

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 plansprocedures 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 aaccess 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

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.

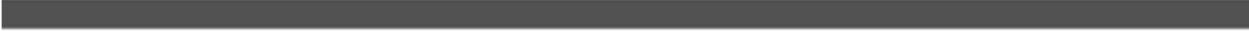
District-wide program/camp registration and special events for non-contractual programs – All active employees can register for programs, camps, classes, and special events at the resident rate. The rates for such programs, camps, classes and events, to the extent deducted from wages, is subject to employee and employer taxes, and are includable 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 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 than 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 Payable #	Vendor DBA Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount Payable Amount	Payment Amount	Number
19658 INV8633906(1)	HEALTHTHEQUITY INC Invoice	01/22/2026 01/20/2026	Bank Draft 1.22.26 Health Equity Bank Draft	0.00 0.00	635.97	DFT0005950

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
			635.97



Park District of Highland Park, IL

Check Register

Packet: APPKT04911 - December Sales Tax Bank Draft

By Vendor DBA Name

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

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
			751.00



By Vendor DBA Name

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

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
			2,795.95



Park District of Highland Park, IL

Check Register

Packet: APPKT04912 - 02.03.26 Health Equity Bank Draft

By Vendor DBA Name

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

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



Park District of Highland Park, IL

Check Register

Packet: APPKT04916 - 02.04.2026 Emergency Check Print

By Vendor DBA Name

Vendor Number Payable #	Vendor DBA Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount Payable Amount	Payment Amount	Number
14200 Q-17968	POOLEQUIP, LLC Invoice	02/04/2026 01/27/2026	Regular thick safety pad, color and texture TBD, a	0.00	6,570.37	193484

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 6,570.37



By Vendor DBA Name

Vendor Number Payable #	Vendor DBA Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount	Payment Amount	Number
				Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
21594 3163016	Aina Sarybaeva Invoice	02/06/2026 12/31/2025	Regular Refund	0.00 0.00	50.00 50.00	193546
21447 3145430	BARRY ADES Invoice	02/06/2026 12/31/2025	Regular Refund	0.00 0.00	44.00 44.00	193547
21595 3152267	Crotan Zakarija Invoice	02/06/2026 01/26/2026	Regular Refund	0.00 0.00	27.00 27.00	193548
21485 3152391	Daniel Concepcion Invoice	02/06/2026 01/26/2026	Regular Refund	0.00 0.00	20.00 20.00	193549
21598 3145468	Jennifer Vidmar Invoice	02/06/2026 01/20/2026	Regular Refund	0.00 0.00	48.00 48.00	193550
19475 3163749	LAUREN HAMMER Invoice	02/06/2026 02/03/2026	Regular Refund	0.00 0.00	45.00 45.00	193551
21596 3147963	Laurie Pearson Invoice	02/06/2026 01/22/2026	Regular Refund	0.00 0.00	10.00 10.00	193552
21597 3145463	Stephanie Sidaway Invoice	02/06/2026 01/20/2026	Regular Refund	0.00 0.00	350.00 350.00	193553
18499 3145465	TARYN STEIN Invoice	02/06/2026 01/20/2026	Regular Refund	0.00 0.00	350.00 350.00	193554

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	944.00 944.00



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

Check Register

Packet: APPKT04919-02/06/2026 Check Print

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

Check Register

Packet: APPKT04919-02/06/2026 Check Print

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

Check Register

Packet: APPKT04919-02/06/2026 Check Print

Vendor Number Payable #	Vendor DBA Name Payable Type	Payment Date		Payment Type	Discount Amount	Payment Amount	Number
		Payable Date	Payable Description				
16459 713787 714020 714049 714120 714203	SANTO SPORT STORE	02/06/2026	Regular		0.00	2,306.25	193534
	Invoice	10/24/2025	107 TRAVEL BASKETBALL- BAG BY PLAYER		0.00	374.50	
	Invoice	12/08/2025	YOUTH PRIME BASKETBALL JERSEY'S		0.00	98.00	
	Invoice	01/19/2026	YOUTH REVERSABLE BASKETBALL JERSEY'S		0.00	219.75	
	Invoice	01/13/2026	YOUTH PRIME BASKETBALL JERSEY'S		0.00	1,584.00	
	Invoice	12/02/2025	60 PACKING BAGS- WHITE		0.00	30.00	
17762 4962553	SCHWAAB INC	02/06/2026	Regular		0.00	33.95	193535
	Invoice	01/22/2026	NAMEPLATE ONLY - ENGRAVED (2 X 10) (...		0.00	33.95	
18410 122410	SIKICH LLP	02/06/2026	Regular		0.00	9,000.00	193536
	Invoice	01/28/2026	professional services rendered through Ja...		0.00	9,000.00	
12396 52067	SOIL AND MATERIAL CONSULTANTS	02/06/2026	Regular		0.00	730.00	193537
	Invoice	10/30/2025	PORTLAND CEMENT CONCRETE-CENTENN...		0.00	730.00	
19976 8100	TGF ENTERPRISES INC	02/06/2026	Regular		0.00	10,000.00	193538
	Invoice	02/02/2026	2026 Forestry Mow at Fink		0.00	10,000.00	
12569 25006.01-01 25006.01-02	THE LAKOTA GROUP, INC.	02/06/2026	Regular		0.00	14,653.90	193539
	Invoice	12/15/2025	Developed Master Plan initiatives goals inc...		0.00	10,067.50	
	Invoice	01/12/2026	Updated Greenprint Master Planning initia...		0.00	4,586.40	
19785 01212026 01272026	THE SWEET GROUP	02/06/2026	Regular		0.00	270.00	193540
	Invoice	01/21/2026	3 House Games on 1/18		0.00	120.00	
	Invoice	01/27/2026	3 TRAVEL GAMES 01/27/26		0.00	150.00	
19761 775	THE ULTIMATE SCHOOL OF GUITAR	02/06/2026	Regular		0.00	3,770.00	193513
	Invoice	01/14/2026	Private music lessons, Fall session 2 2025 ...		0.00	3,770.00	
12607 01212026 01272026	TIM GIBSON	02/06/2026	Regular		0.00	280.00	193541
	Invoice	01/21/2026	3 House Games on 1/18, 2 ON 01/14-1 ON...		0.00	240.00	
	Invoice	01/27/2026	1 PREP LEAGUE GAME		0.00	40.00	
18306 14335	TROCH-MCNEIL PAVING COMPANY,	02/06/2026	Regular		0.00	950.00	193542
	Invoice	11/14/2025	FINK PARK & PORT CLINTON 2024 STRIPING		0.00	950.00	
21599 02032026	UPTOWN MUSIC THEATER OF HIGHL	02/06/2026	Regular		0.00	196.00	193543
	Invoice	02/03/2026	\$14.00/ticket x 11 TTS Theater campers a...		0.00	196.00	
20834 2600639	WEST40 ISC 2	02/06/2026	Regular		0.00	231.00	193531
	Invoice	01/29/2026	Emergency Backpacks (Clear Backpacks		0.00	231.00	
12777 0023853	WILLIAMS ARCHITECTS	02/06/2026	Regular		0.00	1,125.21	193544
	Invoice	01/16/2026	Professional Services from 12/01/25-12/3...		0.00	1,125.21	
20063 01272026	WILLIE ROUNSAVILLE	02/06/2026	Regular		0.00	50.00	193545
	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	615,593.98 615,593.98



Park District of Highland Park, IL

Check Register

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

By Vendor DBA Name

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

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	850.69 850.69



Park District of Highland Park, IL

Check Register

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

By Vendor DBA Name

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

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	<hr/> 156,989.72 156,989.72