

NOTICE OF WORKSHOP MEETING
Wednesday, February 11, 2026
Workshop Meeting
6:00 pm

Park District of Highland Park
Board of Park Commissioners
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. UPDATES TO EMPLOYEE HANDBOOK POLICIES FOR 2026
- VI. CERAMICS UPDATE
- VII. REJECTION OF THE 2026 PARK FITNESS LOCKER ROOM RENOVATION BIDS
- VIII. CONSIDERATION TO APPROVE THE 2026 PARK FITNESS LOCKER ROOM RENOVATION REBID
- IX. CONSIDERATION FOR ART SCULPTURES ON PARK PROPERTY
- X. CONSTRUCTION PROJECT UPDATES
 - a. New Facility and Site Improvements at West Ridge Park
 - b. Lincoln Park Improvements project
- XI. REVIEW OF VOUCHERS
- XII. OTHER BUSINESS
- XIII. OPEN TO PUBLIC TO ADDRESS THE BOARD

XIV. 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.

XV. ACTION FROM CLOSED SESSION IF ANY

XVI. ADJOURNMENT

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: Laurel Hall, Director of Human Resources and Workforce Development; Mitch Carr, Deputy Director of Facilities and Operations; Brian Romes, Executive Director

Date: February 11, 2026

Subject: **Updates to Employee Handbook Policies for 2026**

Summary

The Park District has an Employee Handbook to establish and communicate our agency's mission, values, employee policies, and benefits offerings to employees. The Employee Handbook is accessible to all employees. Every year, staff reviews content to ensure policies are up to date with legal requirements, to include a compliance review consistent with Federal and Illinois employment law, and standard practice. A summary of proposed updates to the Employee Handbook is listed below.

- **Introductory section – Just a Bit of Park District History**

This is the introductory narrative in the Employee Handbook. The facility name for Fitness Club & Recreation Center is updated to Park Fitness.

- **5.1 Safety and Security**

The Park District revised and implemented a new Emergency Operations Plan (EOP) in December 2025. The new EOP incorporates the standards set by the I Love Guys Foundation using the Standard Response Protocol (SRP) as the Park District's consistent emergency response protocol. The Park District's EOP now aligns with that of School District 112. Policy language is updated to reflect the recently implemented EOP.

- **5.5 Technology Acceptable Use Policy**

This policy is updated to include language for amendments to The Victims' Economic Security and Safety Act (VESSA). The law outlines that an employee may use employer-provided equipment to record domestic violence, sexual violence, gender violence, or any other crime of violence committed against the employee or a family or household member of the employee. An employer may not discriminate against employees for using equipment for these purposes, and cannot prohibit the employee from accessing any videos, recordings, or pictures related to these various crimes. The added language to this policy allows for more employee rights as aligned with legal requirements.

- **6.3 Illinois Municipal Retirement Fund**

Added language to policy to encourage employees to create an IMRF member account on the IMRF website in addition to contacting customer service through phone. This is added based on the IMRF's preferred communication channel with members.

- **6.7 Employee Participation in Programs and Use of Facilities**

Added language to outline the Park District's current benefit-review procedures for transparency. Additions to the policy are, *Program administration guidelines are reviewed at least annually by each operational program area and the Human Resources Department, with approval from the Executive Director or their designee. Program administration guidelines and eligibility are subject to change with or without notice.*

- **7.4 Holidays**

Added clarifying language under the Compensation for Holidays Worked sub-section. The added language offers clarification with no change to policy administration.

- **7.5 Bereavement Leave**

This policy is updated to include language for amendments to the Illinois Military Leave Act (IMLA). Added language allows for some paid bereavement leave for qualifying employees to perform military funeral honors detail.

- **7.8 Parental Leave**

Added clarifying language to the policy to ensure consistent administration over time. The policy was newly written and implemented effective January 1, 2025. In accordance with the intent of the policy and how it was communicated to the Board of Commissioners during Policy Meetings in 2025, administrative language is updated to match current practices.

- **7.10 Military Leave**

This policy is updated to include language for amendments to the Illinois Service Member Employment & Reemployment Rights Act (ISERRA). Added language updates rules and guidelines for how concurrent compensation and differential compensation may be administered during a military leave of absence.

— Just a Bit of Park District History —

The Park District was organized on July 6, 1909, as the population of Highland Park was rapidly growing. Our relationship with Lake Michigan has always been an integral part of developing the District, from the creation of the first lakefront park at the end of Ravine Drive in 1909, to the restoration of the Park Ave Boating Facility, Breakwater, and Boat Launch in 2023, and the upcoming improvements to the Park Avenue Beach Access that will create a lakefront park that is welcoming and inclusive to the entire community for walking, biking, boating, and other fun, healthy recreational activities.

Your Park District now stretches across 640 acres of beautiful parks and open spaces enjoyed by residents every day. If you are not already familiar with our major facilities, take a few moments to visit the [District's](#) website and learn a bit about them. The more you know, the better you will be able to talk to your program participants about everything the Park District has to offer, including:

Centennial Ice Arena • Club Pickle & Padel

Deer Creek Racquet Club • ~~Fitness Club & Recreation Center~~[Park Fitness](#)

Heller Nature Center • Hidden Creek Aqua Park • Highland Park Golf Learning Center

River's Edge Mini Golf • Sunset Valley Golf Club • West Ridge Center

With that, let's get started with the remaining Employee Handbook Policies. If you have questions or want to seek clarification on anything contained within the Employee Handbook, we're happy to help. Ask your supervisor, the Department Head in your area, or contact the Human Resources Department.

5.1 Safety and Security

When we work with the community to provide recreational opportunities to children, adults and everyone in between, safety and security becomes a top priority.

To help us make sure we can provide a safe and healthy work environment for employees, customers, and community members, the District has safety ~~operations-plans-procedures~~ in place. ~~Detailed information on safety policies can be found in the District's Safety Manual.~~

Safety Manual – Specific safety ~~policies-procedures~~ are outlined within the Safety Manual. Each employee is provided ~~with access to the~~ safety manual at hire to review ~~and provide sign-off on receipt and understanding.~~

Emergency Operations Plan – The Park District's Emergency Operations Plan (EOP) is a district-wide procedural document that outlines the emergency response plan(s) that employees initiate based on categories of emergency types. The District requires all staff to review the EOP annually and requires managerial staff to attend one (1) training annually for review of EOP material.

~~Emergency Action Plan(s) – Each District facility has a facility-specific Emergency Action Plan (EAP) that is specific to the physical facility or park that operations occur. The EAP is based on the more general content from the EOP. The EAP provides emergency response plans specific to a unique facility, park, or event location. The District requires all staff to attend one (1) training annually for review of the EAP for the facility which they primarily perform work from.~~

Communications – The Park District provides information to employees about emergencies and workplace safety procedures through written Policy and procedures, by hosting regular trainings and written communication. The Park District also uses a procedure application (currently "MyEOP") which can be downloaded by all employees and uses an emergency notification system (currently "InformaCast") to ensure emergency communication can be delivered to as many employees as efficiently as possible.

Safety Training – All employees are required to complete certain safety training topics annually, in compliance with OSHA and based on best practices outlined and required by the Park District's Risk Management partner agency, the Park District Risk Management Agency ("PDRMA"). The Park District maintains records of training sessions for reporting to the Park District Risk Management Agency ("PDRMA") and also in individual personnel files.

Employee Responsibility – Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor upon discovery. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination.

Accidents/Injuries – In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees must immediately notify the appropriate supervisor. A formal

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Incident/Accident Report must be completed, reviewed by the supervisor, and then immediately sent to the Compliance and Risk Manager.

Safety Suggestions – Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to present them to their immediate Supervisor, their Department Head or directly to the Compliance and Risk Manager. Reports and concerns about workplace safety issues may be made anonymously, and without fear of retaliation, to the Compliance and Risk Manager.

5.5 Technology Acceptable Use Policy

The Park District of Highland Park recognizes that use of the internet and email is necessary in the workplace, and employees are required to use both responsibly and lawfully, as unacceptable use can place the District and others at risk for harassment, security breaches and similar issues. This policy outlines the guidelines for acceptable use of the Park District of Highland Park's technology systems.

Scope – This Policy must be followed in conjunction with other Park District policies governing appropriate workplace conduct and behavior. Any employee who abuses the District-provided access to email, the internet, or other electronic communications or networks, including social media, may be denied future access and, if appropriate, be subject to disciplinary action up to and including termination. The Park District complies with all applicable federal, state and local laws as they concern the employer/employee relationship, and nothing contained herein should be misconstrued to violate any of the rights or responsibilities contained in such laws.

Questions regarding the appropriate use of the Park District's electronic communications equipment or systems, including email and the internet, should be directed to the employee's immediate Supervisor, ~~or the Information Technology (IT) department~~ or the Human Resources (HR) department.

The Park District has established the following guidelines for employee use of District technology and communications networks, including the internet and email, in an appropriate, ethical and professional manner.

Compliance – All technology provided by the District is the property of the District and not the employee. The District reserves the right to examine, monitor and regulate email and other electronic communications, directories, files and all other content, including internet use, transmitted by or stored in its technology systems, whether onsite or offsite.

Internal and external email, voicemail, text messages, and other electronic communications are considered business records and may be subject to discovery in the event of litigation. Records are also subject to all Freedom of Information Act (FOIA) requests and applicable legal requirements. Employees must be aware of this when communicating electronically within and outside the District.

The Park District may use various measures to ensure compliance with this Policy including but not limited to:

- Firewall filtering, logging, and blocking content
- Email filtering, logging, and blocking content
- Network and computer monitoring and scanning

Appropriate Use – Park District employees are expected to use technology responsibly, lawfully and productively as necessary for their jobs. Internet access and email use is for job-related activities.

Minimal personal use is acceptable if it does not negatively affect the Park District's networks, one's job performance or violates Park District policy. (An example of minimal acceptable personal use may be using a web browser to check personal email or reading a news site.) Please know, as mentioned above, that any content created or stored on Park District systems may be subject to FOIA request.

Employees may not use the Park District's internet, email or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature or otherwise violate the Park District's Non-Discrimination and Anti-Harassment Policy. No messages with derogatory or inflammatory remarks about an individual's race, age, sex, disability, religion, national origin, physical attributes, gender identity, sexual preference or any other protected class may be transmitted. Harassment of any kind is prohibited.

Abusive, excessively profane or offensive language and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the internet or email—are forbidden.

In accordance with The Victims' Economic Security and Safety Act, an employee may use employer-provided equipment to record domestic violence, sexual violence, gender violence, or any other crime of violence committed against the employee or a family or household member of the employee. An employer may not discriminate against employees for using equipment for these purposes, and cannot prohibit the employee from accessing any videos, recordings, or pictures related to these various crimes.

Copyrighted materials belonging to entities other than the Park District of Highland Park may not be transmitted by employees on the District's network without permission of the copyright holder.

Employees may not use the Park District's computer systems in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and spamming (sending unsolicited email to thousands of users).

Employees are prohibited from downloading software or other program files or online services from the internet without prior approval from the IT department. All files or software should be passed through virus-protection programs prior to use. Failure to detect viruses could result in corruption or damage to files or unauthorized entry into District systems and networks.

Every employee of the Park District is responsible for the content of all text, audio, video or image files that they place or send over the Park District's internet and email systems. No email or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else. The Park District's business identity is attached to all outgoing email communications, which should reflect District values and appropriate workplace language and conduct.

Personal Devices – The use of personal devices to access Park District networks either through a wired or wireless connection, or through a VPN is prohibited. Exceptions to this are using web-enabled applications such as Microsoft Teams or Email, accessing email from personal devices, and using "Public" Wi-Fi connections provided by the Park District. Software licensed to the Park District is not to be used on personal devices if it violates the software's Terms of Use and Licensing agreements.

Non-Compliance – Failure to abide by the Technology Acceptable Use Policy may lead to discipline up to and including termination.

6.3 Illinois Municipal Retirement Fund

All employees in a qualified position who are expected to work at least 1,000 hours in a twelve (12)-month period are required under the Illinois Pension Code to participate in the Illinois Municipal Retirement Fund (IMRF). IMRF is a defined benefit pension plan to which member employees contribute 4.5% of their compensation on a pre-tax basis through payroll deductions made each pay period. The District contributes a percentage of the employee's compensation at a rate determined by IMRF and provided to the District at the beginning of each calendar year. IMRF provides death benefits to designated beneficiaries of member employees. The benefit amount varies by years of service and age of member. IMRF also provides certain disability benefits for eligible IMRF members. For detailed information about IMRF membership and additional IMRF benefits, visit <https://www.imrf.org/> or call 800.ASK.IMRF (800.275.4673). For employees enrolled in IMRF, they ~~can and~~ are encouraged to create a member account on the IMRF website ~~and to~~ access their IMRF member information.

6.7 Employee Participation in Programs and Use of Facilities

We want employees to get involved and have fun using the [District's](#) programs and facilities alongside the community we serve! All active employees and eligible family members have

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eligibility toward use of facilities and participation in programs at no cost or a reduced cost, except as provided below. Find out details [on](#) what you are eligible for, based on your employee category, by looking at the [District's](#) program administration guidelines. Ask your immediate Supervisor or contact the Human Resources Department for detailed program information. Program administration guidelines are reviewed at least annually by each operational program area and the Human Resources Department, with approval from the Executive Director or their designee. Program administration guidelines and eligibility are subject to change with or without notice.

Eligibility – “Family members” for purposes of this Policy is defined as the employee’s spouse, civil union partner or domestic partner and dependent children; “children” must be birth related or legally adopted, step-children or legal grandchildren; “civil union partner” is defined as a legal relationship between two (2) persons either of the opposite or same sex as established pursuant to the Illinois Religious Freedom Protection and Civil Union Act; “domestic partner” is defined as two (2) unrelated adults who are in an intimate and committed relationship, who share a permanent residence, intend to remain together indefinitely, are not legally married to any person and who are each other’s sole domestic partner. All eligible employees and family members must meet any requirements and restrictions for facility usage including regular hours of operation, age limitations and waivers.

Discounts for participation in programs and use of facilities, including those items listed below, may be tax free to the employee, subject to IRS rules and regulations.

Resident or paying customer priority – All reduced cost or no cost employee program registrations are limited to the availability of Park District programs and facilities. Employees must follow the registration guidelines and not displace any Park District customers, unless they are paying the full resident rate. Accessibility to programs and facilities is based on registration enrollments and limits, and subject to the Park District's review. If a program/class meets maximum capacity for the class or session and there is a waiting list for paying customers, then the employee is entitled to a 20% discount for enrollment at the resident rate for registration.

Contractual programs or additional program goods – Contractual programs are offered to all employees at a resident rate, without further discount. Contractual programs are defined as programs offered by the Park District and staffed with an independent contractor. Additional goods provided as part of a program, like a costume, food services, or sports equipment, are not discounted with this benefit for employees.

District-wide program/camp registration and special events for non-contractual programs – All active employees can register for programs, camps, classes, and special events at the resident rate. The rates for such programs, camps, classes and events, to the extent deducted from wages, is subject to employee and employer taxes, and are includible in an employee's pay. Amounts so deducted will also be reported on the employees' annual W-2 as wages. The amount paid as the fee will be reflected as income on the employee's paycheck issued for the period in which the start date occurs.

7.4 Holidays

Full-time employees are entitled to the following paid ten (10) holiday days:

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day

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6. Friday After Thanksgiving
 7. 1/2 Day Christmas Eve
 8. Christmas Day
 9. 1/2 Day New Years Eve
 10. Floating Holiday
 11. Floating Holiday

If the holiday falls on a Saturday or Sunday, it will be observed on either the preceding Friday or the following Monday or will be assigned as a floating holiday. Holiday Pay is not considered hours worked and does not count for overtime purposes. In order to be paid for these holidays, an employee must be in paid status on the regularly scheduled workday before and the next regularly scheduled workday following the holiday.

Some employees may wish to celebrate and be off work for other holidays than those offered as standard, scheduled holidays. Full-time employees are encouraged to use floating holidays or pre-scheduled vacation days for this purpose.

Compensation for Holidays Worked – Full-time exempt and non-exempt employees required to work on an observed holiday will have the option to move their holiday to an alternative day for use. Employees are required to use the holiday time within sixty (60) days following the holiday that the employee worked. Scheduling alternate holiday time off is to be requested and approved in advance of the holiday worked by the employee's immediate Supervisor. Holiday pay will be paid during the pay period in which the time off is used. If an employee ~~chooses~~is required to work on the holiday ~~and chooses~~ not move their holiday, they will be paid eight (8) hours at their regular rate of pay for holiday time and be paid for any hours worked on the holiday. A full-time employee may not move the holiday if they are not required to work the holiday. Holiday pay will be automatically paid if the employee is not required to work.

All non-exempt employees, full-time, part-time and seasonal, who work on any of the standard, scheduled holidays listed above will receive their normal wages plus any applicable premium pay as outlined below:

- Full-time employees receive monetary wages at the rate of two (2) times their regular wage for hours worked.
- Part-time or seasonal employees will be paid their regular rate of pay.

Floating holidays must be taken in full day (8-hour) increments. Floating holidays must be taken in the designated calendar year and cannot be carried over for use in another calendar year.

7.5 Bereavement Leave

Employees are eligible for leave in the event of a death of an employee's covered family member. It is anticipated that leave is taken consecutively within a reasonable time period after the death of the covered family member and will not generally be postponed. If a funeral,

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memorial service, or remembrance occurs at a later time, provide as much notice as feasible to your immediate Supervisor to coordinate time off.

A "covered family member" for purposes of this policy are listed below. Paid bereavement leave will be granted to full-time employees according to the following schedule:

- Employees are allowed up to five (5) paid days off from regularly scheduled duty in the event of the death of the employee's spouse, domestic partner, child, stepchild, father, mother, stepparent, grandparent, grandchild, father-in-law, mother-in-law, brother, sister, stepbrother, stepsister, or an adult who stood in loco parentis to the employee during childhood, son-in-law, daughter-in-law, brother-in-law, sister-in-law, aunt, uncle or spouse's grandparent.
- Employees are allowed up to one (1) paid day of bereavement leave to attend the funeral of a fellow regular, year-round employee or retiree of the District, provided such absence from duty will not interfere with normal operations of the District.

In accordance with the Illinois Family Bereavement Leave, a full-time FMLA eligible employee will be entitled to a maximum of ten (10) working days of unpaid bereavement leave for the reasons listed below. Any paid bereavement leave will run concurrently with Illinois Family Bereavement Leave. Illinois Family Bereavement Leave may be taken for:

1. attend the funeral or alternative to a funeral of a covered family member;
2. make arrangements necessitated by the death of a covered family member;
3. grieve the death of a covered family member;
4. be absent from work due to one of the following: (i) miscarriage; (ii) unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure (e.g., artificial insemination or embryo transfer); (iii) failed adoption match or an adoption that is not finalized because it is contested by another party; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) a stillbirth.

The employee must complete leave within sixty (60) days after the date the employee receives notice of the death or the occurrence of a covered event. If an employee experiences the death of more than one covered family member in a twelve (12)-month period, the employee is entitled to take up to six (6) weeks of bereavement leave during the twelve (12)-month period. This leave runs concurrently with the District's paid Bereavement Leave. Part-time and seasonal employees may request unpaid bereavement leave with prior notification to their immediate Supervisor.

In accordance with the Illinois Military Leave Act, an employee is allowed up to eight (8) paid hours per month, or up to a total of forty (40) paid hours per calendar year to perform military funeral honors detail. An employee qualifies for paid leave if the employee is trained to participate in a funeral honors detail at the funeral of a veteran; and is either (a) a retired or active member of the armed forces of the United States or a member of a reserve component of the armed forces of the United States, including the Illinois National Guard; or (b) an authorized

provider, or a registered member of a nonprofit or other organization that is an authorized provider, including a member of a veterans service organization. The employee must be employed by the employer for at least 12 months or 1,250 hours to be eligible.

An eligible employee should give the Park District at least forty-eight (48) hours of advance notice of the employee's intention to take bereavement leave, unless providing such notice is not reasonable or practicable. The Park District may require reasonable documentation to support the leave, which may include a death certificate, a published obituary notice or written verification of death, burial or memorial services, from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

An employee may (but is not required to) substitute earned and unused paid time off (including vacation) for unpaid time off, in addition to paid time off allowed under the District's policy, set forth above. However, this leave does not increase the total amount of time off available to an employee in any rolling twelve (12)-month period under the Family and Medical Leave Act, nor does this provision increase the amount of paid time off otherwise available to an employee under any Park District leave or paid time off policy.

In the event of the death of an employee's immediate family member, a remembrance may be made in the form of flowers, food, or other acknowledgement at the discretion of the Park District.

7.8 Parental Leave

Full-time employees may be entitled up to four (4) weeks of paid parental leave (including maternity/paternity/adoption) under this Policy. Parental leave is associated with the birth of an

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employee's own child, birth of a child via surrogate, or the placement of a child with the employee in connection with adoption or fostering. Full-time employees will earn one (1) week/five (5) days of paid parental leave for each three (3) months of continuous, full-time employment with the Park District. The maximum parental leave amount will be accrued at the conclusion of the eligible employees' first full year of full-time employment. An eligible, full-time employee will be allowed to bank the parental leave for future use at a maximum accumulation of four (4) weeks/twenty (20) days per qualifying event while in an eligible, full-time employment status. Paid parental leave may only be taken for eligible leave as defined in this Policy and will not be paid out when an eligible full-time employee changes to a non-eligible part-time or seasonal employment status or when employment is terminated.

The employee must provide 30 days' notice of the requested leave (or as much notice as practicable if the leave is not foreseeable), to their immediate Supervisor, complete the necessary FMLA forms as applicable, and provide them to the Human Resources Department.

An employee may use parental leave prior to using any other accrued paid time off benefit offered by the District. All paid leave under this policy will run concurrently with any applicable Family Medical Leave.

Such leave must be used in full day (8-hour) increments in a continuous block and begin immediately after the birth or placement of the child, or must be used in full day (8-hour) increments in a continuous block within the first year of birth in accordance with Family and Medical Leave Act guidelines. Following the completion of such leave, the employee will be restored to the position held prior to the commencement of such leave or to an equivalent position.

7.10 Military Leave

Employees who have need for leave due to voluntary or involuntary service in the military should contact the District's Human Resources Department as soon as the employee receives military orders.

Concurrent Compensation – During periods for annual training or orders in lieu of training, employees will continue to receive full compensation for up to thirty (30) days per calendar year.

Differential Compensation – If an employee's leave is for more than thirty (30) days, an employee may be eligible for differential compensation. Employees may be eligible for differential compensation during periods of leave for active service employees will receive the difference between the employee's average daily rate of military pay and the average daily rate of pay the employee would have received had the employee remained working. The District will calculate an employee's average daily rate of military pay by taking the employee's monthly military rate of pay and dividing it by the number of days in the month. The District will calculate the employee's daily rate of pay from the District by determining the number of shifts the employee would have worked per pay period had the employee not been on military leave and dividing the number of shifts per pay period by what the employee would have normally been paid that pay period.

Typically, an employee will only be eligible for differential pay for a period of sixty (60) work days in a calendar year. After an employee is absent from their employment for a three consecutive (3) year period while performing voluntary active service, differential compensation shall be terminated. Upon return to work for more than 90 calendar days, the employee's right to differential pay is reinstated. Depending on the type of military service the employee is performing, this period of differential pay may be extended.

Performance Evaluations – During the period of military leave, the District will be credited with the average of performance evaluations that the employee received for the three (3) years immediately before the military leave. Additionally, the employee will not receive a lower rating that the employee received for the period immediately prior to the commencement of the military leave.

Maintenance of Health Benefits – District health plan benefits will continue, except that the District will pay the full premium and administrative costs during the time an employee is on active duty.

Reinstatement – Employees are required to inform the District regarding any changes to the employee's military orders. Upon the end of an employee's military leave, the employee will be reinstated to the employee's prior position with no loss of seniority.



Memorandum

To: Park Board of Commissioners

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

Date: February 11, 2026

Subject: **Ceramics Update**

Summary

Staff will provide an update on the process to evaluate the Danny Cunniff Park Fieldhouse for the potential relocation of the Park District's Ceramics Program. Staff will also share upcoming communications that will be sent to Ceramics patrons regarding alternative program opportunities.



Memorandum

To: Park Board of Commissioners

From: Casey Lawler, Planning & Projects Supervisor; Jeff Smith, Director of Planning, Projects, and IT; Brian Romes, Executive Director

Date: February 11, 2026

Subject: **Rejection of the 2026 Park Fitness Locker Room Renovation Bids**

Summary

The Park District of Highland Park received seven sealed bids on Friday, December 19, 2025 for materials and labor to complete the 2026 Park Fitness Locker Room Renovation. Work is scheduled to occur late May through early August 2026.

Bid Results

Contractor	Base Bid	Alternate 1 <i>Grooming Area</i>	Alternate 2 <i>Sauna Buildout</i>	Alternate 3 <i>Entrance Renovations</i>	Alternate 4 <i>Plastic Shower Partitions</i>	Total
Angstrom Design & Build	\$217,281.41	\$335,650.66	\$365,064.04	\$225,422.37	(\$202,740.56)	\$940,677.92
Integrity Developers, Inc.	\$308,600.00	\$282,400.00	\$75,500.00	\$29,200.00	(\$29,500.00)	\$666,200.00
Kandu Construction Inc.	\$476,000.00	\$147,000.00	\$67,000.00	\$47,000.00	(\$10,000.00)	\$727,000.00
KWCC Inc.	\$368,000.00	\$239,000.00	\$46,000.00	\$50,000.00	(\$25,000.00)	\$678,000.00
Structures Construction LLC, dba STRUXC	\$381,383.00	\$236,968.00	\$183,613.00	\$48,718.00	(\$12,500.00)	\$838,182.00
Stuckey Construction Company	\$302,000.00	\$220,000.00	\$46,000.00	\$53,000.00	(\$50,000.00)	\$571,000.00
Total Renovations	\$256,000.00	\$99,080.00	\$57,500.00	\$16,000.00	(\$9,000.00)	\$419,580.00

Six of the bidders, including the low bidder, were not Illinois Department of Public Health (IDPH) Pre-Qualified Contractors for Swimming Facilities as required under the IDPH permit for this project. Staff provided the low bidder an opportunity to meet this requirement, but they were unable to. Staff have re-bid the project.

Recommendation

Staff recommend the Park Board of Commissioners reject all 2026 Park Fitness Locker Room Renovation Bids.



Memorandum

To: Park Board of Commissioners

From: Casey Lawler, Planning & Projects Supervisor; Jeff Smith, Director of Planning, Projects, and IT; Brian Romes, Executive Director

Date: February 11, 2026

Subject: **Consideration to Approve the 2026 Park Fitness Locker Room Renovation Re-Bid**

Summary

The Park District of Highland Park released an Invitation for Bids on January 27, 2026 for the 2026 Park Fitness Locker Room Renovation Re-Bid.

Bids will be received on February 9, 2026. Staff will provide a summary of the bid results at the Workshop Meeting and provide a recommendation to the Park Board of Commissioners.

Work is scheduled to occur late May through early August 2026.

Recommendation

Staff recommend the Park Board of Commissioners consider a motion to approve the 2026 Park Fitness Locker Room Renovation Re-Bid and authorize the Executive Director to enter into an agreement.



Memorandum

To: Park Board of Commissioners

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

Date: February 11, 2026

Subject: **Consideration for an Art Sculpture on Park Property**

Summary

Staff will provide an update on the community engagement effort for the potential locations being evaluated for relocation of the “Miss Nitro” art sculpture.



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: February 11, 2026

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



Memorandum

To: Board of Park Commissioners

From: Yolanda Peterson - Accounts Payable Administrator
Mari-Lynn Peters - Finance Director
Brian Romes - Executive Director

Date: February 11, 2026

Subject: Bills presented for the Board's review on February 11, 2026
Checks written January 10, 2026 to February 6, 2026.

BILLS

DATE

AMOUNT

January 27, 2026 Emergency Check	\$ 850.69
February 4, 2026 Emergency Check	\$ 6,570.37
February 6, 2026	\$ 615,593.98
Bank Drafts	\$ 5,210.84
P-Card	\$ 156,989.72
Refunds	\$ 944.00
TOTAL	\$ 786,159.60

PAYROLL DISBURSEMENTS

TOTAL	\$ -
GRAND TOTAL	\$ 786,159.60



Park District of Highland Park, IL

Check Register

Packet: APPKT04913 - Correction of Post Date for 1.22.26 Health Equity Bank Draft

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
19658	HEALTHEQUITY INC	01/22/2026	Bank Draft		0.00	635.97 DFT0005950
INV8633906(1)	Invoice	01/20/2026	1.22.26 Health Equity Bank Draft	0.00	635.97	

Bank Code PAYROLL Summary				
Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	635.97
EFT's	0	0	0.00	0.00
	1	1	0.00	635.97

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2026	635.97
			<hr/>
			635.97



Park District of Highland Park, IL

Check Register

Packet: APPKT04911 - December Sales Tax Bank Draft

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
11188	ILLINOIS DEPT OF REVENUE	01/22/2026	Bank Draft	0.00	751.00	DFT0005947
012226	Invoice	01/20/2026	December Sales Tax Bank Draft	0.00	751.00	

Bank Code AP Summary				
Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	751.00
EFT's	0	0	0.00	0.00
	1	1	0.00	751.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2026	751.00
			<hr/> 751.00



By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
19658	HEALTHEQUITY INC	01/22/2026	Bank Draft	0.00	1,592.06	DFT0005944
INV8583188	Invoice	01/05/2026	01.22.26 Health Equity Bank Draft - HC, DC...	0.00	1,592.06	
19658	HEALTHEQUITY INC	01/22/2026	Bank Draft	0.00	567.92	DFT0005945
INV8611090	Invoice	01/12/2026	01.22.26 Health Equity Bank Draft - 01.12 ...	0.00	567.92	
19658	HEALTHEQUITY INC	12/22/2025	Bank Draft	0.00	635.97	DFT0005946
INV8633906	Invoice	01/20/2026	01.22.26 Health Equity Bank Draft - 01.20 ...	0.00	635.97	

Bank Code PAYROLL Summary				
Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	3	3	0.00	2,795.95
EFT's	0	0	0.00	0.00
	3	3	0.00	2,795.95

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2025	635.97
99	POOLED CASH FUND	1/2026	2,159.98
			<hr/>
			2,795.95



By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
19658	HEALTHEQUITY INC	02/03/2026	Bank Draft	0.00	165.55	DFT0005948
INV8647386	Invoice	01/23/2026	02.03.26 Health Equity Bank Draft	0.00	165.55	
19658	HEALTHEQUITY INC	02/03/2026	Bank Draft	0.00	862.37	DFT0005949
INV8666197	Invoice	01/26/2026	02.03.26 Health Equity Bank Draft	0.00	862.37	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	1,027.92
EFT's	0	0	0.00	0.00
	2	2	0.00	1,027.92

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2026	1,027.92
			<hr/>
			1,027.92



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						
14200	POOLEQUIP, LLC	02/04/2026	Regular	0.00	6,570.37	193484
Q-17968	Invoice	01/27/2026	thick safety pad, color and texture TBD, a	0.00	6,570.37	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	6,570.37
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	6,570.37

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2026	6,570.37
			<hr/> 6,570.37



Park District of Highland Park, IL

Check Register

Packet: APPKT04920 - 02.06.26 Check Print refunds

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						
21594	Aina Sarybaeva	02/06/2026	Regular	0.00	50.00	193546
3163016	Invoice	12/31/2025	Refund	0.00	50.00	
21447	BARRY ADES	02/06/2026	Regular	0.00	44.00	193547
3145430	Invoice	12/31/2025	Refund	0.00	44.00	
21595	Crotan Zakarija	02/06/2026	Regular	0.00	27.00	193548
3152267	Invoice	01/26/2026	Refund	0.00	27.00	
21485	Daniel Concepcion	02/06/2026	Regular	0.00	20.00	193549
3152391	Invoice	01/26/2026	Refund	0.00	20.00	
21598	Jennifer Vidmar	02/06/2026	Regular	0.00	48.00	193550
3145468	Invoice	01/20/2026	Refund	0.00	48.00	
19475	LAUREN HAMMER	02/06/2026	Regular	0.00	45.00	193551
3163749	Invoice	02/03/2026	Refund	0.00	45.00	
21596	Laurie Pearson	02/06/2026	Regular	0.00	10.00	193552
3147963	Invoice	01/22/2026	Refund	0.00	10.00	
21597	Stephanie Sidaway	02/06/2026	Regular	0.00	350.00	193553
3145463	Invoice	01/20/2026	Refund	0.00	350.00	
18499	TARYN STEIN	02/06/2026	Regular	0.00	350.00	193554
3145465	Invoice	01/20/2026	Refund	0.00	350.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	9	9	0.00	944.00
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
	9	9	0.00	944.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2026	944.00
			<hr/> 944.00



Park District of Highland Park, IL

Check Register

Packet: APPKT04919 - 02/06/2026 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						
15147	ABC PRINTING COMPANY	02/06/2026	Regular	0.00	1,214.58	193485
297105	Invoice	08/06/2025	BUSINESS CARDS FOR BRIAN O'MALLEY/...	0.00	124.12	
297125	Invoice	08/07/2025	#10 WINDOW ENVELOPE FOR PARK FITNE...	0.00	179.37	
297553	Invoice	08/25/2025	BUSINESS CARD MAGNETS	0.00	109.64	
297667	Invoice	08/27/2025	TOUCH A TRUCK BANNER	0.00	269.14	
299449	Invoice	10/30/2025	PUMPKIN BANNERS WITH WIND SLITS	0.00	185.89	
301520	Invoice	01/06/2026	BNNR SPRING REGISTRATION	0.00	118.80	
301620	Invoice	01/21/2026	BNNR SPRING PICKEBAL VINYL	0.00	102.49	
301963	Invoice	02/04/2026	BUSINESS CARDS FOR JUSTIN DILL/BROOK...	0.00	125.13	
10055	AEREX PEST CONTROL	02/06/2026	Regular	0.00	73.00	193486
2661476	Invoice	01/21/2026	HELLER NATURE CENTER	0.00	73.00	
20071	AVALON PETROLEUM COMPANY	02/06/2026	Regular	0.00	5,899.08	193487
010279	Invoice	11/24/2025	1242 FREDRICKSON PL STATE FUEL TAX	0.00	997.97	
010322	Invoice	01/12/2026	1242 FREDRICKSON PL STATE MOTOR FUEL	0.00	1,224.26	
010332	Invoice	01/19/2026	1242 FREDRICKSON STATE FUEL TAX	0.00	1,403.60	
010334	Invoice	01/26/2025	1242 FREDRICKSON PL STATE MOTOR FUE...	0.00	1,172.80	
041424	Invoice	11/24/2025	1242 FREDRICKSON PL STATE MOTOR FUE...	0.00	1,100.45	
17859	CARASOFT TECHNOLOGY CORP	02/06/2026	Regular	0.00	2,455.53	193488
62443989INV	Invoice	02/02/2026	eSignature Business Pro for State & Local ...	0.00	2,455.53	
10387	CAREY DOWDLE	02/06/2026	Regular	0.00	200.00	193489
1	Invoice	01/21/2026	4 Basketball Games officiated 1 20	0.00	200.00	
21396	CATERING WITH RELISH INC.	02/06/2026	Regular	0.00	4,500.00	193490
02062026-EVENT	Invoice	02/03/2026	FAMILY DANCE EVENT 02062026	0.00	4,500.00	
20755	CHEN SITE DESIGN STUDIO LLC	02/06/2026	Regular	0.00	2,880.00	193491
1D	Invoice	01/22/2026	CSDS-Landscape Architecture Fees (hourly)	0.00	1,080.00	
1E	Invoice	01/22/2026	CSDS-Landscape Architecture Fees (hourly)	0.00	1,800.00	
10463	CHICAGO TRIBUNE COMPANY	02/06/2026	Regular	0.00	189.00	193492
130157986000	Invoice	12/31/2025	CTC130157986 PO# Tax Levy	0.00	189.00	
10473	CHICAGOLAND PAVING CONTRACTO	02/06/2026	Regular	0.00	5,270.00	193493
258903	Invoice	01/16/2026	PARK AVE S PARKING PAD- FINK PARK CH...	0.00	5,270.00	
10502	CITY OF HIGHLAND PARK	02/06/2026	Regular	0.00	7,156.49	193494
01212026	Invoice	01/21/2026	October,November,December (Q4) Food/...	0.00	4.23	
28290	Invoice	12/31/2025	FY 2025 Highlander printing costs Misc 111	0.00	7,152.26	
10537	COMMONWEALTH EDISON COMPAN	02/06/2026	Regular	0.00	16,370.39	193495
11626-83164514...	Invoice	01/16/2026	1201 Park Ave 12/15/25-01/26/26	0.00	253.26	
12226-18778412...	Invoice	01/22/2026	3100 Trailway Dr 12/17/25-01/20/26	0.00	12,639.88	
12226-37888412...	Invoice	01/22/2026	2205 Skokie Rd 12/17/25-01/20/26	0.00	1,380.99	
12226-60311401...	Invoice	01/22/2026	1390 Sunset Rd 12/17/25-01/20/26	0.00	2,096.26	
17719	CONSTELLATION NEWENERGY - GAS	02/06/2026	Regular	0.00	4,979.65	193506
4503854	Invoice	01/22/2026	1201 PARK AVE NOV-DEC 2025	0.00	4,979.65	
17269	D & J LANDSCAPE INC	02/06/2026	Regular	0.00	171,516.42	193496
02062026	Invoice	02/06/2026	ROSEWOOD PARK, 45 ROGER WILLIAMS P...	0.00	171,516.42	

Check Register

Packet: APPKT04919-02/06/2026 Check Print

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
15485	DAVID MANNA	02/06/2026	Regular	0.00	710.00	193498
01212026	Invoice	01/21/2026	4 Travel Basketball Game 1/20/2026	0.00	320.00	
01272026	Invoice	01/27/2026	3 TRAVEL GAMES 1/27/26 -6 HOUSE GAM...	0.00	390.00	
18562	DAVIS BANCORP INC	02/06/2026	Regular	0.00	4,180.00	193499
137615	Invoice	12/31/2025	Security Armored Transportation Decemb...	0.00	2,090.00	
138401	Invoice	01/31/2026	Security Armored Transportation January ...	0.00	2,090.00	
10687	DEMUTH INC	02/06/2026	Regular	0.00	5,900.00	193500
V-4277	Invoice	11/13/2025	work completed 10/10/25 at location golf ...	0.00	5,000.00	
V-4278	Invoice	11/13/2025	WORK COMPLETED AT 2205 SKOKIE VALL...	0.00	900.00	
10762	DUNLOP SPORTS GROUP AMERICAS	02/06/2026	Regular	0.00	1,477.44	193501
8780349 SO	Invoice	01/14/2026	TB GP ACADEMY RD 3B CART FEDEX GRO...	0.00	1,477.44	
17122	DYNEGY ENERGY SERVICES	02/06/2026	Regular	0.00	27,135.86	193502
010000147734	Invoice	11/07/2025	Multiple location for range 09/18/25-10/2...	0.00	27,135.86	
20418	ELENA VICTORIA LLC	02/06/2026	Regular	0.00	1,736.00	193503
012226	Invoice	01/22/2026	Spring 2025 Fashion Design and Sewing Cl...	0.00	1,736.00	
21523	ENVIRONMENTAL CONSULTING GRC	02/06/2026	Regular	0.00	970.00	193504
2025-1522	Invoice	12/31/2025	Asbestos Project Design Services	0.00	970.00	
21143	EPACT NETWORK LTD	02/06/2026	Regular	0.00	9,100.00	193505
EP001013	Invoice	01/14/2026	ePACT PRO ENTERPRISE PACKAGE	0.00	9,100.00	
16915	FALCONS HOCKEY ASSOCIATION	02/06/2026	Regular	0.00	3,701.16	193507
02022026	Invoice	02/02/2026	Little Falcons Hockey-2026	0.00	3,701.16	
20316	FLECK'S LANDSCAPING	02/06/2026	Regular	0.00	717.00	193508
2510170	Invoice	10/31/2025	WEEDING & LANDSCAPING FOR REC CENT...	0.00	717.00	
10974	GEWALT HAMILTON ASSOCIATES INC	02/06/2026	Regular	0.00	4,812.20	193509
6048 900-2	Invoice	01/09/2026	PROFESSIONAL SERVICES FROM 12/01/25...	0.00	4,812.20	
21489	GROUND UP SPORTS LAB, LLC	02/06/2026	Regular	0.00	12,500.00	193510
01292026	Invoice	01/29/2026	OFFICAIL BANNER SPACE MISC. FINAL PY...	0.00	12,500.00	
21376	HALOCK SECURITY LABS	02/06/2026	Regular	0.00	410.00	193532
INV27936	Invoice	12/31/2025	PCI QSA COUNSELING & ADVISORY 12/29/...	0.00	410.00	
15888	HEARTLAND BUSINESS SYSTEMS LLC	02/06/2026	Regular	0.00	1,023.75	193511
848224-H	Invoice	12/11/2025	Agreement Billable Time: T&M Labor - IL	0.00	1,023.75	
19645	HOLABIRD & ROOT, LLC	02/06/2026	Regular	0.00	46,665.83	193512
0135017	Invoice	01/16/2026	Field Drainage, Shelters, Ballfield Electrical	0.00	1,179.00	
0135034	Invoice	01/16/2025	Safety Village & Native Plantings WAF008	0.00	4,617.60	
0135048	Invoice	01/19/2026	Professional Services for 12/01/25-12/31/...	0.00	25,096.23	
0135049	Invoice	01/19/2026	WAF-08 Professional Services for 12/01/25..	0.00	1,800.00	
0135059	Invoice	01/30/2026	Professional Services for12/01/25-12/31/...	0.00	3,170.00	
0135062	Invoice	02/02/2026	Professional Services for December 1, 202...	0.00	1,020.00	
0135063	Invoice	02/02/2026	Professional Services for July 1, 2025 to De...	0.00	9,783.00	
15430	IMPERIAL SURVELLIANCE, INC	02/06/2026	Regular	0.00	806.50	193514
229486	Invoice	01/16/2025	10.00 KW-WLS3710 WLS Transmitter Keyt...	0.00	806.50	
21009	INCREDIBLEBATS, INC	02/06/2026	Regular	0.00	500.00	193497
22126	Invoice	01/27/2026	Heller Nature Center 2821 Ridge Rd-Anima..	0.00	500.00	
21524	INTERACTIVE SPORTS GROUP LLC	02/06/2026	Regular	0.00	124,841.27	193515
10162	Invoice	01/10/2026	636 Ridge Road Floors, Matt, Vault, Foam	0.00	124,841.27	
17169	IRELAND HEATING & AIR CONDTION	02/06/2026	Regular	0.00	5,925.00	193516
106617	Invoice	11/27/2025	Replaced existing heater with Sterling Unit...	0.00	5,925.00	

Check Register

Packet: APPKT04919-02/06/2026 Check Print

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
17929	JEFFREY A. SCHELL	02/06/2026	Regular	0.00	350.00	193517
01212026	Invoice	01/21/2026	4 Travel Basketball League Games on 1/20	0.00	200.00	
01272026	Invoice	01/27/2026	3 TRAVEL GAMES 1/13/26	0.00	150.00	
20672	JOHN H. FIX	02/06/2026	Regular	0.00	300.00	193518
01272026	Invoice	01/27/2026	5 house games 1/25/26- 2 travel games 1/...	0.00	300.00	
12664	JOHNSON CONTROLS SECURITY SOLI	02/06/2026	Regular	0.00	2,274.66	193519
10538544-A	Invoice	12/15/2025	1203 PARK AVE W TIME AND MATERIAL S...	0.00	71.67	
10538544-B	Invoice	01/14/2026	2026 CONSOLIDATED FOR ALL FACILITIES IN...	0.00	2,202.99	
20702	L6 TECHNOLOGY, INC.	02/06/2026	Regular	0.00	14,000.00	193520
PDH030126S	Invoice	02/01/2026	Monthly IT Support Service – March 2026	0.00	7,000.00	
PDH030126SA	Invoice	02/01/2026	Monthly IT Supplementary Support Service..	0.00	7,000.00	
18474	LRS , LLC	02/06/2026	Regular	0.00	641.48	193521
LR6532595	Invoice	12/25/2025	1801 SUNSET RD TRASH SERIVE 01/01/26-...	0.00	118.46	
LR6595095	Invoice	01/25/2026	1390 SUNSET RD SERV-02/01-02/28-26	0.00	90.48	
LR6595097	Invoice	01/25/2026	1240 FREDRICKSON PL 02/01/26-02/28/26	0.00	432.54	
21593	MARTENSON TURF PRODUCTS INC.	02/06/2026	Regular	0.00	428.50	193522
102998	Invoice	11/03/2025	USGA GREN SAND DIVOT MIX 1240 FREDR...	0.00	428.50	
21347	MGH CONSULTING ENGINEERS LLC	02/06/2026	Regular	0.00	8,000.00	193523
26010	Invoice	01/14/2026	Electrical Service & Gear Upgrades to Cent...	0.00	8,000.00	
11805	MIKE CORRIGAN	02/06/2026	Regular	0.00	40.00	193524
01212026	Invoice	01/21/2026	1 House Games on 1 21	0.00	40.00	
13604	NORTH SHORE GAS	02/06/2026	Regular	0.00	9,485.05	193525
5782189260	Invoice	01/20/2026	1801 Sunset Rd 12/15/25-01/18/26	0.00	629.31	
5782217529	Invoice	01/20/2026	1390 Sunset Rd 12/15/25-01/18/2026	0.00	166.09	
5782476667	Invoice	01/20/2026	3100 Trail Way 12/15/25-01/18/26	0.00	251.11	
5782725268	Invoice	01/20/2026	701 Deer Creek Pkwy 12/15/25-01/18/26	0.00	2,857.37	
5782760913	Invoice	01/20/2026	701 Deer Creek Pkwy 12/15/25-01/18/26	0.00	274.39	
5782784788	Invoice	01/20/2026	1240Fredrickson Pl 12/15/25-01/18/25	0.00	2,306.03	
5783311073	Invoice	01/20/2026	1201 Park Ave W 12/15/25-01/18/26	0.00	2,414.98	
5783641491	Invoice	01/20/2026	2900 Trailway St 12/15/25-01/18/26	0.00	279.03	
5783818163	Invoice	01/20/2026	1240 Fredrickson Pl 12/15/25-01/18/26	0.00	306.74	
11933	NORTH SHORE SCHOOL DISTRICT 11	02/06/2026	Regular	0.00	10,495.00	193526
FR25260116260	Invoice	01/16/2025	FACILITY RENTAL AT EDGEWOOD SCHOOL ...	0.00	495.00	
IA25260115261	Invoice	01/15/2026	rgovernmental Agreement, cost maintai...	0.00	10,000.00	
14914	NORTH SHORE WATER RECLAMATIO	02/06/2026	Regular	0.00	30.53	193527
5770057	Invoice	01/17/2026	0 CAVELL AVE 04/15/25-07/14/25	0.00	16.28	
5771252	Invoice	01/17/2026	750 LINCOLN AVE W 0415/25-07/14/25	0.00	14.25	
11959	NSSRA	02/06/2026	Regular	0.00	8,593.89	193528
2170	Invoice	01/14/2026	2025 INCLUSION TRU-UP	0.00	8,593.89	
11998	PARK DISTRICT RISK MGMT AGCY	02/06/2026	Regular	0.00	38,771.46	193529
0126133	Invoice	01/31/2026	January 2026 Property & Liability Insurance	0.00	38,771.46	
12057	PHILLIP FOLINO	02/06/2026	Regular	0.00	40.00	193530
01212026	Invoice	01/21/2026	1 House Games on 1 21	0.00	40.00	
12211	RICOH USA, INC	02/06/2026	Regular	0.00	2,730.95	193533
5072356844	Invoice	11/17/2025	RICOH MPC306SPF SERVICE CONTRACT	0.00	1,430.44	
9033471325	Invoice	12/22/2025	SERVICE CONTRACT	0.00	1,300.51	

Check Register

Packet: APPKT04919-02/06/2026 Check Print

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
16459	SANTO SPORT STORE	02/06/2026	Regular	0.00	2,306.25	193534
713787	Invoice	10/24/2025	107 TRAVEL BASKETBALL- BAG BY PLAYER	0.00	374.50	
714020	Invoice	12/08/2025	YOUTH PRIME BASKETBALL JERSEY'S	0.00	98.00	
714049	Invoice	01/19/2026	YOUTH REVERSABLE BASKETBALL JERSEY'S	0.00	219.75	
714120	Invoice	01/13/2026	YOUTH PRIME BASKETBALL JERSEY'S	0.00	1,584.00	
714203	Invoice	12/02/2025	60 PACKING BAGS- WHITE	0.00	30.00	
17762	SCHWAAB INC	02/06/2026	Regular	0.00	33.95	193535
4962553	Invoice	01/22/2026	NAMEPLATE ONLY - ENGRAVED (2 X 10) (...)	0.00	33.95	
18410	SIKICH LLP	02/06/2026	Regular	0.00	9,000.00	193536
122410	Invoice	01/28/2026	professional services rendered through Ja...	0.00	9,000.00	
12396	SOIL AND MATERIAL CONSULTANTS	02/06/2026	Regular	0.00	730.00	193537
52067	Invoice	10/30/2025	PORTLAND CEMENT CONCRETE-CENTENN...	0.00	730.00	
19976	TGF ENTERPRISES INC	02/06/2026	Regular	0.00	10,000.00	193538
8100	Invoice	02/02/2026	2026 Forestry Mow at Fink	0.00	10,000.00	
12569	THE LAKOTA GROUP, INC.	02/06/2026	Regular	0.00	14,653.90	193539
25006.01-01	Invoice	12/15/2025	Developed Master Plan initiatives goals inc...	0.00	10,067.50	
25006.01-02	Invoice	01/12/2026	Updated Greenprint Master Planning initia...	0.00	4,586.40	
19785	THE SWEET GROUP	02/06/2026	Regular	0.00	270.00	193540
01212026	Invoice	01/21/2026	3 House Games on 1 18	0.00	120.00	
01272026	Invoice	01/27/2026	3 TRAVEL GAMES 01/27/26	0.00	150.00	
19761	THE ULTIMATE SCHOOL OF GUITAR	02/06/2026	Regular	0.00	3,770.00	193513
775	Invoice	01/14/2026	Private music lessons, Fall session 2 2025 ...	0.00	3,770.00	
12607	TIM GIBSON	02/06/2026	Regular	0.00	280.00	193541
01212026	Invoice	01/21/2026	3 House Games on 1/18, 2 ON 01/14-1 ON...	0.00	240.00	
01272026	Invoice	01/27/2026	1 PREP LEAGUE GAME	0.00	40.00	
18306	TROCH-MCNEIL PAVING COMPANY,	02/06/2026	Regular	0.00	950.00	193542
14335	Invoice	11/14/2025	FINK PARK & PORT CLINTON 2024 STRIPING	0.00	950.00	
21599	UPTOWN MUSIC THEATER OF HIGHL	02/06/2026	Regular	0.00	196.00	193543
02032026	Invoice	02/03/2026	\$14.00/ticket x 11 TTS Theater campers a...	0.00	196.00	
20834	WEST40 ISC 2	02/06/2026	Regular	0.00	231.00	193531
2600639	Invoice	01/29/2026	Emergecncy Backpacks (Clear Backpacks	0.00	231.00	
12777	WILLIAMS ARCHITECTS	02/06/2026	Regular	0.00	1,125.21	193544
0023853	Invoice	01/16/2026	Professional Services from 12/01/25-12/3...	0.00	1,125.21	
20063	WILLIE ROUNSAVILLE	02/06/2026	Regular	0.00	50.00	193545
01272026	Invoice	01/27/2026	1 GAME 01/27/26	0.00	50.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	109	61	0.00	615,593.98
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
	109	61	0.00	615,593.98

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2026	615,593.98
			<hr/> 615,593.98



Park District of Highland Park, IL

Packet: APPKT04905 - 01/27/26 RESTAURANT FURNITURE PLUS
EMERGENCY CHECK

Check Register

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
20676	RESTAURANT FURNITURE PLUS	01/27/2026	Regular	0.00	850.69	193483
S14376	Invoice	01/16/2026	FURNATURE FOR 1390 SUNSET RD	0.00	850.69	

Bank Code AP Summary				
Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	850.69
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	850.69

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2026	850.69
			<hr/> 850.69



Park District of Highland Park, IL

Packet: APPKT04909 - P-Card Statement 12/08/25-01/07/26
Payments

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
10313	BOA P-CARD STATEMENTS	01/07/2026	Bank Draft	0.00	156,989.72	DFT0005943
1072026	Invoice	01/07/2026	P-Card with PA	0.00	25,109.11	
10726	Invoice	12/31/2025	P-Card with PA	0.00	131,880.61	

Bank Code AP Summary				
Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	1	0.00	156,989.72
EFT's	0	0	0.00	0.00
	2	1	0.00	156,989.72

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2026	156,989.72
			<hr/> 156,989.72