product. The term "commercial use" shall not apply to licensees or independent contractors providing programs for the Park District.

5.08.6 Waived or Reduced Fees. The Park District may, in the Executive Director's sole discretion, waive or reduce the required agreement and/or fee with respect to commercial use under the following circumstances:

- A. Where the use, or product derived or made from such use, is for educational or instructional purposes in Park District or local school programs.
- B. The use furthers (directly or indirectly) or the proceeds from the sale or distribution of the product derived or made from such use are used in support of public park, recreation or conservation programs or purposes, or other public purposes.
- C. The use or product of such use is made by a 501(c)(3), not-for-profit organization which is affiliated with the Park District, or the majority of whose members are residents of the Park District.
- D. The use is made by a local business for the production of a commercial film or video for viewing exclusively on a local cable television station.
- E. The user donates or contributes something of at least equal value to the Park District.
- F. The waiver or reduction of fee is otherwise determined by the Executive Director to be in the best interests of the Park District.


5.08.7 Additional Charges. In addition to the foregoing fees, the Park District will charge for the consumption of labor or materials, as applicable, such as electricity, labor for clean-up, required security or supervision, and rental charges for any Park District equipment required by the Commercial User, at rates established by the Park District. Further, depending on the nature/ duration of the proposed use, the Park District may require a security deposit.

5.08.8 Certificate of Insurance. Evidence of appropriate insurance which protects the District from all liabilities and damages arising in any way from the activities of the Commercial User, the Commercial User's contractors or the Commercial User's agents. The certificate of insurance shall indicate that the Commercial User, or its contractor(s) or agent(s), will have in effect during the entire period for which the permit is sought, general liability insurance of not less than \$2 million, with coverage for personal injury and property damage, auto liability insurance of not less than \$1 million, and statutory worker's compensation insurance and employer's liability insurance with coverage of not less than \$1 million. The insurance must be provided by a carrier acceptable to the Park District. The Park District (and, if the property is leased by the Park District, also the lessor) must be named as a primary, non-contributory, additional insured under the policy or policies of insurance. All such liabilities policies shall contain standard separation of insured provisions.

5.08.9 Indemnification. Commercial users will be required to sign an indemnification/ reimbursement agreement provision as part of the application agreement in substantially the following form:

[T]he Owner further agrees to indemnify and hold harmless and defend the Park District of Highland Park, and its former, current and future officials, agents, servants, employees, attorneys and insurers and/or successors in interest of any kind, for and from any and all claims,

actions, omissions, losses, injuries, lawsuits, counterclaims, debts, dues, obligations, judgments, awards, demands, liens, expenses, attorneys' fees, costs and expenses and costs of litigation, expert witness fees and consultant fees, and liability for damages of any kind and causes of action of any kind and nature, whether known or unknown at this time, whether present or future or contingent, that are brought or filed against the Park District of Highland Park, or any of its former, current and future officials, agents, servants, employees and insurers and/or successors in interest of any kind, by any person or entity arising out of, relating to, connected with, or in any way associated with this Agreement. In the event that such a claim, action, cause of action or lawsuit is brought or filed, the Park District of Highland Park, and its former, current and future officials, employees, servants, agents, attorneys, insurers, and/or successors in interest sued thereunder, shall have the right to determine the attorney(s) of its, his, her or their choice to represent and defend their interests in any legal or administrative action, all at the Owner's expense pursuant to this Agreement.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Recreation	Policy #: 5.09
APPROVED:	Alcoholic Serving
REVISED: 8/27/2025	

5.09.1 Policy Objective. It is the policy of the Park District of Highland Park to recognize that the serving of alcohol, when permitted, must be done safely and responsibly and at appropriate times and events, as part of the total service experience we provide for our guests.

5.09.2 Local Ordinance Requirements. All people selling/serving alcohol must comply with the City of Highland Park Ordinance regarding the sale of Alcoholic Beverages, Chapter 119.

5.09.3 State of Illinois Requirements (235 IL CS 5/ Liquor Control Act of 1934.

- A. Post license. The liquor license must be framed and hung in plain view in a conspicuous place on the licensed premises.
- B. Beer taps must be clean and sanitary.
- C. Proper display of the alcohol pregnancy warning sign.
- D. Proof of Age sign must be posted.
- E. Pre-mix alcohol beverage requirements.
- F. Law prohibits happy hours.
- G. Law prohibits anyone under the age of 21 from being served.
- H. BASSET (Beverage Alcohol Sellers and Servers Education and Training) is required for all alcohol servers.

5.09.4 ID/Carding Practices. It is illegal to serve alcohol to minors and intoxicated individuals. The Park District of Highland Park has the right to protect its guests, its establishment, and staff. There is no penalty for refusing alcohol to someone you suspect is a minor or an intoxicated individual. Anyone who appears to be under the age of 40 years old must show a valid picture ID. If in doubt of their age, ask to see ID.

- A. The following are acceptable forms of ID: driver's license; state ID card; military ID; or a current passport. Tickets will not be accepted in lieu of a valid driver's license or any of the other forms listed above.
- B. Have the individual take their ID out of their wallet or purse and hand it to you. If the license is not valid turn, it over to verify if a renewal sticker is in place.

- C. All out of state IDs should be checked with an ID Checking Guide. The ID Checking Guides are available at each facility.
- D. Parents are not permitted to offer alcohol to their minor children.
- E. If the server/seller is not comfortable in verifying an individual's age, they may require the individual to sign the Age Identity Form or they have the right to refuse service. (Refer to Appendix #1 for a sample form).

5.09.5 Prevention Practices/Techniques. The Park District of Highland Park has adopted the following prevention practices for Park District Staff when serving alcohol at Park District events/programs.

- A. Prohibit the sale of drinks with more than 2 oz. of alcohol.
- B. Prohibit the sales of "doubles" or "triples".
- C. Require drinks to be sold by drink only, not in pitchers.
- D. Prohibit customers from leaving premises with drinks.
- E. An individual who appears to be intoxicated should not be allowed to drive from the establishment. Arrange for a ride (call an Uber, Lyft, cab, a sober friend, or family member, etc.). If the individual does drive away, call the police.
- F. Post the telephone numbers of local cab companies in the lobby and next to phones.
- G. Prohibit employees from selling/serving people who appear intoxicated or under-age patrons.
- H. Depending on the age requirement of the agency's ID checking policy, the ID of all patrons should be checked.
- I. All questionable cases should be addressed by the manager.
- J. Establish clear and uniform penalties for violating beverage service policies.
- K. Servers should receive training in responsible beverage service practices and policy.
- L. Provide non-alcoholic beverages.

5.09.6 Intervention Procedures.

- A. Never accuse guests of being drunk. Expressing concern is a good way to achieve empathy with a guest. The guest is more likely to feel that you really care about their welfare and safety. Never tell a customer "You can't have a drink"; always say, "Our policy doesn't allow me to serve you more alcohol." Ask if you can serve them a nonalcoholic beverage. If necessary, contact your supervisor.
- B. Never change your mind after discontinuing service. This can allow the guest to bargain "just one more".
- C. Remain patient and calm. Simply and clearly repeat the decision to discontinue alcohol service to the guest as often as necessary.

- D. If a guest who appears to be intoxicated becomes verbally abusive or hostile and/or physical violence seems likely or occurs, immediately take the following steps:
1. Call the police and contact a manager. Do not assume that the situation will resolve itself.
 2. Try to separate the affected guest from other guests.
 3. Speak firmly and calmly. Repeat yourself as often as necessary to make the guest understand you.
 4. Negotiate with the guest not to leave the establishment and to calmly wait for the police to arrive.
 5. Never touch or try to physically restrain a guest who appears to be intoxicated.

5.09.7 Training Staff. Staff who serve alcohol should receive annual training on the following:

- A. Overview of Dram Shop Laws.
- B. Overview of Happy Hour Laws.
- C. Checking ID's/proper forms of identification.
- D. Overview of District's Prevention/Intoxication Procedures.
- E. Signs of impairment.
- F. Non-alcoholic alternatives.
- G. Terminating Service.
- H. Any other training required by any local City of Highland Park liquor control ordinance.

All program supervisors and employees serving alcohol must attend a formal BASSET (Beverage Alcohol Sellers & Servers Education and Training) course. For a list of the STATE approved training class directory, please visit:

http://www.state.il.us/lcc/basset/training_class_directory.asp

Please note: **The Liquor Control Act was amended to add Section 6-27.1, which requires all alcohol servers to receive Beverage Alcohol Sellers & Servers Education Training (BASSET) certification within 120 days of their employment.** The definition of "alcohol servers" includes all bartenders, servers and bouncers who distribute alcohol or check identification in Lake County bars and restaurants.

APPENDIX 1

Age Identity Form

The Age Identity Form is a tool to be used by retailers in the event they are unsure of whether a prospective customer is of legal age to purchase and consume alcohol.


Retailers who have checked the identification and compared the identification to the person presenting it and are still unsure whether the person is of age, for whatever reason, may request that the person complete the Age Identity Form.

The practical result of this is that a person who is using another's identification, or has some form of illegal identification, may stop short of signing the form. If the person refuses to complete and sign the form, the person should be turned away. When asked to complete and sign the form, it is often the case that an individual will instead simply turn and walk away.


In either of these events, a possible sale or service of alcohol to a person not legally entitled to purchase or consume the same has been avoided.

If the person signs the form, and that person is actually under legal age, that person committed a Class A misdemeanor (fine up to \$2500 and up to a year in jail) under 235 ILCS 5/10-1(e).

The form is not a "get out of jail" card but may be used as evidence of the retailer's positive attempts to avoid service and sale of alcohol to a person not of legal age.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Recreation	Policy #: 5.10
APPROVED:	Cooperative Agreements
REVISED: 8/27/2025	

It is the policy of the Park District of Highland Park to enter into mutually beneficial agreements with other public and/or private organizations to provide programs that do not replicate or compete with park district programs or services.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Recreation	Policy #: 5.11
APPROVED:	Relationship with Affiliated and Sponsored Organizations
REVISED: 8/27/2025	

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

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

To this end, the Park District is willing to establish working relationships and cooperative agreements with designated Affiliate or Sponsored organizations. Within the terms of a written agreement, the parties will define the working relationship, mutual expectations, and individual responsibilities. However, these agreements shall serve only as a frame of reference to ensure that the parties' concept of joint planning, use, and maintenance is followed to the maximum extent possible, while retaining the essential freedom of discretion, decision and action in planning, developing and maintaining recreational services.

Under no circumstances shall any sponsored or affiliated club utilize any facility to the complete exclusion of the general public unless otherwise approved by the Park Board of Commissioners

5.11.2 Sponsored Organizations. These organizations may be provided on a limited basis, staff, facility and administrative support in the planning and operational functions of the recreational service. In some instances, the District provides limited financial assistance to sponsored organizations. The District shall provide such services and/or facilities to accommodate the activities of these sponsored organizations commensurate with existing programs offered by the District. However, if the scheduled service requires that the District bring in a supervisor or custodian to open the facility or if added fieldwork must be completed, a reasonable charge will be assessed to the organization. This is in keeping with District policy governing the facilities.

Sponsored organizations must have at least 90% of the members/participants and/or activities of the sponsored organization reside and/or serve residents of the Park District. A roster of members, participants, and/or list of program, events or activities must be provided to the Park District on an annual basis. Names and addresses must be included.

5.11.3 Affiliated Organizations. These organizations may be provided facilities to accommodate the activities of these affiliated organizations commensurate with existing programs offered by the District. If the scheduled service requires that the District provide a supervisor or custodian to open the facility, or if field or facility maintenance must be provided, a reasonable charge to cover expenses will be assessed to the affiliate. This is in keeping with District policy governing the

facilities. Affiliate organizations must have at least 51% of the members/participants and/or activities of the organization reside and/or serve residents of the Park District. A roster of members, participants, and/or list of program, events or activities must be provided to the Park District on an annual basis. Names and addresses must be included.

5.11.4 Criteria and Conditions for Affiliated and Sponsored Organizations.

- A. The organization must have a constitution and/or bylaws which shall be submitted for review and approval by the District.
- B. The organization shall formulate a roster of staff, volunteer officers and/or board members, and designate a liaison and alternate liaison with the Park District. Telephone numbers and other contact information must be provided to the Park District on an annual basis.
- C. The organization's activities, programs, and events conducted by organization must:
 - 1. Be in accordance with the District's philosophy of recreation and be open for participation by any resident of the District.
 - 2. Not discriminate against or exclude any individual, for participation for reasons of race, color, creed, national origin, sex, sexual orientation, disability, or any other characteristic protected by local, state, or federal law.
- D. The organization must provide an annual detailed budget to the Park District showing all anticipated revenue and expenditures by August 31 for the following fiscal year. Program planning and budgeting shall be done by the club in conjunction with the administrative staff of the District and completed by August 31.
 - 1. The organization must acknowledge and agree that the group is responsible for any and all expenses, including, but not limited to, the provision of equipment and materials related to the organization's activities and use of Park District property and facilities, unless otherwise specified and agreed to in writing.
 - 2. Any work done by the Parks Department of the District on behalf of any organization will be restricted to District limits unless authorized. If the organization's need for maintenance standards are higher than District standards, that organization shall provide the additional maintenance at its own expense to meet its own standard provided that approval is granted by the Executive Director for this supplemental maintenance work.
 - 3. Costs for maintenance of equipment and/or facilities will be charged to the organization.
 - 4. Sponsored organizations may be provided an annual stipend from the Park District. In such cases, year-end balances of funds should not exceed the amount of finances needed for start-up services for the next program year. When excess funds are available in the sponsored organization's treasury, the District will identify special projects in which such funds may be donated to the District for program and/or facility improvements.
- E. If a fee for participation or membership is required to join the organization or attend an event, program or recreational function conducted by the organization, those fees may be collected and deposited in a separate account under that organization's name. All revenues must be reported to the District. All fees shall be deposited in the organization's account in accordance with accepted District standards.

- F. All public mailings and publicity by the organization related to activities which will occur at Park District parks or facilities must meet with District standards and must state their affiliation with or sponsorship by the Park District of Highland Park.
- G. Organization or members of the organization will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District.
- H. The organization shall not represent itself or members of the organization as employees, volunteers, or agents of the Park District.
- I. Fund-raising for the purpose of supporting a service must be authorized by the Executive Director. The time, place and manner in which fund-raising is to be conducted, the purposes for which the funds are collected and a budget for these funds must be submitted to the District for approval and in advance of any fund-raising project. Proceeds from fund-raising may be placed in the organization's separate account.
- J. The organization agrees and understands that neither the organization nor its officials, officers, members, employees or volunteers (collectively "organization") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The organization will not be covered under the provisions of unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage arising out of any organization service will be the organization's sole responsibility and not the Park District's. Also, it is understood that the organization is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the organization will be solely responsible for its own actions. The Park District will in no way defend the organization in matters of liability.
- K. Organization shall fully cooperate with any investigation conducted by or on behalf of the Park District and/or the Park District's insurer. Failure to fully cooperate with any such investigation shall constitute a breach of agreement and in the sole discretion of the Park District, may result in revocation or suspension of any privileges under the organization's agreement.
- L. Organization agrees to conduct and show proof of criminal background checks for all employees and volunteers eighteen (18) years of age or older and who directly supervise individuals under the age of eighteen (18) years or age. The organization is solely responsible for determining whether any conviction disqualifies any employee/volunteer.
- M. Organization agrees to cross-reference all staff, employees and volunteers with the federal and state of Illinois Child Offender Databases.
- N. Organization understands and agrees that it is solely responsible for determining whether any staff, employee, or volunteer is qualified and suitable for any organization position and/or service and that the Park District is not responsible for any hiring or retention decision.
- O. Organization shall comply with all applicable local, state, and federal laws, including, but not limited to the Illinois Human Rights Act, the American with Disabilities Act, and the Civil Rights Act of 1964. The organization shall base employment, volunteer, and participation criteria upon personal capabilities and qualifications without discrimination consistent with the Park District's Policy on Non-Discrimination and Inclusion.


- P. Affiliated and Sponsored organizations shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this Agreement. GL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and shall not be endorsed to exclude claims arising from athletic participation.

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

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

The CGL policy must include individuals for athletic participation.

5.11.5 Approval of Affiliated and Sponsored Group Agreements. Approval of Affiliated and Sponsored Group Agreements must be approved annually by the Park Board of Commissioners.


	PARK DISTRICT OF HIGHLAND PARK
DEPT: Recreation	Policy #: 5.12
APPROVED:	Northern Suburban Special Recreation Association
REVISED: 8/27/2025	

The Park District recognizes the need to provide quality recreation services for special populations that reside in the District utilizing the financial resources available.


The District meets its responsibilities through participation in a cooperative special recreation association ("SRA") named the Northern Suburban Special Recreation Association (NSSRA), where participation is more economical and viable than an "in District" program. It is the Executive Director's responsibility, as the Board's designated representative to the NSSRA Board of Directors, to monitor the performance of the SRA and report to the Board accordingly. All minutes and stated information from the SRA will be available to the Board when requested.

The Director of the SRA will provide a written and/or oral report to the Board on an annual basis. The District will meet its financial obligations for the support of the SRA primarily through a tax levy provided for this purpose. Payments of tax receipts will be forwarded to the SRA following normal disbursement procedures.


In representing the District on the NSSRA Board, the Executive Director must act in the best interests of the District.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Recreation	Policy #: 5.12A
APPROVED:	Northern Suburban Special Recreation Association (NSSRA) Inclusion
REVISED: 8/27/2025	


- 5.12.1 Objective.** The Park District of Highland Park is committed to inclusion and providing equal public recreation opportunities in the most integrated setting to individuals with disabilities, as defined under applicable law. Accordingly, the Park District does not discriminate against eligible individuals with disabilities in regard to participation in public recreation opportunities. The Park District of Highland Park is committed to complying with the Americans with Disabilities Act (ADA), the Illinois Human Rights Act (IHRA), and all other applicable local, state and federal laws in providing reasonable accommodation and shall review requests for accommodation on a case-by-case basis.
- 5.12.2 Northern Suburban Special Recreation Association (NSSRA).** The Park District of Highland Park is a partner agency of Northern Suburban Special Recreation Association (NSSRA). NSSRA's mission is to enrich the lives of people with disabilities in our partner communities through quality recreation services, including providing inclusion services to partner agencies. The Park District of Highland Park and NSSRA will work together with patrons, participants, and their families to assess, address, and provide reasonable accommodation for partner agency programs, events, and activities. NSSRA also provides programming which is available to its partner agencies' patrons.
- 5.12.3 Eligibility.** The Park District of Highland Park and NSSRA will engage in an interactive process to identify reasonable accommodations for eligible individuals with a disability to enable such individuals to participate in any public recreation opportunity, program, activity, or event provided or sponsored by the Park District of Highland Park.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Recreation	Policy #: 5.13
APPROVED:	Statistics
REVISED: 8/27/2025	

The District will, on a regular basis, maintain statistics for recreation programs, to be used in planning for improvements to current programs, and the addition of new programs.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Recreation	Policy #: 5.14
APPROVED:	Severe Weather and Lightning
REVISED: 8/27/2025	

All persons supervising outdoor activities must be aware that when lightning or thunder is observed or heard, outdoor programs shall be suspended, and everyone should seek appropriate shelter. Supervisors shall strictly adhere to the procedures and guidelines for severe weather and lightning as outlined in Park District Emergency Operations Plan and facility specific Emergency Actions Plans and consistent with the Park District's Safety Manual.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Recreation	Policy #: 5.15
APPROVED:	Moveable Soccer Goals
REVISED: 8/27/2025	

5.15.1 Introduction. This policy presents guidelines for the use and storage of full-size or nearly full-size movable soccer goals. The Park District of Highland Park (District) believes these guidelines can help prevent deaths or serious injuries resulting from soccer goal tip over. Publication of the policy is intended to promote greater safety awareness among those who use and maintain movable soccer goals on fields owned or operated by the Park District of Highland Park.

These guidelines are intended to educate the public and reduce the risk of movable soccer goal tip over. They are not a District standard, nor are they mandatory requirements and the District will not supervise compliance. Therefore, the District does not endorse or recognize them as the sole method to minimize injuries associated with movable soccer goals.

5.15.2 Rules of Soccer. The guidelines contained in this policy are intended to be compatible with the recommendations for the design and construction of soccer goals, published by the Federation of International Football Associations (FIFA) and the National Federation of State High School Associations.

5.15.3 Design/Construction Guidelines. While a movable soccer goal appears to be a simple structure, a movable soccer goal should be constructed with counterbalancing measures incorporated into the product. The stability of a movable soccer goal depends on several factors. One effective strategy for supplementing the counterbalancing measures incorporated into the product is lengthening the overall depth of the goal to effectively place more weight further from the goal's front posts (more weight at the back of the goal). A second design selects lightweight materials for the goal's front posts and crossbar and provides much heavier materials for the rear ground bar and frame members. This tends to counterbalance the forces working to tip the goal forward. Another option uses a heavy rear framework and folds flat when not in use, making the goal much less likely to tip over.

Manufacturers of soccer goals can signify that elements designed to reduce the risk of tip over injuries have been incorporated into the product by indicating the goal is compliant with American Society for Testing and Materials (ASTM) standard F2673-08, or any successive standard, for tip-resistant movable soccer goals.

Following the adoption of this policy, the Park District will purchase only those movable soccer goals that are consistent with these guidelines; however, the Park District will continue to use those goals in its existing inventory until the end of their lifecycle in a manner consistent with this policy.

5.15.4 Anchoring/Securing/Counterweighing Guidelines. A properly anchored/counterweighted movable soccer goal is much less likely to tip over. There are several different ways to anchor a movable soccer goal. The number and type of anchors to be used will depend on a number of factors, such as soil type, soil moisture content, and total goal weight. The

types of anchors recognized by the District to increase the safety of moveable soccer goals include but are not limited to augers, peg or stake style anchors, J-hook style anchors and sandbags or other counterweights. Net pegs, by themselves, are not recognized as a means to effectively anchor or counterbalance a moveable soccer goal. The Park District of Highland Park encourages coaches/referees/league officials affiliated with each game to inspect the anchoring/securing/counterweighing measures used for each movable soccer goal and to immediately report any issues to the Park District. Coaches/referees/league officials are not to move or alter goals in any manner except in case of emergency or with the permission of the Park District.

5.15.5 Guidelines for Goal Storage or Securing When Goal is Not in Use. The majority of soccer goal tip over incidents occur when the goals are unattended. Therefore, when goals are stored in a safe manner it reduces the risk of tip over when not being used. When goals are not being used steps should be taken to secure the goals, such as locking goal frames face to face or chaining the face of goal frames to a permanent and fixed structure, including a fence. If it is a collapsible goal, fold the face of the goal down and lock it to its base. The Park District of Highland Park will move and/or store the soccer goals. The Park District of Highland Park does not permit coaches/referees/league officials to move the soccer goals and coaches/referees/league officials should not attempt to do so.

5.15.6 Safety Tips. Even well designed and counterbalanced goals are subject to tip over incidents. Additional steps may be taken to further reduce the risk of injury. The Park District of Highland Park encourages coaches/referees/league officials affiliated with each game to:

- A. Check for structural integrity and proper connecting hardware before every use.
- B. Report damaged or missing parts or fasteners immediately and do not use damaged or improperly anchored goals.
- C. Not allow anyone to climb on the net or goal framework.
- D. Instruct players on the safe handling of and potential dangers associated with movable soccer goals.


The District shall place safety/warning labels in clearly visible locations (placed under the crossbar and on the sides of the down-posts at eye level).

The District will deliver a copy of this policy to the representative of any leagues or teams permitted to use Park District of Highland Park parks and facilities for soccer purposes and encourage such league to distribute additional copies to each coach, referee and parent/guardian.


Any organization which is granted permission by the District, whether by permit, license or other agreement, to use the District's facilities for soccer purposes, shall be required to adopt a movable soccer goal safety policy and place it on file with the District.

5.15.7 Definitions. For the purpose of this policy, the following terms shall have the meaning ascribed thereto:

Movable soccer goal	A freestanding structure consisting of at least 2 upright posts, a crossbar, and support bars that is designed, intended and permitted: (1) to be used by adults or children for the purposes of a soccer goal; (2) to be used without any other form of support or restraint (other than temporary anchoring devices); and (3) to be moved to different locations.
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	PARK DISTRICT OF HIGHLAND PARK
DEPT: IT	Policy #: 6.00
APPROVED:	Information Technology Assets
REVISED: 10/08/2025	

6.00.1 Policy. The Information Technology Department will maintain a current inventory of all Information Technology assets in use. Before disposal, all assets must undergo data sanitization to ensure that no sensitive information can be recovered. After assets contain no recoverable data, they are to be recycled by an accredited recycling company, donated, or sold.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: IT	Policy #: 6.01
APPROVED:	Video Surveillance System
REVISED: 10/08/2025	

6.01.1 Purpose. Video surveillance systems will be used for safety and security purposes for its patrons and staff. The primary purpose of the video surveillance system is either to investigate actual or suspected violations of Park District rules or regulations, misconduct, or crimes committed against the Park District of Highland Park. The system may also be used to investigate injuries allegedly suffered on Park District properties, and occupational health and safety violations. Video used in collaboration with a third party must adhere to policy 5.08 Policy Governing Agreements for the Commercial Use of Park Property.

6.01.2 Policy. Cameras should be installed in strategic locations to maximize safety and security coverage including where money is handled, restricted area access, and general building access. Cameras are not to be placed in areas where individuals have a reasonable expectation of privacy, such as restrooms and locker rooms or any other area as prohibited by law.


Public signage must be displayed on all facility entrances within the Park District of Highland Park where video surveillance is available. The signage should state:

THIS AREA MAY BE SUBJECT TO VIDEO SURVEILLANCE AND RECORDING FOR SAFETY AND SECURITY PURPOSES, UNDER THE AUTHORITY OF THE PARK DISTRICT OF HIGHLAND PARK.

In areas where video is used in collaboration with a third party pursuant to Policy 5.08, appropriate signage must be posted in such areas.

Surveillance video will be retained for thirty days, after which it will automatically be deleted. Video recordings may be retained for a longer period if necessary for an investigation, litigation, or in response to a court order, subpoena, or preservation request.

Fixed or remote monitoring of surveillance cameras in real-time is permissible by approved personnel for the purpose of safety and security. A surveillance video authorization form must be completed and approved by the Executive Director or their designee. The review and/or download of recorded surveillance video must be approved by the Executive Director or designee prior to Information Technology staff accessing surveillance systems. Video recordings or still images may be subject to disclosure pursuant to the Illinois Freedom of Information Act; provided that no video recordings or still images will be disclosed to third parties without the approval of the Executive Director or designee. Review and download of recorded surveillance video must be documented. All surveillance camera video must be kept confidential to the fullest extent permitted by law and adhere to privacy laws. The IT Department is responsible for the overall management and operation of the video surveillance system. Employees must report any security incidents or concerns related to video surveillance to the IT Department in the method defined in the procedure.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: IT	Policy #: 6.02
APPROVED:	Website Privacy Policy
REVISED: 10/08/2025	

6.02.1 Website Privacy Policy.

- A. Section 1. Privacy Policy Purpose. The privacy policy explains how the Park District of Highland Park collects, uses, and protects information shared by website users.
- B. Section 2. Information Collected. A website user's name, e-mail address, or other information submitted to a Park District website may contain a user's real name or other personally identifiable information and, as a result, may appear to the Park District. Like many web sites, the Park District may also automatically receive general information that is contained in its server log files such as a user's IP address and cookie information.

A user's name, when linked with another identifier such as an address, telephone number or other personally identifying information, is considered "Private Information."

The Park District of Highland Park may collect the following information:

1. Name and phone number
 2. Contact information, including email address
 3. Demographic information, such as zip code, preferences, and interests
 4. Other information relevant to surveys and/or offers
 5. A small file, called a cookie, may be placed on the user's device to customize operations, and enhance the user's experience. The cookie helps analyze web traffic and stores user's site preferences.
- C. Section 3. Use of Information. The Park District of Highland Park solicits some personally identifiable information to permit users of this site to register for programs and activities organized by the Park District. Likewise, if a user sends the Park District an email with questions or comments about our programs or services, we do collect the user's email address and any other information that the user volunteers.

The Park District of Highland Park also solicits information to understand website users' needs and to provide better service. Except where consent is given or implied, the information which is automatically collected by the website to customize operations and enhance the user experience is not stored or used with personally identifiable information.

The following list describes how this information is used:

1. Internal record keeping
2. Information is used to improve programs and services
3. The Park District may send promotional email about the following:
 - New programs
 - Special Park District of Highland Park offers
 - Offers from sponsors or partners
 - Other information of interest to users
4. The Park District of Highland Park may use information to contact users by email, phone, or mail.
5. The Park District of Highland Park may use information to customize E-newsletters, electronic alerts, or other notifications of interest to users.
6. The Park District of Highland Park will not provide users' information to third party partners for marketing or promotional purposes.
7. The Park District of Highland Park will never sell, distribute, or lease users' information to third parties unless permission has been granted or required by law.
8. Analytical Purposes. The Park District uses cookies to analyze user activity to gain important insights about how to improve the functionality and user experience of the site.
9. Your Preferences & User Experience. The Park District also uses cookies to gather information about users, such as browser type, server, and language preference to store user preferences on our site to make the user experience more consistent and convenient.

D. Section 4. Security. The Park District of Highland Park is committed to ensuring the security of users' Private Information. To prevent unauthorized access or disclosure, appropriate physical, electronic, and managerial procedures are in place to safeguard and secure the information collected online.


E. Section 5. Controlling Personal Information. Users can choose to restrict collection or use of Private Information in the following ways:

1. User may decline to fill in a website form by notifying the Park District of Highland Park by phone, email, or by submitting a Contact Us form.
2. Previous permission for use of personal information may be retracted at any time in writing or by email at info@pdhp.org.

- F. Section 6. Links to Other Websites. The Park District of Highland Park's website may contain links to other websites. The Park District of Highland Park does not have control over other websites and is not responsible for the contents thereon, or for the protection and privacy of any information shared while visiting other websites not governed by this privacy policy. Users are advised to exercise caution and examine the privacy statements applicable to each website in question.
- G. Section 7. Disclaimer. Although we work to provide reliable, accurate content on a timely basis, neither the Park District, nor any of its agents, officers, or employees warrants the accuracy, reliability or timeliness of any information published by this system, nor endorses any content, viewpoints, products, or services linked from this system, and shall not be held liable for any losses or damages caused by reliance on the accuracy, reliability, or timeliness of such information. Portions of such information may be incorrect or not current. Any person or entity who relies on any information obtained from this system does so exclusively at their own risk.

Reference in this website to any specific commercial products, processes, or services, or the use of any trade, firm, or corporation name is for the information and convenience of the public and does not constitute the Park District's endorsement, recommendation, or favoring by the Park District, its officers, employees or agents.

The Park District of Highland Park's Website Privacy Policy demonstrates its firm and continuing commitment to the privacy of personal information provided by those visiting and interacting with this site. We hold the privacy of your personal information in the highest regard.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: IT	Policy #: 6.03
APPROVED:	Social Media Policy
REVISED: 10/08/2025	


6.03.1 Purpose. This policy is to set forth guidelines for the utilization of social media and social network sites that enhance the Park District of Highland Park's communication and provides information to the public, without violating an individuals' right to free speech. Social media encourages followers to share thoughts, opinions, and other comments on our social media platforms. However, all "posts/comments" should be done in a respectful manner. The Park District designates its social media platforms as limited public forums subject to the terms and conditions of this Policy.

6.03.2 Policy. A comment posted by a member of the public on any Park District social media site is the opinion of the poster only, and publication of a comment does not constitute or imply endorsement of, or agreement by, the Park District, nor do the comments reflect the opinions or policies of the Park District. The Park District also does not endorse the opinions expressed in posts and/or comments left by users on its social media sites, or endorse the comments left on any sites that the Park District might link to.

The Park District retains the right to edit or remove any content that violates this or any other policy of the Park District or any applicable law, including but not limited to:

- A. Spam or links to malware or viruses
- B. Links to non-applicable sites
- C. Solicitation of goods or services
- D. Endorsement or opposition to political campaigns or ballot measures (applies to Federal, State, and Local campaigns)
- E. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, sex, national origin, religion, age, sexual orientation, gender identity, marital status or mental or physical disability or any other protected class
- F. Obscene/pornographic/sexual content, language, or links
- G. Content that infringes upon or violates any copyrights, trademarks, or legal ownership
- H. Content that violates any local, state, or federal laws
- I. True threats to any person
- J. Actual defamation
- K. Content that encourages illegal activity
- L. Clear and obvious threats to any person or organization
- M. Personally identifiable medical information

- N. Information that may compromise the safety, security or proceedings of public systems or a criminal or civil investigations will be removed, and the user will be blocked.
1. The Park District also reserves the right to deny access to Park District of Highland Park social media sites for any individual who repeatedly violates these policies, at any time and without prior notice.
 2. The following phrase should be used to warn individuals about their content: "Your recent post is in violation of the Park District of Highland Park's Social Media Policy. Please refrain from posting content in violation of the Policy in the future. If you do not refrain, we will be forced to block you from this forum. Thank you for your understanding."
 3. All comments posted to any Park District social site are bound by the social media platform's terms of use or code of conduct.
 4. Users who enter private or personal information on Park District social media sites do so at their own risk, and the Park District is not responsible for any damages resulting from the public display of, or failure to remove, private or personal information.
 5. Content posted on the Park District social media sites may be subject to disclosure under the Illinois Freedom of Information Act and retention under the Local Records Act.
 6. The Park District reserves the right to amend this policy, from time to time, without further notice and in the Park District's sole discretion.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: IT	Policy #: 6.04
APPROVED:	Cyber Security
REVISED: 10/08/2025	

6.04.1 Purpose. The purpose of this policy is to ensure the confidentiality, integrity, and availability of the Park District's information assets and to comply with legal and regulatory requirements.

6.04.2 Definitions.

- A. Cyber Security: The practice of protecting systems, networks, and programs from digital attacks.
- B. Information Assets: Data, systems, and hardware that are valuable to the organization.
- C. Incident Response: The process of detecting, responding to, and recovering from cyber security incidents.

6.04.3 Policy. The Park District will implement the following measures.

A. Vulnerability Assessments.

- 1. Conduct regular scans, assessments, and penetration tests against Park District assets to identify and evaluate potential cyber threats and vulnerabilities.
- 2. Take appropriate measures to mitigate identified risks, including technical, administrative, and physical controls shall be taken.
- 3. Timely communicate actual or suspected vulnerabilities and/or security breaches to the Information Technology Manager.

B. Access Control.

- 1. User Authentication: Require strong authentication methods, such as strong passwords and multi-factor authentication (MFA), for accessing information systems whenever possible.
- 2. Role-Based Access: Implement role-based access controls to ensure that users have the minimum necessary access to perform their duties.
- 3. Account Management: Regularly review and update user accounts in managed systems to ensure appropriate access levels.
- 4. Network Performance Analysis: track performance indicators (e.g., bandwidth utilization, packet loss, latency, availability, uptime).

C. Data Protection.

1. Encryption: Use encryption to protect sensitive data both in transit and at rest whenever possible.
2. Backup and Recovery: Regularly back up critical data and ensure that recovery procedures are in place and tested.

D. Network Security.

1. Firewalls and IPS: Deploy firewalls and intrusion prevention systems (IPS) to protect the network from unauthorized access and threats. Firewall policies and access controls should conform to industry standards and best practices. All network firewalls and routers must conform to current standards as determined by the Park District. Unauthorized or non-standard equipment is subject to immediate removal or termination of network connectivity without notice.
2. Remote Access: The Park District will establish procedures for secure remote access when needed.
3. Segmentation: Implement network segmentation to isolate sensitive systems and data from less secure areas of the network.
4. Endpoint Detection and Response (EDR): A managed Endpoint Detection and Response software is to be installed on all computers and servers to prevent attacks and respond to them.
5. Updates and Patching: Network systems are to be updated or patched when necessary to prevent vulnerabilities or increase reliability. If systems are no longer able to receive updates, they must be retired. All Park District devices must have a current anti-virus installed and running at all times.
6. Monitoring: Continuously monitor network traffic through automated and manual methods for suspicious activity and potential threats. This should include device discovery, performance analysis, as well as automated reporting.
7. Documentation: Network documentation must be kept up-to-date and easily accessible for technicians as part of an incident response plan.

E. Incident Response.

1. Incident Detection: Implement systems and processes to detect cyber security incidents promptly.
2. Response Plan: Develop and maintain an incident response plan that outlines procedures for responding to and recovering from incidents.
3. Reporting: Employees are required to report any suspected cyber security incidents immediately to the IT Department.

- F. Notifications. The Park District may configure alerts to respond to specific network scenarios by paging, emailing, calling, texting, or using other means of electronic notification.

G. Inventory Log. The Park District will maintain and update an inventory log tracking the Park District's technological items, including, but not limited to: hardware serial numbers, Park District identification tags, purchase dates, warranty information, user information, and locations.

H. Training and Awareness.

1. Training: Provide regular cyber security training (at least yearly) to employees and representatives of the District to raise awareness of potential threats and best practices.
2. Phishing Simulations: Conduct phishing simulations to educate employees and representatives of the District on recognizing and responding to phishing

**PARK DISTRICT OF HIGHLAND
PARKORDINANCE #2025-10**

**AN ORDINANCE ESTABLISHING A TRAVEL
REIMBURSEMENT POLICY IN ACCORDANCE WITH
THE LOCAL GOVERNMENT TRAVEL EXPENSE
CONTROL ACT (PUBLIC ACT 099-0604)**

WHEREAS, the Park District of Highland Park is a non-home rule unit of local government;
and

WHEREAS, Public Act 099-0604 established the Local Government Travel Expense Control Act, which requires all non-home rule units of local government to adopt by resolution or ordinance a policy governing reimbursement of all travel, meal, and lodging expenses of officers and employees; and

WHEREAS, the Board of Park Commissioners of the Park District of Highland Park finds it to be in the best interest of the Park District of Highland Park to adopt such a policy;

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

Section 1. The above recitals are incorporated into and made part of this Ordinance.

Section 2. The Board of Park Commissioners of the Park District of Highland Park adopts the "Reimbursement of Travel, Meal and Lodging Expenses Policy" attached as Exhibit A.

Section 3. All ordinances, resolutions, and regulations in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 4. This Ordinance is effective beginning November 19th, 2025.

Adopted this 19th day of November 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



Memorandum

To: Park Board of Commissioners

From: Brian Romes, Executive Director

Date: November 12, 2025

Subject: **Consideration for Art Sculpture on Park Property**

Summary

The City of Highland Park is considering sites for the “Miss Nitro” art sculpture, including those owned by the Park District. Staff will present policy, procedures, and criteria for placing art on park property, focusing on Brown Park and Lincoln Place Park. The City owns Miss Nitro and will decide on its location. The Park Board will discuss park use and whether either site is suitable. If both parties come to an agreement on placement of Miss Nitro on park property, an Intergovernmental Agreement will be prepared and approved at a future Meeting.



Memorandum

To: Park Board of Commissioners

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

Date: November 12, 2025

Subject: **Construction Project Updates**

Summary

Staff will provide updates for the following construction projects:

- New Facility and Site Improvements at West Ridge Park
- Lincoln Park Improvements project
- Rosewood Park Playground Replacement project



Memorandum

To: Park Board of Commissioners

From: Dan Voss, Director of Parks; Brian Romes, Executive Director

Date: November 12, 2025

Subject: **Winter Outdoor Ice**

Summary

Staff will provide an update on recreational outdoor ice this winter.



Memorandum

To: Board of Park Commissioners

From: Yolanda Peterson - Accounts Payable Administrator
Jennifer Voss - Part Time Accountant
Mari-Lynn Peters - Finance Director
Brian Romes - Executive Director

Date: November 12, 2025

Subject: Bills presented for the Board's review on November 12, 2025.
Checks written October 27, 2025 to November 10, 2025.

BILLS

DATE

AMOUNT

October 27, 2025 Emergency check	\$ 361.40
October 29, 2025 Emergency Checks	\$ 9,694.97
November 7, 2025	\$ 2,326,842.28
November 10, 2025	\$ 2,325,294.28
Void Payments	\$ (2,325,159.28)
Bank Drafts	\$ 69,575.22
P-Card	\$ 290,591.27
TOTAL	\$ 2,697,200.14

PAYROLL DISBURSEMENTS

TOTAL	\$ -
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GRAND TOTAL	\$ 2,697,200.14
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Park District of Highland Park, IL

Check Register

Packet: APPKT04814 - 11.06.25 Aflac Monthly Bank Draft

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: PAYROLL-PAYROLL BANK						
10058	AFLAC	11/06/2025	Bank Draft	0.00	799.02	DFT0005810

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	799.02
EFT's	0	0	0.00	0.00
	1	1	0.00	799.02

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	11/2025	799.02
			<hr/> 799.02



Park District of Highland Park, IL

Check Register

Packet: APPKT04792 - September 2025 IMRF Employer Contributions

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: PAYROLL-PAYROLL BANK						
11177	ILL MUNICIPAL RETIREMENT FUND	10/15/2025	Bank Draft	0.00	50,421.60	DFT0005777

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	50,421.60
EFT's	0	0	0.00	0.00
	1	1	0.00	50,421.60

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	10/2025	50,421.60
			<u>50,421.60</u>



Park District of Highland Park, IL

Check Register

Packet: APPKT04791 - September 2025 Sales/Use Tax

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-AP BANK						
11188	ILLINOIS DEPT OF REVENUE	10/17/2025	Bank Draft	0.00	1,251.00	DFT0005776

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	1,251.00
EFT's	0	0	0.00	0.00
	1	1	0.00	1,251.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	10/2025	1,251.00
			<hr/>
			1,251.00



Park District of Highland Park, IL

Check Register

Packet: APPKT04793 - Postage & Equipment Rental

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-AP BANK 18904	QUADIENT FINANCE USA, INC	10/21/2025	Bank Draft	0.00	500.00	DFT0005778

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	10/2025	500.00
			<hr/> 500.00



Park District of Highland Park, IL

Check Register

Packet: APPKT04797 - 10.27.25 Health Equity Bank Drafts
DCFSA, HCFSA

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: PAYROLL-PAYROLL BANK						
19658	HEALTHEQUITY INC	10/27/2025	Bank Draft	0.00	421.90	DFT0005780
19658	HEALTHEQUITY INC	10/27/2025	Bank Draft	0.00	45.31	DFT0005781

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	467.21
EFT's	0	0	0.00	0.00
	2	2	0.00	467.21

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	10/2025	467.21
			<hr/> 467.21



Park District of Highland Park, IL

Check Register

Packet: APPKT04795 - 10/27/2025 PETTY CASH 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						
19542	MARI-LYNN PETERS - PETTY CASH	10/27/2025	Regular	0.00	361.40	193041
10242025	Invoice	10/27/2025	TO BRING PETTY CASH TO \$500	0.00	361.40	

Bank Code AP Summary				
Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	361.40
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	361.40

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	10/2025	361.40
			<hr/> 361.40



Park District of Highland Park, IL

Check Register

Packet: APPKT04805 - Chris Moon Football Ref 4 Games on
09.14.25 - Bank Draft

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-AP BANK 21415	CHRIS MOON	10/28/2025	Manual	0.00	280.00	192852

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	1	1	0.00	280.00
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	280.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	10/2025	280.00
			<hr/> 280.00



Park District of Highland Park, IL

Check Register

Packet: APPKT04799 - 10.28.25 ICMA Roth, ICMA 457 Bank Drafts

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: PAYROLL-PAYROLL BANK						
11161	ICMA RETIREMENT TRUST #302037	10/28/2025	Bank Draft	0.00	7,119.72	DFT0005783
12825	ICMA RETIREMENT TRUST #705568	10/28/2025	Bank Draft	0.00	804.00	DFT0005782

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	7,923.72
EFT's	0	0	0.00	0.00
	2	2	0.00	7,923.72

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	10/2025	7,923.72
			<hr/> 7,923.72



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						
10762	DUNLOP SPORTS GROUP AMERICAS	10/29/2025	Regular	0.00	4,245.60	193042
8466758 SO	Invoice	05/28/2025	TB GRAND PRIX REGULAR DUTY 3B	0.00	2,928.00	
8567937 SO	Invoice	07/25/2025	TB GRAND PRIX REGULAR DUTY 3B	0.00	1,317.60	

Bank Code AP Summary				
Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	1	0.00	4,245.60
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	2	1	0.00	4,245.60

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	10/2025	4,245.60
			<hr/> 4,245.60



Park District of Highland Park, IL

Check Register

Packet: APPKT04802 - 10/29/2025 Covergint Technologies LLC
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						
21478	CONVERGINT TECHNOLOGIES LLC	10/29/2025	Regular	0.00	5,449.37	193043
73432	Invoice	07/18/2025	Club Pickle & Padel, 2205 Skokie Valley Ro...	0.00	5,449.37	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	5,449.37
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	5,449.37

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	10/2025	5,449.37
			<hr/> 5,449.37



By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: PAYROLL-PAYROLL BANK						
11161	ICMA RETIREMENT TRUST #302037	10/31/2025	Bank Draft	0.00	7,128.67	DFT0005785
12825	ICMA RETIREMENT TRUST #705568	10/31/2025	Bank Draft	0.00	804.00	DFT0005784

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	7,932.67
EFT's	0	0	0.00	0.00
	2	2	0.00	7,932.67

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	10/2025	7,932.67
			<hr/> 7,932.67



Park District of Highland Park, IL

Check Register

Packet: APPKT04807 - 11/07/2025 Check Print

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
21486	Caleen McGrath	11/07/2025	Regular	0.00	160.00	193044
3038405	Invoice	10/30/2025	Refund	0.00	160.00	
17701	CAROL WESTLUND	11/07/2025	Regular	0.00	50.00	193045
3039794	Invoice	10/31/2025	Refund Request	0.00	50.00	
21383	Charles Kuchar	11/07/2025	Regular	0.00	228.00	193046
3030938	Invoice	10/23/2025	Refund	0.00	228.00	
19469	CHICAGO JEWISH FUNERALS	11/07/2025	Regular	0.00	100.00	193053
3039788	Invoice	10/31/2025	Refund	0.00	100.00	
19262	CLARA BERMAN	11/07/2025	Regular	0.00	256.00	193047
3023104	Invoice	10/15/2025	Refund	0.00	256.00	
21485	Daniel Concepcion	11/07/2025	Regular	0.00	81.00	193048
3029842	Invoice	10/22/2025	Refund	0.00	81.00	
21482	Emily Shanley-Roberts	11/07/2025	Regular	0.00	286.00	193049
3028676	Invoice	10/21/2025	Refund	0.00	286.00	
21483	Jared Berman	11/07/2025	Regular	0.00	45.00	193050
3028679	Invoice	10/21/2025	Refund	0.00	45.00	
16220	Jennifer Epstein	11/07/2025	Regular	0.00	126.00	193051
3029715	Invoice	10/22/2025	Refund	0.00	126.00	
21386	Julia Klairmont	11/07/2025	Regular	0.00	50.00	193052
3029866	Invoice	10/22/2025	Refund	0.00	50.00	
21484	Melissa Hirsch	11/07/2025	Regular	0.00	157.00	193054
3029705	Invoice	10/22/2025	Refund	0.00	157.00	
21490	SUSAN LAZAR	11/07/2025	Regular	0.00	39.00	193055
3044565	Invoice	11/04/2025	Refund	0.00	39.00	
21481	Wilemina Nelson	11/07/2025	Regular	0.00	105.00	193056
3024015	Invoice	10/16/2025	Refund	0.00	105.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	13	13	0.00	1,683.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	13	13	0.00	1,683.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	11/2025	1,683.00
			<hr/>
			1,683.00



Park District of Highland Park, IL

Check Register

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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	11/07/2025	Regular	0.00	0.00	193106
15147	ABC PRINTING COMPANY	11/07/2025	Regular	0.00	448.86	193057
298962	Invoice	10/15/2025	WINTER BANNERS	0.00	118.83	
299305	Invoice	10/27/2025	CAMP REGISTRATION BANNERS	0.00	330.03	
10055	AEREX PEST CONTROL	11/07/2025	Regular	0.00	73.00	193058
2650333	Invoice	10/15/2025	HELLER NATURE CENTER (H.P.P.D)	0.00	73.00	
10062	Air Comfort Corp	11/07/2025	Regular	0.00	4,237.50	193059
416098	Invoice	09/03/2025	Annual Preventive Maintenance Pool Deh...	0.00	3,140.00	
417258	Invoice	10/10/2025	SCOPE OF WORK-WEST RIDGE CENTER PM...	0.00	1,097.50	
10133	AMERIGAS PROPANE LP	11/07/2025	Regular	0.00	72.99	193060
806343882	Invoice	10/06/2025	PAPER INVOICE FEE	0.00	72.99	
16949	ANDERSON LOCK	11/07/2025	Regular	0.00	7,149.64	193062
1178271	Invoice	08/18/2025	CYLINDER CHANGE MASTER KEYED	0.00	1,397.82	
7119280	Invoice	06/23/2025	REPLACED FAULTY MOTOR WITH NEW. AD...	0.00	3,125.00	
7120211	Invoice	08/07/2025	MAIN ENTRANCE - OPERATOR NOT INTEG...	0.00	1,456.82	
7120278	Invoice	08/12/2025	MAIN ENTRANCE EXT PAIR GLASS ALUMI...	0.00	1,170.00	
19172	AQUAMOON LLC	11/07/2025	Regular	0.00	675.00	193063
25-2378	Invoice	08/31/2025	AQUARIUM SERVICE LABOR	0.00	675.00	
10185	AQUATIC ECOSYSTEMS MANAGEME	11/07/2025	Regular	0.00	741.05	193064
20251338	Invoice	06/13/2025	2025 Pond Seasonal	0.00	315.00	
20252170	Invoice	09/30/2025	Reviewed the ponds at Sunset Valley Golf ...	0.00	426.05	
20071	AVALON PETROLEUM COMPANY	11/07/2025	Regular	0.00	2,169.73	193067
010207	Invoice	10/16/2025	STATE MOTOR FUEL	0.00	1,250.44	
041386	Invoice	10/16/2025	STATE MOTOR FUEL	0.00	919.29	
10227	Avalon Petroleum Company	11/07/2025	Regular	0.00	3,974.22	193066
010144	Invoice	10/07/2025	STATE MOTOR FUEL TAX	0.00	692.79	
010165	Invoice	06/16/2025	STATE MOTOR FUEL TAX	0.00	959.40	
010197	Invoice	10/10/2025	State Motor Fuel	0.00	1,378.39	
041233	Invoice	10/07/2025	STATE MOTOR FUEL	0.00	943.64	
21456	AWH LLC	11/07/2025	Regular	0.00	54,961.10	193065
110951360A	Invoice	10/03/2025	JOHN DEERE 4066R Compact Utility Tracto...	0.00	54,961.10	
21238	BASSETT ELECTRICAL CONTRACTING	11/07/2025	Regular	0.00	1,384.00	193068
Invoice No. 2	Invoice	10/18/2025	Application No. 2	0.00	1,384.00	
21236	BRAVO SERVICES INC	11/07/2025	Regular	0.00	4,500.00	193069
0000454	Invoice	08/18/2025	JANITORIAL SERVICE PROVIDED AUGUST 2...	0.00	2,250.00	
0000476	Invoice	10/01/2025	JANITORIAL SERVICES PROVIDED FOR SEPT...	0.00	2,250.00	
10387	CAREY DOWDLE	11/07/2025	Regular	0.00	180.00	193070
10142025	Invoice	10/14/2025	2 games on 9/24, 2 games on 10/8	0.00	180.00	
20023	CHICAGO BACKFLOW, INC.	11/07/2025	Regular	0.00	2,005.00	193071
420022	Invoice	10/10/2025	Repairs on falling 4" Ames 300055 Serial# ...	0.00	2,005.00	
10446	CHICAGO DIST GOLF ASSOC	11/07/2025	Regular	0.00	2,000.00	193072
1577	Invoice	10/06/2025	Fourth Installment (of 5) for 2025 CDGA	0.00	2,000.00	

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10463	CHICAGO TRIBUNE COMPANY	11/07/2025	Regular	0.00	44.57	193073
124770513000	Invoice	09/30/2025	2025 Gymnastics Equipment Purchase and ..	0.00	44.57	
10502	CITY OF HIGHLAND PARK	11/07/2025	Regular	0.00	61.37	193074
10272025	Invoice	10/27/2025	July, August, September (Q2) Food and Be...	0.00	61.37	
19975	COLLEY ELEVATOR COMPANY	11/07/2025	Regular	0.00	125.50	193075
288067	Invoice	09/10/2025	PASSENGER ELEVATOR DOWN	0.00	125.50	
16752	COLUMBIA CASCADE COMPANY	11/07/2025	Regular	0.00	1,260.00	193076
5135944	Invoice	10/14/2025	2 each Part No. 1622-A73 Truck Hanger A...	0.00	1,260.00	
10537	COMMONWEALTH EDISON COMPAN	11/07/2025	Regular	0.00	3,874.33	193077
10/27/25-75176...	Invoice	10/27/2025	636 RIDGE RD 01 09/26/25-10/27-25	0.00	3,479.17	
8316451424 072...	Invoice	10/29/2025	1201 Park Ave W 06/19/25-07/20/25	0.00	87.11	
8316451424 081...	Invoice	08/15/2025	1201 Park Ave West 07/20/25-08/15/25	0.00	308.05	
17719	CONSTELLATION NEWENERGY - GAS	11/07/2025	Regular	0.00	2,811.77	193088
4431745	Invoice	10/15/2025	1201 PARK AVE W 09/2025	0.00	2,811.77	
10598	CURRIE MOTORS	11/07/2025	Regular	0.00	163,887.00	193078
H16477	Invoice	09/25/2025	2025 FORD F-150 LIGHTING	0.00	54,629.00	
H16493	Invoice	09/25/2025	2025 FORD F-150 LIGHTING	0.00	54,629.00	
H16495	Invoice	09/25/2025	2025 FORD F-150 LIGHTING	0.00	54,629.00	
10624	DANIEL CREANEY COMPANY	11/07/2025	Regular	0.00	5,650.00	193079
47714	Invoice	10/13/2025	Design - remainder of lum sum Lincoln Park	0.00	4,500.00	
47715	Invoice	10/13/2025	Topo Sunset Woods	0.00	1,150.00	
18562	DAVIS BANCORP INC	11/07/2025	Regular	0.00	2,090.00	193080
136034	Invoice	10/31/2025	SECURITY ARMORED TRANSPORTATION	0.00	2,090.00	
10675	DEERFIELD YOUNG WARRIORS	11/07/2025	Regular	0.00	810.00	193082
010926-011126	Invoice	10/31/2025	4 Games Young Warriors Feeder	0.00	405.00	
022025-022226	Invoice	10/31/2025	4 GAME GRADE BOY'S FEEDER TOURNAM...	0.00	405.00	
10756	DRUE HOFFMAN	11/07/2025	Regular	0.00	290.00	193083
10142025	Invoice	10/14/2025	10/13 Flag Football Referee	0.00	80.00	
10202025	Invoice	10/20/2025	10/20 Flag Football Referee	0.00	80.00	
10262025	Invoice	10/26/2025	10/26 Flag Football Referee	0.00	80.00	
11032025	Invoice	11/03/2025	11/2 Volleyball Official	0.00	50.00	
10764	DURABILT FENCE CO INC	11/07/2025	Regular	0.00	1,895.00	193084
16454	Invoice	08/11/2025	FURNISH & INSTALLED NEW GATE LEAF ON..	0.00	1,895.00	
17122	DYNEGY ENERGY SERVICES	11/07/2025	Regular	0.00	87,493.17	193085
010000088855	Invoice	03/06/2025	6170249714 08/25/2024-10/29/2025	0.00	3,923.77	
030000594126	Invoice	08/21/2025	MAY 2025-JUNE 2025	0.00	19,969.29	
030000594126-A	Invoice	11/06/2025	JUNE 2025- JULY 2025	0.00	63,600.11	
21455	EMANUEL BRAVO RAMIREZ	11/07/2025	Regular	0.00	1,321.92	193086
125	Invoice	08/31/2025	DAY OF THE DEAD	0.00	600.00	
137	Invoice	10/14/2025	DAY OF THE DEAD	0.00	721.92	
19618	EUGENE O'MALLEY	11/07/2025	Regular	0.00	50.00	193087
11032025	Invoice	11/03/2025	11/2 Volleyball Official	0.00	50.00	
20509	FIORE NURSERY AND LAND	11/07/2025	Regular	0.00	9,670.00	193089
313033	Invoice	11/03/2025	FALL TREES	0.00	9,670.00	
10887	FIRST STUDENT, INC.	11/07/2025	Regular	0.00	2,334.39	193090
SF-421089	Invoice	09/11/2025	HIGHLAND PARK DAILY ROUTES	0.00	2,334.39	
10939	G&O THERMAL SUPPLY CO	11/07/2025	Regular	0.00	3,397.00	193091
T40421INV	Invoice	09/03/2025	GEN Gold Service Agreement Semi-Annual ..	0.00	3,397.00	

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21489	GROUND UP SPORTS LAB, LLC	11/07/2025	Regular	0.00	12,500.00	193093
11032025	Invoice	11/03/2025	downpayment for our 2026 r Space 29261...	0.00	12,500.00	
11054	HACIENDA LANDSCAPING INC.	11/07/2025	Regular	0.00	92,721.15	193094
No. 002	Invoice	09/30/2025	INSTALLATION OF PLAYGROUND AND SITE...	0.00	92,721.15	
21376	HALOCK SECURITY LABS	11/07/2025	Regular	0.00	820.00	193119
INV27555	Invoice	09/28/2025	PCI QSA COUNSELING & ADVISORY SERVIC...	0.00	820.00	
11105	HIGHLAND PARK ELECTRIC	11/07/2025	Regular	0.00	2,120.00	193095
14373101025	Invoice	10/10/2025	CENTENNIAL PARK REPLACE PACIFIC PANEL	0.00	2,120.00	
19645	HOLABIRD & ROOT, LLC	11/07/2025	Regular	0.00	27,145.00	193096
0134937	Invoice	10/06/2025	PROFESSIONAL SERV. AUGUST1-AUGUST ...	0.00	27,145.00	
21488	INDIANA GEOTHERMAL	11/07/2025	Regular	0.00	1,000.00	193097
W18482	Invoice	10/02/2025	site visit with a system evaluation	0.00	1,000.00	
21146	IT1 CONSULTING, LLC	11/07/2025	Regular	0.00	2,487.40	193098
MS22325	Invoice	10/18/2025	Software as a Service - Microsoft	0.00	2,487.40	
11274	JAY BACH	11/07/2025	Regular	0.00	205.00	193099
10132025	Invoice	10/13/2025	10/13 Flag Football Referee	0.00	80.00	
10142025	Invoice	10/14/2025	1 game on 8/31-Blue vs. White (Featherwe...	0.00	45.00	
10202025	Invoice	10/20/2025	10/20 Flag Football Referee	0.00	80.00	
16866	JEFF COHEN CREATIVE LTD	11/07/2025	Regular	0.00	2,187.50	193100
10202025	Invoice	10/20/2025	PHOTOGRAPHY- PDHP	0.00	2,187.50	
13391	JIM STATZA	11/07/2025	Regular	0.00	270.00	193101
10142025	Invoice	10/14/2025	3 Flag Football Games on 9/24, 3 Flag Foo...	0.00	270.00	
20672	JOHN H. FIX	11/07/2025	Regular	0.00	160.00	193102
#5	Invoice	10/27/2025	1 House Baseball Game 10/21 10/25	0.00	160.00	
12664	JOHNSON CONTROLS SECURITY SOLI	11/07/2025	Regular	0.00	166.41	193103
4176038	Invoice	10/11/2025	11/01/25-01/31/26 Recurring Services	0.00	166.41	
20272	LANGTON GROUP	11/07/2025	Regular	0.00	14,137.00	193104
65339	Invoice	10/14/2025	MAINTENANCE AGREEMENT	0.00	3,273.50	
65340	Invoice	10/14/2025	LANDSCAPE MAINTENANCE	0.00	3,057.00	
65341	Invoice	10/14/2025	LANDSCAPE MAINTENANCE	0.00	738.00	
65433	Invoice	10/20/2025	MAINTENANCE AGREEMENT	0.00	3,273.50	
65434	Invoice	10/20/2025	LANDSCAPE MAINTENANCE	0.00	3,057.00	
65435	Invoice	10/20/2025	LANDSCAPE MAINTENANCE	0.00	738.00	

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18474	LRS, LLC	11/07/2025	Regular	0.00	5,891.65	193105
LR6409981	Invoice	09/25/2025	SERV 001 & 002 RCYCLING/TRASH 01OCT-...	0.00	177.21	
LR6409984	Invoice	09/25/2025	SERV #001 COMML RL TRASH 2.00	0.00	190.46	
LR6409985	Invoice	09/25/2025	SERV #001 ROLL OFF 30.00	0.00	517.47	
LR6445683	Invoice	10/25/2025	2205 SKOKIE VALLEY RD 11/01/25-11/30/...	0.00	90.48	
LR6445768	Invoice	10/25/2025	883 SHERIDEN RD 11/01/25-11/30/25	0.00	90.48	
LR6445769	Invoice	10/25/2025	31 PARK AVE 11/01/25-11/30/25	0.00	57.73	
LR6445770	Invoice	10/25/2025	HELLER NATURE CENTER 11/01/25-11/30/...	0.00	90.48	
LR6445771	Invoice	10/25/2025	701 DEER CREEK PKWY 11/01/25-11/30/25	0.00	156.72	
LR6445772	Invoice	10/25/2025	636 RIDGE RD 11/01/25-11/30/25	0.00	232.13	
LR6445773	Invoice	10/25/2025	3100 TRAIL WAY 11/01/25-11/30/25	0.00	371.91	
LR6445774	Invoice	10/25/2025	RECYCLING SERVICES	0.00	90.48	
LR6445775	Invoice	10/25/2025	1220 FREDRICKSON PL 11/01/25-11/30/25	0.00	494.55	
LR6445776	Invoice	10/25/2025	PARK OPERATIONS CENTER	0.00	426.15	
LR6446009	Invoice	10/25/2025	1201 PARK AVE W 11/01/25-11/30/25	0.00	410.05	
PS673199	Invoice	08/21/2025	STANDARD, ADA, HAND WASH UNITS	0.00	990.00	
PS677300	Invoice	10/30/2025	STANDARD, ADA, HAND WASH UNITS	0.00	990.00	
PS681345	Invoice	10/16/2025	STANDARD, ADA, HAND WASH UNITS	0.00	421.07	
PS681546	Invoice	10/30/2025	Serv #001 HANDICAP ACCESSIBLE 60.00	0.00	94.28	
21454	MANSFIELD POWER AND GAS, LLC	11/07/2025	Regular	0.00	6,481.75	193107
MNS340076	Invoice	09/30/2025	1240 FREDRICKSON PL BLDG ACCT 201137...	0.00	1,400.08	
MNS340077	Invoice	09/30/2025	3100 TRAIL WAY-ACCT 2011371A	0.00	1,864.80	
MNS343859	Invoice	10/28/2025	1240 FREDRICKSON PL BLDG ACCT 201137...	0.00	1,482.01	
MNS343860	Invoice	10/28/2025	3100 TRAIL WAY- ACCT 2011371A	0.00	1,734.86	
20319	MATTHEW ARBIT	11/07/2025	Regular	0.00	80.00	193108
09152025	Invoice	09/15/2025	1 game on 9/15/2025	0.00	80.00	
14647	MIDWEST FENCING CLUB	11/07/2025	Regular	0.00	2,200.00	193109
#65	Invoice	10/14/2025	Fencing Class: 8/29 - 9/26/25	0.00	2,200.00	
21025	MONROE TRUCK EQUIPMENT, INC	11/07/2025	Regular	0.00	55,789.00	193110
1554625	Invoice	09/23/2025	MONROE SNOW FIGHTER PACKAGE	0.00	55,789.00	
21091	MONSTER TREE SERVICE OF THE NO	11/07/2025	Regular	0.00	6,050.00	193113
19048	Invoice	10/10/2025	2025 FALL TREE REMOVALS AT 5 PARK DIS...	0.00	6,050.00	
17656	NANCY CRANN	11/07/2025	Regular	0.00	150.00	193111
10132025	Invoice	10/13/2025	10/13 Flag Football Referee	0.00	50.00	
10202025	Invoice	10/20/2025	10/20 Flag Football Referee	0.00	50.00	
10262025	Invoice	10/26/2025	10/26 Flag Football Referee	0.00	50.00	
20804	NORTH SHORE CHEER, LLC	11/07/2025	Regular	0.00	14,146.28	193061
10202025	Invoice	10/20/2025	FALL MINI CHEER (PART 1) SIDELINE CHEER	0.00	14,146.28	
13604	NORTH SHORE GAS	11/07/2025	Regular	0.00	1,706.95	193112
5633602645	Invoice	09/18/2025	701 DEER CREEK PKWY 08152025-091520...	0.00	286.00	
5634098535	Invoice	09/18/2025	1390 SUNSET RD 08152025-09152025	0.00	312.49	
5634141747	Invoice	09/18/2025	2900 TRAILWAY ST	0.00	54.32	
5634379487	Invoice	09/18/2025	701 DEER CREEK PKWY 08152025-091520...	0.00	58.12	
5634537997	Invoice	09/18/2025	1240 FREDRICKSON PL 08152025-091520...	0.00	148.70	
5634677983	Invoice	09/18/2025	3100 TRAIL WAY 08152025-09152025	0.00	53.14	
5634770020	Invoice	09/18/2025	1201 PARK AVE W 08152025-09152025	0.00	540.61	
5634785365	Invoice	09/18/2025	1240 FREDRICKSON PL 08152025-091520...	0.00	253.57	
11998	PARK DISTRICT RISK MGMT AGCY	11/07/2025	Regular	0.00	510.00	193114
20250900686	Invoice	09/01/2025	SERVICES RENDERED BY ISP	0.00	510.00	
18836	PAYNE SOD FARM INC	11/07/2025	Regular	0.00	2,178.00	193115
25-998	Invoice	08/26/2025	RTF SOD WITH 5% HGT (10SQ FT)	0.00	2,178.00	

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12057	PHILLIP FOLINO	11/07/2025	Regular	0.00	160.00	193116
10202025	Invoice	10/20/2025	2 House Baseball game 10 20 2025	0.00	160.00	
12157	RAY AMIDEI	11/07/2025	Regular	0.00	1,100.00	193118
10112025	Invoice	10/11/2025	October 6, 2025...CPR/AED, October 9, 20...	0.00	1,100.00	
20069	RES ENVIRONMENTAL OPERATING C	11/07/2025	Regular	0.00	6,301.13	193117
S42454	Invoice	09/23/2025	Mesic Prairie 20.0 acre Mix for Broadcast ...	0.00	2,771.55	
S42455	Invoice	09/23/2025	Wet Prairie 5.0 acre Mix for Broadcast Bet...	0.00	1,145.95	
S42456	Invoice	09/23/2025	Wet-Mesic Prairie 20.0 acre Mix for Broad...	0.00	2,383.63	
12211	RICOH USA, INC	11/07/2025	Regular	0.00	1,424.88	193120
5072201186	Invoice	10/17/2025	RICOH MPC306SPF EID	0.00	1,424.88	
21452	ROBERT EMMETT BURKE JR	11/07/2025	Regular	0.00	250.00	193121
1	Invoice	10/20/2025	GIS Consult 2025-10-15	0.00	250.00	
16459	SANTO SPORT STORE	11/07/2025	Regular	0.00	1,531.85	193122
713355	Invoice	07/22/2025	OUTDOOR CAP MODERN TRUCKER SNAP ...	0.00	284.10	
713432	Invoice	08/07/2025	NIKE NY23 YOUTH MLB JERSEY'S	0.00	442.00	
713497	Invoice	08/22/2025	CHAMPRO BP4 YOUTH MVP CLASSIC BASE...	0.00	547.50	
713498	Invoice	08/22/2025	NIKE NY23 YOUTH MLB DRI-FIT REPLICA JE...	0.00	64.50	
713552	Invoice	09/02/2025	NIKE NY23 YOUTH COOPERTOWN DRI-FIT ...	0.00	29.50	
713621	Invoice	08/22/2025	CHAMPRO BP4 YOUTH MVP CLASSIC BASE...	0.00	164.25	
18900	STUCKEY CONSTRUCTION COMPANY	11/07/2025	Regular	0.00	211,062.36	193123
No.3	Invoice	09/30/2025	Project RCHP Pool Filter 1207 Park Ave We...	0.00	211,062.36	
19785	THE SWEET GROUP	11/07/2025	Regular	0.00	185.00	193125
10142025	Invoice	10/14/2025	3 games on 10/8	0.00	135.00	
10272025	Invoice	10/27/2025	10/27 Flag Football Official	0.00	50.00	
12607	TIM GIBSON	11/07/2025	Regular	0.00	405.00	193124
10132025	Invoice	10/13/2025	10/13 Flag Football Referee	0.00	50.00	
10142025	Invoice	10/14/2025	3 games on 9/24, 2 games on 10/8	0.00	225.00	
10202025	Invoice	10/20/2025	10/20 Flag Football Referee	0.00	50.00	
10262025	Invoice	10/26/2025	10/26 Flag Football Referee	0.00	80.00	
14060	TOTAL PROMOTIONS, INC	11/07/2025	Regular	0.00	600.00	193126
28199	Invoice	10/21/2025	Port Authority Challenger Jacket. J754	0.00	600.00	
20801	TREMAYNE LEON GWINN JR	11/07/2025	Regular	0.00	225.00	193127
10142025	Invoice	10/14/2025	3 games on 9/24, 2 games on 10/8	0.00	225.00	
21227	TURFWERKS	11/07/2025	Regular	0.00	5,548.00	193081
CE00072	Invoice	10/30/2025	ABI AERATOR STEALTH BLADES	0.00	5,548.00	
21451	ULTRA POOL	11/07/2025	Regular	0.00	4,480.00	193092
50833	Invoice	10/16/2025	Hidden Creek AquaPark Pool Closing Peir ...	0.00	4,480.00	
12732	W.B. OLSON, INC.	11/07/2025	Regular	0.00	1,458,726.00	193128
INVOICE NO.744	Invoice	09/30/2025	WEST RIDGE COMMUNITY CENTER PROJE...	0.00	1,458,726.00	
21457	WESTLAKE CHRISTIAN ACADEMY	11/07/2025	Regular	0.00	100.00	193129
10082025	Invoice	10/08/2025	BALL BASKET HOLDER FOR VOLLEYBALL LE...	0.00	100.00	
12777	WILLIAMS ARCHITECTS	11/07/2025	Regular	0.00	3,354.16	193130
0023697	Invoice	10/20/2025	Professional Services from 9/01/25-9/30/...	0.00	3,354.16	
20063	WILLIE ROUNSAVILLE	11/07/2025	Regular	0.00	455.00	193131
10122025	Invoice	10/12/2025	2 game on 10/11, 2 game on 10/12	0.00	320.00	
10142025	Invoice	10/14/2025	3 games on 9/24, 2 games on 10/8	0.00	135.00	

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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	
12781	WILSON SPORTING GOODS	11/07/2025	Regular	0.00	6,509.70	193132
4551952025	Invoice	08/12/2025	PRO OVERGRIP SI	0.00	70.48	
4552048286	Invoice	08/19/2025	WRZ4014BK PRO OVERGRIP BK	0.00	70.48	
4552048287	Invoice	08/19/2025	WRT106200 US OPEN XD TBALL 3 BALL C...	0.00	885.96	
4552086585	Invoice	08/21/2025	DEFY PRO V1 PADELS	0.00	5,368.06	
4553006585	Invoice	10/24/2025	WR8438101001 PRO OVERGRIP 60 BOX A...	0.00	114.72	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	150	75	0.00	2,325,159.28
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
	150	76	0.00	2,325,159.28

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	11/2025	2,325,159.28
			<u>2,325,159.28</u>



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	11/10/2025	Regular	0.00	0.00	193182
15147	ABC PRINTING COMPANY	11/10/2025	Regular	0.00	448.86	193133
298962	Invoice	10/15/2025	WINTER BANNERS	0.00	118.83	
299305	Invoice	10/27/2025	CAMP REGISTRATION BANNERS	0.00	330.03	
10055	AEREX PEST CONTROL	11/10/2025	Regular	0.00	73.00	193134
2650333	Invoice	10/15/2025	HELLER NATURE CENTER (H.P.P.D)	0.00	73.00	
10062	Air Comfort Corp	11/10/2025	Regular	0.00	4,237.50	193135
416098	Invoice	09/03/2025	Annual Preventive Maintenance Pool Deh...	0.00	3,140.00	
417258	Invoice	10/10/2025	SCOPE OF WORK-WEST RIDGE CENTER PM...	0.00	1,097.50	
10133	AMERIGAS PROPANE LP	11/10/2025	Regular	0.00	72.99	193136
806343882	Invoice	10/06/2025	PAPER INVOICE FEE	0.00	72.99	
16949	ANDERSON LOCK	11/10/2025	Regular	0.00	7,149.64	193138
1178271	Invoice	08/18/2025	CYLINDER CHANGE MASTER KEYED	0.00	1,397.82	
7119280	Invoice	06/23/2025	REPLACED FAULTY MOTOR WITH NEW. AD...	0.00	3,125.00	
7120211	Invoice	08/07/2025	MAIN ENTRANCE - OPERATOR NOT INTEG...	0.00	1,456.82	
7120278	Invoice	08/12/2025	MAIN ENTRANCE EXT PAIR GLASS ALUMI...	0.00	1,170.00	
19172	AQUAMOON LLC	11/10/2025	Regular	0.00	675.00	193139
25-2378	Invoice	08/31/2025	AQUARIUM SERVICE LABOR	0.00	675.00	
10185	AQUATIC ECOSYSTEMS MANAGEME	11/10/2025	Regular	0.00	741.05	193140
20251338	Invoice	06/13/2025	2025 Pond Seasonal	0.00	315.00	
20252170	Invoice	09/30/2025	Reviewed the ponds at Sunset Valley Golf ...	0.00	426.05	
20071	AVALON PETROLEUM COMPANY	11/10/2025	Regular	0.00	2,169.73	193143
010207	Invoice	10/16/2025	STATE MOTOR FUEL	0.00	1,250.44	
041386	Invoice	10/16/2025	STATE MOTOR FUEL	0.00	919.29	
10227	Avalon Petroleum Company	11/10/2025	Regular	0.00	3,974.22	193142
010144	Invoice	10/07/2025	STATE MOTOR FUEL TAX	0.00	692.79	
010165	Invoice	06/16/2025	STATE MOTOR FUEL TAX	0.00	959.40	
010197	Invoice	10/10/2025	State Motor Fuel	0.00	1,378.39	
041233	Invoice	10/07/2025	STATE MOTOR FUEL	0.00	943.64	
21456	AWH LLC	11/10/2025	Regular	0.00	54,961.10	193141
110951360A	Invoice	10/03/2025	JOHN DEERE 4066R Compact Utility Tracto...	0.00	54,961.10	
21238	BASSETT ELECTRICAL CONTRACTING	11/10/2025	Regular	0.00	1,384.00	193144
Invoice No. 2	Invoice	10/18/2025	Application No. 2	0.00	1,384.00	
21236	BRAVO SERVICES INC	11/10/2025	Regular	0.00	4,500.00	193145
0000454	Invoice	08/18/2025	JANITORIAL SERVICE PROVIDED AUGUST 2...	0.00	2,250.00	
0000476	Invoice	10/01/2025	JANITORIAL SERVICES PROVIDED FOR SEPT...	0.00	2,250.00	
10387	CAREY DOWDLE	11/10/2025	Regular	0.00	180.00	193146
10142025	Invoice	10/14/2025	2 games on 9/24, 2 games on 10/8	0.00	180.00	
20023	CHICAGO BACKFLOW, INC.	11/10/2025	Regular	0.00	2,005.00	193147
420022	Invoice	10/10/2025	Repairs on falling 4" Ames 300055 Serial# ...	0.00	2,005.00	
10446	CHICAGO DIST GOLF ASSOC	11/10/2025	Regular	0.00	2,000.00	193148
1577	Invoice	10/06/2025	Fourth Installment (of 5) for 2025 CDGA	0.00	2,000.00	

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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	
10463	CHICAGO TRIBUNE COMPANY	11/10/2025	Regular	0.00	44.57	193149
124770513000	Invoice	09/30/2025	2025 Gymnastics Equipment Purchase and ..	0.00	44.57	
10502	CITY OF HIGHLAND PARK	11/10/2025	Regular	0.00	61.37	193150
10272025	Invoice	10/27/2025	July, August, September (Q2) Food and Be...	0.00	61.37	
19975	COLLEY ELEVATOR COMPANY	11/10/2025	Regular	0.00	125.50	193151
288067	Invoice	09/10/2025	PASSENGER ELEVATOR DOWN	0.00	125.50	
16752	COLUMBIA CASCADE COMPANY	11/10/2025	Regular	0.00	1,260.00	193152
5135944	Invoice	10/14/2025	2 each Part No. 1622-A73 Truck Hanger A...	0.00	1,260.00	
10537	COMMONWEALTH EDISON COMPAN	11/10/2025	Regular	0.00	3,874.33	193153
10/27/25-75176...	Invoice	10/27/2025	636 RIDGE RD 01 09/26/25-10/27-25	0.00	3,479.17	
8316451424 072...	Invoice	10/29/2025	1201 Park Ave W 06/19/25-07/20/25	0.00	87.11	
8316451424 081...	Invoice	08/15/2025	1201 Park Ave West 07/20/25-08/15/25	0.00	308.05	
17719	CONSTELLATION NEWENERGY - GAS	11/10/2025	Regular	0.00	2,811.77	193164
4431745	Invoice	10/15/2025	1201 PARK AVE W 09/2025	0.00	2,811.77	
10598	CURRIE MOTORS	11/10/2025	Regular	0.00	163,887.00	193154
H16477	Invoice	09/25/2025	2025 FORD F-150 LIGHTING	0.00	54,629.00	
H16493	Invoice	09/25/2025	2025 FORD F-150 LIGHTING	0.00	54,629.00	
H16495	Invoice	09/25/2025	2025 FORD F-150 LIGHTING	0.00	54,629.00	
10624	DANIEL CREANEY COMPANY	11/10/2025	Regular	0.00	5,650.00	193155
47714	Invoice	10/13/2025	Design - remainder of lum sum Lincoln Park	0.00	4,500.00	
47715	Invoice	10/13/2025	Topo Sunset Woods	0.00	1,150.00	
18562	DAVIS BANCORP INC	11/10/2025	Regular	0.00	2,090.00	193156
136034	Invoice	10/31/2025	SECURITY ARMORED TRANSPORTATION	0.00	2,090.00	
10675	DEERFIELD YOUNG WARRIORS	11/10/2025	Regular	0.00	810.00	193158
010926-011126	Invoice	10/31/2025	4 Games Young Warriors Feeder	0.00	405.00	
022025-022226	Invoice	10/31/2025	4 GAME GRADE BOY'S FEEDER TOURNAM...	0.00	405.00	
10756	DRUE HOFFMAN	11/10/2025	Regular	0.00	290.00	193159
10142025	Invoice	10/14/2025	10/13 Flag Football Referee	0.00	80.00	
10202025	Invoice	10/20/2025	10/20 Flag Football Referee	0.00	80.00	
10262025	Invoice	10/26/2025	10/26 Flag Football Referee	0.00	80.00	
11032025	Invoice	11/03/2025	11/2 Volleyball Official	0.00	50.00	
10764	DURABILT FENCE CO INC	11/10/2025	Regular	0.00	1,895.00	193160
16454	Invoice	08/11/2025	FURNISH & INSTALLED NEW GATE LEAF ON..	0.00	1,895.00	
17122	DYNEGY ENERGY SERVICES	11/10/2025	Regular	0.00	87,493.17	193161
010000088855	Invoice	03/06/2025	6170249714 08/25/2024-10/29/2025	0.00	3,923.77	
030000594126	Invoice	08/21/2025	MAY 2025-JUNE 2025	0.00	19,969.29	
030000594126-A	Invoice	11/06/2025	JUNE 2025- JULY 2025	0.00	63,600.11	
21455	EMANUEL BRAVO RAMIREZ	11/10/2025	Regular	0.00	1,321.92	193162
125	Invoice	08/31/2025	DAY OF THE DEAD	0.00	600.00	
137	Invoice	10/14/2025	DAY OF THE DEAD	0.00	721.92	
19618	EUGENE O'MALLEY	11/10/2025	Regular	0.00	50.00	193163
11032025	Invoice	11/03/2025	11/2 Volleyball Official	0.00	50.00	
20509	FIORE NURSERY AND LAND	11/10/2025	Regular	0.00	9,670.00	193165
313033	Invoice	11/03/2025	FALL TREES	0.00	9,670.00	
10887	FIRST STUDENT, INC.	11/10/2025	Regular	0.00	2,334.39	193166
SF-421089	Invoice	09/11/2025	HIGHLAND PARK DAILY ROUTES	0.00	2,334.39	
10939	G&O THERMAL SUPPLY CO	11/10/2025	Regular	0.00	3,397.00	193167
T40421INV	Invoice	09/03/2025	GEN Gold Service Agreement Semi-Annual ..	0.00	3,397.00	

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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	
21489	GROUND UP SPORTS LAB, LLC	11/10/2025	Regular	0.00	12,500.00	193169
11032025	Invoice	11/03/2025	downpayment for our 2026 r Space 29261...	0.00	12,500.00	
11054	HACIENDA LANDSCAPING INC.	11/10/2025	Regular	0.00	92,721.15	193170
No. 002	Invoice	09/30/2025	INSTALLATION OF PLAYGROUND AND SITE...	0.00	92,721.15	
21376	HALOCK SECURITY LABS	11/10/2025	Regular	0.00	820.00	193195
INV27555	Invoice	09/28/2025	PCI QSA COUNSELING & ADVISORY SERVIC...	0.00	820.00	
11105	HIGHLAND PARK ELECTRIC	11/10/2025	Regular	0.00	2,120.00	193171
14373101025	Invoice	10/10/2025	CENTENNIAL PARK REPLACE PACIFIC PANEL	0.00	2,120.00	
19645	HOLABIRD & ROOT, LLC	11/10/2025	Regular	0.00	27,145.00	193172
0134937	Invoice	10/06/2025	PROFESSIONAL SERV. AUGUST1-AUGUST ...	0.00	27,145.00	
21488	INDIANA GEOTHERMAL	11/10/2025	Regular	0.00	1,000.00	193173
W18482	Invoice	10/02/2025	site visit with a system evaluation	0.00	1,000.00	
21146	IT1 CONSULTING, LLC	11/10/2025	Regular	0.00	2,487.40	193174
MS22325	Invoice	10/18/2025	Software as a Service - Microsoft	0.00	2,487.40	
11274	JAY BACH	11/10/2025	Regular	0.00	205.00	193175
10132025	Invoice	10/13/2025	10/13 Flag Football Referee	0.00	80.00	
10142025	Invoice	10/14/2025	1 game on 8/31-Blue vs. White (Featherwe...	0.00	45.00	
10202025	Invoice	10/20/2025	10/20 Flag Football Referee	0.00	80.00	
16866	JEFF COHEN CREATIVE LTD	11/10/2025	Regular	0.00	2,187.50	193176
10202025	Invoice	10/20/2025	PHOTOGRAPHY- PDHP	0.00	2,187.50	
13391	JIM STATZA	11/10/2025	Regular	0.00	270.00	193177
10142025	Invoice	10/14/2025	3 Flag Football Games on 9/24, 3 Flag Foo...	0.00	270.00	
20672	JOHN H. FIX	11/10/2025	Regular	0.00	160.00	193178
#5	Invoice	10/27/2025	1 House Baseball Game 10/21 10/25	0.00	160.00	
12664	JOHNSON CONTROLS SECURITY SOLI	11/10/2025	Regular	0.00	166.41	193179
4176038	Invoice	10/11/2025	11/01/25-01/31/26 Recurring Services	0.00	166.41	
20272	LANGTON GROUP	11/10/2025	Regular	0.00	14,137.00	193180
65339	Invoice	10/14/2025	MAINTENANCE AGREEMENT	0.00	3,273.50	
65340	Invoice	10/14/2025	LANDSCAPE MAINTENANCE	0.00	3,057.00	
65341	Invoice	10/14/2025	LANDSCAPE MAINTENANCE	0.00	738.00	
65433	Invoice	10/20/2025	MAINTENANCE AGREEMENT	0.00	3,273.50	
65434	Invoice	10/20/2025	LANDSCAPE MAINTENANCE	0.00	3,057.00	
65435	Invoice	10/20/2025	LANDSCAPE MAINTENANCE	0.00	738.00	

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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	
18474	LRS, LLC	11/10/2025	Regular	0.00	5,891.65	193181
LR6409981	Invoice	09/25/2025	SERV 001 & 002 RCYCLING/TRASH 01OCT-...	0.00	177.21	
LR6409984	Invoice	09/25/2025	SERV #001 COMML RL TRASH 2.00	0.00	190.46	
LR6409985	Invoice	09/25/2025	SERV #001 ROLL OFF 30.00	0.00	517.47	
LR6445683	Invoice	10/25/2025	2205 SKOKIE VALLEY RD 11/01/25-11/30/...	0.00	90.48	
LR6445768	Invoice	10/25/2025	883 SHERIDEN RD 11/01/25-11/30/25	0.00	90.48	
LR6445769	Invoice	10/25/2025	31 PARK AVE 11/01/25-11/30/25	0.00	57.73	
LR6445770	Invoice	10/25/2025	HELLER NATURE CENTER 11/01/25-11/30/...	0.00	90.48	
LR6445771	Invoice	10/25/2025	701 DEER CREEK PKWY 11/01/25-11/30/25	0.00	156.72	
LR6445772	Invoice	10/25/2025	636 RIDGE RD 11/01/25-11/30/25	0.00	232.13	
LR6445773	Invoice	10/25/2025	3100 TRAIL WAY 11/01/25-11/30/25	0.00	371.91	
LR6445774	Invoice	10/25/2025	RECYCLING SERVICES	0.00	90.48	
LR6445775	Invoice	10/25/2025	1220 FREDRICKSON PL 11/01/25-11/30/25	0.00	494.55	
LR6445776	Invoice	10/25/2025	PARK OPERATIONS CENTER	0.00	426.15	
LR6446009	Invoice	10/25/2025	1201 PARK AVE W 11/01/25-11/30/25	0.00	410.05	
PS673199	Invoice	08/21/2025	STANDARD, ADA, HAND WASH UNITS	0.00	990.00	
PS677300	Invoice	10/30/2025	STANDARD, ADA, HAND WASH UNITS	0.00	990.00	
PS681345	Invoice	10/16/2025	STANDARD, ADA, HAND WASH UNITS	0.00	421.07	
PS681546	Invoice	10/30/2025	Serv #001 HANDICAP ACCESSIBLE 60.00	0.00	94.28	
21454	MANSFIELD POWER AND GAS, LLC	11/10/2025	Regular	0.00	6,481.75	193183
MNS340076	Invoice	09/30/2025	1240 FREDRICKSON PL BLDG ACCT 201137...	0.00	1,400.08	
MNS340077	Invoice	09/30/2025	3100 TRAIL WAY-ACCT 2011371A	0.00	1,864.80	
MNS343859	Invoice	10/28/2025	1240 FREDRICKSON PL BLDG ACCT 201137...	0.00	1,482.01	
MNS343860	Invoice	10/28/2025	3100 TRAIL WAY- ACCT 2011371A	0.00	1,734.86	
20319	MATTHEW ARBIT	11/10/2025	Regular	0.00	80.00	193184
09152025	Invoice	09/15/2025	1 game on 9/15/2025	0.00	80.00	
14647	MIDWEST FENCING CLUB	11/10/2025	Regular	0.00	2,200.00	193185
#65	Invoice	10/14/2025	Fencing Class: 8/29 - 9/26/25	0.00	2,200.00	
21025	MONROE TRUCK EQUIPMENT, INC	11/10/2025	Regular	0.00	55,789.00	193186
1554625	Invoice	09/23/2025	MONROE SNOW FIGHTER PACKAGE	0.00	55,789.00	
21091	MONSTER TREE SERVICE OF THE NO	11/10/2025	Regular	0.00	6,050.00	193189
19048	Invoice	10/10/2025	2025 FALL TREE REMOVALS AT 5 PARK DIS...	0.00	6,050.00	
17656	NANCY CRANN	11/10/2025	Regular	0.00	150.00	193187
10132025	Invoice	10/13/2025	10/13 Flag Football Referee	0.00	50.00	
10202025	Invoice	10/20/2025	10/20 Flag Football Referee	0.00	50.00	
10262025	Invoice	10/26/2025	10/26 Flag Football Referee	0.00	50.00	
20804	NORTH SHORE CHEER, LLC	11/10/2025	Regular	0.00	14,146.28	193137
10202025	Invoice	10/20/2025	FALL MINI CHEER (PART 1) SIDELINE CHEER	0.00	14,146.28	
13604	NORTH SHORE GAS	11/10/2025	Regular	0.00	1,706.95	193188
5633602645	Invoice	09/18/2025	701 DEER CREEK PKWY 08152025-091520...	0.00	286.00	
5634098535	Invoice	09/18/2025	1390 SUNSET RD 08152025-09152025	0.00	312.49	
5634141747	Invoice	09/18/2025	2900 TRAILWAY ST	0.00	54.32	
5634379487	Invoice	09/18/2025	701 DEER CREEK PKWY 08152025-091520...	0.00	58.12	
5634537997	Invoice	09/18/2025	1240 FREDRICKSON PL 08152025-091520...	0.00	148.70	
5634677983	Invoice	09/18/2025	3100 TRAIL WAY 08152025-09152025	0.00	53.14	
5634770020	Invoice	09/18/2025	1201 PARK AVE W 08152025-09152025	0.00	540.61	
5634785365	Invoice	09/18/2025	1240 FREDRICKSON PL 08152025-091520...	0.00	253.57	
11998	PARK DISTRICT RISK MGMT AGCY	11/10/2025	Regular	0.00	510.00	193190
20250900686	Invoice	09/01/2025	SERVICES RENDERED BY ISP	0.00	510.00	
18836	PAYNE SOD FARM INC	11/10/2025	Regular	0.00	2,178.00	193191
25-998	Invoice	08/26/2025	RTF SOD WITH 5% HGT (10SQ FT)	0.00	2,178.00	

Check Register

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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	
12057	PHILLIP FOLINO	11/10/2025	Regular	0.00	160.00	193192
10202025	Invoice	10/20/2025	2 House Baseball game 10 20 2025	0.00	160.00	
12157	RAY AMIDEI	11/10/2025	Regular	0.00	1,100.00	193194
10112025	Invoice	10/11/2025	October 6, 2025...CPR/AED, October 9, 20...	0.00	1,100.00	
20069	RES ENVIRONMENTAL OPERATING C	11/10/2025	Regular	0.00	6,301.13	193193
S42454	Invoice	09/23/2025	Mesic Prairie 20.0 acre Mix for Broadcast ...	0.00	2,771.55	
S42455	Invoice	09/23/2025	Wet Prairie 5.0 acre Mix for Broadcast Bet...	0.00	1,145.95	
S42456	Invoice	09/23/2025	Wet-Mesic Prairie 20.0 acre Mix for Broad...	0.00	2,383.63	
12211	RICOH USA, INC	11/10/2025	Regular	0.00	1,424.88	193196
5072201186	Invoice	10/17/2025	RICOH MPC306SPF EID	0.00	1,424.88	
21452	ROBERT EMMETT BURKE JR	11/10/2025	Regular	0.00	250.00	193197
1	Invoice	10/20/2025	GIS Consult 2025-10-15	0.00	250.00	
16459	SANTO SPORT STORE	11/10/2025	Regular	0.00	1,531.85	193198
713355	Invoice	07/22/2025	OUTDOOR CAP MODERN TRUCKER SNAP ...	0.00	284.10	
713432	Invoice	08/07/2025	NIKE NY23 YOUTH MLB JERSEY'S	0.00	442.00	
713497	Invoice	08/22/2025	CHAMPRO BP4 YOUTH MVP CLASSIC BASE...	0.00	547.50	
713498	Invoice	08/22/2025	NIKE NY23 YOUTH MLB DRI-FIT REPLICA JE...	0.00	64.50	
713552	Invoice	09/02/2025	NIKE NY23 YOUTH COOPERTOWN DRI-FIT ...	0.00	29.50	
713621	Invoice	08/22/2025	CHAMPRO BP4 YOUTH MVP CLASSIC BASE...	0.00	164.25	
18900	STUCKEY CONSTRUCTION COMPANY	11/10/2025	Regular	0.00	211,062.36	193199
No.3	Invoice	09/30/2025	Project RCHP Pool Filter 1207 Park Ave We...	0.00	211,062.36	
19785	THE SWEET GROUP	11/10/2025	Regular	0.00	185.00	193201
10142025	Invoice	10/14/2025	3 games on 10/8	0.00	135.00	
10272025	Invoice	10/27/2025	10/27 Flag Football Official	0.00	50.00	
12607	TIM GIBSON	11/10/2025	Regular	0.00	405.00	193200
10132025	Invoice	10/13/2025	10/13 Flag Football Referee	0.00	50.00	
10142025	Invoice	10/14/2025	3 games on 9/24, 2 games on 10/8	0.00	225.00	
10202025	Invoice	10/20/2025	10/20 Flag Football Referee	0.00	50.00	
10262025	Invoice	10/26/2025	10/26 Flag Football Referee	0.00	80.00	
14060	TOTAL PROMOTIONS, INC	11/10/2025	Regular	0.00	600.00	193202
28199	Invoice	10/21/2025	Port Authority Challenger Jacket. J754	0.00	600.00	
20801	TREMAYNE LEON GWINN JR	11/10/2025	Regular	0.00	360.00	193203
091825	Invoice	09/18/2025	3 Flag Football Games on 9/10/25	0.00	135.00	
10142025	Invoice	10/14/2025	3 games on 9/24, 2 games on 10/8	0.00	225.00	
21227	TURFWERKS	11/10/2025	Regular	0.00	5,548.00	193157
CE00072	Invoice	10/30/2025	ABI AERATOR STEALTH BLADES	0.00	5,548.00	
21451	ULTRA POOL	11/10/2025	Regular	0.00	4,480.00	193168
50833	Invoice	10/16/2025	Hidden Creek AquaPark Pool Closing Peir ...	0.00	4,480.00	
12732	W.B. OLSON, INC.	11/10/2025	Regular	0.00	1,458,726.00	193204
INVOICE NO.744	Invoice	09/30/2025	WEST RIDGE COMMUNITY CENTER PROJE...	0.00	1,458,726.00	
21457	WESTLAKE CHRISTIAN ACADEMY	11/10/2025	Regular	0.00	100.00	193205
10082025	Invoice	10/08/2025	BALL BASKET HOLDER FOR VOLLEYBALL LE...	0.00	100.00	
12777	WILLIAMS ARCHITECTS	11/10/2025	Regular	0.00	3,354.16	193206
0023697	Invoice	10/20/2025	Professional Services from 9/01/25-9/30/...	0.00	3,354.16	
20063	WILLIE ROUNSAVILLE	11/10/2025	Regular	0.00	455.00	193207
10122025	Invoice	10/12/2025	2 game on 10/11, 2 game on 10/12	0.00	320.00	
10142025	Invoice	10/14/2025	3 games on 9/24, 2 games on 10/8	0.00	135.00	

Check Register

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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	
12781	WILSON SPORTING GOODS	11/10/2025	Regular	0.00	6,509.70	193208
4551952025	Invoice	08/12/2025	PRO OVERGRIP SI	0.00	70.48	
4552048286	Invoice	08/19/2025	WRZ4014BK PRO OVERGRIP BK	0.00	70.48	
4552048287	Invoice	08/19/2025	WRT106200 US OPEN XD TBALL 3 BALL C...	0.00	885.96	
4552086585	Invoice	08/21/2025	DEFY PRO V1 PADELS	0.00	5,368.06	
4553006585	Invoice	10/24/2025	WR8438101001 PRO OVERGRIP 60 BOX A...	0.00	114.72	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	151	75	0.00	2,325,294.28
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
	151	76	0.00	2,325,294.28

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	11/2025	2,325,294.28
			<hr/> 2,325,294.28



Park District of Highland Park, IL

Check Register

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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						
15147	ABC PRINTING COMPANY	11/07/2025	Regular	0.00	-448.86	193057
10055	AEREX PEST CONTROL	11/07/2025	Regular	0.00	-73.00	193058
10062	Air Comfort Corp	11/07/2025	Regular	0.00	-4,237.50	193059
10133	AMERIGAS PROPANE LP	11/07/2025	Regular	0.00	-72.99	193060
16949	ANDERSON LOCK	11/07/2025	Regular	0.00	-7,149.64	193062
19172	AQUAMOON LLC	11/07/2025	Regular	0.00	-675.00	193063
10185	AQUATIC ECOSYSTEMS MANAGEME	11/07/2025	Regular	0.00	-741.05	193064
20071	AVALON PETROLEUM COMPANY	11/07/2025	Regular	0.00	-2,169.73	193067
10227	Avalon Petroleum Company	11/07/2025	Regular	0.00	-3,974.22	193066
21456	AWH LLC	11/07/2025	Regular	0.00	-54,961.10	193065
21238	BASSETT ELECTRICAL CONTRACTING	11/07/2025	Regular	0.00	-1,384.00	193068
21236	BRAVO SERVICES INC	11/07/2025	Regular	0.00	-4,500.00	193069
10387	CAREY DOWDLE	11/07/2025	Regular	0.00	-180.00	193070
20023	CHICAGO BACKFLOW, INC.	11/07/2025	Regular	0.00	-2,005.00	193071
10446	CHICAGO DIST GOLF ASSOC	11/07/2025	Regular	0.00	-2,000.00	193072
10463	CHICAGO TRIBUNE COMPANY	11/07/2025	Regular	0.00	-44.57	193073
10502	CITY OF HIGHLAND PARK	11/07/2025	Regular	0.00	-61.37	193074
19975	COLLEY ELEVATOR COMPANY	11/07/2025	Regular	0.00	-125.50	193075
16752	COLUMBIA CASCADE COMPANY	11/07/2025	Regular	0.00	-1,260.00	193076
10537	COMMONWEALTH EDISON COMPAN	11/07/2025	Regular	0.00	-3,874.33	193077
17719	CONSTELLATION NEWENERGY - GAS	11/07/2025	Regular	0.00	-2,811.77	193088
10598	CURRIE MOTORS	11/07/2025	Regular	0.00	-163,887.00	193078
10624	DANIEL CREANEY COMPANY	11/07/2025	Regular	0.00	-5,650.00	193079
18562	DAVIS BANCORP INC	11/07/2025	Regular	0.00	-2,090.00	193080
10675	DEERFIELD YOUNG WARRIORS	11/07/2025	Regular	0.00	-810.00	193082
10756	DRUE HOFFMAN	11/07/2025	Regular	0.00	-290.00	193083
10764	DURABILT FENCE CO INC	11/07/2025	Regular	0.00	-1,895.00	193084
17122	DYNEGY ENERGY SERVICES	11/07/2025	Regular	0.00	-87,493.17	193085
21455	EMANUEL BRAVO RAMIREZ	11/07/2025	Regular	0.00	-1,321.92	193086
19618	EUGENE O'MALLEY	11/07/2025	Regular	0.00	-50.00	193087
20509	IORE NURSERY AND LAND	11/07/2025	Regular	0.00	-9,670.00	193089
10887	FIRST STUDENT, INC.	11/07/2025	Regular	0.00	-2,334.39	193090
10939	G&O THERMAL SUPPLY CO	11/07/2025	Regular	0.00	-3,397.00	193091
21489	GROUND UP SPORTS LAB, LLC	11/07/2025	Regular	0.00	-12,500.00	193093
11054	HACIENDA LANDSCAPING INC.	11/07/2025	Regular	0.00	-92,721.15	193094
21376	HALOCK SECURITY LABS	11/07/2025	Regular	0.00	-820.00	193119
11105	HIGHLAND PARK ELECTRIC	11/07/2025	Regular	0.00	-2,120.00	193095
19645	HOLABIRD & ROOT, LLC	11/07/2025	Regular	0.00	-27,145.00	193096
21488	INDIANA GEOTHERMAL	11/07/2025	Regular	0.00	-1,000.00	193097
21146	IT1 CONSULTING, LLC	11/07/2025	Regular	0.00	-2,487.40	193098
11274	JAY BACH	11/07/2025	Regular	0.00	-205.00	193099
16866	JEFF COHEN CREATIVE LTD	11/07/2025	Regular	0.00	-2,187.50	193100
13391	JIM STATZA	11/07/2025	Regular	0.00	-270.00	193101
20672	JOHN H. FIX	11/07/2025	Regular	0.00	-160.00	193102
12664	JOHNSON CONTROLS SECURITY SOLI	11/07/2025	Regular	0.00	-166.41	193103
20272	LANGTON GROUP	11/07/2025	Regular	0.00	-14,137.00	193104
18474	LRS , LLC	11/07/2025	Regular	0.00	-5,891.65	193105
21454	MANSFIELD POWER AND GAS, LLC	11/07/2025	Regular	0.00	-6,481.75	193107
20319	MATTHEW ARBIT	11/07/2025	Regular	0.00	-80.00	193108
14647	MIDWEST FENCING CLUB	11/07/2025	Regular	0.00	-2,200.00	193109
21025	MONROE TRUCK EQUIPMENT, INC	11/07/2025	Regular	0.00	-55,789.00	193110
21091	MONSTER TREE SERVICE OF THE NO	11/07/2025	Regular	0.00	-6,050.00	193113
17656	NANCY CRANN	11/07/2025	Regular	0.00	-150.00	193111

Check Register

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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	
20804	NORTH SHORE CHEER, LLC	11/07/2025	Regular	0.00	-14,146.28	193061
13604	NORTH SHORE GAS	11/07/2025	Regular	0.00	-1,706.95	193112
11998	PARK DISTRICT RISK MGMT AGCY	11/07/2025	Regular	0.00	-510.00	193114
18836	PAYNE SOD FARM INC	11/07/2025	Regular	0.00	-2,178.00	193115
12057	PHILLIP FOLINO	11/07/2025	Regular	0.00	-160.00	193116
12157	RAY AMIDEI	11/07/2025	Regular	0.00	-1,100.00	193118
20069	RES ENVIRONMENTAL OPERATING C	11/07/2025	Regular	0.00	-6,301.13	193117
12211	RICOH USA, INC	11/07/2025	Regular	0.00	-1,424.88	193120
21452	ROBERT EMMETT BURKE JR	11/07/2025	Regular	0.00	-250.00	193121
16459	SANTO SPORT STORE	11/07/2025	Regular	0.00	-1,531.85	193122
18900	STUCKEY CONSTRUCTION COMPANY	11/07/2025	Regular	0.00	-211,062.36	193123
19785	THE SWEET GROUP	11/07/2025	Regular	0.00	-185.00	193125
12607	TIM GIBSON	11/07/2025	Regular	0.00	-405.00	193124
14060	TOTAL PROMOTIONS, INC	11/07/2025	Regular	0.00	-600.00	193126
20801	TREMAYNE LEON GWINN JR	11/07/2025	Regular	0.00	-225.00	193127
21227	TURFWERKS	11/07/2025	Regular	0.00	-5,548.00	193081
21451	ULTRA POOL	11/07/2025	Regular	0.00	-4,480.00	193092
12732	W.B. OLSON, INC.	11/07/2025	Regular	0.00	-1,458,726.00	193128
21457	WESTLAKE CHRISTIAN ACADEMY	11/07/2025	Regular	0.00	-100.00	193129
12777	WILLIAMS ARCHITECTS	11/07/2025	Regular	0.00	-3,354.16	193130
20063	WILLIE ROUNSAVILLE	11/07/2025	Regular	0.00	-455.00	193131
12781	WILSON SPORTING GOODS	11/07/2025	Regular	0.00	-6,509.70	193132

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	75	0.00	-2,325,159.28
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	0	75	0.00	-2,325,159.28

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	11/2025	-2,325,159.28
			<hr/>
			-2,325,159.28



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	10/07/2025	Bank Draft	0.00	290,591.27	DFT0005779
100725	Invoice	10/07/2025	NRPA Conference Return Flight Baggage	0.00	290,591.27	

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	290,591.27
EFT's	0	0	0.00	0.00
	1	1	0.00	290,591.27

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	10/2025	290,591.27
			<hr/> 290,591.27