

Sycamore

PARK DISTRICT

Established 1923

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Sycamore, IL 60178
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Sycamore Park District

Regular Board Meeting

June 26, 2012

6:00 pm

Board Room-Administrative Office

940 East State Street

AGENDA

CALL TO ORDER (Roll Call Vote)

APPROVAL OF REGULAR AND CONSENT AGENDA (Voice Vote)

APPROVAL OF MINUTES:

3. Regular Meeting – May 22, 2012 (Voice Vote)
Executive Session Minutes – May 22, 2012
(APPROVE TO REMAIN CONFIDENTIAL – VOICE VOTE)
Approval of Past Executive Session Minutes to Remain Confidential
(Voice Vote)
7. Study Session Minutes—May 21, 2012

PUBLIC INPUT

APPROVAL OF MONTHLY CLAIMS:

11. Claims Paid Since Board Meeting (Roll Call Vote)
17. Claims Presented (Roll Call Vote)

CONSENT AGENDA:

45. Superintendent of Finance
47. Budget Report/Monthly Cash Flow
65. Superintendent of Golf Operations
67. Superintendent of Parks and Facilities
68. Superintendent of Recreation
75. Executive Director

“Sycamore Park District - we put the MORE in Sycamore”
“Sycamore Park District is an equal opportunity provider and employer”

CORRESPONDENCE

- 79. Sycamore FFA Chapter
- 81. Christine Lukasiewicz – Clubhouse questionnaire response
- 82. Julie Sgarlata – Clubhouse questionnaire response
- 83. The Crouch Family – Pool “free day”
- 84. Opportunity House, Marc Johnson
- 85. Ladies Lilac Luncheon - Denise Collie

POSITIVE FEEDBACK/REPORTS

DEPARTMENT PRESENTATIONS: Concession Operations: Jackie

OLD BUSINESS:

- 87. Consideration for a Donation to the Community Foundation (Roll Call Vote) Dan
- 89. Update on Site Visits, Park Tours (Discussion Only) Jeff and Bart
- 91. ADA Audit: Detailed Timeline and Transition Plan (Voice Vote) Dan
- 117. Long-Term Strategic Plan Community Team (Discussion Only) Dan

NEW BUSINESS:

- 119. Adoption of Prevailing Wage Ordinance (Roll Call Vote) Jackie
- 133. Adoption of Revisions in the CAC Charter (Voice Vote) Dan
- 139. Park Permit Process: First Review (Discussion Only) Jackie
- 145. Adoption of Board By-Laws: First Review (Discussion Only) Dan
- 161. Paving Projects Bid Approval (Roll Call Vote) Jeff
- 165. Adoption of EPAMD’s Policy (Voice Vote) Dan
- 169. First Review of Pond Maintenance Standards (Discussion Only) Jeff

PUBLIC INPUT

EXECUTIVE SESSION (Roll Call Vote):

In accordance with 5 ILCS, Par. 120/2c, I move that the Board convene in Executive Session to discuss:

- 1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
- 21. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

ADJOURNMENT (Voice Vote)

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, May 22, 2012**

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President Strack called the meeting to order at 6:03 p.m.

The roll was called with Commissioners Graves, Owens, Schulz, Tucker and Strack present. Staff members present were Bart Desch, Jeff Donahoe, Jeanette Freeman, Dan Gible, Jackie Hienbuecher and Kirk Lundbeck.

Guests at the Board meeting were:

Mary Jo McAdams – CAC

Regular and Consent Agenda Approval –

Motion

Commissioner Tucker moved to approve the Regular and Consent Agenda.

Commissioner Schulz seconded the Motion.

Voice Vote

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

Approval of Minutes –

Motion

Commissioner Schulz moved to approve the April 24, 2012 Regular Meeting Minutes.

Commissioner Graves seconded the Motion.

Voice Vote

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

Motion

Commissioner Schulz moved to approve the April 24, 2012 Executive Session Minutes and Past Executive Session Minutes per the list with all remaining confidential along with April 23, 2012 Study Session Minutes. Commissioner Graves seconded the Motion.

Voice Vote

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

Petition and Public Comment -

Superintendent of Recreation Desch noted the District applied for a grant from the DeKalb County Community Foundation for computers. We were granted \$800.00 and since 2005 they have given over \$10,000 for various projects. This includes the concert stage, computers, canopy for stage and our server. He then introduced Charles McCormick from the DeKalb County Community Foundation. Charles McCormick noted they are pleased to support the efforts of the District and very pleased to present a check for \$800.00.

Claims and Accounts Approval

Motion

Commissioner Tucker moved to approve and pay the bills in the amount of \$135,940.26.

Commissioner Owens seconded the Motion.

Roll Call

President Strack called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

Correspondence –

- FSA – Diana King
- DeKalb County Community Foundation – Director Gibble asked the Board to think about the request and he will have on the agenda for the June meeting.
- Pam Heeter- Park District Overnighter
- Liz Ezell – Thank You
- Ross Bubolz – Thank You
- Indiana University – Lisa White (Program Supervisor)– Commissioner Tucker gave congratulations to Lisa.

Positive Feedback/Reports

- Director Gibble noted he will be doing a press release on the study sessions.
- President Strack noted he enjoyed the study sessions – an opportunity to think 25 years out.
- Commissioner Schulz noted Jeff and his staff are doing an outstanding job.
- Commissioner Owens commented on the new greens mower. He could see the difference the new mower makes when he played.

Department Presentations

Superintendent of Recreation Bart Desch gave his presentation. He noted they are working with the School District to offer more for the Oscar Program for the summer. The School District wanted to be able to offer more to the Oscar Program. The District is now offering swimming, programs at the museum and Snag Golf. Both the District and the School District are excited about this. President Strack asked how the Intramurals went this year and Superintendent of Recreation Desch noted he felt it went well and the District had better numbers than the YMCA. The District worked with the middle school age group and the YMCA worked with the high school age group. He noted the relationship between the Park District and the School District is very important. We do not have the space to run all programs, so we need the School space. President Strack noted this is a huge positive.

Old Business – None

New Business

Sycamore Park District Annual Board Meeting and Election of Officers

President Strack turned the meeting over to Director Gibble. Director Gibble opened the floor for nominations for President.

<u>Office:</u>	<u>Nominee:</u>	<u>Nominated by:</u>	<u>Seconded by:</u>	<u>Vote:</u>
President	Ted Strack	Ann Tucker	Michelle Schulz	(5) Ayes

Director Gibble closed the floor for nominations for President. He then turned the meeting over to President Strack.

P 3

President Strack opened the floor for nominations for Vice President.

<u>Office:</u>	<u>Nominee:</u>	<u>Nominated by:</u>	<u>Seconded by:</u>	<u>Vote:</u>
Vice Pres.	Michelle Schulz	Ann Tucker	Daryl Graves	(5) Ayes

President Strack closed the floor for nominations for Vice President.

President Strack opened the floor for nominations for Treasurer.

<u>Office:</u>	<u>Nominee:</u>	<u>Nominated by:</u>	<u>Seconded by:</u>	<u>Vote:</u>
Treasurer	Ann Tucker	Michelle Schulz	John Owens	(5) Ayes

President Strack closed the floor for nominations for Treasurer.

Commissioner Tucker made a motion to appoint the parties as indicated/recommended for the remaining positions. The motion was seconded by Commissioner Schulz. Motion Carried 5-0. Commissioner Schulz volunteered to be the IAPD Legislative Contact and Plan Commission Representative.

Commissioner Graves made a motion to close the annual meeting. The motion was seconded by Commissioner Tucker. Motion Carried 5-0.

Dates for Various Site Visits and Tours:

Superintendent of Recreation Desch noted they are trying to do site visits at other Park Districts with our CAC. He will have a better idea on the date after the CAC meeting. Superintendent of Parks & Facilities noted he would like to have a tour of the Parks and Facilities in late summer or early fall. This would be done as a group with the Board and Park staff. This would give Park staff an opportunity to talk about the challenges and needs. Director Gibble suggested the CAC be included in this tour. The date of August 30th at 5:30 was set for now.

Appointment of CAC Member:

Motion

Commissioner Schulz made a motion to appoint Scott Buzzard to the CAC. The motion was seconded by Commissioner Tucker.

Voice Vote

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

Disposal of Surplus Equipment:

Director Gibble noted that by law the Board has to approve disposal of any item that still has value or is functioning, but not usable by the District. The law notes you have to very specifically define what we are disposing of. It does not mean the District has to dispose of the items on the list, but that you can dispose of them. The District would be allowed to have things bid on like an auction.

Motion

Commissioner Schulz made a motion to approve Ordinance 03-2012 to authorize staff to proceed with the sale of surplus equipment identified noting it will be for FY2012. The motion was seconded by Commissioner Graves.

Voice Vote

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

ADA Audit: First Review and Timeline

Director Gibble noted that the District needs to take action on the ADA Audit. At the meeting next month, he will have policies that have to be adopted. He has Superintendent of Finance reviewing the Special Recreation levy to see what cash will possibly be available. He will then come back to the Board in June or July with a five year plan to get the tasks done and where the money will come from. We need to adopt a plan so they can see we have an action plan. He also has Superintendent of Parks & Facilities Donahoe looking at the audit to see if things can be combined to get the cost down.

Petition and Public Comment –None

Adjournment

Motion

The Board adjourned the Regular Session to go into Executive Session at 7:00 p.m. on a motion made by Commissioner Schulz for the following: #1 The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. #21 Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. The motion was seconded by Commissioner Graves.

Voice Vote

President Strack called for a voice vote to approve the motion. All Commissioners present voted Aye. Motion carried 5-0.

The Board convened to Executive Session at 7:05 p.m. The roll was called with Commissioners Graves, Owens, Schulz, Tucker and Strack present along with Director Gibble and Recording Secretary Freeman.

Motion

The Board adjourned the Executive Session at 7:19 p.m. and reconvened to Regular Session on a motion made by Commissioner Tucker. The motion was seconded by Commissioner Graves.

Voice Vote

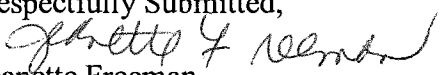
President Strack called for a voice vote to approve the motion. All Commissioners present voted Aye. Motion carried 5-0.

Motion

The Board adjourned the Regular Session at 7:19 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Owens.

Voice Vote

President Strack called for a voice vote to approve the motion. All Commissioners present voted Aye. Motion carried 5-0.

Respectfully Submitted,

Jeanette Freeman
Recording Secretary
Sycamore Park District

**Minutes of the Special Meeting
Board of Commissioners
Study Session
Sycamore Park District
Monday, May 21, 2012
6:00pm**

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President Strack called the meeting to order at 6:05 p.m.

The roll was called with Commissioners Owens, Schulz, and Strack present. Staff members Bart Desch, Jeff Donahoe, Jeanette Freeman, Jackie Hienbuecher, Kirk Lundbeck and Dan Gibble were present. Commissioner Graves and Tucker were absent.

No others were present.

OLD BUSINESS:

A. Review of Minutes from Prior Study Session

Director Gibble discussed the last study session meeting and the different models. Models 2 & 6 are short term, while models 4 & 5 are for the long term. For the short term, in June we should review the prior plans. In August, Board and staff meet to establish priority for the next two years. In October, a timeline needs to be set with cost estimates over the next two years. The Board can then review the first draft of this. In November, there should be a public hearing and input session. There needs to be an annual review also. In September and October the CAC should also report to the Board on their Marketing and Community Center findings. The Board should appoint a community team and begin to meet with these teams. The timing of all of this may need to be modified.

NEW BUSINESS:

A. Putting Planning Into Action

a. Staff and Board Working Together

Director Gibble asked everyone to write down what they saw on the paper which just had a circle on it.

b. Group Activity – Visioning the District in 5, 10, and 25 Years

Director Gibble gave each group a different timeframe to look at and write up something about that timeframe.

Group 1 (5 Years): Headline – Park District Paints Picture of how it will change in the next 5 years. Sycamore Park District Board and Staff utilizing a dynamic powerpoint presentation painted a picture of SPD today and in the future. They focused on their commitment to maintain what they have. They illustrated the imbalance between the number of acres they maintain with the staff that hasn't grown to equal the growth in acreage. They are committed to

paying down the districts debt and to continue to expand their programs and partnerships. Sycamore Park District believes they are strengthening their foundation for their future plans and needs.

It came out of this that we need to get our financial situation in order. Need to build a foundation with the public so they understand how hard the District is working with the little resources we have. So in the future the public understands where their money goes.

Group 2 (10 Years): Headline - Park District Sees Exciting Changes in next 10 Years. New Community Center and Adjacent Indoor/Outdoor Pool Facility creates new programming and activities for Park District and School District. New referendum expands all sports complex and retention areas to alleviate flooding issues. Park District purchases Family Sports Center and expands programming.

Group 3 (25 Years): Headline - Looking Toward the Future. Park District will highlight 25 years with exciting changes. Pool facility on Peace Road to include indoor ice rink and indoor water park. Mega corp pledges \$2,500,000 to start the process. Residents tax rate will not increase as bonds from the original pool are expiring. We will be able to tap the endowment fund for another \$2,500,000 if necessary to help fund the project. New facility will be an expansion of the current collaboration between Sycamore, Cortland and DeKalb at the Peace Road site. Looking to increase land holdings along Peace Road as well, to accommodate future expansion needs.

Director Gibble noted this gives us a sense of the main things that come to mind when we think about 5, 10, or 25 years out.

- c. **Re-SWOT in Small Groups** – Director Gibble broke the group down to two groups. One will handle Opportunities and Threats – the other will handle Strengths and Weaknesses. Below is listed what the groups came up with.

Strengths

1. Committed Staff
2. Leadership
3. Supportive Community
4. Thrifty
5. Nice Parks
Great Affordable Golf Course

Strengths – cont'd

- Land for future parks
- Well Distributed Parks
- Connectivity of trails improving
- Positive impression of District
- Willing
- Ability to tax
- Open communication w/other units of government
- Extensive programming, given staffing level
- Partnerships
- Good facilitator

Weaknesses

1. Financial constraints
2. Aging infrastructure
3. Lack of revenue generating programs/facilities
4. Reliance upon 3rd parties for facilities
5. Staff capacity at max
 - Undeveloped Park Land
 - Ponds
 - Museum
 - Tax Cap

Opportunities

1. Partnerships/Alliances – Private Individual, Corporate, and others
2. Annexation of all 60178 parcels
3. Resources – NIU & Kishwaukee College
4. New growth
5. Foundation
6. Winter weather activities

Threats

1. Economy
2. Profusions/weather
3. Adding new assets w/no new dollars coming in
4. Lack of City growth
5. Competitors
6. Lack of program space
7. Aging infrastructure

B. Next Steps

a. Short-Term Plan

b. Long-Term Strategic Plan

Director Gibble noted he will send out requests for dates available so we can start following the timeline. He asked the Board to suggest people for the long range planning teams. He is thinking around 20-30 people including some from the Board, staff, community leaders, business leaders, CAC members.

ADJOURNMENT (Voice Vote)

Motion

The Board adjourned the Study Session at 8:04 p.m. on a motion by Commissioner Schulz. The motion was seconded by Commissioner Owens.

Voice Vote

President Strack called for a voice vote to approve the motion. All Commissioners present voted Aye. Motion carried 3-0.

Respectfully Submitted,

Jeanette Freeman
Sycamore Park District
Recording Secretary

DATE: 06/20/2012
 TIME: 13:54:20
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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

Interim

FROM 05/23/2012 TO 06/19/2012

VENDOR # INVOICE # ITEM DESCRIPTION ACCOUNT NUMBER INV. DATE P.O. NUM CHECK # CHK DATE CHECK AMT INVOICE AMT/ITEM AMT

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
APPLE		APPLE RIVER STATE BANK							
	071122247-061512	01 INTEREST	601000156900	06/01/12		50470	06/18/12	21,363.75	21,363.75
									21,363.75
BEACH		BEACH BUM BAND INC							
	0613-2ND	01 SUMMER CONCERT	206194006128	06/13/12		50463	06/13/12	500.00	500.00
									500.00
									VENDOR TOTAL: 21,363.75
BLUE		BLUE CROSS/BLUE SHIELD OF ILL							
	060112	01 HEALTH INS PREM	101000106801	05/30/12		50454	05/30/12	15,088.94	15,088.94
		02 HEALTH INS PREM	101500106801						4,078.66
		03 HEALTH INS PREM	504100106801						482.82
		04 HEALTH INS PREM	504000106801						2,747.55
		05 HEALTH INS PREM	201000106801						2,224.74
		06 HEALTH INS PREM	202100106801						1,273.09
									4,282.08
									VENDOR TOTAL: 1,000.00
CONST		CONSTELLATION NEWENERGY							
	0006269479	01 SPORTS COMPLEX	202100096702	06/06/12		50471	06/18/12	4,580.90	995.26
		02 MAINT BLDG	101500096702						816.50
		03 MAINT BLDG	504100096702						89.38
									89.38
	0006300923	01 BASEBALL CONCESSIONS	303300096702	06/08/12		50471	06/18/12	4,580.90	3,585.64
		02 POOL	518100096702						119.26
		03 MAINTENANCE	101500096702						1,261.37
		04 MAINTENANCE	504100096702						14.55
		05 PUMP HOUSE	504100096702						14.55
		06 CART BLDG	504000096702						700.46
		07 CLUBHOUSE	303000096702						176.23
		08 PROSHOP	504000096702						194.88
		09 ADMINISTRATION	101000096702						194.88
		10 ADMINISTRATION	201000096702						454.73
									454.73
									VENDOR TOTAL: 4,580.90

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 05/23/2012 TO 06/19/2012

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
DIREC	17811345828	01 SATELLITE - CC	207500096705	05/31/12		50457	05/31/12	89.99	89.99
									89.99
									89.99
EUCL		EUCLID BEVERAGE LTD.							
	8178110131	01 BEER - CANS	303000086634	05/25/12		50459	06/04/12	827.70	827.70
		02 KEGS	303000086634						400.70
		03 EMPTY KEG RETURNS	303000086634						484.00
		04 DELIVERY CHARGE	303000086634						-60.00
									3.00
									827.70
HENIGAN		HENIGAN PLUMBING							
	PROPOSAL 1	01 DEPOSIT TO START WORK	202500066401	05/29/12		50450	05/29/12	500.00	500.00
KOHL		KOHLER, JIM							
	060812	01 DJ MIDDLE SCHOOL POOL PARTY	518000046216	06/07/12		50460	06/07/12	250.00	250.00
									250.00
NEWODY		NEW ODYSSEY							
	0613-2ND	01 SUMMER CONCERT	206194006128	06/13/12		50465	06/13/12	500.00	500.00
	061312	01 SUMMER CONCERT	206194006128	06/13/12		50466	06/13/12	500.00	500.00
									500.00
NIV		NIVEL PARTS & MANUFACTURING							
	2183436	01 CRANKCASE BEARING	504000066409	03/13/12		50467	06/13/12	331.08	37.16
	2183905	01 FLAGS	504000066409	03/06/12		50467	06/13/12	331.08	37.16
	2186428	01 STAY-REAR BUMPER KIT	504000066409	03/15/12		50467	06/13/12	331.08	272.00
									272.00
									21.92
									21.92
									331.08

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

Interim

FROM 05/23/2012 TO 06/19/2012

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
PEKIN	060112	PEKIN INSURANCE							
		01 DENTAL INS PREM	101000106801	05/30/12		50455	05/30/12	1,318.55	1,318.55
		02 DENTAL INS PREM	101500106801						323.74
		03 DENTAL INS PREM	504100106801						50.79
		04 DENTAL INS PREM	504000106801						247.14
		05 DENTAL INS PREM	201000106801						198.25
		06 DENTAL INS PREM	202100106801						96.52
									402.11
								VENDOR TOTAL:	1,318.55
SYCPK	052512	SYCAMORE PARK DISTRICT							
		01 STARTER BANKS	301000001010	05/25/12		50449	05/25/12	300.00	300.00
		02 STARTER BANKS	511000001010						100.00
									200.00
								VENDOR TOTAL:	1,000.00
SYCPK2	061812	EXTRA BANK - STORM & SHRINERS	301000001010	06/18/12		50472	06/18/12	1,000.00	1,000.00
									1,000.00
								VENDOR TOTAL:	1,300.00
T0000531	6-15-12	WHITE, LISA							
		01 EXTRA BANKS	301000001010	06/15/12		50468	06/15/12	150.00	150.00
		02 CONCERT BANK	301000001010						100.00
		02 EXTRA CART BANK							50.00
								VENDOR TOTAL:	150.00
T0000631	053112	CARTER, ANGIE							
		01 MILEAGE	201000046211	05/31/12		50469	06/15/12	41.30	41.30
									41.30
								VENDOR TOTAL:	41.30
T0000632	052912	BENTON, LINDA							
		01 POOL PASS DIFF REFUND	518000046218	05/29/12		50451	05/29/12	38.65	38.65
									38.65
								VENDOR TOTAL:	38.65
T0000632	052912	BENTON, LINDA							
		01 POOL PASS REFUND	518000046218	05/29/12		50452	05/29/12	181.45	181.45
									181.45
								VENDOR TOTAL:	181.45

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 05/23/2012 TO 06/19/2012

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0000633	ELLENWOOD, BECKY								
	053012	01 POOL PASS PARTIAL REFUND	518000046218	05/30/12		50456	05/30/12	6.80	6.80
TBC	TBC							VENDOR TOTAL:	6.80
	053112	01 SONIC WALL DOWN PAYMENT	701000207003	05/31/12		50458	05/31/12	3,372.95	3,372.95
UNUM	UNUM LIFE INSURANCE							VENDOR TOTAL:	3,372.95
	060112	01 LIFE INS PREM	101000106801	05/30/12		50453	05/30/12	352.70	352.70
		02 LIFE INS PREM	101500106801						82.20
		03 LIFE INS PREM	504100106801						10.95
		04 LIFE INS PREM	504000106801						50.38
		05 LIFE INS PREM	201000106801						48.58
		06 LIFE INS PREM	202100106801						58.53
									102.06
VISACA	VISA CARDMEMBER SERVICE							VENDOR TOTAL:	352.70
	060412	01 FORE MARKETING	101000046206	06/04/12		50474	06/18/12	2,559.45	2,559.45
		02 BUILD AN EFFECTIVE BOARD	101000046207						199.00
		03 LUNCH MEETINGS	101000046207						155.00
		04 AIRFARE-TAMPA	101000046211						22.81
		05 CONSTANT CONTACT	201000046206						225.00
		06 CONSTANT CONTACT	101000046206						89.25
		07 GENOA CHAMBER DUES	101000046204						50.00
		08 GENOA CHAMBER DUES	201000046204						50.00
		09 FGA DUES	101000046204						731.00
		10 SAFETY SIGNS	202100066405						142.52
		11 GCSAA DUES-TRITT	101000046204						170.00
		12 GCSAA DUES-DONAHOE	101000046204						340.00
		13 LOWES	101500076500						107.20
		14 SHOP GREASE GUNS	101500066403						72.66
		15 POWER SPOT LIGHTING	202100076526						115.76
WALM	WALMART COMMUNITY							VENDOR TOTAL:	2,559.45
	051612			05/16/12		50462	06/07/12	553.54	553.54

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Interim

FROM 05/23/2012 TO 06/19/2012

VENDOR # INVOICE # ITEM DESCRIPTION ACCOUNT NUMBER INV. DATE P.O. NUM CHECK # CHK DATE CHECK AMT INVOICE AMT/ITEM AMT

ITEM #	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
01	TEEN DANCE SUPPLIES	205120036216	05/16/12		50462	06/07/12	553.54	553.54
02	ALL NIGHTER SUPPLIES	205120076216						79.62
03	MTO SUPPLIES	205340016216						53.78
04	FISHING DERBY SUPPLIES	206095056216						15.31
05	PARK PRIDE DAY SUPPLIES	206095096216						108.10
06	CUSTODIAL SUPPLIES	207500076510						33.69
07	MIDDLE SCHOOL POOL PARTY SUPPL	518000046216						25.94
08	ENGLISH MUFFINS	303000086610						35.88
09	BREAD	303000086612						4.56
10	HOT DOG BUNS	303000086615						10.68
11	LEFTUCE, TOMATOES, SOUR CREAM	303000086629						53.28
12	CREAMER, HOT CHOC, COFFEE	303000086632						18.03
13	MIXERS	303000086636						58.22
14	HOT DOG BUNS	303300086615						15.64
15	POPCORN BAGS	303300086621						4.40
16	POPCORN BAGS	303400086621						1.00
17	NIU RUGBY - FOOD	303500086640						1.00

VENDOR TOTAL: 553.54
 TOTAL --- ALL INVOICES: 54,907.75

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**For this month
 this replaces the
 summary board one**

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

Board / Staff

FROM 06/20/2012 TO 06/21/2012

VENDOR # INVOICE # INVOICE AMT / ITEM AMT
 ANCEL, GLINK - LAW OFFICES OF

ANCEL 29913 01 CORPORATE MATTERS 101000036120 05/09/12 50477 06/21/12 633.75 195.00
 30268 01 CORPORATE MATTERS 101000036120 06/11/12 50477 06/21/12 633.75 438.75

ARTHU ARTHUR CLESEN, INC. 080102 01 SPRAY TANK PH ADJUSTER 504100076507 06/05/12 50478 06/21/12 1,747.54 119.00
 279401 01 FUNGICIDE & WETTING AGENT 504100076507 05/16/12 50478 06/21/12 1,747.54 1,214.00

279898 01 PARK ROUNDUP 1015000076507 05/30/12 50478 06/21/12 1,747.54 414.54
 02 GREENS INSECTICIDE 504100076507 88.88
 03 FAIRWAY FERTILIZER 504100076506 152.76
 172.90

AT&T1 A T & T 053279887001-0512 05/28/12 50479 06/21/12 50.78 50.78
 01 DSL COMM CTR 207500096700

AT&T2 A T & T 0301118609001-060612 06/06/12 50480 06/21/12 84.99 84.99
 01 COMMUNITY CENTER 207500096700 37.54
 02 ADMINISTRATION 101000096700 7.34
 03 ADMINISTRATION 201000096700 7.34
 04 ADMINISTRATION-FAX 101000096700 3.82
 05 ADMINISTRATION-FAX 201000096700 3.82
 06 PRO SHOP 504000096700 23.61
 07 CLUBHOUSE 303000096700 1.52

AUR AUR-FLETCHER LEISURE GROUP 1087710 01 AUR MENS CLOTHING 501000001301 05/17/12 50481 06/21/12 4,544.42 2,349.32
 1087712 05/17/12 50481 06/21/12 4,544.42 2,349.32

VENDOR TOTAL: 1,747.54
 VENDOR TOTAL: 50.78
 VENDOR TOTAL: 84.99
 VENDOR TOTAL: 4,544.42
 VENDOR TOTAL: 4,544.42

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SYCAMORE PARK DISTRICT
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	1087712	01 AUR WOMENS CLOTHING	501000001301	05/17/12		50481	06/21/12	4,544.42	2,195.10 2,195.10
BAG	BAG BOY						VENDOR TOTAL:		4,544.42
	766245	01 PUSH CART	501000001306	03/16/12		50482	06/21/12	498.60	93.60 93.60
	777191	01 BAG BOY QUAD PUSH CART	501000001306	05/08/12		50482	06/21/12	498.60	135.00 135.00
	778715	01 QUAD PUSH CART	501000001306	05/15/12		50482	06/21/12	498.60	270.00 270.00
BATTERIE	BATTERIES PLUS						VENDOR TOTAL:		498.60
	297-218321	01 BATTERIES-POOL	518100076500	05/24/12		50483	06/21/12	58.56	58.56 58.56
BOBJO	BOB-JO CYCLE CO.						VENDOR TOTAL:		58.56
	10647	01 PUMP	101500066400	05/31/12		50484	06/21/12	367.96	367.96 367.96
BOCKY	BOCKYN, LLC						VENDOR TOTAL:		367.96
	1172	01 SOFTWARE MAINT-JUNE 02 SOFTWARE MAINT-JUNE	101000046206 201000046206	05/10/12		50485	06/21/12	300.00	300.00 150.00 150.00
BROWNS	BROWN'S COUNTY MARKET						VENDOR TOTAL:		300.00
	258	01 HOT DOG BUNS 02 HAMBURGER BUNS	303500086640 303500086640	04/20/12		50487	06/21/12	295.59	130.80 87.20 43.60
	289	01 HOT DOG BUNS 02 TOMATOES	303000086615 303000086629	06/05/12		50487	06/21/12	295.59	23.67 9.81 4.05

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289		03 HOT DOG BUNS	303400086615	06/05/12		50487	06/21/12	295.59	23.67 9.81
481		01 DISH SOAP	303000076551	05/27/12		50487	06/21/12	295.59	40.05
		02 HOT DOG BUNS	303000086615						1.99
		03 TOMATOES	303000086629						16.02
		04 BAGELS	303000086610						3.84
		05 HOT DOG BUNS	303300086615						2.18
66		01 HOT DOG BUNS	303300086615	05/05/12		50487	06/21/12	295.59	16.02
		02 HAMBURGER BUNS	303300086613						44.50
68		01 HOT DOG BUNS	303000086615	05/23/12		50487	06/21/12	295.59	26.70
		02 WATER	303000086631						17.80
		03 ONION-TOMATO-LETTUCE	303000086629						32.30
		04 HOT DOG BUNS	303400086615						8.01
		05 WATER	303400086631						4.29
79		01 HOT DOG BUNS	303300086615	05/21/12		50487	06/21/12	295.59	24.27
BSN	BSN SPORTS							VENDOR TOTAL:	295.59
94667737	01 SOCCER GOALS	701000207008		05/08/12		50488	06/21/12	6,403.32	5,985.97
94683649	01 HOME PLATES-NEW BATTING CAGE	202100076536		05/16/12		50488	06/21/12	6,403.32	5,985.97
94707924	01 STEEL DRAG FOR SPORTS FIELDS	202100076536		05/31/12		50488	06/21/12	6,403.32	159.06
C&L	C & L PROPERTIES, L.L.C.							VENDOR TOTAL:	159.06
JULY 2012	01 COMM CTR LEASE-JULY	207500116853		06/19/12		50489	06/21/12	4,833.00	258.29
CARQ	CARQUEST AUTO PARTS							VENDOR TOTAL:	258.29
2454-220136				05/18/12		50490	06/21/12	32.70	4,833.00

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	2454-220136	01 O'RING KIT- POOL	518100066410	05/18/12		50490	06/21/12	32.70	0.62 0.62
	2454-220771	01 AIR FILTER-HR9016	101500066403	05/29/12		50490	06/21/12	32.70	32.08 32.08
CHICAG	CHICAGOLAND TURF						VENDOR TOTAL:		32.70
	INV29865	01 SURFLAN-WEED CONTROL PARKS	101500076507	06/01/12		50491	06/21/12	350.00	350.00 350.00
CINTA2	CINTAS FAS LOCKBOX 636525						VENDOR TOTAL:		350.00
	0343779014	01 POOL AED REPL BATTERY & PADS	518000076513	05/24/12		50492	06/21/12	285.01	285.01 255.85 29.16
		02 1ST AID KIT SERVICE	101500056300				VENDOR TOTAL:		285.01
CITY	CITY OF SYCAMORE								
	MAY 2012								
		01 CITY SALES TAX - CLUBHOUSE	303000116852	06/20/12		50475	06/20/12	279.00	279.00 141.00 27.00 82.00 15.00 14.00
		02 CITY SALES TAX - BEVERAGE CART	303100116852						
		03 CITY SALES TAX - BB CONC	303100116852						
		04 CITY SALES TAX - POOL CONC	303400116852						
		05 CITY SALES TAX - CATERING	303400116852						
CITY2	CITY OF SYCAMORE						VENDOR TOTAL:		279.00
	14205600/5650 MAY								
		01 WATER-SEWER POOL	518100096704	05/31/12		50493	06/21/12	145.50	145.50 145.50
CLEAR	CLEARVIEW POOLS, INC.						VENDOR TOTAL:		145.50
	6717	01 LEAK DETECT-POOL LEAK	518100056300	06/06/12		50494	06/21/12	185.00	185.00 185.00
COMCA	COMCAST						VENDOR TOTAL:		185.00
	051912			05/19/12		50495	06/21/12	190.45	190.45

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SYCAMORE PARK DISTRICT
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
051912		01 CABLE	303000096705	05/19/12		50495	06/21/12	190.45	190.45
		02 CABLE	504000096705						39.75
		03 INTERNET	101000056304						39.75
		04 INTERNET	201000056304						55.48
									55.47
COMMO		COMMONWEALTH EDISON					VENDOR TOTAL:		190.45
060712		01 FOUNDERS PARK	101500096702	06/07/12		50496	06/21/12	592.63	592.63
		02 BOYNTON PARK	101500096702						19.78
		03 KIWANIS PARK	101500096702						17.56
		04 EMIL CASSIER PARK	101500096702						17.91
		05 COMMUNITY CENTER	207500096702						16.86
		06 COMMUNITY CENTER	207500096702						244.11
		07 SYCAMORE LAKE	101500096702						178.60
		08 GOOD TYMES SHELTER	101500096702						16.61
		09 WETZEL PARK	101500096702						64.59
									16.61
CORNIELS		CORNIELS, RONALD					VENDOR TOTAL:		592.63
061812		01 BATTLE OF BANDS-SOUND EQ RNTL	206095126128	06/18/12		50497	06/21/12	650.00	650.00
DC		D.C. LITHOGRAPHERS					VENDOR TOTAL:		650.00
24928		01 POOL PASS FORM	518000046216	05/31/12		50498	06/21/12	107.00	107.00
DIAM		DIAMOND TOUR GOLF					VENDOR TOTAL:		107.00
0313281-IN		01 CLUB REPAIR	501000001303	04/25/12		50499	06/21/12	554.96	79.07
0314696-IN		01 DRIVER REPAIR	501000001303	05/08/12		50499	06/21/12	554.96	79.07
0315463-IN		01 GRIPS-WINN MIDSIZE	501000001303	05/15/12		50499	06/21/12	554.96	58.94
		02 GRIPS-GOLF PRIDE Z-CORD	501000001303						58.94

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SYCAMORE PARK DISTRICT
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	0317353-IN	01 GRIPS & REPAIR SUPPLIES	501000001303	05/31/12		50499	06/21/12	554.96	81.39 81.39
	0317814-IN	01 CLUB REPAIR	501000001303	06/05/12		50499	06/21/12	554.96	62.72 62.72
	0319227-IN	01 CLUB REPAIR & GRIPS FOR STOCK	501000001303	06/15/12		50499	06/21/12	554.96	121.76 121.76
DICKMAN	DICKMAN, LORI						VENDOR TOTAL:		554.96
	061312	01 INSTRUCTOR FEE-SEWING CLASS	205230046128	06/13/12		50500	06/21/12	150.00	150.00 150.00
DOTY	DOTY & SON CONCRETE PRODUCTS						VENDOR TOTAL:		150.00
	59707	01 POOL-DRINKING FTN PARTS	518100076500	05/29/12		50501	06/21/12	100.00	100.00 100.00
ECO	ECOWATER SYSTEMS, INC.						VENDOR TOTAL:		100.00
	052612	01 SALT	101000056300	05/26/12		50502	06/21/12	91.50	91.50 11.25 11.25 69.00
		02 SALT	201000056300						
		03	518100056300						
ELBURN	ELBURN HERALD						VENDOR TOTAL:		91.50
	335058	01 ELBURN HERALD TWELVE TIME AD	504000046208	05/03/12		50503	06/21/12	54.00	54.00 54.00
ENCAP	ENCAP, INC						VENDOR TOTAL:		54.00
	23333	01 OLD MILL-HERBICIDE	701000207025	05/31/12		50504	06/21/12	699.20	699.20 699.20
ENVIR	ENVIRONMENTAL SERVICES						VENDOR TOTAL:		699.20
	06432012			06/01/12		50505	06/21/12	60.00	60.00

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06432012		01 PEST CONTROL	1010000056300	06/01/12		50505	06/21/12	60.00	60.00
		02 PEST CONTROL	2010000056300						17.50
		03 PEST CONTROL	2021000066401						17.50
									25.00
									60.00
									VENDOR TOTAL:
EUCL		EUCLID BEVERAGE LTD.							60.00
8178110305		01 BEER	3030000086634	06/15/12		50506	06/21/12	1,075.90	1,075.90
		02 BEER-KEG	3030000086634						849.30
		03 MIKES	3030000086635						121.00
		04 KEG RETURN	3030000086635						132.60
		05 DELIVERY CHARGE	3030000086635						-30.00
									3.00
									VENDOR TOTAL:
FAULK		FAULKS BROS. CONSTRUCTION							1,075.90
00181413		01 SAND -TOP DRESSING-GREENS	504100076508	05/17/12		50507	06/21/12	870.77	870.77
FINN		FINNEY'S ELECTRIC							VENDOR TOTAL:
12962		01 REPL FIELD 4 LIGHT PANEL	2021000056307	05/30/12		50508	06/21/12	332.50	332.50
									332.50
									VENDOR TOTAL:
FOOT		FOOTJOY							332.50
4157411		01 GLOVES FOR STOCK	501000001300	02/27/12		50510	06/21/12	3,498.19	786.25
									786.25
4308673		01 SPECIAL ORDER SHOES	501000001305	05/04/12		50510	06/21/12	3,498.19	139.37
									139.37
4320612		01 SPECIAL ORDER SHOES	501000001305	05/10/12		50510	06/21/12	3,498.19	74.55
									74.55
4322714		01 KIRK SPECIAL ORDER SHOES	501000001305	05/11/12		50510	06/21/12	3,498.19	43.72
									43.72
4336389		01 RAIN JACKET	501000001301	05/17/12		50510	06/21/12	3,498.19	85.19
									85.19

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SYCAMORE PARK DISTRICT
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
4352595		01 SPECIAL ORDER SHOES	501000001305	05/24/12		50510	06/21/12	3,498.19	120.05 120.05
4353141		01 FOOTJOY MENS SHOES	501000001305	05/24/12		50510	06/21/12	3,498.19	1,149.50
		02 FOOTJOY GLOVES	501000001301						414.50
		03 FOOTJOY LADIES SHOES	501000001305						168.00 567.00
4355656		01 SPECIAL ORDER POLOS	501000001301	05/25/12		50510	06/21/12	3,498.19	158.47 158.47
4365695		01 FOOTJOY MENS SHOES	501000001305	06/20/12		50510	06/21/12	3,498.19	597.55
		02 FOOTJOY GLOVES	501000001301						312.55
		03 FOOTJOY LADIES SHOES	501000001305						96.00 189.00
4368880		01 GLOVES	501000001301	05/31/12		50510	06/21/12	3,498.19	252.22
		02 GLOVES-WEATHERSOF-	501000001301						192.00 60.22
4382322		01 GLOVES	501000001301	06/06/12		50510	06/21/12	3,498.19	91.32 91.32
FOX RIVER FOODS								VENDOR TOTAL:	3,498.19
904981		01 CHICKEN BREAST RETURN	303000086616	05/02/12		50513	06/21/12	1,635.28	-79.07 -79.07
92161		01 ONION RINGS	303000086617	06/01/12		50513	06/21/12	1,635.28	-39.95 -39.95
934703		01 GATORADE	303000086631	05/22/12		50513	06/21/12	1,635.28	932.67 40.52
		02 GATORADE	303000086631						81.05
		03 HOT DOGS	303000086615						85.74
		04 HOT DOGS	303400086615						28.58
		05 GATORADE	303400086631						40.52
		06 CUPS	303000076550						32.56
		07 CUPS	303000076550						32.56
		08 CUPS-LIDS	303400076550						49.20
		09 PLATES-LIDS-CUPS	303000076550						121.90
		10 CHICKEN STRIPS	303000086616						71.73
		11 ONION RINGS	303000086616						79.89
		12 MEATBALLS-ITAL BEEF-WINGS	303000086616						262.92

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934703		13 FUEL CHARGE	303000086616	05/22/12		50513	06/21/12	1,635.28	932.67 5.50
944561		01 PAPER PLATES	303500076550	06/01/12		50513	06/21/12	1,635.28	-67.42 -67.42
944562		01 TACO SHELS	303000086616	06/01/12		50513	06/21/12	1,635.28	889.05
		02 GATORADE	303000086631						26.55
		03 HAMBURGER BUNS	303000086613						81.04
		04 ONION RINGS	303000086617						16.06
		05 PAPER PLATES	303500086640						39.95
		06 CUPS-NACHO CUPS & TRAYS	303400076551						137.92
		07 POPCORN	303400086621						130.07
		08 ICE CREAM	303400086626						57.50
		09 SOFT PRETZELS	303400086619						108.92
		10 POPCORN	303300086621						64.13
		11 SOFT PRETZELS	303300086619						57.50
		12 PUB BURGERS	303300086613						64.12
									105.29

VENDOR TOTAL: 1,635.28

FRONTIER FRONTIER

52812		01 COMMUNITY CENTER	207500096700	05/28/12		50514	06/21/12	1,115.75	1,115.75
		02 MAINT BLDG	101500096700						238.87
		03 MAINT BLDG	504100096700						152.96
		04 POOL	518000096700						152.95
		05 ADMINISTRATION	101000096700						38.33
		06 ADMINISTRATION	201000096700						230.49
		07 PRO SHOP	504000096700						230.50

VENDOR TOTAL: 1,115.75

GOR

		GORDON FOOD SERVICE INC.							1,115.75
138557953		01 SMOOTHIE MIX	303400086637	05/25/12		50515	06/21/12	464.26	116.62
753112102		01 SMOOTHIE MIX	303400086637	05/24/12		50515	06/21/12	464.26	116.62
		02 BIG LEAGUE CHEW	303300086624						347.64

VENDOR TOTAL: 464.26

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9833480644		GRAINGER		05/21/12		50516	06/21/12	128.22	114.62
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VENDOR TOTAL: 464.26

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	9833480644	01 LIFT SAFETY HARNESS	101500076514	05/21/12		50516	06/21/12	128.22	114.62 114.62
	9851375775	01 CLEVIS PIN	101500066402	06/12/12		50516	06/21/12	128.22	13.60 13.60
							VENDOR TOTAL:		128.22
HARTB		HART, BRENDA							
	3/4 TI 4/27	01 SWING DANCE	205980026128	05/24/12		50517	06/21/12	108.00	108.00 108.00
							VENDOR TOTAL:		108.00
HAWK		HAWKINS INC							
	3338252	01 POOL CHEMICALS	518100076550	05/09/12		50518	06/21/12	2,119.58	1,876.43 1,876.43
	3344829RI	01 POOL CHEMICALS	518100076550	05/29/12		50518	06/21/12	2,119.58	243.15 243.15
							VENDOR TOTAL:		2,119.58
HORN		HORNUNG'S PRO GOLF SALES INC.							
	944310	01 GRIPES-GOLF PRIDE NEW DECADE	501000001303	05/11/12		50519	06/21/12	598.62	51.55 51.55
	944416	01 GRIPS	501000001303	05/14/12		50519	06/21/12	598.62	201.98 201.98
	945086	01 GRIPS	501000001303	05/16/12		50519	06/21/12	598.62	70.25 32.24 38.01
	947125	01 GRIPS	501000001303	05/31/12		50519	06/21/12	598.62	126.89 126.89
	947690	01 GRIPS	501000001303	06/05/12		50519	06/21/12	598.62	147.95 147.95
							VENDOR TOTAL:		598.62
ILL1		ILLINOIS DEPT REVENUE							
				06/20/12		50476	06/20/12	1,771.00	1,771.00

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SYCAMORE PARK DISTRICT
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
MAY 12				06/20/12		50476	06/20/12	1,771.00	1,771.00
		01 STATE SALES TAX-PRO SHOP	504000116852						654.00
		02 STATE SALES TAX - CLUBHOUSE	303000116852						566.00
		03 STATE SALES TAX - BEVERAGE CAR	303100116852						107.00
		04 STATE SALES TAX - BB CONC	303300116852						329.00
		05 STATE SALES TAX - POOL CONC	303400116852						58.00
		06 STATE SALES TAX - CATERING	303500116852						57.00
							VENDOR TOTAL:	1,771.00	
ILLIFIRE		ILLINOIS STATE FIRE MARSHALL							
	9476943	01 INSPECTION-CERT FEE - POOL	518100056300	06/04/12		50520	06/21/12	200.00	200.00
INTEG		INTEGRA BUSINESS SYSTEMS, INC.							
	INV48488	01 COMM CTR - COPIER USAGE	207500046201	06/01/12		50521	06/21/12	803.28	672.01
	INV48647	01 ADMIN COPIER USAGE	101000056304	06/07/12		50521	06/21/12	803.28	672.01
		02 ADMIN COPIER USAGE	201000056304						131.27
									65.63
									65.64
JOHN		JOHNSON SEAT & CANVAS SHOP							
	31344	01 POOL CONC CANOPY	701000207006	05/29/12		50522	06/21/12	4,885.00	4,885.00
JOHNDEFI		JOHN DEERE FINANCIAL							
	01-254455	01 KEY-ROTARY SWING-TRIM MOWER	504100066402	04/12/12		50523	06/21/12	444.76	19.13
	01-254456	01 WHEELS & CARDS-PARKS TRIM MOWE	101500066403	04/12/12		50523	06/21/12	444.76	118.92
	01-254457	01 AIR FILTER-BLOWER	101500066403	04/12/12		50523	06/21/12	444.76	118.92
	01-255025	01 BLADE-1435 PARKS TRIM MOWER	101500066403	04/26/12		50523	06/21/12	444.76	9.45
									9.45
									161.88
									161.88

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	01-255759	01 TOGGLE SWITCH -5420N TRACTOR	101500066402	05/22/12		50523	06/21/12	444.76	34.10 34.10
	01-256088	01 BOLT-LOCK WASHER	101500066402	06/06/12		50523	06/21/12	444.76	38.89 38.89
	01-256133	01 VOLTAGE REG-SPORTS FIELD RAKE	202100066403	06/08/12		50523	06/21/12	444.76	62.39 62.39
							VENDOR TOTAL:	444.76	
KOHL		KOHLER, JIM							
		JULY POOL PARTY							
		01 DJ FEE JULY POOL PARTY	518000046216	06/05/12		50524	06/21/12	250.00	250.00 250.00
							VENDOR TOTAL:	250.00	
LOWE		LOWE'S							
	905027	01 STRIPING PIAANT-PARK	101500066404	05/21/12		50525	06/21/12	1,138.90	68.16 68.16
	905797	01 MASONRY SUPPLIES	101500066404	04/25/12		50525	06/21/12	1,138.90	55.84 55.84
	907059	01 PLANTS - PAINT-PARK PRIDE	101500066404	05/04/12		50525	06/21/12	1,138.90	99.64 99.64
	911608	01 SUPPLIES - PARK PRIDE	101500066404	05/03/12		50525	06/21/12	1,138.90	505.98 505.98
	915887	01 PLANTS-PARK PRIDE	101500066404	05/03/12		50525	06/21/12	1,138.90	12.64 12.64
	915888	01 PLANTS-PARK PRIDE	101500066404	05/03/12		50525	06/21/12	1,138.90	66.36 66.36
	978496	01 SUPPLIES-PARK PRIDE DAY	101500076501	05/03/12		50525	06/21/12	1,138.90	330.28 330.28
							VENDOR TOTAL:	1,138.90	
MAPLE		MAPLE PARK LANDSCAPE-TRUCKING							
	12-363921	01 PARKS MULCH	101500066404	05/07/12		50527	06/21/12	1,155.00	140.00 140.00
	12-363922			05/08/12		50527	06/21/12	1,155.00	140.00

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	12-363922	01 PARKS MULCH	101500066404	05/08/12		50527	06/21/12	1,155.00	140.00 140.00
	12-363931	01 PARK MULCH	101500066404	05/10/12		50527	06/21/12	1,155.00	140.00 140.00
	12-364046	01 PARK MULCH	101500066404	05/30/12		50527	06/21/12	1,155.00	105.00 105.00
	12-364052	01 PARK MULCH	101500066404	05/30/12		50527	06/21/12	1,155.00	105.00 105.00
	12-364060	01 PARKS MULCH	101500066404	06/01/12		50527	06/21/12	1,155.00	70.00 70.00
	12-364082	01 PARKS MULCH	101500066404	06/05/12		50527	06/21/12	1,155.00	105.00 105.00
	12-364084	01 PARKS MULCH	101500066404	06/06/12		50527	06/21/12	1,155.00	105.00 105.00
	12-364085	01 PARKS MULCH	101500066404	06/06/12		50527	06/21/12	1,155.00	140.00 140.00
	12-364089	01 PARKS MULCH	101500066404	06/07/12		50527	06/21/12	1,155.00	105.00 105.00
MAR		MARINE BIOCHEMISTS					VENDOR TOTAL:		1,155.00
	51796283	01 POND WEED CONTROL	101500076504	05/24/12		50528	06/21/12	1,246.00	1,246.00 1,246.00
MARK		MARK'S MACHINE SHOP INC.					VENDOR TOTAL:		1,246.00
	18930	01 WELD ALUM BRACKET	504100076500	05/15/12		50529	06/21/12	25.00	25.00 25.00
MASC		MASCAL ELECTRIC, INC.					VENDOR TOTAL:		25.00
	1312502	01 REPAIR POOL-SPORTS FLD LIGHTS	518100056300	05/25/12		50530	06/21/12	628.00	628.00 428.00

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18815	01	POTHOLE PATCH	101500066406	05/23/12		50535	06/21/12	1,823.46	27.84 27.84
18999	01	FLOWERS-GOLF	101500076502	05/24/12		50535	06/21/12	1,823.46	51.47 51.47
19062	01	FREEZER- POOL CONC	303400066400	05/24/12		50535	06/21/12	1,823.46	159.00 159.00
20556	01	NUTS & WASHERS	101500076511	05/29/12		50535	06/21/12	1,823.46	21.96 21.96
20637	01	POOL-PIPE REPAIR	518100066410	05/29/12		50535	06/21/12	1,823.46	18.45 18.45
20735	01	GOLF-COOLER HOLDER STAIN	504100076500	05/29/12		50535	06/21/12	1,823.46	32.98 32.98
20837	01	PVC-UNION -POOL	518100066410	05/30/12		50535	06/21/12	1,823.46	11.04 11.04
20888	01	KEYS-SPORTS BLDG	202100076536	05/30/12		50535	06/21/12	1,823.46	2.58 2.58
20966	01	GAP FILLTER-POOL DECK	518100066410	05/30/12		50535	06/21/12	1,823.46	10.28 10.28
21121	01	TRASH CANS - POOL CONC	303400076510	05/31/12		50535	06/21/12	1,823.46	96.96 96.96
21479	01	POOL CONC-TRASH CANS	303400076500	06/01/12		50535	06/21/12	1,823.46	135.31 135.31
22700	01	TURPENTINE-OIL WPA MAIN SLTR	101500066404	06/05/12		50535	06/21/12	1,823.46	227.46 227.46
23228	01	POOL-HOSE DECK - CONDUIT	518100076500	06/07/12		50535	06/21/12	1,823.46	42.69 42.69
23271	01	DOOR PULL - CONCESSIONS	303300076500	06/07/12		50535	06/21/12	1,823.46	6.22 6.22
23517	01	PAINT-FOUL POLES	202100076536	06/08/12		50535	06/21/12	1,823.46	78.87 25.41

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	23517	02 LP TANK EXCHANGE	303500076500	06/08/12		50535	06/21/12	1,823.46	78.87 53.46
	24412	01 POOL PIPE REPAIR ITEMS	518100066401	06/11/12		50535	06/21/12	1,823.46	11.27 11.27
							VENDOR TOTAL:		1,823.46
MID	167993-0	MID-CITY OFFICE PRODUCTS		05/23/12		50536	06/21/12	280.32	222.33 81.63 12.95 127.75
	167993-1	01 LAMINATE FOR PASSES	518000046200						
		02 PAPER	201000046200						
		03 LAMINATOR	207500046200						
		01 POS ROLLS	101000046200	05/29/12		50536	06/21/12	280.32	57.99 28.99 29.00
		02 POS ROLLS	201000046200						
							VENDOR TOTAL:		280.32
MR	OUTHOUSE								
	MAY 2012	01 PORT-O-POTTIES-GOLF	504100056309	05/31/12		50537	06/21/12	1,470.00	1,470.00 110.00 810.00 550.00
		02 PORT-O-POTTIES-PARKS	101500056309						
		03 PORT-O-POTTIES-SPORTS	202100056309						
							VENDOR TOTAL:		1,470.00
NATION	NATIONAL BANK & TRUST CO								
	2012	01 SAFETY DEPOSIT BOXES	101000046204	05/11/12		50538	06/21/12	57.00	57.00 57.00
							VENDOR TOTAL:		57.00
NEWB1	NEWBY POOL & SPA								
	4245	01 POOL CHEMICALS	518100076550	05/18/12		50539	06/21/12	487.08	377.10 377.10
	5087	01 CHLORINE - POOL	518100076550	06/06/12		50539	06/21/12	487.08	109.98 109.98
							VENDOR TOTAL:		487.08
NEXT	NEXTEL COMMUNICATIONS								
	061212	01 ADMIN	101000096701	06/12/12		50540	06/21/12	385.76	385.76 57.86

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061212		02 MAINTENANCE	101500096701	06/12/12		50540	06/21/12	385.76	385.76
		03 MAINTENANCE	504100096701						46.10
		04 PRO SHOP	504000096701						42.43
		05 RECREATION	201000096701						32.50
		06 MOMS TIME OUT	205340016701						44.65
		07 MAINTENANCE	202100096701						19.29
		08 CONCESSIONS	303000096701						123.64
									19.29
NICOR	NICOR GAS							VENDOR TOTAL:	385.76
052512		01 COMM CTR	207500096703	05/25/12		50541	06/21/12	376.05	376.05
		02 MAINT BLDG	101500096703						82.50
		03 MAINT BLDG	504100096703						52.34
		04 UPSTAIRS OFFICE	101000096703						52.34
		05 ADMINISTRATION	101000096703						18.79
		06 ADMINISTRATION	201000096703						49.93
		07 PRO SHOP	504000096703						49.94
		08 CLUBHOUSE	303000096703						21.40
		09 PUMP HOUSE	504100096703						21.40
									27.41
NIV	NIVEL PARTS & MANUFACTURING							VENDOR TOTAL:	376.05
2295973		01 TIRES-GOLF CARTS	504000066409	06/07/12		50542	06/21/12	299.12	299.12
									299.12
NORTH	NORTHERN ILLINOIS FENCE							VENDOR TOTAL:	299.12
N12137D		01 REPAIR-POOL FENCE	518100056300	06/11/12		50543	06/21/12	643.00	643.00
									643.00
NWIAPR	NWIAPR-HUNTLEY PARK DISTRICT							VENDOR TOTAL:	643.00
2012 DUES		01 ANNUAL DUES	101000046204	06/01/12		50544	06/21/12	50.00	50.00
		02 ANNUAL DUES	201000046204						25.00
									25.00
OF	OFFICE DEPOT							VENDOR TOTAL:	50.00
609187284001				05/08/12		50546	06/21/12	245.65	92.97

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609187284001		01 INK CARTRIDGES - PAPER	101000046200	05/08/12		50546	06/21/12	245.65	92.97
		02 INK CARTRIDGES - PAPER	201000046200						46.48
									46.49
609187378001		01 THERMAL PAPER ROLLS	201000046200	05/17/12		50546	06/21/12	245.65	11.19
									11.19
610827928001		01 INK TAPE DISP CLIPS	101000046200	05/23/12		50546	06/21/12	245.65	58.64
		02 PAPER	201000046200						29.32
									29.32
6117332870001		01 STAMP - INK	101000046200	06/02/12		50546	06/21/12	245.65	21.20
		02 STAMP - INK	201000046200						10.60
									10.60
611734000001		01 LAMINATE	101000046200	05/31/12		50546	06/21/12	245.65	56.66
		02 LAMINATE	201000046200						28.33
									28.33
611734001001		01 PAPER	201000046200	05/31/12		50546	06/21/12	245.65	4.99
									4.99
								VENDOR TOTAL:	245.65
PARA		PARADISE NUTRITION							
162		01 PMT-SPRING WEIGHT LOSS CLASS	205230256128	06/14/12		50547	06/21/12	90.00	90.00
									90.00
PENDL		PENDELTON TURF SUPPLY							
WEB001212		01 GREEN-TEE FUNGICIDE	504100076507	06/08/12		50548	06/21/12	1,563.57	1,113.57
									1,113.57
WEB6000996		01 SEED-GOLF	101500076502	05/17/12		50548	06/21/12	1,563.57	450.00
		02 POND DYE	504100076507						250.00
									200.00
								VENDOR TOTAL:	1,563.57
PEPSI		PEPSI COLA GEN. BOT.							
28173904		01 20 OZ POP	303000086631	05/25/12		50550	06/21/12	3,483.43	1,438.53
		02 BIB POP	303000086630						458.34
									445.29

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28173904				05/25/12		50550	06/21/12	3,483.43	1,438.53	
		03 WATER	303400086631						28.26	
		04 BIB POP	303400086630						162.66	
		05 CO2 TANK	303400086630						23.10	
		06 20 OZ POP	303300086631						277.83	
		07 BIB POP	303300086630						43.05	
29897504				06/07/12		50550	06/21/12	3,483.43	1,639.58	
		01 20 OZ WATER	303400086631						28.26	
		02 20 OZ POP/WATER	303300086631						1,175.14	
		03 20 OZ POP	303000086631						92.08	
		04 BIB POP	303000086630						344.10	
30867807				05/14/12		50550	06/21/12	3,483.43	405.32	
		01 20 OZ POP	303000086631						253.22	
		02 FOUNTAIN BIB	303400086630						129.00	
		03 CO2 TANK	303400086630						23.10	
		PIONEER MANUFACTURING CO.							VENDOR TOTAL:	3,483.43
INV443211				05/31/12		50551	06/21/12	106.00	106.00	
		01 SPORTS FIELD PAINT	202100076523						106.00	
		PROSAFETY, INC.							VENDOR TOTAL:	106.00
2/727760				05/29/12		50552	06/21/12	25.91	25.91	
		01 CREW EAR PLUGS	101500076514						25.91	
		REINDERS, INC.							VENDOR TOTAL:	25.91
1381088-00				05/10/12		50553	06/21/12	108.73	-145.41	
		01 CREDIT - SEAT	504100066403						-145.41	
1381752-00				05/08/12		50553	06/21/12	108.73	254.14	
		01 FRWY MOWER KNIFES-BOLTS	504100066403						254.14	
		REINHART REINHART FOOD SERVICE							VENDOR TOTAL:	108.73
197653				05/04/12		50556	06/21/12	2,416.65	-39.52	
		01 CREDIT-12 OZ FOAM CUPS	303000076550						-39.52	
202266				05/15/12		50556	06/21/12	2,416.65	1,028.87	

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
202266		01 GLOVES-BAGS-FOIL SHEETS	303000076550	05/15/12		50556	06/21/12	2,416.65	1,028.87
		02 SWEETNERS	303000086632						117.02
		03 BRATS-HOT DOGS	303000086615						68.76
		04 HAMBURGERS	303000086613						337.91
		05 BAGS-FOIL SHEETS	303000076550						81.24
		06 BRATS	303000086615						81.48
		07 CHIPS	303000086622						33.07
		08 TORTILLA CHIPS-NACHO CHEESE	303000086620						23.89
		09 NACHO CHEESE	303400086620						64.88
		10 CHIPS	303400086622						22.34
		11 NACHO CHEESE-TORT CHIPS-CHIPS	303000076500						24.89
		12 CHIPS	303000086622						117.11
		13 FUEL CHARGE	303000086615						49.78
210293		01 GATORADE	303000086631	05/25/12		50556	06/21/12	2,416.65	1,427.30
		02 CHIPS	303000086622						185.58
		03 KETCHUP-SHREADDDED CHEESE	303000086629						129.50
		04 HOT DOGS	303000086615						60.04
		05 GATORADE	303000086631						86.28
		06 NACHO CHIPS-CHEESE	303000086620						123.72
		07 SOFT PRETZELS	303000086619						85.08
		08 HOT DOGS	303000086615						53.56
		09 CUPS	303000076550						172.56
		10 GATORADE	303400086631						36.99
		11 NACHO CHIPS-CHEESE	303400086620						61.86
		12 SOFT PRETZELS	303400086619						84.88
		13 HOT DOGS	303400086615						107.12
		14 MOZZARELLA STICKS	303000086617						28.76
		15 FUEL CHARGE	303000086631						179.98
		16 CHIPS	303400086632						6.50

VENDOR TOTAL: 2,416.65

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ROCKF	02906161	01 WELDING TANKS	1015000066401	05/21/12		50557	06/21/12	27.68	27.68
									27.68

VENDOR TOTAL: 27.68

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
SAF	57786387	01 SHOP PARTS WASHER SOLVENT	1015000056307	05/19/12		50558	06/21/12	192.92	192.92
									192.92

VENDOR TOTAL: 192.92

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
SIK	143645	01 AUDIT 2011	241000036122	05/16/12		50559	06/21/12	795.00	795.00
		SOFT WATER CITY					VENDOR TOTAL:		795.00
SOU	2652-0512	01 RENT-WATER-CUPS-SALT	207500076500	05/31/12		50560	06/21/12	615.00	615.00
		02 RENT-WATER-SALT	101500076500						233.50
		03 RENT-WATER	101000076500						111.75
		04 RENT-WATER	504000076500						35.00
		05 RENT-WATER-CUPS	518000076500						74.00
		SOUTHERN WINE & SPIRITS OF ILL					VENDOR TOTAL:		160.75
									615.00
SUP	8562261	01 LIQUOR	303000086636	05/22/12		50561	06/21/12	530.27	530.27
		02 WINE	303500086640						249.43
		SPECIAL FX							280.84
							VENDOR TOTAL:		530.27
SUP	39227	01 T-SHIRTS FOR EMPLOYEES	303300076500	05/23/12		50562	06/21/12	513.00	210.00
		02 T-SHIRTS FOR EMPLOYEES	303400076500						105.00
									105.00
SUP	39249	01 STAFF SHIRTS-GOLF	504100046215	06/05/12		50562	06/21/12	513.00	303.00
		02 STAFF SHIRTS -PARKS	101500046215						101.00
		STAPLES ADVANTAGE							202.00
							VENDOR TOTAL:		513.00
SUP	8021938497	01 BUS CARDS-RECORDER	101000046200	05/19/12		50563	06/21/12	91.56	91.56
		02 BUS CARDS - RECORDER	201000046200						45.78
		SUPERIOR BEVERAGE							45.78
							VENDOR TOTAL:		91.56
SUP	532900	01 BEER	303000086634	05/18/12		50564	06/21/12	1,471.55	306.55
		02 KEG OF BEER	303000086634						212.55
									121.00

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SYCAMORE PARK DISTRICT
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
532900		03 KEG RETURN	303000086634	05/18/12		50564	06/21/12	1,471.55	306.55
		04 DELIVERY CHARGE	303000086634						-30.00
533022		01 BEER-CANS	303000086634	06/08/12		50564	06/21/12	1,471.55	715.40
		02 BEER-KEG	303000086634						397.40
		03 KEG RETURN	303000086634						121.00
		04 MONSTER-ARNIE PALMERS	303000086631						-30.00
		05 DELIVERY CHARGE	303000086634						224.00
533073		01 BEER-CANS	303000086634	06/15/12		50564	06/21/12	1,471.55	449.60
		02 DELIVERY CHARGE	303000086634						446.60
									3.00
SWIFT	JOHN B SWIFT COMPANY						VENDOR TOTAL:		1,471.55
12-0382	01 PAYMENT FOR BROCHURE		206500046203	05/17/12		50565	06/21/12	5,694.00	5,694.00
SYC1	SYCAMORE CUSD #427						VENDOR TOTAL:		5,694.00
185	01 ALL NIGHTER -CUSTODIAN		205120076216	05/17/12		50566	06/21/12	304.00	304.00
T0000013	DESCH, BART						VENDOR TOTAL:		304.00
062012	01 MILEAGE		201000046211	06/20/12		50567	06/21/12	125.32	125.32
T0000024	DOBERSTEIN, MELISSA						VENDOR TOTAL:		125.32
061512	01 REIMBURSE-BROWNS		303000086615	06/15/12		50568	06/21/12	99.43	99.43
	02 REIMBURSE-ALDI		303000086617						4.36
	03 REIMBURSE-ALDI		303000086629						2.99
	04 REIMBURSE-ALDI		303000086631						1.29
	05 REIMBURSE-ALDI		303000086629						12.99
	06 REIMBURSE-FOOD EQUIPMENT		303000076500						1.98
	07 TIP-OWENS		303500003090						6.50
							VENDOR TOTAL:		69.32

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T0000230	FREEMAN, JEANETTE								
	061212	01 HSA REIMBURSE	101000106803	06/12/12		50569	06/21/12	225.91	225.91
							VENDOR TOTAL:		225.91
T0000611	MARCINKIEWICZ, LISA								
	061112	01 SUPER STRIKERS REFUND	205550216218	06/11/12		50570	06/21/12	53.00	53.00
							VENDOR TOTAL:		53.00
T0000634	BRADLEY, ANGELA								
	061112	01 ZUMBA REFUND	205660186218	06/11/12		50571	06/21/12	23.00	23.00
							VENDOR TOTAL:		23.00
T0000635	BURLISON, JACQUE								
	052112	01 AGT REFUND	205660096218	05/21/12		50572	06/21/12	8.00	8.00
							VENDOR TOTAL:		8.00
T0000636	DAVIS, KATIE								
	061112	01 SOCCER REFUND	205550076218	06/11/12		50573	06/21/12	52.00	52.00
							VENDOR TOTAL:		52.00
T0000638	FABRIZIUS, LISA								
	061812	01 2 TRANSFER TO DIFF LEESON	518200046218	06/18/12		50574	06/21/12	30.00	30.00
							VENDOR TOTAL:		30.00
T0000639	GABRIELSON, DAISY								
	061112	01 LESSON REFUND	518200046218	06/11/12		50575	06/21/12	37.00	37.00
							VENDOR TOTAL:		37.00
T0000640	HAMILTON, CHERYL								
	062012	01 WEIGHT LOST CLASS	205230256217	06/20/12		50576	06/21/12	45.00	45.00
							VENDOR TOTAL:		45.00

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0000641	KOCHER, MARY								
	052112	01 AGT REFUND	205660096218	05/21/12		50577	06/21/12	8.00	8.00
								VENDOR TOTAL:	8.00
T0000642	MELVIN, COURTNEY								
	061112	01 REFUND	205550026218	06/11/12		50578	06/21/12	125.00	125.00
		02 REFUND	205550036218						52.00
									73.00
								VENDOR TOTAL:	125.00
T0000644	OWENS, FELICIA								
	052112	01 AGT REFUND	205660096218	05/21/12		50579	06/21/12	8.00	8.00
								VENDOR TOTAL:	8.00
T0000645	RAHN, JEAN								
	060812	01 SEMINAR REFUND	205230026218	06/08/12		50580	06/21/12	30.00	30.00
								VENDOR TOTAL:	30.00
T0000646	RATLIFF, BEN								
	062012	01 WEIGHT LOSS CLASS	205230256217	06/20/12		50581	06/21/12	67.50	67.50
								VENDOR TOTAL:	67.50
T0000647	SCHAEFFER, NANCY								
	052112	01 AGT REFUND	205660096218	05/21/12		50582	06/21/12	8.00	8.00
								VENDOR TOTAL:	8.00
T0000648	SMITH, SUE								
	062012	01 WEIGHT LOSS CLASS	205230256217	06/20/12		50583	06/21/12	112.50	112.50
								VENDOR TOTAL:	112.50
T0000649	SWANSON, CHERI								
	062012			06/20/12		50584	06/21/12	209.00	209.00

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SYCAMORE PARK DISTRICT
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	062012	01 BULLS CAMP REFUND	205560196218	06/20/12		50584	06/21/12	209.00	209.00
T0000650	TONAKI, AMY						VENDOR TOTAL:		209.00
	061412	01 SOCCER REFUND	205550076218	06/14/12		50585	06/21/12	50.00	50.00
T0000651	UNTCH, CAROL						VENDOR TOTAL:		50.00
	052112	01 AGT REFUND	205660096218	05/21/12		50586	06/21/12	8.00	8.00
TBC	TBC						VENDOR TOTAL:		8.00
	7690-15838	01 ANNUAL FEE-WEBSITE	101000056304	06/16/12		50587	06/21/12	589.80	240.00
		02 ANNUAL FEE-WEBSITE	201000056304						120.00
									120.00
	8675-15808	01 DSL-ADMIN JUNE	101000096700	05/17/12		50587	06/21/12	589.80	179.90
		02 DSL-ADMIN JUNE	201000096700						89.95
									89.95
	8676-15808	01 DSL CC JUNE	207500096700	05/17/12		50587	06/21/12	589.80	169.90
THELIFE	THE LIFEGUARD STORE						VENDOR TOTAL:		589.80
	INV085664	01 SWIM SUIT	518000046215	05/25/12		50588	06/21/12	35.88	35.88
THOR	THOR GUARD						VENDOR TOTAL:		35.88
	324.93	01 ANNUAL WEATHER SERVICE	504000076500	05/10/12		50589	06/21/12	500.00	500.00
		02 ANNUAL WEATHER SERVICE	518000076500						150.00
		03 ANNUAL WEATHER SERVICE	202000076500						100.00
							VENDOR TOTAL:		250.00
							VENDOR TOTAL:		500.00

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
TITL		TITLEIST DRAWER CS							
	0577012	01 SPECIAL ORDER IRONGS-WEDGE	501000001302	05/08/12		50591	06/21/12	6,978.85	649.49 649.49
	0588203	01 SPECIAL ORDER BALLS	501000001300	05/10/12		50591	06/21/12	6,978.85	22.00 22.00
	0632932	01 KIRK SPECIAL ORDER SHAFT	501000001302	05/21/12		50591	06/21/12	6,978.85	93.67 93.67
	0639935	01 SPECIAL ORDER IRONS	501000001302	05/22/12		50591	06/21/12	6,978.85	866.49 866.49
	0674443	01 TITLEIST FITTING CART YRLY FEE	501000001306	05/31/12		50591	06/21/12	6,978.85	625.00 625.00
	0697001	01 DAVID-CUSTOM ORDER CLUBS	501000001302	06/06/12		50591	06/21/12	6,978.85	515.39 515.39
	0701638	01 BAG	501000001304	06/07/12		50591	06/21/12	6,978.85	136.73 136.73
	0705828	01 GOLF BALLS - STOCK	501000001300	06/08/12		50591	06/21/12	6,978.85	3,203.22 3,203.22
	0706323	01 CUSTOM ORDER CLUBS	501000001302	06/08/12		50591	06/21/12	6,978.85	866.86 866.86
TOWN		TOWNS & ASSOCIATES, INC.						VENDOR TOTAL:	6,978.85
	8450	01 AD IN HOTEL DIRECTORY	504000046208	03/30/12		50592	06/21/12	470.00	470.00 470.00
TRUGR		TRUGREEN						VENDOR TOTAL:	470.00
	709929	01 BALL FIELD WEED-N-FEED	202100076527	05/09/12		50593	06/21/12	704.00	704.00 704.00
TYLER		TYLER ENTERPRISES						VENDOR TOTAL:	704.00
	37034	01 ROUGH-FERTILIZER	504100076506	05/15/12		50594	06/21/12	1,740.00	1,740.00 1,530.00

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 06/20/2012 TO 06/21/2012

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
37034		02 ALGAE CONTROL	504100076507	05/15/12		50594	06/21/12	1,740.00	1,740.00
									210.00
									VENDOR TOTAL: 1,740.00
VALDEZ	ISAAC VALDEZ								
061912		01 PAYMENT FOR CAMP	2055550156128	06/19/12		50595	06/21/12	337.00	337.00
									VENDOR TOTAL: 337.00
VAN	VAN GALDER BUS/COARCH USA								
CHARTER 357429									
		01 CUBS TRIP BUS PAYMENT	206298036221	04/24/12		50596	06/21/12	748.45	748.45
									VENDOR TOTAL: 748.45
WASTE	WASTE MANAGEMENT								
3317454-2011-6									
		01 REFUSE REMOVAL - ADMIN	101000056302	06/01/12		50597	06/21/12	940.12	940.12
		02 REFUSE REMOVAL - CH	303000056302						80.93
		03 REFUSE REMOVAL - OLD SHOP	504100056302						51.28
		04 REFUSE REMOVAL - SC	202100056302						64.11
		05 REFUSE REMOVAL - PARKS	101500056302						98.08
		06 REFUSE REMOVAL - POOL	518100056302						98.09
		07 REFUSE REMOVAL - PICNIC	101500056302						160.48
		08 REFUSE REMOVAL - CC	207500056302						123.38
		09 LINERS	202100056302						83.34
									180.43
									VENDOR TOTAL: 940.12
									TOTAL --- ALL INVOICES: 87,354.94

New \$ 87,354.94
 Interim \$ 54,907.75
 total \$ 142,262.69

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To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: June 26, 2012

Administrative Initiatives (6/1/12 – 6/30/12)

- Attend Board of Commissioners study session.
- Adjusted the monthly budget figures to reflect the revised budget as approved by the board at April's Regular Board Meeting. These adjustments have been completed in both the budget report and the monthly cash flow report.
- Set up excel spreadsheet for recording baseball field usage. This was distributed to Jeff Donahoe, Bart Desch and Melissa Dobberstein to be used for each department's individual needs.
- Annual review and update of the general liability insurance information with IPARKS.
- Update cash register programming in preparation for opening of the pool and pool concessions.
- Assisted Lisa White in training pool front desk staff on procedures for handling and recording of cash.
- Contact other park districts to research policies for allowing outside vendors on district property.
- Met with Nextel/Sprint representatives. They informed me of the current process of updating towers in the area and how they might affect our service. It has also been set up for a trial of equipment for wireless connection. It will be tested first at the Community Center. Will also test at the pool.

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- Concessions catering/special events/room rentals: 1 graduation party, 3 birthday parties, Girls' Softball Storm Dayz Tournament, 4 golf outings and the Summer Concert Series.
- Assisted at June 8th Middle School Pool Party.

Administrative Initiatives (7/1/12 – 7/31/12)

- Catering/special events/room rentals currently scheduled: 1 birthday party, Junior Golf Championship (2 days), 2 golf outings and the Summer Concert Series.
- Prepare concessions menus to insert in golf cart signs. Menus are completed; need to take to printer to copy onto heavier stock.
- Finalize review of vendors/products/prices for clubhouse tables and chairs. Delayed due to two vendors trying to get lower pricing for delivery.
- Start preparation of 2013 Draft Budget.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended May 31, 2012

Corporate Fund (10)	Department	May Budget	May Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD	
									Actual	Variance
Revenues										
	Administration	54,853.00	46,668.17	-14.9%	82,688.00	77,876.77	-5.8% (1)	548,770.00	92,816.37	-16.1% (2)
	Parks	1,437.00	1,269.05	-11.7%	1,437.00	1,269.05	-11.7% (3)	14,371.00	2,089.39	-39.3% (4)
	Total Revenues	56,290.00	47,937.22	-14.8%	84,125.00	79,145.82	-5.9%	563,141.00	94,905.76	-16.6%
Expenses										
	Administration	27,565.00	24,032.36	-12.8%	144,960.00	128,802.29	-11.1% (5)	357,119.00	140,747.25	-8.5% (6)
	Parks	30,018.00	20,310.19	0.0%	89,855.00	74,682.51	-16.9% (7)	217,271.00	80,424.11	-7.1% (8)
	Total Expenses	57,583.00	44,342.55	-23.0%	234,815.00	203,484.80	-13.3%	574,390.00	221,171.36	-8.0%
	Total Fund Revenues	56,290.00	47,937.22	-14.8%	84,125.00	79,145.82	-5.9%	563,141.00	94,905.76	-16.6%
	Total Fund Expenses	57,583.00	44,342.55	-23.0%	234,815.00	203,484.80	-13.3%	574,390.00	221,171.36	-8.0%
	Surplus (Deficit)	(1,293.00)	3,594.67	-378.0%	(150,690.00)	(124,338.98)	-17.5%	(11,249.00)	(126,265.60)	-1.5%

- (1) Property tax receipts brought ytd revenues below budget. On average, the district receives approximately 10% of total levy in the May installment and this is what is budgeted. The May 2012 installment was only 8.3%.
- (2) It is also property tax receipts that are the cause of the prior year YTD variance. Overall, the Corporate levy decreased 5.86% compared to 2011. And the May 2011 installment was 11.1% of the total levy in comparison to 2012's 8.3%.
- (3) Same as (1). Additionally the amount of the SS/IMRF tax levy was reduced based upon the vacancy of the Supt. of Parks position.
- (4) Same as (2). Additionally the amount of the SS/IMRF tax levy was reduced based upon the vacancy of the Supt. of Parks position.
- (5) Wages and related expenses down 5.6%, \$6,026, due to short term vacancy in Executive Director. Legal fees/Misc consultants and Administrative expenses are below budget 76%, \$4,275, and 18%, \$3,190, respectively.
- (6) Wages and related expenses down 5.5%, \$5,959, compared to 2011, due to short term vacancy in Executive Director in 2012. Legal fees/Misc consultants are also 87.8%, \$9,687 less than 2011.
- (7) Materials and Supplies are below budget 57.6%, \$14,306 (primarily trees and shrubs, seed/sod/flowers, fish restocking and pesticides)
- (8) 2012 Materials and Supplies are 33.2%, \$5,254, below 2011.

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Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended May 31, 2012

Recreation Fund (20)

Department	May Budget	May Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD	
								Actual	
Revenues									
Administration	70,143.00	60,061.08	-14.37%	70,143.00	60,061.59	-14.37% (1)	701,423.00	72,695.04	-17.4% (2)
Sports Complex	100.00	96.00	-4.00%	3,700.00	3,486.00	-5.78%	45,100.00	3,340.00	4.4%
Sports Complex Maintenance	3,466.00	2,801.19	-19.18%	3,466.00	2,801.19	-19.18%	34,655.00	4,144.25	-32.4%
Midwest Museum of Natural Hist	-	-	#DIV/0!	550.00	1,146.09	108.38%	2,200.00	-	#DIV/0!
Programs-Youth	442.00	329.26	-25.51%	1,561.00	1,758.26	12.64% (3)	2,516.00	3,445.59	-49.0% (3)
Programs-Teens	3,020.00	531.89	-82.39%	5,220.00	2,176.39	-58.31% (3)	9,202.00	2,624.60	-17.1% (3)
Programs-Adult	152.00	501.00	229.61%	1,852.00	1,878.00	1.40% (3)	2,824.00	1,823.53	3.0% (3)
Programs-Family	1,609.00	991.27	-38.39%	6,559.00	3,936.27	-39.99% (3)	11,689.00	5,335.94	-26.2% (3)
Programs-Leagues	23.00	37.90	64.78%	23.00	37.90	64.78% (3)	4,130.00	73.76	-48.6% (3)
Programs-Youth Athletics	6,080.00	4,558.40	-25.03%	15,265.00	11,057.40	-27.56% (3)	24,053.00	22,066.72	-49.9% (3)
Programs-Fitness	3,241.00	2,907.87	-10.28%	14,983.92	17,828.99	18.99% (3)	28,770.00	17,115.46	4.2% (3)
Programs-Preschool	203.00	9.42	-95.36%	628.00	588.42	-6.30% (3)	1,078.00	820.00	-28.2% (3)
Programs-Senior	50.00	-	-100.00%	150.00	265.00	76.67% (3)	300.00	245.00	8.2% (3)
Programs-Dance	208.00	350.00	68.27%	1,016.00	2,794.00	175.00% (3)	2,900.00	1,353.00	106.5% (3)
Programs-Special Events	804.00	202.76	-74.78%	3,279.00	2,860.76	-12.76% (3)	3,502.00	2,492.93	14.8% (3)
Programs-Concerts	1,100.00	1,100.00	0.00%	5,600.00	2,700.00	-51.79% (4)	8,600.00	6,200.00	-56.5% (4)
Programs-Trips	500.00	165.00	-67.00%	3,300.00	2,515.00	-23.79% (3)	4,400.00	1,355.00	85.6% (3)
Brochure	-	-	#DIV/0!	1,700.00	2,850.00	67.65%	5,000.00	1,200.00	137.5%
Weight Room	1,909.00	1,435.66	-24.80%	9,207.00	10,784.41	17.13%	18,700.00	10,767.00	0.2%
Community Center	375.00	369.06	-1.58%	375.00	429.06	14.42%	3,749.00	548.46	-21.8%
Total Revenues	93,425.00	76,447.76	-18.17%	148,577.92	131,954.73	-11.19%	914,791.00	157,646.28	-16.3%

- (1) Property tax receipts brought ytd revenues below budget. On average, the district receives approximately 10% of total levy in the May installment and this is what is budgeted. The May 2012 installment was only 8.3%.
- (2) It is also property tax receipts that are the cause of the prior year YTD variance. May 2011 installment was 11.1% of the total levy in comparison to 2012's 8.3%.
- (3) 2012 Program revenue is under budget 11.41%, \$6,141. It has decreased 18.8%, \$11,055 compared to 2011. This is primarily due to the elimination of the travel basketball program. Factoring this out, program revenue is down 2.1%, \$999 compared to last year.
- (4) Timing.

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Sycamore Park District
Summarized Revenue & Expense Report
Period ended May 31, 2012

Donations (21)

Department	May Budget	May Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD	
								Actual	
Revenues									
Administration	-	-	#DIV/0!	-	8.85	#DIV/0!	2,000.00	826.63	-98.9%
Total Revenues	-	-	#DIV/0!	-	8.85	#DIV/0!	2,000.00	826.63	-98.9%
Expenses									
Administration	-	-		-	-		-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	-	8.85	#DIV/0!	2,000.00	826.63	-98.9%
Total Fund Expenses	-	-		-	-		-	-	#DIV/0!
Surplus (Deficit)	-	-	#DIV/0!	-	8.85	#DIV/0!	2,000.00	826.63	-98.9%

Special Recreation (22)

Department	May Budget	May Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD	
								Actual	
Revenues									
Administration	17,500.00	14,623.28	-16.44%	17,500.00	14,628.20	-16.41% (1)	175,000.00	20,795.33	-29.7% (2)
Total Revenues	17,500.00	14,623.28	-16.44%	17,500.00	14,628.20	-16.41%	175,000.00	20,795.33	-29.7%
Expenses									
Administration	10,000.00	-	-100.00%	10,000.00	2,725.00	-72.75% (1)	175,000.00	12,962.25	-79.0%
Total Expenses	10,000.00	-	-100.00%	10,000.00	2,725.00	-72.75%	175,000.00	12,962.25	-79.0%
Total Fund Revenues	17,500.00	14,623.28	-16.44%	17,500.00	14,628.20	-16.41%	175,000.00	20,795.33	-29.7%
Total Fund Expenses	10,000.00	-	-100.00%	10,000.00	2,725.00	-72.75%	175,000.00	12,962.25	-79.0%
Surplus (Deficit)	7,500.00	14,623.28	94.98%	7,500.00	11,903.20	58.71%	-	7,833.08	52.0%

(1) Property tax receipts brought ytd revenues below budget. On average, the district receives approximately 10% of total levy in the May installment and this is what is budgeted. The May 2012 installment was only 8.3%.
 (2) It is also property tax receipts that are the cause of the prior year YTD variance. May 2011 installment was 11.1% of the total levy in comparison to 2012's 8.3%.

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Sycamore Park District
Summarized Revenue & Expense Report
Period ended May 31, 2012

Insurance (23)

Department	May Budget	May Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD	
								Actual	
Revenues									
Administration	11,500.00	9,563.55	-16.84%	11,500.00	9,563.92	-16.84% (1)	115,000.00	10,911.55	-12.4% (2)
Total Revenues	11,500.00	9,563.55	-16.84%	11,500.00	9,563.92	-16.84%	115,000.00	10,911.55	-12.4%
Expenses									
Administration	1,900.00	2,186.00	15.05%	15,700.00	14,349.00	-8.61%	98,000.00	11,210.52	28.0% (3)
Total Expenses	1,900.00	2,186.00	15.05%	15,700.00	14,349.00	-8.61%	98,000.00	11,210.52	28.0%
Total Fund Revenues	11,500.00	9,563.55	-16.84%	11,500.00	9,563.92	-16.84%	115,000.00	10,911.55	-12.4%
Total Fund Expenses	1,900.00	2,186.00	15.05%	15,700.00	14,349.00	-8.61%	98,000.00	11,210.52	28.0%
Surplus (Deficit)	9,600.00	7,377.55	-23.15%	(4,200.00)	(4,785.08)	13.93%	17,000.00	(298.97)	1500.5%

- (1) Property tax receipts brought ytd revenues below budget. On average, the district receives approximately 10% of total levy in the May installment and this is what is budgeted. The May 2012 installment was only 8.3%.
- (2) It is also property tax receipts that are the cause of the prior year YTD variance. May 2011 installment was 11.1% of the total levy in comparison to 2012's 8.3%.
- (3) 2012 unemployment 52.3%, \$3,193, higher than 2011 due to increase in claims.

Audit (24)

Department	May Budget	May Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD	
								Actual	
Revenues									
Administration	1,800.00	1,495.17	-16.94%	1,800.00	1,495.48	-16.92% (1)	18,000.00	2,563.11	-41.7% (2)
Total Revenues	1,800.00	1,495.17	-16.94%	1,800.00	1,495.48	-16.92%	18,000.00	2,563.11	-41.7%
Expenses									
Administration	-	-	#DIV/0!	16,000.00	13,500.00	-15.63%	16,000.00	13,200.00	2.3%
Total Expenses	-	-	#DIV/0!	16,000.00	13,500.00	-15.63%	16,000.00	13,200.00	2.3%
Total Fund Revenues	1,800.00	1,495.17	-16.94%	1,800.00	1,495.48	-16.92%	18,000.00	2,563.11	-41.7%
Total Fund Expenses	-	-	#DIV/0!	16,000.00	13,500.00	-15.63%	16,000.00	13,200.00	2.3%
Surplus (Deficit)	1,800.00	1,495.17	-16.94%	(14,200.00)	(12,004.52)	-15.46%	2,000.00	(10,636.89)	12.9%

- (1) Property tax receipts brought ytd revenues below budget. On average, the district receives approximately 10% of total levy in the May installment and this is what is budgeted. The May 2012 installment was only 8.3%.
- (2) It is also property tax receipts that are the cause of the prior year YTD variance. May 2011 installment was 11.1% of the total levy in comparison to 2012's 8.3%.

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Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended May 31, 2012

Paving & Lighting (25)

Department	May Budget	May Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD	
								Actual	
Revenues									
Administration	-	-	-	-	3.09	-	-	43.99	-93.0%
Total Revenues	-	-	-	-	3.09	-	-	43.99	-93.0%
Expenses									
Administration	-	-	-	-	-	-	30,000.00	-	#DIV/0!
Total Expenses	-	-	-	-	-	-	30,000.00	-	#DIV/0!
Total Fund Revenues	-	-	-	-	3.09	-	-	43.99	
Total Fund Expenses	-	-	-	-	-	-	30,000.00	-	
Surplus (Deficit)	-	-	-	-	3.09	3.09	(30,000.00)	43.99	

Park Police (26)

Department	May Budget	May Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD	
								Actual	
Revenues									
Administration	-	-	-	-	0.35	0.35	-	0.71	-50.7%
Total Revenues	-	-	-	-	0.35	0.35	-	0.71	-50.7%
Expenses									
Administration	-	-	-	-	-	-	-	-	#DIV/0!
Total Expenses	-	-	-	-	-	-	-	-	#DIV/0!
Total Fund Revenues	-	-	-	-	0.35	0.35	-	0.71	-50.7%
Total Fund Expenses	-	-	-	-	-	-	-	-	-50.7%
Surplus (Deficit)	-	-	-	-	0.35	0.35	-	0.71	-50.7%

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Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended May 31, 2012

IMRF (27)

Department	May Budget	May Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD	
								Actual	
Revenues									
Administration	9,700.00	8,068.38	-16.82%	9,700.00	8,068.38	-16.82%	97,000.00	10,911.55	-26.1%
Total Revenues	9,700.00	8,068.38	-16.82%	9,700.00	8,068.38	-16.82%	97,000.00	10,911.55	-26.1%
Expenses									
Administration	9,700.00	8,068.38	-16.82%	9,700.00	8,068.38	-16.82%	97,000.00	10,911.55	-26.1%
Total Expenses	9,700.00	8,068.38	-16.82%	9,700.00	8,068.38	-16.82%	97,000.00	10,911.55	-26.1%
Total Fund Revenues	9,700.00	8,068.38	-16.82%	9,700.00	8,068.38	-16.82%	97,000.00	10,911.55	-26.1%
Total Fund Expenses	9,700.00	8,068.38	-16.82%	9,700.00	8,068.38	-16.82%	97,000.00	10,911.55	-26.1%
Surplus (Deficit)	-	-	-	-	-	-	-	-	-

Social Security (28)

Department	May Budget	May Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD	
								Actual	
Revenues									
Administration	8,200.00	6,818.00	-16.85%	8,200.00	6,818.00	-16.85%	82,000.00	9,908.12	-31.2%
Total Revenues	8,200.00	6,818.00	-16.85%	8,200.00	6,818.00	-16.85%	82,000.00	9,908.12	-31.2%
Expenses									
Administration	8,200.00	6,818.00	-16.85%	8,200.00	6,818.00	-16.85%	82,000.00	9,908.12	-31.2%
Total Expenses	8,200.00	6,818.00	-16.85%	8,200.00	6,818.00	-16.85%	82,000.00	9,908.12	-31.2%
Total Fund Revenues	8,200.00	6,818.00	-16.85%	8,200.00	6,818.00	-16.85%	82,000.00	9,908.12	-31.2%
Total Fund Expenses	8,200.00	6,818.00	-16.85%	8,200.00	6,818.00	-16.85%	82,000.00	9,908.12	-31.2%
Surplus (Deficit)	-	-	-	-	-	-	-	-	-

#DIV/0!

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Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended May 31, 2012

Concessions (30)

Department	May Budget	May Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD	
								Actual	
Revenues									
Clubhouse Concessions	7,193.00	8,173.37	13.63%	12,773.00	16,530.62	29.42% (1)	64,822.00	12,313.16	34.3% (1)
Beverage Cart	1,065.00	1,495.70	40.44%	1,065.00	1,495.70	40.44%	15,633.00	972.39	53.8%
Vending	-	-	#DIV/0!	-	-	#DIV/0!	250.00	-	#DIV/0!
Sports Complex Concessions	5,397.00	4,580.88	-15.12%	5,946.00	4,580.88	-22.96%	30,012.00	5,902.33	-22.4%
Pool Concessions	396.00	805.75	103.47%	396.00	805.75	103.47% (2)	12,857.00	376.00	114.3% (2)
Catering	781.00	1,647.95	111.01%	6,166.00	7,781.13	26.19% (2)	18,562.00	5,771.35	34.8% (2)
Total Revenues	14,832.00	16,703.65	12.62%	26,346.00	31,194.08	18.40%	142,136.00	25,335.23	23.1%

Expenses									
Clubhouse Concessions	7,669.00	6,696.10	-12.69%	24,377.00	22,406.25	-8.08%	75,054.00	19,797.21	13.2% (4)
Beverage Cart	628.00	581.84	-7.35%	628.00	667.60	6.31%	11,433.00	509.97	30.9%
Vending	-	-	#DIV/0!	-	-	#DIV/0!	125.00	31.00	-100.0%
Sports Complex Concessions	3,689.00	1,647.56	-55.34%	4,454.00	2,183.49	-50.98%	24,822.00	3,127.20	-30.2%
Pool Concessions	350.00	-	-100.00%	350.00	-	-100.00% (5)	11,382.00	104.44	-100.0% (5)
Catering	1,008.00	576.38	-42.82%	3,127.00	1,883.82	-39.76%	8,812.00	2,304.24	-18.2%
Total Expenses	13,344.00	9,501.88	-28.79%	32,936.00	27,141.16	-17.59%	131,628.00	25,874.06	4.9%

Total Fund Revenues	14,832.00	16,703.65	12.62%	26,346.00	31,194.08	18.40%	142,136.00	25,335.23	23.1%
Total Fund Expenses	13,344.00	9,501.88	-28.79%	32,936.00	27,141.16	-17.59%	131,628.00	25,874.06	4.9%
Surplus (Deficit)	1,488.00	7,201.77	383.99%	(6,590.00)	4,052.92	-161.50%	10,508.00	(538.83)	-852.2%

- (1) 2012 clubhouse revenue up due to early season! Opened March 13!
- (2) Memorial Day Weekend 2012 weather resulted in higher pool attendance than 2011.
- (3) 2012 Catering has increased due to room rentals. As of May 2012, room rentals are \$3,845 in comparison to 2011 of \$1,390.
- (4) Greater amount of supply and labor cost in 2012 due to early opening.
- (5) Timing

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Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended May 31, 2012

Working Cash (31) ABOLISHED IN 2011

Department	May Budget	May Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	-		-	-		-	0.18
Total Revenues	-	-		-	-		-	0.18
Expenses								
Administration	-	-		-	-		-	-
Total Expenses	-	-		-	-		-	-
Total Fund Revenues	-	-		-	-		-	0.18
Total Fund Expenses	-	-		-	-		-	-
Surplus (Deficit)	-	-		-	-		-	0.18

Developer Contributions (32)

Department	May Budget	May Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual	
Revenues									
Administration	-	-		1,250.00	9,737.76	679.02%	5,000.00	11,812.54	-17.6%
Total Revenues	-	-		1,250.00	9,737.76	679.02%	5,000.00	11,812.54	-17.6%
Expenses									
Administration	-	-		-	-		-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	-	-		1,250.00	9,737.76		5,000.00	11,812.54	-17.6%
Total Fund Expenses	-	-		-	-		-	-	#DIV/0!
Surplus (Deficit)	-	-		1,250.00	9,737.76		5,000.00	11,812.54	-17.6%

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Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended May 31, 2012

Golf Course (50)

Department	May Budget	May Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD	
								Actual	Variance
Revenues									
Golf Operations	54,982.00	62,144.42	13.0%	206,399.00	242,312.81	17.4% (1)	510,903.00	195,840.18	23.7% (2)
Golf Maintenance	2,517.00	2,791.48	10.9%	2,517.00	2,791.48	10.9%	25,164.00	4,030.45	-30.7%
Total Revenues	57,499.00	64,935.90	12.9%	208,916.00	245,104.29	17.3%	536,067.00	199,870.63	22.6%
Expenses									
Golf Operations	26,800.00	27,499.09	2.6%	108,424.00	114,979.42	6.0% (3)	308,111.00	103,338.66	11.3% (3)
Golf Maintenance	34,182.00	24,621.16	-28.0%	145,661.00	133,111.83	-8.6%	311,373.00	141,157.48	-5.7%
Total Expenses	60,982.00	52,120.25	-14.5%	254,085.00	248,091.25	-2.4%	619,484.00	244,496.14	1.5%
Total Fund Revenues	57,499.00	64,935.90	12.9%	208,916.00	245,104.29	17.3%	536,067.00	199,870.63	22.6%
Total Fund Expenses	60,982.00	52,120.25	-14.5%	254,085.00	248,091.25	-2.4%	619,484.00	244,496.14	1.5%
Surplus (Deficit)	(3,483.00)	12,815.65	-467.9%	(45,169.00)	(2,986.96)	-93.4%	(83,417.00)	(44,625.51)	-93.3%

(1) Daily Greens Fees +75.94% \$16,906
 Golf Events & Misc +24.53% \$2,290
 Lessons -65.93% -\$6,540
 Carts +86.24% \$13,122
 Season passes +.94% \$1,165
 Pro shop sales +38.98% \$9,069

Course opened earlier in 2012.
 Say-golf sign up one month later in 2012.

(2) Daily Greens Fees +90.56% \$18,614
 Golf Events & Misc +22.98% \$2,172
 Lessons -62.73% \$5,690
 Carts +107.89% \$14,707
 Season passes +6.73% \$7,901
 Pro shop sales +40.16% \$9,264

Course opened earlier in 2012.
 Say-golf sign up one month later in 2012.

(3) Expenses are higher due to increased cost of goods sold. Inventory is being reduced and old merchandise sold at or slightly below cost.

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Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended May 31, 2012

Swimming Pool (51)

Department	May Budget	May Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD	
								Budget	Actual
Revenues									
Pool	9,125.00	16,420.32	79.9%	17,220.00	24,351.92	41.4%	67,706.00	15,708.10	55.0%
Swim Lessons	54.00	3,274.00	5963.0%	54.00	3,274.00	5963.0%	11,071.00	-	#DIV/0!
Total Revenues	9,179.00	19,694.32	114.6%	17,274.00	27,625.92	59.9% (1)	78,777.00	15,708.10	75.9% (2)
Expenses									
Pool	745.00	1,213.74	62.9%	995.00	2,040.03	105.0% (3)	69,146.00	(338.66)	-702.4% (3)
Pool Maintenance	3,725.00	3,251.74	-12.7%	5,562.00	5,995.60	7.8%	35,000.00	4,327.64	38.5%
Swim Lessons	-	-	#DIV/0!	-	-	#DIV/0!	7,886.00	-	#DIV/0!
Total Expenses	4,470.00	4,465.48	-0.1%	6,557.00	8,035.63	22.6%	112,032.00	3,988.98	101.4%
Total Fund Revenues	9,179.00	19,694.32	114.6%	17,274.00	27,625.92	59.9%	78,777.00	15,708.10	75.9%
Total Fund Expenses	4,470.00	4,465.48	-0.1%	6,557.00	8,035.63	22.6%	112,032.00	3,988.98	101.4%
Surplus (Deficit)	4,709.00	15,228.84	223.4%	10,717.00	19,590.29	82.8%	(33,255.00)	11,719.12	67.2%

- (1) Daily Fees +91.81% \$835
 Season passes +41.73% \$6,656
 Swim Lessons - In previous years, no revenue until June when initial sign up took place in clubhouse. This year, registration available online, mail or drop-in starting May.
- (2) Daily Fees 94.48% \$848
 Season passes +52.65% \$7,796
 Swim Lessons - In previous years, no revenue until June when initial sign up took place in clubhouse. This year, registration available online, mail or drop-in starting May.
- (3) Timing

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Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended May 31, 2012

Debt Service (60)

Department	May Budget	May Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD	
								Actual	
Revenues									
Administration	54,600.00	45,854.83	-16.0%	54,600.00	45,855.20	-16.0% (1)	546,000.00	60,474.71	-24.2% (2)
Total Revenues	54,600.00	45,854.83	-16.0%	54,600.00	45,855.20	-16.0%	546,000.00	60,474.71	-24.2%
Expenses									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	545,867.00	-	#DIV/0!
Total Expenses	-	-	-	-	-	-	545,867.00	-	#DIV/0!

Total Fund Revenues 54,600.00 45,854.83 -16.0% 54,600.00 45,855.20 -16.0% 546,000.00 60,474.71 -24.2%
 Total Fund Expenses - - - - - - - 545,867.00 -
 Surplus (Deficit) 54,600.00 45,854.83 -16.0% 54,600.00 45,855.20 -16.0% 133.00 60,474.71 -24.2%

(1) Property tax receipts brought ytd revenues below budget. On average, the district receives approximately 10% of total levy in the May installment and this is what is budgeted. The May 2012 installment was only 8.3%.
 (2) It is also property tax receipts that are the cause of the prior year YTD variance. May 2011 installment was 11.1% of the total levy in comparison to 2012's 8.3%.

Capital Projects (70)

Department	May Budget	May Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD	
								Actual	
Revenues									
Administration	-	-	#DIV/0!	-	429.09	#DIV/0!	434,000.00	712.00	-39.7%
Total Revenues	-	-	#DIV/0!	-	429.09	#DIV/0!	434,000.00	712.00	-39.7%
Expenses									
Administration	52,725.00	69,324.47	31.5%	111,175.00	91,250.42	-17.9%	543,025.00	58,663.88	55.5%
Total Expenses	52,725.00	69,324.47	31.5%	111,175.00	91,250.42	-17.9%	543,025.00	58,663.88	55.5%

Total Fund Revenues - - - - -
 Total Fund Expenses 52,725.00 69,324.47 31.5% 111,175.00 91,250.42 -17.9% 543,025.00 58,663.88 55.5%
 Surplus (Deficit) (52,725.00) (69,324.47) 31.5% (111,175.00) (90,821.33) -18.3% (109,025.00) (57,951.88) 56.7%

Total Fund Revenues 334,525.00 312,142.06 589,788.92 611,633.16 3.7% 3,708,912.00 622,426.42 -1.7%
 Total Fund Expenses 297,674.28 259,826.33 1,023,201.28 904,488.64 -11.6% 3,819,163.00 886,451.65 2.0%
 Surplus (Deficit) 36,850.72 52,315.73 (433,412.36) (292,855.48) -32.4% (110,251.00) (264,025.23) 10.9%

5/31/2012 Cash balance

	5/31/2012	Expenses	Revenues	1/1/2012
10 Corporate	(66,309.09)	(64,806.24)	203,484.80	79,145.82
20 Recreation	(141,190.69)	(137,942.88)	281,025.00	131,954.73
21 Donations	219,412.24	-	8.85	219,403.39
22 Special Recreation	128,348.60	128,348.60	2,725.00	14,628.20
23 Insurance	10,702.13	46,325.46	14,349.00	9,563.92
24 Audit	1,384.51	1,384.51	13,500.00	1,495.48
25 Paving & Lighting	72,906.06	72,906.06	-	3.09
26 Park Police	7,987.69	7,987.69	-	0.35
27 IMRF	-	-	8,068.38	8,068.38
28 Social Security	-	-	6,818.00	6,818.00
30 Concessions	18,552.38	20,635.99	27,141.16	31,194.08
31 Working Cash	-	-	-	-
32 Developer Contributions	23,554.98	23,554.98	-	9,737.76
60 Debt Service	54,567.40	-	45,855.20	8,712.20
70 Capital Projects	681,158.31	681,158.31	91,250.42	771,979.64
Total governmental fund balance	1,011,074.52	1,053,532.12	648,361.76	1,362,990.93
50 Golf Course	(335,682.24)	(316,423.63)	248,091.25	(83,271.85)
Net Assets	(230,164.82)	(230,164.82)	-	(230,164.82)
51 Swimming Pool	18,841.48	19,041.48	8,035.63	293,509.55
Net Assets	(294,058.36)	(294,058.36)	-	(294,058.36)
Total proprietary funds	210,237.70	256,126.88	272,730.21	210,237.70
Net assets	(524,223.18)	(524,223.18)	-	(524,223.18)
Proprietary funds minus net assets	(313,985.48)	(297,382.15)	-	(313,985.48)
1,049,005.45	756,149.97			1,049,005.45

Summary of depository accounts as of

6/20/2012

Balance Interest

Location

Castle Bank 0.1
National Bank & Trust 0.05
Resource Bank 0.2

11,873.00

*Dekalb Co. Community Foundation

678,750.91

* There is currently an gain on investments which has increased the original \$10,000 that was placed with the foundation. This balance is as of 3/31/12.

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	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	total	Original Projection	Difference	
January																				
Receipts																				
Replacement Taxes	5,911																5,911	3,700	2,211	
Shelters	150																150	250	(100)	
User Fees	19,230																22,126	17,638	4,488	
Misc	421																561	50	511	
Expenses	(37,823)																(145,877)	(159,810)	13,933	
1/31/2012	35,076	(25,425)	219,407	116,447	13,811	13,389	72,904	7,987	-	-	14,040	13,817	(375,365)	(281)	8,712	772,112	886,634	865,582	21,043	
February																				
Receipts																				
Replacement Taxes	1,020																1,020	900	120	
Shelters	20																15,148	18,405	(3,257)	
User Fees	9,805																132	50	82	
Misc	0																0	107	107	
Expenses	(43,810)																(181,454)	(165,184)	(16,270)	
2/28/2012	(7,693)	(72,342)	219,409	116,448	7,433	10,389	72,905	7,987	-	-	13,254	13,818	(429,257)	(1,168)	8,712	761,586	721,481	719,763	1,718	
March																				
Receipts																				
Replacement Taxes	1,652																1,652	2,220	(568)	
Shelters	700																700	650	50	
User Fees	11,722																163,624	108,374	55,250	
Misc	487																587	50	537	
Expenses	(44,800)																(164,598)	(178,704)	14,106	
3/30/2012	(49,653)	(110,238)	219,411	116,450	5,756	889	72,906	7,988	-	-	12,262	23,555	(341,032)	(1,466)	8,713	757,906	723,446	652,353	71,093	
April																				
Receipts																				
Replacement Taxes	9,077																9,077	8,140	937	
Shelters	1,450																1,450	1,000	450	
User Fees	13,534																70,424	83,112	(12,688)	
Misc	11,365																11,368	10,825	543	
Expenses	(42,203)																(175,847)	(221,865)	46,018	
4/30/2012	(69,964)	(154,639)	219,412	113,725	3,325	(1,000)	72,906	7,988	-	-	11,563	23,555	(350,851)	3,813	8,713	750,483	639,918	533,565	106,353	

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	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	total	Original Projection	Difference
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May

Receipts																	181,080	215,400	(34,320)
Taxes	36,558	58,098		14,623	9,564	1,495			8,068	6,818	319		4,783		45,855		181,080	215,400	(34,320)
Transfers in/out	4,369	5,416							(8,068)	(6,818)							-	(983)	983
Replacement Taxes	6,065																6,065	5,920	145
Shelters	945																945	1,250	(305)
User Fees		12,934											61,032	20,594			110,825	95,463	15,362
Misc	249																1,049	50	999
Expenses	(44,531)	(62,999)	-	-	(2,166)	-	-	-		(9,595)	(50,646)	(5,565)	(70,124)	(245,647)	(279,943)	34,296	(245,647)	(279,943)	34,296
	(66,309)	(141,191)	219,412	128,349	10,702	1,385	72,906	7,988	-	18,552	23,555	(335,682)	18,841	54,567	681,158	694,234	694,234	570,722	123,512

June

Receipts																	861,600	861,600	
Taxes	176,000	272,400		70,000	46,000	7,200			38,800	32,800	1,948		22,913	1,652	218,400		861,600	861,600	
Transfers in/out	21,105								(38,800)	(32,800)							(23,982)	(3,936)	
Replacement Taxes																			
Shelters	1,250																1,250	1,250	
User Fees		51,584											59,688	34,834			184,827	160,843	23,984
Misc	50																50	50	
Expenses	(61,934)	(77,417)		(55,000)	(1,900)	-	-	(2,000)		(27,888)	(83,764)	(22,453)	(21,364)	(88,500)	(442,220)	(433,969)	(442,220)	(433,969)	
	6/30/2012	105,376	219,412	143,349	54,802	8,585	72,906	5,988	-	30,083	24,805	(336,845)	32,874	251,603	592,658	1,275,759	1,275,759	1,156,559	119,200

July

Receipts																	21,540	21,540	
Taxes	4,400	6,810		1,750	1,150	180			970	820	49		573	41	5,460		21,540	21,540	
Transfers in/out	527								(970)	(820)							(600)	(101)	
Replacement Taxes	5,180																5,180	5,180	
Shelters	650																650	650	
User Fees		4,453											76,157	18,236			127,634	127,036	598
Misc	50																50	50	
Expenses	(51,741)	(69,286)		(15,000)	(67,150)	(15,000)	(2,000)			(25,658)	(71,040)	(28,635)	(117,500)	(463,010)	(455,842)	(455,842)	(463,010)	(455,842)	
	7/31/2012	47,353	219,412	130,099	(11,198)	8,765	57,906	3,988	-	33,262	24,805	(331,155)	22,516	257,063	475,158	967,203	967,203	855,072	112,131

August

Receipts																	64,620	64,620	
Taxes	13,200	20,430		5,250	3,450	540			2,910	2,460	266		1,719	124	16,380		64,620	64,620	
Transfers in/out	1,583								(2,910)	(2,460)							(1,678)	(175)	
Replacement Taxes	1,480																1,480	1,480	
Shelters	1,300																1,300	1,300	
User Fees		22,126											76,154	4,715			127,694	125,895	1,799
Misc	50																50	50	
Expenses	(46,720)	(56,824)	-	(15,000)	(1,900)	(15,000)	(2,000)			(17,925)	(64,143)	(26,658)	(117,500)	(251,420)	(245,516)	(245,516)	(251,420)	(245,516)	
	8/31/2012	33,085	219,412	120,349	(9,648)	9,305	42,906	1,988	-	40,302	24,805	(317,425)	697	273,443	469,908	909,249	909,249	802,726	106,523

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	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	total	Original Projection	Difference	
September																				
Receipts																				
Taxes	184,800	286,020		73,500	48,300	7,560	-	40,740	34,440		1,923		24,057	1,735		229,320	904,680	904,680		
transfers in/out	22,160	-						(40,740)	(34,440)								(25,305)	(4,259)		
Replacement Taxes	450																-	-		
Shelters	450																450	450		
User Fees	50	41,415	2,000								10,764	1,250	34,909	-			88,338	63,154	2,050	
Misc	50																2,050	2,050		
Expenses	(51,800)	(65,130)	(2,000)	(50,000)	(1,900)		(1,000)			(13,309)	(56,185)	(9,139)	(13,700)				(264,163)	(258,283)		
9/30/2012	155,781	295,390	219,412	143,849	36,752	16,865	42,906	988	-	39,680	26,055	(314,644)	(6,707)	502,763	456,208	1,615,299	1,510,518			
October																				
Receipts																				
Replacement Taxes	8,880																8,880	8,880		
Shelters	100																100	100		
User Fees	50	8,471									8,383		25,497				42,351	42,351		
Bond Proceeds	50																50	50		
Expenses	(44,036)	(55,511)		(10,000)	(5,650)					(7,268)	(48,763)	(2,104)	(443,140)	(5,250)			(621,742)	(614,324)		
10/31/2012	120,775	248,350	219,412	133,849	31,102	16,865	42,906	988	-	40,795	26,055	(337,930)	(8,811)	59,623	884,958	1,478,938	1,381,575			
November																				
Receipts																				
Taxes	17,600	27,240		7,000	4,600	720	-	3,880	3,280		193		2,291	166		21,840	86,160	86,160		
transfers in/out	2,111	-						(3,880)	(3,280)								(2,399)	(396)		
Replacement Taxes	100																-	-		
Shelters	100																100	100		
User Fees	50	18,876								1,001	7,834						27,711	25,313	50	
Misc	50																50	50		
Expenses	(54,300)	(66,514)		(10,000)	(1,900)					(4,839)	(55,529)	(1,997)	(81,363)	(8,500)			(284,942)	(268,881)		
11/30/2012	86,336	227,952	219,412	130,849	33,802	17,585	42,906	988	-	37,150	26,055	(383,334)	(10,642)	100	876,458	1,305,618	1,223,921			
December																				
Receipts																				
Taxes	1,480																1,480	1,480		
Replacement Taxes																	-	-		
Shelters																	9,743	9,743		
User Fees	16,212	4,319								295	1,250		3,879				16,212	16,212		
Misc																				
Expenses	(38,631)	(60,222)		(10,000)	(1,900)					(1,675)	(41,770)	(989)	(81,363)	(193,150)			(429,700)	(416,707)		
12/31/2012	65,397	172,049	219,412	120,849	31,902	17,585	42,906	988	-	35,770	27,305	(421,225)	(11,631)	(81,263)	683,308	903,353	834,649			
change	(1,020)	156,528	9	4,403	16,415	4,195	(29,997)	(7,000)	-	20,277	13,488	(87,432)	(11,631)	(89,975)	(88,671)	(100,411)	169,115			

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To: Board of Commissioners

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: June 26, 2012

Administrative Initiatives (6/1/12 – 6/30/12)

- Volunteered for Discover Sycamore's first "Farmer's Market" of the 2012 summer season.

- Volunteer for Discover Sycamore's "Summer on State" movie presentation.

- Finalized special outings and events for June.

- Attended weekly Department head meetings, missed 2 due to illness.

- Finalize summer part time staffing needs.

- Attend monthly Sycamore Chamber of Commerce Board meeting.

- Attend Kishwaukee Special Recreation Association Board of Directors meeting.

- Attended Board of Commissioners monthly meeting.

Administrative Initiatives (7/1/12 – 7/31/12)

- Volunteer for Discover Sycamore's "Summer on State" movie presentation.

- Finalize special outings and events for July.

- Attend weekly Department head meetings.

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- Attend monthly staff meeting.
- Finalize summer part time staffing needs.
- Attend monthly Sycamore Chamber of Commerce Board meeting.
- Attend Kishwaukee Special Recreation Association Board of Directors meeting.
- Continue work on Sycamore Park District Scholarship using Charitee Challenge Receipts.
- Work with Executive Director Gibble on the possibility of beginning a "Manager on Duty" Program for weekend events.

- New batting cage is finished, added home plates to interior. Batting cage priority sign is on order to be placed on the outside of cage. Cage is already being very well used by many groups.

Sports

- Meeting regularly with David Burdick during Kirk Lundbeck absence to coordinate daily events and outings.
- Weeds being sprayed when lower temperatures and low winds are present along with scheduled fungicide applications.
- Several low trees and shrubs pruned including 13 fairway fence line.
- Greens were aerated and sand top dressed on May 22, 23.
- 65 flats of annual flowers were planted in late May. Watering almost daily to keep alive during dry conditions.
- Staff is spending a lot of time keep the course irrigated, hot spots hand watered, cleaning out/repairing sprinkler heads. Only two days of significant rain in the past seven weeks.

Golf

Administrative Initiatives (6/1/12-6/30/12)

To: Board of Commissioners
 From: Jeff Donahoe
 Subject: Monthly Report
 Date: June 26, 2012

- Meet regularly with all league leaders to discuss minor day-to-day issues as the ball season progresses. Constant communication has provided success this year with the outside sports groups.

- Met with Storm Dayz softball leaders again to discuss upcoming tournament details

- Fields 2 thru 12 have been edged where outfield meets turf, dugout and bleacher areas weeds cleaned out, foul poles painted, lights adjusted on field #3, shrubs pruned, new ag-lime coating placed on fields (surplus pile gone in lot), trees mulched.

- Meet with Liners General Manager regularly to discuss any issues as the season has successful start. I attend many games which helps keep up communication with any problems.

Parks

- Worked on ADA plan to understand all areas of recommended changes and to group similar work for future changes.

- Working on Pond Maintenance Standard document for the future of consistently maintaining the Park District owned water features. A rough draft is included in this board packet.

- Attended staff, study session, Park Board, and Director meetings

- Repairs being made this week to Museum of Natural History elevator pit to run sump line from storm to sewer line by Henigan Plumbing.

- Bridge boards and side support rails replaced or turned over, and fastened down on the walk bridge over the river by horse shoe pits in Sycamore Community Park.

- Many trees pruned which were over running various paths around town parks, some overgrown pond edges trimmed back and some weeds eliminated. Roundup applied to many landscape beds and rock path areas at various parks.
- Light repaired and replaced on pole at Old Mill Park.
- Stage and canopy has been set up and taken down for concerts as required.
- New mulch added to all town park signs and landscape/flower beds. Many compliments are being received on the upkeep of all park areas.
- Watering all recently planted beds, tree, and shrubs around town parks regularly as drought conditions continue.
- Attended several meetings with Kish Health System about their 1,600 people employee party on June 16. Coordinated restroom, garbage, parking, and met with ride and tent providers for the event. Two of our staff were also on hand to help with parking and any other issues. The event went well with many positive comments for the Park District.
- WPA Main Shelter work continues slowly as volunteer time for trade specialists has been limited. All inside walls have been painted. Met recently with electricians again to obtain supply list, they should start next week to install electrical components.
- The gazebo shelter roof at Founders Park was repaired in-house after high winds damaged some shingles.
- The two decorative seal fountains at the edge of the baby pool will be turned off for the remainder of the season. A pipe leak two to three feet under the pool deck developed and will need to be repaired. The work could take several days and will require a large hole in the deck so the repair will be during the fall.

- I have heard several positive comments about the over haul of the landscaping inside the pool area. Beds were cleaned out, new mulch added, some new shrubs planted, and others removed or pruned. We continue to keep beds weeded to provide a cleaner look. The new concessions awning also has been replaced and looks much better.
- A used bucket lift has been ordered. RSC Rental was able to find us a quality used tow behind bucket lift at one of their branches in North Dakota for just under \$20K. The Genie 50 foot lift is now being serviced in Dekalb and we will take ownership in the next week or so. Training for all full time maintenance employees will then take place instructed by an RSC certified trainer for bucket lifts. A classroom safety class along with hands-on operating training of the unit will be included as part of a fee for each participant. This training will satisfy all OSHA and ANSI training requirements. See picture of lift on following page.

Administrative Initiatives (7/1/12-7/31/12)

- Coordinate efforts with our staff and Storm Dayz commissioners for tourney on June 22-24.
- Finalize Pond Maintenance Standard draft for board discussion
- Continue to work with Sycamore Youth Baseball/Softball groups, as their seasons wind down. Other ball leagues will play into August.
- Meet with AYSO soccer commissioners as soccer practices will begin the third week of July.
- Work with contractors on WPA Main Shelter project.
- Attend staff, board, strategic planning meetings.



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To: Park Board of Commissioners
From: Bart Desch
Subject: Monthly Board Report
Date: June 26, 2012

Administrative Initiatives: 6/1/2012 – 6/30/2012

- Attracted 835 people in May to the Community Center, this is a 100 person increase from May 2011;
- Conducted first Summer Concert Series concert on June 7 which attracted 270 people;
- Conducted second Summer Concert Series concert on June 14 which attracted 450+ people;
- Conducted Summer Kick-off Party at the pool which attracted 208 people;
- Assisted Kishwaukee Community Hospital with their employee party which was held at the Good Tymes Shelter on June 16, the event went so well that the Hospital will be speaking with us about returning in 2013;
- Assisted Sycamore Storm with Storm Days tournament June 22-24;
- Began the development of the 2012 Fall Brochure which has a mailing date the week of August 20;
- Submitted program material to the joint marketing committee for publication in their literature in the Fall;
- Began setting up site visits with other Park Districts for the CAC Committee, the site visit is scheduled for August 3;
- Planned and coordinated the “partnership” between the Park District, School District and the Midwest Museum in to provide educational and recreation services to the OSCAR Program;
- Contacted the Chronicle about a possible article about the Partnership
- Sent Staff to be trained and educated with the SNAG Golf Program to offer golf teaching to OSCAR students;

- Seeking sponsorships for the Fall Concert Series;
- Attended the “Branding” workshop at the Farm Bureau on June 26 along with the Recreation Supervisor

Administrative Initiatives: 7/1/2012 – 7/31/2012

- Conducting the Teen Pool Party on July 6;
- Assisting with our first Battle of the Bands contest on July 1st (still needing one more band);
- Conducting Summer Concert Series on July 5th, 12th, 19th, 26th;
- Continue planning the “look” and content for the next Community Newsletter, which is planned to go out in January 2013;
- Will follow up with Kishwaukee Hospital to evaluate the event and plan for next year;
- Will be meeting with the CAC Marketing sub-committee

To: Board of Commissioners
From: Daniel Gible, Executive Director
Subject: Monthly Report
Date: June 26, 2012

Administrative Initiatives (6/1/12 – 6/30/12)

- Prepared for the July Community Center site visits.
- Finalized plans for joint bidding of asphalt paving with the city.
- Finalized a transition plan for the ADA Study to be integrated into our capital expenditures and operating budgets.
- Worked on revising the CAC Charter.
- Held Board Study Session on Strategic Planning.
- Continued working on the updating and management process of the Executive Session minutes.
- Attended CAC meeting.
- Began work on drainage issues with adjacent landholders at park sites.
- Continued research on lakeshore management as it relates to:
 - Swans
 - Algae
 - Water Quality
 - Geese
- Worked with state IDNR Officials and local Enforcement Officials on Fishing issues related to Lake Sycamore.

- Continued research on trapping of nuisance animals and state regulations.
- Notified States Attorney of our designated FOIA and OMA designees.
- Investigated options related to OSLAD Grants.
- Updated Agenda Planner and Distributed to Board/Administrative Staff.
- Signed working agreement with Sycamore School District #427 for operation of programs serving their OSCAR program.

Administrative Initiatives (7/1/12 – 7/31/12)

- Schedule and hold meetings with additional community leaders and organizations. Provide Board with updates.
- Continue working with landholders on drainage issues.
- Begin planning for Park Tour.
- Review ADA Transition Plan Draft with Board, then distribute to agencies serving special populations for review and comment period.
- Plan public hearing from ADA Transition Plan.
- Hold Board Study Session to finalize plans for Community Wide Team to conduct the Long-Range Plan: Vision 2020, and . . .
- First review of Short-Term plan.
- Finalize Pond Maintenance Standards for adoption at August meeting. Meet with citizens to discuss those plans.
- Work with Recreation Staff on their tasks related to the CAC Sub-Committees.

- Meet with Ownership of DeKalb Liners.
- Update Agenda Planner for Staff/Board.

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Sycamore Park District,

Thank you so much for your donation to our FFA Banquet. It was a success! We appreciate your generosity and would love to have another donation from you next year!

~Sycamore FFA Chapter

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Sycamore Park District Clubhouse Post Rental Questionnaire

Name: Christine Lukasiewicz
Date of Event: 5/6/12
Type of Event: Bridal Shower

- 1. How was your event? wonderful
- 2. How was the service of the Park District Staff? very helpful
- 3. How was the room rental fee? fairly priced

If you used our catering or bartending service, please answer questions #4 & #5—if not please skip to #6.

- 4. How was your menu/meal/bartending? _____
- 5. How was the pricing? _____
- 6. Would you change anything? no
- 7. Would you recommend the Clubhouse to a friend? Yes
Why or Why not _____
- 8. How did you hear about us? Community meeting
- 9. Please note your overall experience. Overall experience was great. Staff was helpful and our event was a success

Sycamore Park District Clubhouse Post Rental Questionnaire

Name: Julie Sgarlata
Date of Event: April 28
Type of Event: Graduation Party

1. How was your event? Wonderful 10/10

2. How was the service of the Park District Staff? 10+
Melissa was so helpful!
and her husband

3. How was the room rental fee? I so appreciated the
low fee so I could have a longer open house!

If you used our catering or bartending service, please answer questions #4 & #5—if not please skip to #6.

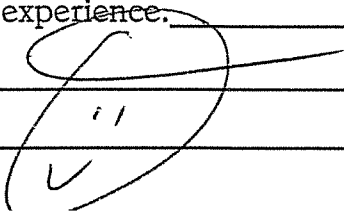
4. How was your menu/meal/bartending? Melissa ~~fa~~ was
more than fabulous!

5. How was the pricing? I didn't use catering, because
it seemed like

6. Would you change anything? I can't think of
anything

7. Would you recommend the Clubhouse to a friend? Yes and I have
Why or Why not Ray Larsen rented it for a high school
reunion.

8. How did you hear about us? My Dad, Don Clayberg

9. Please note your overall experience. 10+ Thank-you!


Jeanette Freeman

From: thebodacious1 <bodaciousboda@yahoo.com>
Sent: Wednesday, June 13, 2012 12:40 PM
To: Info
Subject: Sat June 9th

I wanted to let you know that our family really enjoyed the day at the pool last Saturday. The lunch was awesome to get and the weather was perfect. We stayed there for 6 hours! Thanks for the 'free' day it was awesome.

Crouch family



Opportunity House/Kishwaukee SRA
Special Olympics
357 N California St.
PO Box 9
Sycamore IL 60178
815-991-2990 – Phone
815-991-2991 – Fax
ohsports@comcast.net

May 8, 2012

Sycamore Park District
940 East State St.
Sycamore, IL 60178

Dear Opportunity House/Kishwaukee SRA Supporter:

On behalf of the 2012 Band Together for Special Olympics fundraising committee, I would like to thank you for your generous donation of 4-18 hole rounds with cart included to our “Band Together” for Opportunity House/KSRA Special Olympics fundraising efforts.

Opportunity House is a non-profit, community sponsored, rehabilitation center serving persons with disabilities. Our mission is to help people with disabilities work, live in homes of their choice, and enjoy community life. The purpose is to provide services to adults with disabilities, which help them, set, reach, and maintain their vocational, residential, social, and recreational life goals. Kishwaukee Special Recreation Association is cooperation between the DeKalb, Sycamore, and Genoa park districts. KSRA provides individuals with disabilities opportunities to integrate into the larger society and enjoy recreational activities offered through the park districts regardless of age, ability, race, sex, or disability.

Currently Opportunity House/KSRA Special Olympics has 103 active athletes between the ages of 8-64 years old competing in at least one sport. For many athletes, there is no “off season”, with many athletes participating more than one sport each season. The majority of the athletes reside in DeKalb or Sycamore. However, athletes from Shabbona, Sandwich, Leland, Maple Park, Genoa, Kingston, Kirkland, Waterman, Earlville, Hinckley, and Hampshire travel to Sycamore to participate.

Benefits from participation in Special Olympics include physical, mental, and social. Athletes benefit physically by increasing coordination, cardiovascular fitness, and endurance. Mentally, athletes gain knowledge of the sport’s rules and strategies, increased self-esteem, increased self-confidence, and pride. Social benefits gained include, but not limited too: teamwork, interaction with peers and people without intellectual disabilities, opportunity to travel and learn about other places and interests, family pride, and increased community awareness and acceptance.

Your donation will help our athletes continue to participate in the sports they love so much. On behalf of the 103 Opportunity House/KSRA Special Olympics athletes, I like to again say “Thanks!”

Sincerely,

Marc Johnson
Special Olympics Coordinator
Opportunity House/Kishwaukee SRA Special Olympics

LADIES
Lilac
LUNCHEON

85

222 Waterman Street, Sycamore, IL 60178

May 20, 2012

Jeanette, Bart and Daniel
Sycamore Park District
940 E. State Street
Sycamore, Illinois 60178

Jeanette,
please pass along
our thanks to Bart
& Daniel,
#jeze

Re: **Ladies Lilac Luncheon** Letter of Appreciation

Dear Sycamore Park District Staff,

On behalf of the Ladies of St. Mary's Catholic School in Sycamore IL, I would like to thank you for sponsoring our event at the Petal Partner Sponsorship level with an in-kind donation of one family pool pass and two certificates towards three month community center weight room membership, estimated value in the amount of \$281.00. What a success! The third annual **Ladies Lilac Luncheon** for 2012 is getting rave reviews once again.

I want to extend a heart-felt thank you for your commitment to making this event so successful. It was the vision of the LLL Committee to provide an event for our community to enjoy good food, music, shopping, laughter and fun. All while supporting the children who have been seeking a value education for 87 years at St. Mary's. Your generous contribution helped make our vision a reality. We will be able to support St. Mary's in scholarships, textbooks and Phase 1 of the Legacy capital campaign which directly impacts the future of the children.

Your contribution is not just a charitable contribution, but is also an advertising opportunity. Without the support of people like you, we would not be able to reach our goals. Thank you once again for your generous support of our school. As we continue to grow this event, please know that partnerships with our sponsors are vital to our success. You are truly appreciated. Thank you again.

Sincerely,

Denise Renaghan Collie
Ladies Lilac Luncheon, Sponsorship Chair
815-751-5757 / denise@deedesign.com

On behalf of the Ladies Lilac Luncheon Committee: Becki Burke, *Event & Unique Boutique Chair* /
Denise Collie, *Sponsorship Chair* / Kim Covert, *Table Decor* / Kammy Forsberg, *Secretary & Reservations Chair* /
Jennifer Loyd, *Public Relations Chair* / Debbie Leach & Christine Malecki, *Entertainment Chair*

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SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 26, 2012

STAFF RECOMMENDATION

AGENDA ITEM: CONTRIBUTION TO DEKALB COUNTY COMMUNITY FOUNDATION: Recommended Approval

BACKGROUND INFORMATION: Over the past several years the DeKalb County Community Foundation has provided over \$9,000 of support for a variety of projects, equipment and programs that serve the public of Sycamore and surrounding areas. The Foundation is a strong witness to the value of how people can help people, and how organizations help other organizations. We are all here to improve the quality of life in local communities that are a part of a great county like DeKalb.

In recognition of the hard work and effort of the DeKalb County Community Foundation, and for the valued support it has provided Sycamore Park District, staff suggests a donation to the foundation's effort to complete its renovation of its facility located conveniently in downtown Sycamore.

FISCAL IMPACT: \$1,000.00

STAFF RECOMMENDATION: To approve the contribution of \$1,000.00 to the DeKalb County Community Foundation Renovation Fund.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL: *DG*

BOARD ACTION: *passed*

*Ayes : 5
Nays : 0
Absent: 0*

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 26, 2012

STAFF RECOMMENDATION

AGENDA ITEM: UPDATE OF SITE VISITS, PARK TOURS: Discussion Only

BACKGROUND INFORMATION: This is to inform you of the two site visits that staff are planning. These visits are being done to help assist us and the Community with the planning process that we are undertaking. The two are:

1. A local tour of parks to familiarize board and staff on conditions of the parks and the efforts of staff to keep the parks maintained. This is an educational and informational tour. Information will be provided in handout form, as well.
2. The second tour is to visit three community centers in the Chicagoland area in communities that are similar to Sycamore in population, EAV and park acres owned. A survey was sent out to ten districts, and the four that most closely matched Sycamore were chosen. Basic questions were asked about their Center's with regards to yearly operating cost, how the building was funded and size. A by-product of these tours is that we will be able to see what is possible and what other District's are doing in their respective communities. Members of the CAC Committee are planning to attend. The tour will begin with the Lan-Oak Park District, Oak Forest Park District and finish up at the Park District of LaGrange. These visits are intended to help us understand the "process" that each District went through to build their Center and to discover what other people are doing in their facilities. We hope to gain a perspective on building community support, financial planning, and recreation programming. A staff person from each District will meet us and tell us about the "process" and give a tour of the facility.

FISCAL IMPACT: For the first tour, no cost has been ascertained. The cost of transportation for the second tour will be no more than \$200.00. There will be the cost of refreshments for both, and the cost of lunch for the community center visits.

STAFF RECOMMENDATION: This is informational only. Mark your calendars. The park tour is scheduled for August 30 at 5:15pm. We will depart from the Golf Course Clubhouse. The community center site visits are scheduled for August 3. We will depart from the Community Center in the morning (TBA) and return no later than 7:00pm.

PREPARED BY: Bart Desch, Superintendent of Recreation, Jeff Donahoe, Superintendent of Parks and Facilities

EXECUTIVE DIRECTOR REVIEW/APPROVAL: 

BOARD ACTION: None

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: June 26, 2012

STAFF RECOMMENDATION

AGENDA ITEM: ADA AUDIT: DETAILED TIMELINE AND TRANSITION PLAN: Recommend Board Approval to Proceed with Timeline and Draft Plan

BACKGROUND INFORMATION: As explained at last month’s meeting—where the Board had a first review of the process and a general outline of the need to adopt a Transition Plan for the Americans With Disabilities Act—Title II of the Americans with Disabilities Act (42 USC 12131) prohibits the more than 86,000 units of local government, such as the Sycamore Park District, from discrimination on the basis of disability in the delivery of programs and services. The definition of programs and services is broad and includes public parks and recreation operations, such as the many unique opportunities made available for the enjoyment of our citizens by the District.

The hiring of a consultant, Recreation Accessibility Consultants (RAC), was the first step in a long process of taking action. The report of RAC laid out a three year plan with an estimated cost of \$389,548 to address 705 Access Deficits.

Staff would point out that there were several hundred additional items that could be rectified, in house, by staff. The cost of those is not estimated. If nothing else, it will require staff time—which is money. Additionally, it did not factor in cost of training, or the cost of professional services to draft legal bid specifications and documents to assure the work is done correctly.

Therefore, with the consensus of the Board, staff were directed to come back with a plan that spread our costs over a five year period, which is more realistic for the funds we have to do this work. Currently, the Sycamore Park District levies the Special Recreation Tax. A portion of that goes to the Kishwaukee Special Recreation Association. A portion of that levy is held by Sycamore Park District to aid in the cost of accessibility work. Our current balance in that fund is about \$116,000.

Besides the fiscal components of this effort, there are some organizational steps that must be taken to support the work and to honor the letter of the law. Therefore, these have been integrated into the final Transition Plan, as well. In fact, one item—a policy issue—is on this evening’s agenda.

A draft of the detailed *Sycamore Park District ADA Transition Plan* is attached.

FISCAL IMPACT: Staff has estimated that when all work in the RAC Audit is completed, and honored—including the pool and community center—the total cost will come closer to \$500,000. However, as the plan spells out, there are some areas where cost savings or appropriately deferred work may reduce this cost in the first three years to closer to \$340,000.

STAFF RECOMMENDATION: That the Board Vote to Proceed with the Plan – Guided by the Timeline found on Page 22 of the Transition Plan, and Final Approval of the Plan by the Board at the September Regular Board Meeting.

PREPARED BY: Daniel Gibble, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL: *DG*

BOARD ACTION: *Passed*

Ayes : 5

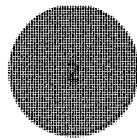
Nays : 0

Absent : 0



ADA Transition Plan

Sycamore Park District



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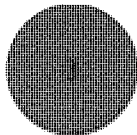
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Appendices:

Cover Letter from Recreation Accessibility Consultants, LLC

Site-by-Site Details from Audit





Introduction

In 2011, Sycamore Park District (SPD) retained the professional consulting firm of Recreation Access Consultants (RAC) to conduct a complete audit of its facilities to provide the district with a useable list of needs to make SPD's services accessible. The final results of those audits were presented to the Board and Staff in May 2011. At that time, the district was in transition, itself, from one Executive Director to another, and was left to have its incoming Executive Director to develop the final transition plan for the district. Upon arriving at SPD, the Executive Director began that work, and the final result is this Transition Plan.

Authority

Title II of the Americans with Disabilities Act (42 USC 12131) prohibits the more than 86,000 units of local government such as the Sycamore Park District, from discrimination on the basis of disability in the delivery of programs and services. The definition of programs and services is broad and includes public parks and recreation operations, such as the many unique opportunities made available for the enjoyment of your registrants by the District.

The Department of Justice issued an implementing regulation for title II, effective on January 26, 1992. That regulation is integral to this audit and can be found at 28 CFR Part 35. That was amended with a regulation published September 14, 2010 in the Federal Register.

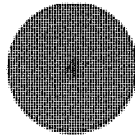
Title II requirements that come into play at the District include:

- section 35.105 self-evaluation
- the section 35.133 maintenance requirement
- the section 35.150 program access test regarding existing sites, and
- the section 35.163 requirements regarding building signage.

Additionally, Illinois Accessibility Code requirements where they are more stringent than the ADA requirements have been factored into this report.

Final and Enforceable Regulations...and Final Guidelines

Regarding recreation facility design, two sets of federal guidelines were applied to the Sycamore Park District access audit. One is the Americans with Disabilities Act Accessibility Guidelines, or ADAAG. Published by the US Department of Justice (DOJ) on July 26, 1991 as Appendix A to 28 CFR Part 36, this final and enforceable regulation is now known as the 1991 Standards. It adequately addresses entries, showers, curb cuts, doors, service counters, ramps, decks, and other typical building elements.



On September 14, 2010 the DOJ published the 2010 Standards for Accessible Design. As these Standards were already available as a final guideline, and were used as a guide in the access audit. It addresses many recreation environments.

The 2010 Standards were developed by the US Access Board and include requirements for playgrounds, fishing areas, boating areas, swimming pools, fitness centers, golf courses, and sports courts and fields. The Access Board, a federal agency, develops all access guidelines.

Approach and Analysis

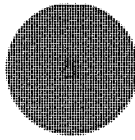
Section 35.150 of the DOJ regulation implementing the ADA makes it clear that not necessarily every facility or site of the same type must be made accessible. This plan interprets this DOJ requirement to mean that with redundant sites, such as playgrounds, the District has some flexibility in determining which site it will make accessible. However, for unique sites, such as the Sycamore Golf Course, the District has virtually no choice with regard to which site it will make accessible, as there is only one such site. Where we know the District plans work at certain sites, we have tried to incorporate that as well. Lastly, **if we take no action in this plan to make certain facilities accessible because others will be [or already are], we must remember that when we do complete renovation of a previously inaccessible site, it must be made accessible. An example of this is the WPA Main Shelter.**

An additional issue is whether a building has been altered since 1992 (or 1985 under Illinois law), and if a recreation site such as a playground has been altered or built new since 2000. If so, there is little flexibility in how access requirements are applied to that site.

Settlement agreements by federal agencies (Justice, Interior, and Education) have adhered to what are now the 2010 Standards. While these are effective for new construction on March 15, 2012, the 2010 Standards are to be used in evaluating recreation sites now in existence.

Audit/Transition Plan Format

The audit included an examination of 22 facilities or parks. Each facility or park has its own section in Recreation Access Consultant's (RAC's) final report to the park district, and staff has reviewed these to make its final recommendations. Our Conclusion section 23 is found, appropriately, at the end of the site reports.



Title II Program Access

As mentioned above, the title II program access test in 35.150(b) gives the District great flexibility in making existing facilities and sites *that have similar features* accessible. For example, 16 playgrounds were counted. Not all of those playgrounds must be accessible.

The program access test imposes a burden on the District to make the “program of playgrounds” accessible with relatively similar ease to all District residents.

Our goal was then to have at least 1 of every 3 playgrounds or tot lots accessible, or able to be made accessible. Here is a summary of the results.

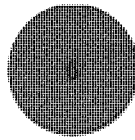
There are 16 playgrounds for children. We believe 6 are accessible. In addition, we believe 2 more could be made accessible with relative ease. The District could leave the remaining 8 sites “as is” and inaccessible. This *exceeds* the ratio we recommend of 1 of every 3 similar sites.

We applied this concept to ball fields, athletic fields, basketball courts, fishing and shelters. For these environments we treated the District as a whole. Our recommendations, we believe, make the “programs” at playgrounds, ball fields, athletic fields, basketball, fishing, and shelters accessible to residents.

Conclusion

The final reports by our consultant, RAC, identify, we believe, every access deficit at the sites, as required by section 35.105 of title II. We have, in our approach to program access, made recommendations so that not every access deficit needs to be corrected. **Their recommendations are flexible enough that later modifications, should your own plans change, can easily occur. Staff has exercised this flexibility in putting together its final recommendations.**

RAC noted in their report that “the Sycamore Park District has shown a commitment to access for people with disabilities.”



All Site Conclusions and Recommendations from RAC

Background

There are 705 access deficits identified in the 22 site reports. That is what title II of the ADA regulation requires. For every problem, a solution must be identified.

RAC made the following findings, from which staff have made a modified recommendation for a Transition Plan at the end of this report:

As discussed in the prior section, the District does ***not necessarily have to make every site accessible***. It ***does*** have to make every program it conducts within its sites accessible.

We have attempted to identify some broad solutions, such as the refreshing of all accessible parking, as a way to address issues identified in the 22 site reports, and as a way for the District to better manage compliance. This approach also gives the District flexibility within its compliance efforts to move resources so that they are applied with optimal impact.

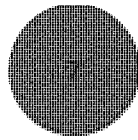
This is process is also about accountability. The adjustments to door closers, eliminating changes in level, and other recommended actions are ineffective if not maintained over time by District employees. We recommend the following to facilitate review:

In coming up with this Transition Plan, staff have:

- 1. Read the final report cover letter.*** It describes the concepts and requirements invoked throughout the RAC Audit.
- 2. Read this Conclusion section of the RAC Audit.*** This is a big picture review of the issues and solutions recommend.
- 3. Read the 22 site reports.*** Including the report for each site, the photo gallery, and the checklists.
- 4. Applied our knowledge of the sites and staffs' expertise.*** In doing this we see more logical groupings of work. We know Sycamore Park District sites better than RAC does. We have blended in what we know with what was recommended in RAC's report. There is always another way to solve an access problem...perhaps you'll be the one to see that solution.

Common Issues

In the evaluation, some common issues arose. These included the way maintenance affects accessibility to playground surfaces used. The common issues are also "big picture" items for the District and incorporate many of the specific site recommendations.



Maintenance

The District uses a conscientious staff to maintain its facilities and sites. However, over time, every facility and site yields to wear and tear. The recommendations below describe ways in which attention to maintenance can specifically address some access deficits.

1. **Provide training** to maintenance staff regarding the features of an accessible route and how to ensure that it remains unobstructed and that park amenities (such as garbage cans or signs) are placed adjacent to the accessible route.
2. **Provide training** to recreation staff regarding the features of an accessible route and how to ensure that it remains unobstructed.
3. **Purchase some new tools.** The District should have enough battery-powered digital levels, and tools to measure pounds of force for doors, to equip some staff for occasional spot-checks. A great website for gauges is:

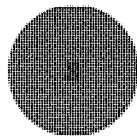
<http://www.technologylk.com/crl-door-pressure-gauge-lk-HMC035.htm?src=froogle>.

Changes in Level and Gaps

The routes and sidewalks that make up the District's network of accessible routes are in fair condition. Wear and tear, settling, weather, and other factors combine to cause changes in level and gaps along portions of those accessible routes, making that portion noncompliant and a barrier to many customers with physical and sensory disabilities.

Removing changes in level and gaps has a significant universal design benefit too, as more people with all types of conditions can more easily use District routes...staff pushing carts of supplies, parents with kids in strollers, and people using an assistive device such as a wheelchair, Segway, or walker.

4. **Eliminate changes in level** in 2012 or 2013. Using the rationale that the most severe changes in level are the greatest barriers to access, make changes in level of greater than .75" the highest priority. Make changes in level of between .5" and .75" the second priority. Make beveling of changes in level of .25" to .5" the third priority.
5. **Add change in level of more than .25", and gap checks of greater than .5", to park maintenance safety checklists** in 2011 if not sooner. This will help identify and correct these problems before they expand. Make pre-measured shims and distribute to employees for their use and ease of measurement.
6. **Add inspections for gaps of greater than .5" to park maintenance safety checklists.** Identify and fill these gaps before they expand. **In the alternative, consider a resurfacing of segments of asphalt route** which have deteriorated.



7. **Adopt** a policy about the use of other Electronic Personal Assistive Mobility Devices (EPAMDs) in District facilities and at District sites, and promote that policy to the general public. Every day, more people with limited physical mobility start to use a Segway or similar machines.

Obstructed Accessible Routes

Employees **may** see an accessible route as an empty 36" wide space in which a potted plant or garbage can is a perfect fit. However, that blocks or obstructs the accessible route

8. **Provide training to park maintenance, recreation, and administration staffs** regarding maintenance of accessible routes in parks and in recreation facilities.

Employee Work Areas

The District employs well-qualified and skilled people on a full time basis, making parks and recreation services available to Sycamore Park District residents. It also employs many more on a part-time or seasonal basis.

The District likely already has employees with disabilities and in the future, will have **more** employees with disabilities, in all categories...full time, seasonal, and regular part time.

It is important to address access to work areas, and both the title II regulation and the work of the Access Board do so. In section 203.9 of the 2010 Standards for Accessible Design, the treatment of employee areas is made clear.

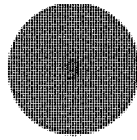
Generally, a person with a disability should be able to **approach**, **enter**, and **exit** the work area. This is addressed by requirements for accessible routes and accessible means of egress. Other factors are door width, and threshold changes in level.

Excluded from this exception are several types of common spaces in employee areas. Spaces such as the ones below must meet the access guidelines as they are excluded from the definition of employee-only areas:

- corridors
- toilet rooms
- kitchenettes for employee dining use, and
- break rooms

In short, the key issues are the accessible route, changes in level, doors and entries, and maneuvering space once within the work area. This approach is effective so long as when the District hires an employee with disabilities, or a current employee acquires a disability, it will remove architectural barriers in work areas or make other accommodations.

The two recommendations below are particularly important in some of the older infrastructure sites owned by the District such as the Community Center.



9. **Address accessibility in the District personnel policies**, and note that, upon request by an employee, the District will make reasonable accommodations, which **may** include the removal of architectural barriers in work spaces.
10. **Require new construction, and alterations or additions** that include employee work areas to be designed and constructed so they are compliant with the 2010 Standards for Accessible Design and the Illinois Accessibility Code.

Accessible Parking

The District maintains approximately 258 standard parking spaces at facilities, and 16 more that are designated as accessible stalls. Illinois requirements here are more stringent than federal requirements. In correcting or refreshing its accessible stalls, the District should address all of them at once to eliminate inconsistencies and come into compliance.

11. **Create a parking stall template.** A suggested template is below.

Parking Stall Dimensions

Stalls must be a minimum of 8' wide. An adjacent access aisle must also be a minimum of 8' wide. An acceptable **alternative** design is an 11' stall with an adjacent 5' access aisle.

The access aisle must be diagonally striped with high quality yellow paint.

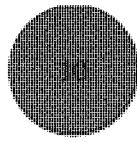
Signs must be mounted on posts not farther than 5' from the head of the stall. The collection of signs must include the US Department of Transportation R7-8 standard sign (the blue icon in a wheelchair). Below that must be the fine sign. The statewide fine is \$250. Unless the City of Sycamore has adopted a higher fine by ordinance, the sign must note the \$250 fine.

Federal settlement agreements in Illinois require a third sign, on at least one stall, that says VAN ACCESSIBLE. The Illinois Accessibility Code does not include this requirement but we believe it is required.

This belief was reinforced recently by a US Department of Justice settlement with St. Clair County in Illinois, where the settlement required the addition of "van accessible" signs.

Finally, the bottom edge of the lowest sign is a minimum of 48" above the finished grade. We recommend 60" so it cannot be obstructed by a parked auto.

We suggest that the signpost be located at the head of the accessible stall and that the curb cut and detectable warning run the distance of the access aisle.



Perhaps the most common error we see in accessible parking stalls and access aisles is the slope. The Illinois Accessibility Code limits the slope to not more than 2% in any direction. This is a challenging requirement that can take considerable effort to meet.

Connection to the Accessible Route

The access aisles should connect to an accessible route. The maximum running slope for the accessible route is 5%, and to account for heaving and settling, we recommend 4%.

The maximum cross slope is 2%. Do be certain to use compliant detectable warnings, which are now in a template with a colored background and raised, truncated domes.

Passenger Loading Zone

The loading zone must have an access aisle adjacent and parallel to the vehicle pull-up space. The loading zone access aisle must be 60" wide and 20' long.

Confirm this template with the City of Sycamore, and the Illinois Attorney General's Office, to ensure that stalls will be compliant.

12. In 2012, 2013, or 2014 ***implement a plan to correct or refresh every accessible stall*** at every District facility. Incorporate this task into other plans that require parking lot restriping or resurfacing. Certainly in 2011 as lots are resurfaced or restriped, use this template as well.

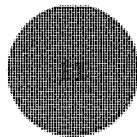
Running Slope and Cross Slope

We often saw running slopes steeper than permitted. At some sites this was a minimal issue, but at other sites it was a significant variance. This condition naturally occurs when concrete settles, or when connections between new and old routes are off by fractions of an inch. Cross slope is equally important, as it serves drainage as well as access purposes.

13. ***Adopt a policy*** that in new construction and alterations the ramp slope shall not exceed 1:13, or 7.7%, as opposed to 1:12, or 8.33%. This allows room for error in the field. It also makes ramps easier to use for everyone, not just people with disabilities. This universal design approach is also a risk management tool.
14. ***Adopt a policy*** that in new construction or alterations the cross slope shall be an integral part of the project and shall not exceed 2% or 1:50.

Detectable Warnings

The US Access Board suspended the detectable warning requirement in the late 90's, for a period of several years. It was restored in 2002 though, and is now included in the 2010 Standards. It is typical to see noncompliant detectable warnings in every community.



The detectable warnings at curbs **that are not compliant** are often a cross-cut of concrete, or a grid laid on wet concrete to create a diamond-shaped indentation. Over time these should be replaced.

15. As with parking, **develop a template for detectable warnings**. Confirm the template with the City of Sycamore and the Illinois Attorney General's Office.
16. In the same year that parking is refreshed, **implement a plan to correct or refresh every detectable warning** at every curb or crossing at District facilities. If necessary, phase this out over a two or three year period.

Door Opening Force Requirements

In District buildings and facilities, there are approximately 121 doors. Many have closer mechanisms. Some of these need adjustment to bring the pounds of force (lbf) necessary into compliance (5 lbf for interior doors and 8.5 lbf for exterior doors). However some of the closers are just old. The wear and tear of 20 or more years erodes the closer effectiveness.

17. **Evaluate and determine the age of door closers.**
18. **Add door closer maintenance checks** to safety checklists for employees and for closers with 10 years of service or less, aggressively maintain them for effectiveness.
19. **Purchase and install new door closers** for all exterior doors (with closers 20 years old or more) and 50% of interior doors in 2012 or as soon as is possible.
20. **Purchase and install** new door closers for all remaining interior doors (with closers 20 years old or more) in 2013 or as soon as is possible.

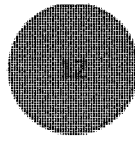
Signage

District signs can serve several valuable purposes. First, signs assist "way-finding" in buildings, such as at the Community Center. Second, signs identify important permanent elements of facilities, such as restrooms. Third, signs facilitate access by people with vision and physical limitations. Aside from consistent use of the District logo, we did not note a signage template.

The Access Board requires different treatment for 2 types of signs. Signs for permanent spaces, such as a bathroom, must be in both Grade 2 Braille and raised lettering.

For directional or informational signage though, only raised lettering is required. Be certain to incorporate these approaches into signs in buildings and sites operated by the District.

21. **Develop a sign template** in 2011 that describes where and in what facilities signs will be used. The template could include:
 - size of sign



- mounting height
- mounting location
- size of characters
- space between characters
- contrast between characters and background
- icons or symbols used in the signs, and
- District information in the signs (name of facility? phone number? main office number?).

22. **Implement signage template and correct or refresh** District facility and site signage in 2012 or 2013.

Bathrooms

Bathrooms are an essential part of a visit to a Sycamore Park District facility. Exercise, food and beverage, social activities, and more all rely on one of the oldest designs known to us. Making those facilities accessible is tremendously important.

Additionally, **portable toilets** placed temporarily at sports fields and event venues **must** be accessible and **must be served by an accessible route**.

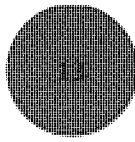
23. **Develop a bathroom template in 2011.** Confirm it with the City of Sycamore and the Illinois Attorney General. Be sure to include temporary facilities such as portable toilets in the template.

The template should address the toilet itself, grab bars, items in the stall such as toilet paper and hooks, the stall itself, operating mechanisms, mirrors, sinks, hand towels, hand dryers, and more.

24. **Include bathroom renovations** at facilities in the District's Capital Acquisition and Replacement Plan.
25. **Consider the use of automatic flush controls.** These have environmental benefits and are also a great way to eliminate some accessibility problems.
26. **In the interim, implement non-structural modifications recommended in each section of this report,** such as lowering mirrors, remounting grab bars, changing the height of toilets and urinals, installing compliant stall hardware, and so forth.

These less costly changes on a site-by-site basis will serve your customers well until resources are available to renovate restrooms on a comprehensive scale.

27. **Make one portable toilet,** if one is provided at a site, accessible. This includes a portable toilet placed at a picnic shelter or adjacent to sports fields.



These must be accessible and must be served by *an accessible route*. *The District has some sites with portable toilets and this is critical to address. Follow our single-user toilet specifications in our site checklists.*

Lockers and Locker Rooms

Research shows that people with disabilities will refrain from using public facilities if they fear that sites are not accessible or they'll be embarrassed in their attempt to use sites.

We all know the benefits of recreation participation. If a person with a physical disability comes to the Sycamore Pool to swim, there are no designated accessible lockers.

28. ***Implement the locker room changes recommended*** at the Sycamore Pool.
29. ***Promote availability of accessible locker rooms once completed***. Announce these changes to the community and see more participation by people with disabilities.

Alarms

In existing facilities where an aural or audible fire alarm system is provided, a visual alarm is not required unless the building was constructed after January 26, 1992 or has been upgraded since that same date.

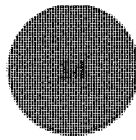
If an alarm in an existing facility is audible only, it need not be modified to include a visual alarm unless it is replaced or upgraded in the future.

30. ***Determine in 2011*** if systems have been upgraded or replaced since 1992.
31. ***Develop a plan in 2011*** for the installation of aural and visual alarms in renovations.
32. ***Retrofit construction that has occurred since 1992*** to include aural and visual alarms by the end of 2014.

Brochures

The park grid in the District brochures is an important tool for Park District residents and can now be used to communicate about accessibility. Revise it to incorporate the access work District staff completes and indicate in your grid where, for example, the accessible picnic areas are, or where the accessible playgrounds are.

33. ***Update parks and facilities grid*** to reflect decisions made by the District regarding our recommendations, and note which sites are accessible or will be made accessible.



Website

The title II regulation requires that all types of public communication used by the District be available to people with disabilities. Many people with vision impairments use websites every day with the aid of technical equipment.

The District should evaluate its website and make necessary changes so that the website can be read by that type of equipment.

A link at the US Department of Justice website offers guidance on this. The District IT staff should become familiar with this issue. Go to <http://www.ada.gov/websites2.htm>

- 34. **Evaluate the District website** and make changes so that the information on the site is accessible to people with disabilities.

Swimming

The **minimum required** of the District by title II of the ADA is that the “program” of swimming be accessible to residents. This is measured by the “program access test” described in section 35.150 of the title II regulation (see 28 CFR Part 35).

The District has one outdoor pool at Community Park. We believe that because it is the only district pool, it must be made accessible.

- 35. **Make Sycamore Pool accessible**, by implementing all of the recommendations in that site report.

Maintenance Facility

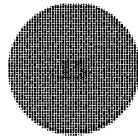
In another site report we address the Maintenance Facility. As discussed earlier, the District can apply a different standard to spaces used only as employee work areas.

Park maintenance supervisory staff should receive an orientation in regard to the application of the **approach, enter, and exit** strategy so that they understand the reason for the various requirements.

- 36. **Train maintenance staff supervisors** in accessibility concepts that are applicable to the maintenance building.
- 37. **Implement recommendations regarding parking, accessible route, changes in level, gaps, doors, and alarm systems** at the Maintenance Campus.

Playgrounds





The **minimum required** of the District by title II of the ADA is that the “program” of playgrounds be accessible to residents. This is measured by the “program access test” described in section 35.150 of the title II regulation (see 28 CFR Part 35).

For similar multiple sites, no guidance is given as to how many existing playgrounds should be made accessible. Again, a good practice is to treat this as a planning exercise and aim for 1 of 3 playgrounds being made accessible.

Our evaluation included 16 different playgrounds for children aged 2 to 5 and 5 to 12. Of these, six are accessible, and two more could be made accessible with minor corrections.

The Program Access Chart, along with the Sycamore Playground Map at the end of this section, illustrates the areas where work is recommended so that every resident of Sycamore is close to an accessible playground. [[Sycamore Playground Map](#)]

38. **Make corrections** cited in these reports so the playgrounds at the site below remains accessible:

- **Boynton Park**
- **Kiwanis Prairie (2 to 5)**
- **Leon Larson Park**
- **Sycamore Lake Rotary Park (2 to 5)**
- **Sycamore Lake Rotary Park (5 to 12)**
- **Wetzel Park**

39. **Make corrections** cited in these reports so the playgrounds at the site below **becomes** accessible:

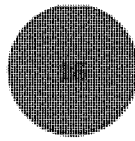
- **Founders Park**
- **Kiwanis Prairie Park (5 to 12)**

40. **Leave as is** the other playgrounds at the park named below, and if future alterations or renovations occur at those sites, make them accessible.

- **Brothers Park**
- **Charley Laing Memorial Park**
- **Elmer and Stanley Larson Park**
- **Kiwanis East Park**
- **Old Mill Park**
- **Sycamore Community Park (play area one)**
- **Sycamore Community Park (play area two)**
- **Sycamore Park Sports Complex**

41. **Advertise the accessible playgrounds** in the District website and publications.

Baseball Fields



The *minimum required* of the District by title II of the ADA is that the “program” of baseball be accessible to residents. This is measured by the “program access test” found in section 35.150 of the title II regulation (see 28 CFR Part 35).

For similar multiple sites, no guidance is given as to how many existing baseball fields should be accessible. We recommend that a minimum of one field of every three be accessible. We saw 6 sites with 20 total ball fields. Of these, no fields are accessible. We are recommending access be created to 3 of the 12 fields at the Sycamore Park Sports Complex and one of the four ball fields at Sycamore Community Park.

The Program Access Chart at the end of this section, along with the Sycamore Baseball Map, illustrates the areas where work is recommended so that every resident of the Park District is close to an accessible baseball field. [[Sycamore Baseball Map](#)]

42. ***Make corrections*** cited in these reports so baseball fields at the sites below ***become*** accessible:

- ***Sycamore Park Sports Complex (3 of 12)***
- ***Sycamore Community Park (1 of 4)***

43. ***Leave as is*** the fields at the following sites:

- ***Brothers Park***
- ***Kiwanis East Park***
- ***Kiwanis Prairie Park***
- ***Sycamore Park Sports Complex (9 of 12)***
- ***Sycamore Community Park (3 of 4)***
- ***Wetzel Park***

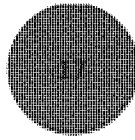
44. ***Advertise the accessible baseball fields*** in the District website and publications.

Basketball Courts

The *minimum required* of the District by title II of the ADA is that the “program” of basketball be accessible to residents. This is measured by the “program access test” described in section 35.150 of the title II regulation (see 28 CFR Part 35).

For similar multiple sites, no guidance is given as to how many existing basketball courts should be accessible. Because of the nature of basketball surfaces, a hard court, access is easier. The District has 4 sites with courts.

Of those, 3 of the 4 are accessible, and we recommend no new access.



The Program Access Chart at the end of this section, along with the Sycamore Basketball Map, illustrates the areas where work is recommended so that every resident of the District is close to an accessible basketball court. [[Sycamore Basketball Map](#)]

45. **Make the corrections** needed to maintain accessible basketball courts as specified in the reports for the site below:
 - **Brothers Park**
 - **Kiwanis Prairie Park**
 - **Wetzel Park**

46. **Leave as is** the basketball court at the sites below:
 - **Sycamore Community Park**

47. **Advertise the accessible basketball courts** in the District website and publications.

Athletic Fields

The **minimum required** of the District by title II of the ADA is that the “program” of athletic fields be accessible to residents. This is measured by the “program access test” found in section 35.150 of the title II regulation (see 28 CFR Part 35).

For similar multiple sites, no guidance is given as to how many existing athletic fields should be accessible. We recommend that a minimum of one field of every three be accessible.

There are 2 sites with 11 total athletic fields and none are accessible. We recommend access to two of the fields at the Sycamore Park Sports Complex.

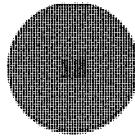
The Program Access Chart at the end of this section, along with the Sycamore Athletic Field Map, illustrates the areas where work is recommended so that every resident of the Park District is close to an accessible athletic field. [[Sycamore Athletic Field Map](#)]

48. **Make the corrections** cited in the reports so that the athletic fields at the sites **become** accessible:
 - **Sycamore Park Sports Complex (2 of 10)**

49. **Leave as is** the athletic fields at the following site:
 - **Kiwanis Prairie Park**
 - **Sycamore Park Sports Complex (8 of 10)**

50. **Advertise the accessible athletic fields** in the District website and publications.





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Picnic Shelters/Gazebos

The *minimum required* of the District by title II of the ADA is that the “program” of picnic shelters be accessible to residents. This is measured by the “program access test” described in section 35.150 of the title II regulation (see 28 CFR Part 35).

For similar multiple sites, no guidance is given as to how many existing picnic shelters should be accessible. ***Of the 9 sites with existing picnic shelters, 13 are accessible. We recommend no new access and that the remaining 3 be left as is and inaccessible.***

The Program Access Chart at the end of this section, with the Sycamore Picnic Shelters Map, illustrates the areas where work is recommended so that every resident of the District is close to an accessible picnic shelter. [[Sycamore Picnic Shelter Map](#)]

51. ***Maintain the accessible*** picnic shelters at the sites named below:

- ***Brothers Park***
- ***Charley Laing Park***
- ***Founders Park***
- ***Leon Larson Park***
- ***Old Mill Park***
- ***Sycamore Community Park (1 of 2). Currently Accessible: Main South Shelter***
- ***Sycamore Lake Rotary Park (3 of 3)***
- ***Sycamore Park Sports Complex (3 of 5). Currently Accessible: Good Tymes, Lions Shelter, Shelter NE of Good Tymes***
- ***Wetzel Park***

52. ***Leave as is*** the picnic areas at the sites below:

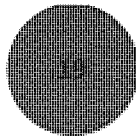
- ***Sycamore Community Park (1 of 2). Currently Inaccessible: WPA Main***
- ***Sycamore Park Sports Complex (2 of 5). Currently Inaccessible: Shelter Between Fields 9 & 12, and Shelter East of Sports Concession***

53. ***Advertise the accessible picnic shelters*** in the District website and publications.

Other Activities

In Sycamore, bags and tennis are also popular. The District maintains both tennis court locations so they are accessible, and one of the two bags courts is accessible. However, the parking and access paths are below standard and should be upgraded. These are good examples of exceeding the minimum in some cases, but not the “entire” facility.





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Costs by Phases

RAC feels the District can integrate the recommendations in our transition grid with your own planning and budget documents. We have tried to balance the projected resources needed in each phase for compliance.

Our Phase One costs are projected at \$112,015.

Our Phase Two costs are projected at \$170,258.25.

Our Phase Three costs are projected at \$107,274.75.

The overall total cost of the work we project is \$389,548.

We believe that over time, the value of the projections for phases two and three will rise. These figures are projections only and will likely change due to supply and demand.

It should be noted that these estimates do not, in some cases, include labor costs, and in other cases the costs of having an engineer or architect create bid specifications and bid documents to get the work completed.

Public Feedback

An integral part of the self-evaluation of sites and facilities, and the development of a transition plan, is the involvement of the public. A public forum should be scheduled after the District has had some time to digest this report. We would be glad to work with the District on this project at no charge, and we would be glad to return to assist in this process.

Conclusion

The District has a variety of recreation facilities and sites. The skilled staff operates facilities and sites the community wants and enjoys. This report identifies some issues that are typical of a mature recreation infrastructure.

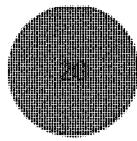
The Board of Commissioners should review this report and determine to what extent it will act on our recommendations and the recommendations to be received from staff.

While no one can say with certainty how long the District should feel comfortable in stretching these projects, we'd suggest it be not more than a 3 year range after the effective date of the 2010 Standards...that means March 15, 2015.

Be certain to understand that you could be forced to accelerate your pace.

Your strategy should address the common issues identified in this report. The District should be commended for undertaking this task. Although the access audit and transition plan are both mandated tasks, many of your neighbors have not completed these steps.





Assumptions for Plan of Action

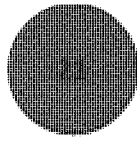
Based upon the details of RAC's audit, we have room to work with in terms of how to progress with honoring the intent of bringing our recreation services into compliance. This document intends to lay out how Sycamore Park District plans to approach this transition. We hope to accomplish the majority of the items in the three years recommended by RAC, with a few exceptions due to plans that are being discussed related to a few of our facilities. Specifically, these are the Swimming Pool and the Community Center.

The Board of Commissioners, with input from the public, are beginning a long-range planning process which will address the future of the Community Center and the Swimming Pool. The Community Center is not owned by the park district, so we must work with our landlord to plan for the work to be done in that facility. Furthermore, the district must decide if it is in its best interest to stay in that building. Therefore, to expend funds in that space before deciding its fate seems unreasonable at this time. Additionally, the Swimming Pool's future is in doubt. Many of its mechanical systems are reaching the end of their effective life, and the type of facility is no longer that which draws a large number of users to the facility. The long-range planning process will determine its future. Hereto, the district must decide if it is in its best interest to stay in that building. Therefore, to expend funds in that space before deciding its fate seems unreasonable, as well.

Therefore, staff has reviewed all of the proposed items outlined by RAC and pulled out the items which are related to the community and pool.

Other Assumptions Made in this Process Include:

- A. Work may be done more efficiently, effectively, and inexpensively by grouping it into similar categories (i.e., electrical, plumbing, carpentry, etc.) and bidding it out in larger quantities/groupings.
- B. There is not sufficient, in-house staff time to do this work.
- C. Costs will inflate each year, so the sooner we get the work done the better.
- D. Training of Staff is not included in the costs provided by RAC.
- E. Costs of Equipment for maintaining facilities to standard are not included in the RAC estimates.
- F. No funds were dedicated or estimated for updating website to accessible standards. We will put that in the operating budget.



Framework for Plan

In order to reasonably address the expectation of the law and the audit, staff has developed a five year plan for accomplishing the items specified in RAC's audit of our facilities/services. In rough form it will address issues as follows:

Year 5: Community Center Items

Year 4: Swimming Pool Items

Year 3: Parks and Facility Work

Year 2: Parks and Facility Work

Year 1: Parks and Facility Work

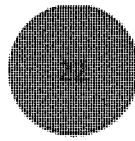
Furthermore, the work in Years 1, 2, and 3 will be accomplished in common groupings, and bid with like work. That work will be formulated into logical groupings by an architecture/engineering firm hired by SPD to develop the bid specifications and bid documents, and to supervise the work as it is completed. Those logical groupings include:

Plumbing

Carpentry

Concrete and Paving

Specialty Work (Fire Suppression, Alarms, etc.)

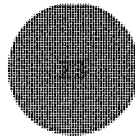


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Timeline for Plan

June 2012	Board Has First Review of Plan Board Approves Electronic Personal Assistive Mobility Devices Ordinance
July 2012	Board Reaches Consensus on Plan Plan Distributed for Review and Comment by Agencies Serving Special Populations
August 2012	Required Public Hearing for ADA Transition Plan Comments Returned by Agencies Serving Special Populations
September 2012	Board Reviews/Approves ADA Transition Plan with Changes Plan is Posted on the SPD Website
October 2012	Professional Services are Retained to Develop Bid Specifications And Bid Documents Staff Attend Training on ADA Inspections
November 2012	Staff Finalizes Parking Stall and Sign Templates
December 2012	Staff Audits all Buildings for Date of Construction and Most Recent Renovation Staff Updates Brochure Grid of Parks and Facilities
January 2013	First Work is Put out to Bid Work Begins on Updating Website to Meet Accessibility Requirements
March 2013	Board Approves Bids
Spring 2013	Work Begins – Year One
Spring 2014	Work Begins—Year Two
Spring 2015	Work Begins – Year Three
Spring 2016	Work Begins – Year Four
Spring 2017	Work Begins – Year Five





Budget and Cash Flow for Plan

<u>WORK DEFINED</u>	<u>YEAR 1</u>	<u>YEAR 2</u>	<u>YEAR 3</u>	<u>YEAR 4</u>	<u>YEAR 5</u>
All Pool Work				\$57,123	
All Community Center Work					\$67,918
District Work: Plumbing and Carpentry	\$93,680				
District Work: Concrete & Paving		\$168,989			
District Work: Specialty Work			\$16,299		
Equipment & Training	\$2,500	\$2,500	\$2,500		
Professional Fees/Contingency 18%	\$16,860	\$30,400	\$2,950	\$0	\$0
TOTAL	\$113,040	\$201,889	\$21,749	\$57,123	\$67,918
Special Recreation Starting Funds	\$116,445	\$101,405	-\$2,484	\$73,767	\$114,644
Additional Funds	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000
Running Balance	\$101,405	-\$2,484	\$73,767	\$114,644	\$144,726



SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 26, 2012

STAFF RECOMMENDATION

AGENDA ITEM: LONG-TERM STRATEGIC PLAN COMMUNITY TEAM: Discussion Only

BACKGROUND INFORMATION: The first step in the process of beginning our Long-Term Strategic Planning process is a crucial step for the Board. It is essential that as a Board Member you give much thought to this effort, and commit to assisting the Executive Director in establishing our *Community Team*.

Believe it or not, this process can sometimes be sensitive to community members. If someone is left off, they can be offended, but at the same time the group size must be manageable, and representative. In my experience, this process should be:

- Handled delicately
- Communicated carefully
- Managed diplomatically
- Finalized respectfully

Therefore, I want to lay out some ground rules for discussion purposes at this board meeting, and then finalize our discussion at our July Study Session.

Size of Group: No more than 21.

Composition of Group: City Officials (1 to 3), Park District Board (1 or 2), Park District Staff (2 to 3), School District (1 to 2), CAC (1 to 3), Business Leaders (3 to 5), Forest Preserve District (1), County (1), Citizens (1 elementary, 1 junior high, 1 high school, 1 adult, 1 older adult, 1 with a disability). Of course this makes more than 21, but selection of individuals who can represent more than one of these categories will allow you to keep the group to 21.

Perspective of Individuals Chosen: Your selections should seek individuals who can think broadly, with what one of my mentors calls the “**Big Picture**”, and **not with a grudge or single issue/axe to grind**. Others call this “looking at things from 30,000 feet”. Some should be leaders

(Chiefs), and others followers (Indians—I am sorry for this politically incorrect term), but all should be willing to speak and contribute.

In addition to the characteristics, above, someone who is selected must be able to accept responsibility for:

- **Service from Fall 2012 through December 2013.**
- **At least one regular meeting a month for 2 hours.**
- **At least one sub-committee (everyone will serve on at least one sub-committee) meeting a month for 60 to 90 minutes.**
- **Regular, reliable attendance.**
- **Active contribution.**
- **Willingness to be flexible.**
- **Working toward consensus building.**
- **Speaking frankly, but respectfully.**

With these matters in mind, I suggest the Board ask questions at this meeting, discuss and react to this information, and then leave this meeting with a commitment to developing their own lists to bring back to our July Study Session meeting where we will begin to finalize the list.

At this time, I do not think we should discuss with anyone whether they are interested or not, nor should we promote the process too much. Our first course of action is for the Board to brainstorm the list, and narrow to a smaller group. After that time, I will then work with the Board on how we contact/notify individuals of our interest in their involvement.

FISCAL IMPACT: None at this time.

STAFF RECOMMENDATION: Begin the process. Discussion today. Finalize in July.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION: None

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 26, 2012

STAFF RECOMMENDATION

AGENDA ITEM: PREVAILING WAGE ORDINANCE:
Recommended Approval

BACKGROUND INFORMATION: Public entities are required to adopt prevailing wage ordinances every June. Included with this recommendation are the latest applicable wage rates from the Department of Labor, and the Ordinance. By July 15th, a certified copy of this ordinance must be filed with the Secretary of State's Office. Within 30 days after this filing, the District must publish a notice of the wage determination in a newspaper of general circulation. This publication must indicate that the ordinance and supporting documentation is available for inspection and the location at which the documents are kept.

FISCAL IMPACT: Not applicable.

STAFF RECOMMENDATION: Recommend approval of Ordinance 04-2012.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance.

EXECUTIVE DIRECTOR REVIEW/APPROVAL: *[Signature]*

BOARD ACTION: *Passed*

*Ayes: 5
Nays: 0
Absent: 0*

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ORDINANCE NO. 04-2012

AN ORDINANCE ADOPTING PREVAILING WAGE RATES
TO BE PAID TO LABORERS, MECHANICS AND OTHER WORKERS
PERFORMING CONSTRUCTION OF PUBLIC WORKS
IN THE SYCAMORE PARK DISTRICT
De KALB COUNTY, ILLINOIS

WHEREAS, the State of Illinois has enacted the Prevailing Wage Act, approved June 26, 1941, as amended, being 820 ILCS 130/0.01 through 130/12 (the "Act"); and

WHEREAS, the Act requires that during the month of June of each calendar year the Board of Commissioners of the Sycamore Park District ("Park District") investigate and ascertain the prevailing rate of wages, as defined in said Act, in the "locality" of the Park District for laborers, mechanics and other workers performing construction of public works for the Park District.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF COMMISSIONERS OF THE SYCAMORE PARK DISTRICT, De KALB COUNTY, ILLINOIS, as follows:

Section 1: To the extent and as required by the Act, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of the Park District is hereby ascertained to be the same as the prevailing rate of wages for construction work in De Kalb County as determined by the Department of Labor of the State of Illinois (the "Department") as of June 1, 2012, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department shall supersede the Department's June determination and apply to any and all public works construction

undertaken by the Park District. The definition of any terms appearing in this Ordinance which are also used in the Act shall be the same as in the Act.

Section 2: Nothing herein contained is intended to apply nor shall be construed to apply said prevailing rate of wages as herein ascertained to any work or employment performed on behalf of this Park District except public works construction to the extent required by the Act.

Section 3: If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance.

Section 4: All Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 5: The Secretary shall publicly post or keep available for inspection by any interested party in the main office of this Park District this determination of prevailing rate of wages. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

Section 6: By July 15th, the Secretary shall file a certified copy of this Ordinance with the Secretary of State of Illinois in Springfield and with the Illinois Department of Labor.

Section 7: Within thirty (30) days after filing a certified copy of this Ordinance with the Secretary of State, the Secretary shall cause to be published in a newspaper of general circulation within the area a notice that this determination is effective and constitutes the determination of this public body.

Section 8: The Secretary shall mail a copy of this Ordinance to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

Section 9: This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED this _____ day of _____, 2012.

AYES:

NAYS:

ABSENT:

PRESIDENT
SYCAMORE PARK DISTRICT

ATTEST

SECRETARY

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STATE OF ILLINOIS)
) SS.
COUNTY OF De KALB)

SECRETARY'S CERTIFICATE

I, _____, DO HEREBY CERTIFY that I am the Secretary of the Board of Park Commissioners of the Sycamore Park District, De Kalb County, Illinois, and as such official, I am keeper of the records, ordinances, files and seal of said Park District; and

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of AN ORDINANCE ADOPTING PREVAILING WAGE RATES TO BE PAID TO LABORERS, MECHANICS AND OTHER WORKERS PERFORMING CONSTRUCTION OF PUBLIC WORKS FOR THE PARK DISTRICT adopted at a duly called Regular Meeting of the Board of Commissioners, held at Sycamore, Illinois, at _____ p.m. on the _____ day of _____, 2012.

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

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said Park District at Sycamore, Illinois, this _____ day of _____, 2012.

SECRETARY
SYCAMORE PARK DISTRICT

[SEAL]

De Kalb County Prevailing Wage for June 2012

(See explanation of column headings at bottom of wages)

Trade Name	RG	TYP	C	Base	FRMAN	*M-F>8	OSA	OSH	H/W	Pensn	Vac	Trng
=====	==	===	=	=====	=====	=====	====	====	=====	=====	=====	=====
ASBESTOS ABT-GEN		BLD		29.460	30.460	1.5	1.5	2.0	8.040	11.89	0.000	0.800
ASBESTOS ABT-MEC		BLD		32.850	0.000	1.5	1.5	2.0	10.82	10.66	0.000	0.720
BOILERMAKER		BLD		43.450	47.360	2.0	2.0	2.0	6.970	14.66	0.000	0.350
BRICK MASON		BLD		39.780	43.760	1.5	1.5	2.0	9.300	11.17	0.000	0.730
CARPENTER		BLD		35.820	39.760	1.5	1.5	2.0	8.940	12.50	0.000	0.600
CARPENTER		HWY		32.440	34.190	1.5	1.5	2.0	9.250	11.99	0.000	0.490
CEMENT MASON		ALL		41.550	43.550	2.0	1.5	2.0	9.250	12.51	0.000	0.250
CERAMIC TILE FNShR		BLD		33.600	0.000	2.0	1.5	2.0	9.200	6.680	0.000	0.580
COMMUNICATION TECH		BLD		36.000	39.600	1.5	1.5	2.0	9.740	11.20	0.000	0.720
ELECTRIC PWR EQMT OP		ALL		35.400	48.110	1.5	1.5	2.0	5.000	10.97	0.000	0.270
ELECTRIC PWR GRNDMAN		ALL		27.380	48.110	1.5	1.5	2.0	5.000	8.490	0.000	0.210
ELECTRIC PWR LINEMAN		ALL		42.390	48.110	1.5	1.5	2.0	5.000	13.14	0.000	0.320
ELECTRIC PWR TRK DRV		ALL		28.350	48.110	1.5	1.5	2.0	5.000	8.790	0.000	0.220
ELECTRICIAN		BLD		40.000	44.000	1.5	1.5	2.0	9.740	15.83	0.000	0.800
ELEVATOR CONSTRUCTOR		BLD		44.940	50.560	2.0	2.0	2.0	11.03	11.96	2.760	0.000
FENCE ERECTOR	SE	ALL		44.950	47.200	2.0	2.0	2.0	8.890	17.69	0.000	0.400
GLAZIER		BLD		34.730	35.730	1.5	1.5	2.0	9.700	8.200	0.000	1.250
HT/FROST INSULATOR		BLD		43.800	46.300	1.5	1.5	2.0	10.82	11.86	0.000	0.720
IRON WORKER	NW	ALL		35.000	36.750	2.0	2.0	2.0	8.000	19.59	0.000	0.950
IRON WORKER	SE	ALL		44.950	47.200	2.0	2.0	2.0	8.890	17.69	0.000	0.400
LABORER		BLD		29.460	30.460	1.5	1.5	2.0	8.040	11.89	0.000	0.800
LABORER		HWY		30.160	30.910	1.5	1.5	2.0	8.040	11.89	0.000	0.800
LABORER, SKILLED		HWY		32.310	33.060	1.5	1.5	2.0	8.040	11.89	0.000	0.800
LATHER		BLD		35.820	39.760	1.5	1.5	2.0	8.940	12.50	0.000	0.600
MACHINIST		BLD		43.160	45.160	1.5	1.5	2.0	7.980	8.950	0.000	0.000
MARBLE MASON		BLD		39.030	42.930	1.5	1.5	2.0	9.300	11.17	0.000	0.730
MATERIAL TESTER I		ALL		21.550	0.000	1.5	1.5	2.0	7.460	4.840	0.000	0.170
MATERIALS TESTER II		ALL		26.550	0.000	1.5	1.5	2.0	7.460	4.840	0.000	0.170
MILLWRIGHT		BLD		34.400	37.840	1.5	1.5	2.0	7.100	11.94	0.000	0.500
OPERATING ENGINEER	BLD 1			40.350	44.350	2.0	2.0	2.0	14.55	9.300	2.350	1.300
OPERATING ENGINEER	BLD 2			39.650	44.350	2.0	2.0	2.0	14.55	9.300	2.350	1.300
OPERATING ENGINEER	BLD 3			37.200	44.350	2.0	2.0	2.0	14.55	9.300	2.350	1.300
OPERATING ENGINEER	BLD 4			35.200	44.350	2.0	2.0	2.0	14.55	9.300	2.350	1.300
OPERATING ENGINEER	BLD 5			44.100	44.350	2.0	2.0	2.0	14.55	9.300	2.350	1.300
OPERATING ENGINEER	BLD 6			43.350	44.350	2.0	2.0	2.0	14.55	9.300	2.350	1.300
OPERATING ENGINEER	BLD 7			40.350	44.350	2.0	2.0	2.0	14.55	9.300	2.350	1.300
OPERATING ENGINEER	HWY 1			40.200	44.200	1.5	1.5	2.0	14.55	9.300	2.350	1.300
OPERATING ENGINEER	HWY 2			39.650	44.200	1.5	1.5	2.0	14.55	9.300	2.350	1.300
OPERATING ENGINEER	HWY 3			38.350	44.200	1.5	1.5	2.0	14.55	9.300	2.350	1.300
OPERATING ENGINEER	HWY 4			36.900	44.200	1.5	1.5	2.0	14.55	9.300	2.350	1.300
OPERATING ENGINEER	HWY 5			35.450	44.200	1.5	1.5	2.0	14.55	9.300	2.350	1.300
OPERATING ENGINEER	HWY 6			43.200	44.200	1.5	1.5	2.0	14.55	9.300	2.350	1.300
OPERATING ENGINEER	HWY 7			41.200	44.200	1.5	1.5	2.0	14.55	9.300	2.350	1.300
ORNAMNTL IRON WORKER	SE	ALL		44.950	47.200	2.0	2.0	2.0	8.890	17.69	0.000	0.400
PAINTER		ALL		40.180	42.180	1.5	1.5	1.5	8.950	8.200	0.000	1.250
PAINTER SIGNS		BLD		33.920	38.090	1.5	1.5	1.5	2.600	2.710	0.000	0.000
PILEDRIVER		BLD		36.320	40.320	1.5	1.5	2.0	8.940	12.50	0.000	0.600
PILEDRIVER		HWY		32.440	34.190	1.5	1.5	2.0	9.250	11.99	0.000	0.490
PIPEFITTER		BLD		41.000	43.000	1.5	1.5	2.0	10.75	14.59	0.000	1.660
PLASTERER		BLD		39.250	41.610	1.5	1.5	2.0	10.60	10.69	0.000	0.550
PLUMBER		BLD		41.000	43.000	1.5	1.5	2.0	10.75	14.59	0.000	1.660
ROOFER		BLD		37.650	40.650	1.5	1.5	2.0	8.380	6.820	0.000	0.430
SHEETMETAL WORKER		BLD		35.450	37.380	1.5	1.5	2.0	5.250	14.77	0.520	0.290
SPRINKLER FITTER		BLD		36.140	38.890	1.5	1.5	2.0	8.100	8.200	0.000	0.350
STEEL ERECTOR	SE	ALL		44.950	47.200	2.0	2.0	2.0	8.890	17.69	0.000	0.400

STONE MASON	BLD	39.780	43.760	1.5	1.5	2.0	9.300	11.17	0.000	0.730
TERRAZZO FINISHER	BLD	35.150	0.000	1.5	1.5	2.0	9.200	9.070	0.000	0.430
TERRAZZO MASON	BLD	39.010	42.010	1.5	1.5	2.0	9.200	10.41	0.000	0.510
TILE LAYER	BLD	35.820	39.760	1.5	1.5	2.0	8.940	12.50	0.000	0.600
TILE MASON	BLD	40.490	44.490	2.0	1.5	2.0	9.200	8.390	0.000	0.640
TRUCK DRIVER	ALL 1	32.550	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TRUCK DRIVER	ALL 2	32.700	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TRUCK DRIVER	ALL 3	32.900	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TRUCK DRIVER	ALL 4	33.100	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TUCKPOINTER	BLD	39.950	40.950	1.5	1.5	2.0	8.180	10.57	0.000	0.790

Legend:

RG (Region)
 TYP (Trade Type - All, Highway, Building, Floating, Oil & Chip, Rivers)
 C (Class)
 Base (Base Wage Rate)
 FRMAN (Foreman Rate)
 M-F>8 (OT required for any hour greater than 8 worked each day, Mon through Fri.
 OSA (Overtime (OT) is required for every hour worked on Saturday)
 OSH (Overtime is required for every hour worked on Sunday and Holidays)
 H/W (Health & Welfare Insurance)
 Pensn (Pension)
 Vac (Vacation)
 Trng (Training)

Explanations

DEKALB COUNTY

IRONWORKERS (NORTHWEST) - That portion of the county from a point where the western county line intersects with Rt. 30, continuing eastward to Shabbona, north between Shabbona and Clare, and northeast between Clare and New Lebanon.

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

CERAMIC TILE FINISHER

The grouting, cleaning, and polishing of all classes of tile, whether for interior or exterior purposes, all burned, glazed or unglazed products; all composition materials, granite tiles, warning detectable

tiles, cement tiles, epoxy composite materials, pavers, glass, mosaics, fiberglass, and all substitute materials, for tile made in tile-like units; all mixtures in tile like form of cement, metals, and other materials that are for and intended for use as a finished floor surface, stair treads, promenade roofs, walks, walls, ceilings, swimming pools, and all other places where tile is to form a finished interior or exterior. The mixing of all setting mortars including but not limited to thin-set mortars, epoxies, wall mud, and any other sand and cement mixtures or adhesives when used in the preparation, installation, repair, or maintenance of tile and/or similar materials. The handling and unloading of all sand, cement, lime, tile, fixtures, equipment, adhesives, or any other materials to be used in the preparation, installation, repair, or maintenance of tile and/or similar materials. Ceramic Tile Finishers shall fill all joints and voids regardless of method on all tile work, particularly and especially after installation of said tile work. Application of any and all protective coverings to all types of tile installations including, but not be limited to, all soap compounds, paper products, tapes, and all polyethylene coverings, plywood, masonite, cardboard, and any new type of products that may be used to protect tile installations, Blastrac equipment, and all floor scarifying equipment used in preparing floors to receive tile. The clean up and removal of all waste and materials. All demolition of existing tile floors and walls to be re-tiled.

COMMUNICATIONS TECHNICIAN

Installing, manufacturing, assembling and maintaining sound and intercom, protection alarm (security), fire alarm, master antenna television, closed circuit television, low voltage control for computers and/or door monitoring, school communications systems, telephones and servicing of nurse and emergency calls, and the installation and maintenance of transmit and receive antennas, transmitters, receivers, and associated apparatus which operates in conjunction with above systems. All work associated with these system installations will be included EXCEPT the installation of protective metallic conduit in new construction projects (excluding less than ten-foot, runs strictly for protection of cable) and 120 volt AC (or higher) power wiring and associated hardware.

LABORER, SKILLED - HIGHWAY

Individuals engaged in the following types of work, irrespective of the site of the work: asbestos abatement worker, handling of any materials with any foreign matter harmful to skin or clothing, track laborer, cement handlers, chloride handlers, the unloading and loading with steel workers and re-bars, concrete workers wet, tunnel helpers in free air, batch dumpers, mason tenders, kettle and tar men, tank cleaners, plastic installers, scaffold workers, motorized buggies or motorized unit used for wet concrete or handling of building materials, laborers with de-watering systems, sewer workers plus depth, rod and chainmen with technical engineers, rod and chainmen with land surveyors, rod and chainmen with surveyors, vibrator operators, cement silica, clay, fly ash, lime and plasters, handlers (bulk or bag), cofferdam workers plus depth, on concrete paving, placing, cutting and tying of reinforcing, deck hand, dredge hand, and shore laborers, bankmen on floating plant, grade checker, power tools, front end man on chip spreaders, cassion workers plus depth, gunnite nozzle men, lead man on sewer work, welders, cutters, burners and torchmen, chainsaw operators, jackhammer and drill operators, layout man and/or drainage tile layer, steel form setter - street and highway, air tamping hammermen, signal man on crane, concrete saw

operator, screedman on asphalt pavers, laborers tending masons with hot material or where foreign materials are used, mortar mixer operators, multiple concrete duct - leadsman, lumen, asphalt raker, curb asphalt machine operator, ready mix scalemen (permanent, portable or temporary plant), laborers handling masterplate or similar materials, laser beam operator, concrete burning machine operator, coring machine operator, plaster tender, underpinning and shoring of buildings, pump men, manhole and catch basin, dirt and stone tamper, hose men on concrete pumps, hazardous waste worker, lead base paint abatement worker, lining of pipe, refusing machine, assisting on direct boring machine, the work of laying watermain, fire hydrants, all mechanical joints to watermain work, sewer worker, and tapping water service and forced lift station mechanical worker.

MATERIAL TESTER I: Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

MATERIAL TESTER II: Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

OPERATING ENGINEERS - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver (over 27E cu. ft.): Concrete Paver (27 cu. ft. and under); Concrete Placer; Concrete Pump (Truck Mounted); Concrete Conveyor (Truck Mounted); Concrete Tower; Cranes, All; GCI and similar types (required two operators only); Cranes, Hammerhead; Creter Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, one, two and three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Locomotives, All; Lubrication Technician; Manipulators; Motor Patrol; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Raised and Blind Hole Drill; Rock Drill (self-propelled); Rock Drill - Truck Mounted; Roto Mill Grinder; Scoops - Tractor Drawn; Slipform Paver; Scrapers Prime Movers; Straddle Buggies; Tie Back Machine; Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Bobcat (over 3/4 cu. yd.); Boilers; Brick Forklift; Broom, All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum; Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Asphalt Spreader; Combination - Small Equipment Operator; Generators; Heaters, Mechanical; Hoists, Inside Elevators - (Rheostat Manual Controlled); Hydraulic Power Units (Pile Driving and Extracting); Pumps, Over 3" (1 to 3 not to exceed total of 300 ft.); Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches; Bobcat (up to and including 3/4 cu. yd.).

Class 4. Elevator push button with automatic doors; Hoists, Inside; Oilers; Brick Forklift.

Class 5. Assistant Craft Foreman

Class 6. Mechanics

Class 7. Gradall

OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Silo Tender; Asphalt Spreader; Autograder; ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Backhoe w/shear attachments; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower of all types; Creter Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Directional Boring Machine over 12"; Dredges; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Mounted; Hoists, One, Two and Three Drum; Hydraulic Backhoes; Lubrication Technician; Manipulators; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; GCI Crane; Hydraulic Telescoping Form (Tunnel); Tie Back Machine; Tractor Drawn Belt Loader; Tractor Drawn Belt Loader with attached pusher; Tractor with Boom; Tractaire with Attachments; Traffic Barrier Conveyor Machine; Raised or Blind Hole Drills; Trenching Machine (over 12"); Truck Mounted Concrete Pump with Boom; Truck Mounted Concrete Conveyor; Underground Boring and/or Mining Machines; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Conveyor Muck Cars (Haglund or Similar Type); Drills, all; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro Blaster; All Locomotives, Dinky; Off-Road Hauling Units (including articulating) / 2 ton capacity or more; Non-Self Loading Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Scoops - Tractor Drawn; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper; Scraper - Prime Mover in Tandem (Regardless of Size); Tank Car Heater; Tractors, Push, Pulling Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.;

Fireman on Boilers; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper - Form - Motor Driven.

Class 4. Air Compressor - Small and Large; Asphalt Spreader, Backend Man; Bobcat (Skid Steer) all; Brick Forklift; Combination - Small Equipment Operator; Directional Boring Machine up to 12"; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Hydro-Blaster; Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Tractaire; Trencher 12" and under; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. Oilers and Directional Boring Machine Locator.

Class 6. Field Mechanics and Field Welders

Class 7. Gradall and machines of like nature.

TERRAZZO FINISHER

The handling of sand, cement, marble chips, and all other materials that may be used by the Mosaic Terrazzo Mechanic, and the mixing, grinding, grouting, cleaning and sealing of all Marble, Mosaic, and Terrazzo work, floors, base, stairs, and wainscoting by hand or machine, and in addition, assisting and aiding Marble, Masonic, and Terrazzo Mechanics.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters Unskilled dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turnatrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted

crane trucks with hoist and accessories; Foreman; Master Mechanic;
Self-loading equipment like P.B. and trucks with scoops on the front.

Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

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SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 26, 2012STAFF RECOMMENDATION

AGENDA ITEM: ADOPTION OF REVISIONS IN THE CAC CHARTER: Recommended Approval

BACKGROUND INFORMATION: Over the past several years the Citizens Advisory Committee (CAC) has functioned in an important role of providing input and recommendations to the Sycamore Park District Board of Commissioners on key matters. The Board created CAC to act as another set of eyes and ears in the community. As such, its role is growing, and it is always good to review CAC's charter to keep them current. It is encouraged in their charter, as well.

Therefore, attached is the Charter with changes marked in red. They have been reviewed with CAC's Chair, and then with the entire CAC at its June 7, 2012 meeting. It now comes to the Board for final review and approval.

FISCAL IMPACT: NONE

STAFF RECOMMENDATION: To approve the attached Charter with the recommended changes.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION: Passed

Ayes: 5

Nays: 0

Absent: 0

CHARTER

SYCAMORE PARK DISTRICT CITIZENS' ADVISORY COMMITTEE SYCAMORE, ILLINOIS

- I. Mission Statement: The purpose in creating a Citizens' Advisory Committee ("CAC") for the Sycamore Park District is to improve the quality of park and recreation facilities, programs, and services to the residents of the district.

- II. Goals:
 - A. To assist the Board of Commissioners ("Board") in the study of issues relating to public parks and recreation in the district and to report the findings of studies to the district and staff.
 - B. To assist the Board in the execution of the goals and objectives ~~of the 2007-2011 Comprehensive Plan adopted on January 16, 2007~~ outlined in its Strategic Plans.
 - C. To work with the staff of the Park District in planning and conducting activity which will improve the delivery of services and capital assets under the Board policies.
 - D. To promote two-way communication between the public and the officials and employees of the Park District.
 - E. To facilitate cooperation in park and recreational affairs between the Park District and the organizations and institutions of the district; to increase the potential use and enjoyment of Park District facilities, programs and services by the people of the district; and to communicate the agency's purpose and activities to the residents of the district.

- III. The Legal Status of the Park Board: The Board is the legally constituted authority of the Sycamore Park District. It can not legally delegate any of its powers and responsibilities. It relinquishes none of its authority in creating a CAC.

- IV. Tenure of the CAC: The CAC herein created and any subcommittees affiliated with it shall continue as Park District sponsored bodies until the CAC is dissolved by a majority vote of the members of the Board.

- V. Scope of the CAC: Since the Park District exists only for public parks and recreation, the CAC will concern itself only with those matters which relate to that function and with matters directly related to Sycamore Park District. The CAC and its affiliated subcommittees are primarily study and planning subcommittees, advisory to the Board and its employees. They will promote their ideas and plans in the district only with specific authorization by the Board.

- VI. Subcommittees: The CAC is authorized and encouraged to create affiliated ad hoc or temporary subcommittees as needed for:
 - A. Individual facilities and parks of the district.
 - B. Important and continuing interests of the district, such as park and facility improvement and development, program development and improvements, citizen education, finance and staff responsiveness.
 - C. Special issues such as the evaluation of, or construction of, alternatives for

various facilities and park amenities.

- D. The facilitation and coordination of all community assets to serve the residents of the district.

All subcommittees created by the CAC shall be and remain affiliated with the CAC. Each affiliated subcommittee shall be given by the CAC a definitively prescribed purpose within the scope of the CAC. Subcommittees may or may not include members of the CAC. The Executive Director, or his designee, shall consult with each affiliated subcommittee. Park and facility patrons, as well as members of the community at large, may be members of affiliated subcommittees. The members of some affiliated subcommittees may be chosen primarily because of their expertise in a particular field, rather than because they are representative of the citizens of the district.

VII. Membership in the CAC:

- A. The CAC shall include up to 11 members, excluding ex-officio members. A chairperson will be appointed by the Board annually. Any number of persons may be included in subcommittees constituted by the CAC. Ex-officio members will consist of a representative from the Sycamore School District and the City of Sycamore as appointed by their respective organizations. These ex-officio members will be non-voting members.

- B. In selecting a slate of members for the CAC, the Board shall:

1. Consult with a large and representative part of the citizens of the district by whatever means it may devise to select candidates to be considered for membership in the CAC.
2. Screen the candidates, taking into account:
 - a. the general ability of the persons suggested and the keenness and clarity of their thinking.
 - b. the respect in which they are held by their fellow citizens.
 - c. their ability to work constructively with others.
 - d. their insight into and interest in public parks and recreation, and
 - e. other items considered by the Selection Committee to be important.

- D. No person recommended for membership in the CAC shall be considered the representative or spokesperson of any particular organization or faction, in the district. No one is to be recommended because he is an officer or a professional executive of any organization or institution. In general, such persons will not be recommended unless they are known for their broad interests in the community and are regarded primarily as citizens rather than representatives of agencies.

VIII. Terms: The terms of the original members of the CAC shall be for one year.
~~At the end of the first year, equal numbers of the members will draw lots for terms of one, two, and three years in order to provide a systematic rotation of members. New members with three-year terms will replace the original members, beginning in the third year.~~

Terms shall be for three years, and rotated so that at least three new members are elected each year. Terms shall expire on January 30 of each year. Members of the

C.A.C. may, if they wish, be reappointed to another term subject to approval by the C.A.C. and Board of Commissioners. However, re-appointment for more than one additional term is discourage so as to assure a variety of representation over time.

- IX. Replacement of Members: To fill vacancies, either for an unexpired term or an expired term, the Board shall, by public notice, seek names of citizens to be considered for membership and screen applicants in accordance with the parameters set forth in Section 7d. Interviews shall be conducted by the current Chair of the CAC and Executive Director. In filling unexpired terms, the replacement process shall proceed with all deliberate speed. With respect to the orderly progression of expiring CAC member terms, the following timetable should be followed; advertise in October for new CAC volunteer members with a closing of November 15; review applications during the November Board meeting; select the nominees at the December Board meeting. When an unexpired term is filled, that individual shall finish the term, and upon the approval of the Board, shall be allowed to complete an additional full term. All candidates interviewed shall be notified as soon as practical by the Executive Director as to the Board of Commissioners selection.

- X. Minimum Participation Requirements: CAC members shall be required to meet minimum participation requirements consisting of not missing more than 2 meetings or events without first notifying an officer or another member of the CAC. The CAC will contact nonparticipating members to determine their interest in continued membership before proceeding with replacement, as set forth in Section 9.

- XI. CAC Representation to the Board: Provision shall be made to designate a CAC member to be a liaison between the Board and the CAC so that an accurate and consistent transfer of information be made between the two groups. This shall apply to general meetings and not meetings requiring the full attendance of both groups. This person will attend the Park Board meetings and convey the progress, activities, or general concerns of the CAC to the Board at their regular meetings. This person shall also report the results of the Board meetings to the CAC. It is understood that this shall only provide for the routine transfer of information and not to answer any questions of the Board that require consultation with the entire CAC.

- XII. Establishment of Goals: An outline of CAC goals shall be submitted to the Board at the start of the calendar year so as to provide a base of information and direction between the Board and the CAC. These goals shall be used only as a means of reference.

- XIII. Executive Director:: The Executive Director shall sit regularly with the CAC as staff liaison.

- XIV. Relationships of the CAC:
 - A. to the Board:
 1. The Board may submit to the CAC proposals regarding Park District policies to which the Committee is expected to react in oral or written reports to the Board.
 2. The CAC may make policy recommendations to the Board and will be apprised of the Board's reactions to these recommendations.
 3. Special joint meetings of the Board and the CAC will be held when these meetings are desired by both groups.
 4. Minutes of the meetings of the CAC will be sent to each member of the

Board. The secretarial help necessary for taking, duplicating and distributing such minutes will be supplied by the personnel of the office of the Executive Director.

- 5. The CAC is not to recommend or otherwise endorse candidates for election to the Board.
- 6. Minutes of the meetings of the Board will be sent to each member of the CAC. The secretarial help necessary for taking, duplicating and distributing such minutes will be supplied by the personnel of the office of the Executive Director.

B. To employees of the Park District:

- 1. The CAC or any of its affiliated subcommittees may seek information and counsel from any employee of the Park District on matters clearly related to the concerns on which these subcommittees are working for a specific purpose only at the request of the Executive Director.
- 2. In asking employees for data regarding the district, account is to be taken of the time required to assemble these data and the other duties of these employees.

C. To the public:

- 1. The CAC is encouraged to promote the interest and participation of individuals in the Park District who are not members of its network of subcommittees and of organizations in the district. The subcommittees herein provided are not to be regarded as substitutes for other forms of public participation in Park District affairs, but as means of providing a minimum of systematic, representative, and responsible public participation.
- 2. The Board may request the CAC to designate individual members or groups of members to assist in publicizing and promoting in the district policies and proposals which have the joint approval of the CAC and the Board.

XV. Organization of the CAC:

- A. The CAC is to organize itself in its own way, determine the frequency of its meetings, conduct these meetings as desired, and work upon the concerns it considers significant selected from concerns suggested by the Board, Park District staff, or by its own group following Roberts' Rules of Order in its activities and deliberations.
- B. The CAC is asked to submit annually, for consideration as part of the Park Districts annual budget, an estimate of its expenses for the year.
- C. At the end of each year of the life of the CAC this charter shall be reviewed by the CAC and by the Board. Changes in it may be made by majority vote of the members of the Board. Recommendations of changes may originate in the CAC or in the Board. The CAC will be consulted regarding any proposed changes originating in the Board.
- D. Minutes of the meetings of the CAC will be sent to each member.

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SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 26, 2012

STAFF RECOMMENDATION

AGENDA ITEM: PARK PERMIT PROCESS—FIRST REVIEW:
Discussion Only

BACKGROUND INFORMATION: Resolution 02-2012 A RESOLUTION ESTABLISHING THE SYCAMORE PARK DISTRICT AS THE SOLE PROVIDER OF FOOD, BEVERAGE AND MISCELLANEOUS ITEMS AT ALL PARKS AND FACILITIES, Item D, states that the Executive Director is authorized to create a “permit system” for granting occasional exceptions to the “sole provider” procedure to include a fee structure for permitting such sales.

In taking the first step toward establishing this procedure and fee structure, I have created a Vendor Agreement and a Policy Statement. Both are attached to this recommendation. The policy is intended to outline conditions under which these occasional exceptions may occur. A Vendor Agreement is included for review as a more formal contract that will be needed to communicate the expectations of the District to those vendors allowed.

I seek comment and input on the information before we proceed with implementing the policy and conducting a final review with our legal counsel.

FISCAL IMPACT: NONE.

STAFF RECOMMENDATION: To discuss this month, and provide direction for changes and/or additions so that it might be brought back to the Board at the July 2012 Regular Meeting for a vote of support for the policy/procedure.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION: None

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Policy for Permitting Sales by Outside Vendors On Sycamore Park District Property

As outlined in Resolution 02-2012, Sycamore Park District will be the sole provider of all food, beverage and miscellaneous items at all of the parks and facility/building locations it owns/operates.

SPONSORS OF EVENTS, PROGRAMS, OR ACTIVITIES THAT THE DISTRICT PLANS, PROMOTES AND SUPERVISES WILL BE THE EXCEPTION. PERMISSION FOR THE SPONSOR TO SELL LIMITED ITEMS AT THAT EVENT MUST BE GIVEN IN ADVANCE BY THE EXECUTIVE DIRECTOR OR THEIR DESIGNEE.

The District also reserves the right to grant permission to a third party to assist the district in providing merchandise if deemed financially beneficial to the District.

There may also be items that groups request to have available for sale at specific events that the District may choose not to sell.

Under these circumstances, a formal request, in writing, must be made to the Executive Director using a Park Permit. The Permit Application should indicate:

1. The exact itemized list of merchandise to be sold.
2. The price(s) at which the product(s)/merchandise will be sold.
3. The name of the vendor, their legal address, and phone.
4. The date(s), times, and exact location(s) where the sales will take place.
5. Signature on a waiver of park district liability by the Vendor.
6. A certificate of insurance naming the Sycamore Park District as additionally insured.
7. Name/Address of the organization for which the product is being sold (if a fundraiser).
8. Name of Contact of Organization's Representative.
9. Signature of Organization Approving the Vendor and Waiving Sycamore Park District liability.
10. Statement of Purpose for conducting the sale of item(s).

If approved, a Vendor Agreement must be completed and appropriate fees paid to the District 30 days prior to the event.

EXISTING ARRANGEMENTS AS OF THE ADOPTION OF THIS RESOLUTION ARE EXEMPT FROM THIS RESOLUTION. HOWEVER, THOSE PRE-EXISTING ARRANGEMENTS MAY NOT EXPAND FROM THEIR CURRENT LEVEL OF SALES. Specifically those arrangements are:

- a. With AYSO.
- b. With DeKalb Liners

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VENDOR PERMIT

This Agreement is made and effective this ____ day of _____ 20____, by and between the **Sycamore Park District**, and _____, ("Vendor"), having his or her principal place of business in _____.

WHEREAS, the Park District desires to provide display space for vendors to exhibit, demonstrate and sell its products at the _____; and

WHEREAS, Vendor desires to display its goods and products at the _____, which said goods and products are more specifically described as:

Payment

- A. Payment for providing space to vendors shall be in accordance with the price list.
 - a. \$100 per vendor, per day, per location

All fees are due 30 days prior to event. Signed Agreements and Vendor Forms not accompanied by proper payment will not be processed.

- B. Checks, cash, or Visa/MasterCard will be accepted.

This contract is made between the Sycamore Park District and the Vendor. The contract covers the current year and is not cancelable.

A signed contract, proof of insurance, and DeKalb County Health Department license is also required.

The Vendor Agrees to the Following Conditions

1. Vendor has read and understands the rules and regulations for the current year and agrees to abide by them.
2. A permit may not be cancelled by the vendor. It may not be transferred to another vendor. Subletting is not permitted.
3. Vendor acknowledges the authority of the Park District to immediately settle any disputes in regard to product legitimacy, procedures or vendor conduct.
4. Vendor must sell only in designated area.
5. All areas must be thoroughly cleaned by the vendor after each use. Leaving park with litter or refuse will be considered a violation. Failure to clean up properly will result in a \$150.00 fine payable to the Park District for clean up services rendered.
6. No driving vehicles on the grass.

Warranties

Upon execution of this Agreement, Vendor warrants that it has proper authority to sell all items it sells or demonstrates. Vendor further warrants that it adheres to all U.S. Internal Revenue Service, state and local governmental regulations related to selling and demonstrating its goods, products and services. The Park District shall not be responsible for any copyright infringements, or violations of the U.S. Internal Revenue Service, state and local governmental regulations.

Insurance

The Park District shall not be responsible for merchandise, equipment, or other related items that are lost, damaged, or stolen. Further, the Park District shall not be responsible for any death or personal injury to Vendor's employees, representatives, or agents. Vendor shall be responsible for insuring its property and equipment and providing liability insurance for its employees, representatives, or agents. By executing this Agreement, Vendor warrants that it currently has general liability and property damage insurance that covers its equipment, merchandise, employees, representatives and agents.

Indemnification

Vendor shall indemnify and hold harmless the Park District, its employees and agents for all proceedings, causes of action, suits, damages, losses, liability, costs and expenses, including reasonable attorneys' fees and costs, whatsoever that may arise, either directly or indirectly, in connection with this Agreement, or the negligence or willful conduct of Vendor, its employees, representatives, agents and independent contractors in performing its obligations under this Agreement, regardless of whether such proceedings arise in tort, contract, equity, under any statute, common law, or otherwise. In addition, Vendor acknowledges that the Park District maintains insurance to cover Vendor, its property or employees.

Independent Contractor

The Park District shall not be responsible for withholding income or other taxes from the payments made to Vendor. Vendor shall be solely responsible for filing all returns and paying any income, social security, or other tax levied upon or determined with respect to the payments made to Vendor pursuant to this Agreement.

Amendments

The Park District reserves the right to interpret, amend and enforce this Agreement. Written notices of any amendments or interpretations shall be given to Vendor. Vendor agrees to abide by this Agreement and any subsequent amendments hereto. Vendor shall not alter or amend this Agreement without written consent from the Superintendent of Recreation.

Final Agreement

This Agreement constitutes the final understanding and agreement between the parties with respect to the subject matter hereof and supersedes all prior negotiations, understandings and agreements between the parties, whether written, or oral.

Severability

If any term of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then this Agreement, including all of the remaining terms, will remain in full force and effect as if such invalid or unenforceable term had never been included.

IN WITNESS WHEREOF, this Agreement has been executed by the parties as of the date first above written.

Vendor Name _____

Vendor Mailing Address _____

Vendor Phone Number(s)

Home _____ Business _____

Mobile _____ Vendor Fax Number _____

Email Address _____

Description of Item(s) to be sold

Vendor's Signature _____

Date _____

Forward complete Agreement along with the appropriate fees to:

Sycamore Park District

Attn: Executive Director

940 East State Street

Sycamore, Illinois 60178

Telephone: (815) 895-3365 or Fax: (815) 895-3503

FOR OFFICE USE ONLY

Fee in the amount of \$ _____ received on _____,

Receipt No. For Payment _____

Date Copy of Agreement and Receipt Returned to Vendor _____

Received By: _____



SYCAMORE PARK DISTRICT

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Board of Commissioners

Date of Board Meeting: June 26, 2012

STAFF RECOMMENDATION

AGENDA ITEM: ADOPTION OF BOARD BY-LAWS (Operations Manual): FIRST REVIEW: Discussion Only

BACKGROUND INFORMATION: As part of my efforts to coordinate a review and update of information governing the Board of Commissioners of the Sycamore Park District, I am providing you with copies of:

- The Board of Commissioners Operations Manual with Recommended Changes for Your Consideration.
- The Board Members Creed
- Basic Expectations of Board Members
- Board Members Do's and Don'ts

The last three items are more informational in nature. However, the Operations Manual are like "board by-laws" in nature, and govern the board's actions and responsibilities in a formalized and adopted document.

Therefore, I present the Operations Manual with recommended changes/updates for your consideration, discussion, and comment this month. I will take your comments and suggestions, integrate them into the document, and bring it back to you at next month's regular meeting for final review and adoption.

FISCAL IMPACT: NONE.

STAFF RECOMMENDATION: To discuss this month, and provide direction to the Executive Director for final changes to the Operations Manual, so that it might be brought back to the Board at the July 2012 Regular Meeting for final adoption.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION: None

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BASIC EXPECTATIONS OF BOARD MEMBERS

The following is a basic list of duties you're expected to perform as a board member:

- Attend all board and committee meetings and functions.
- Be well versed in the organization's mission, services, policies, and programs.
- Review agenda and supporting materials before board and committee meetings.
- Serve on committees and offer to take on special assignments.
- Keep continuing education in the park, recreation, and conservation fields a priority.
- Follow conflict of interest and confidentiality policies.
- Refrain from making special requests of the staff.
- Assist the board in carrying out its fiduciary duties.

THE BOARD MEMBER'S CREED

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As an individual member of the board, I will:

- Recognize the integrity of my fellow board members and the merit of their work;
- Be motivated only by a desire to serve the people of my community;
- Recognize that it is my responsibility, together with my fellow board members, to see that the agency is properly run – not to attempt to run it myself;
- Work with the executive of the agency – not over or around him or her;
- Conduct board business only at legally called board meetings;
- Remain politically nonpartisan on agency issues;
- Attend continuing education programs to learn about the proper duties and functions of a board member and to stay abreast of the trends and issues affecting the field.

In performing my proper functions as a board member, I will:

- Deal in terms of general agency policies;
- Function in meeting the legal responsibility that is mine, as part of a Legislative, policy-forming body, not as an administrative officer.

In maintaining desirable relations with other members of the board, I will:

- Respect the opinions and decisions of fellow board members;
- Recognize that authority rests with the board as a whole, not with me as an individual;
- Make no disparaging remarks in or out of meetings about fellow board members;
- Recognize that promising in advance how I will vote on any proposition under consideration closes my mind to other considerations, facts, and points of view that may be presented in the meeting;
- Make decisions in board meetings only after all sides of the question have been presented;
- Consider unethical (and thus avoid) secret sessions of board meetings held without the presence of the executive.

In meeting my responsibility to my community, I will:

- Attempt to appraise fairly both the present and the future needs of the community;
- Attempt to procure adequate financing and support for agency programs, facilities, and services;
- Interpret, as best I can, the needs and attitudes of the community to fellow board members and the executive;
- Insist that business transactions of the agency be ethical, open, and aboveboard.

In working with the executive, I will:

- Hold the executive responsible for the administration of the agency and give him or her the authority commensurate with that responsibility;
- Expect the agency to be administered by the best-trained professionals available;
- Participate in board decisions only after considering the recommendations of the executive;
- Expect to spend more time in board meetings on policies, programs and procedures than on business details;
- Give friendly counsel and advice to the executive;
- Refer all complaints to the executive and, if necessary, insist that the source present them in writing to the board as a whole;
- Present any personal criticisms of employees to the executive and not to the employees;
- Provide adequate safeguards around the executive and other personnel, so they may perform their duties on a professional basis.

BOARD MEMBER DO'S AND DON'TS

To ensure success as a board member, consider the following tips:

DO:

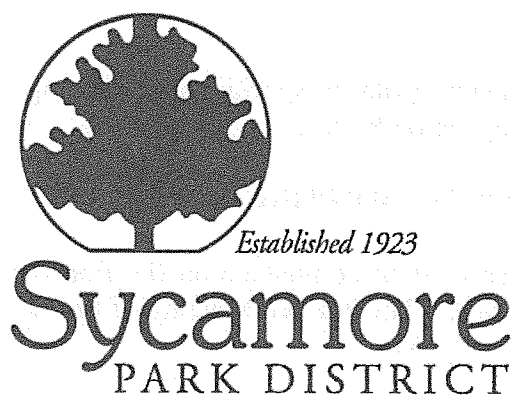
- Accept responsibility.
- Learn and know your duties.
- Learn the role of the board.
- Become familiar with the entire agency.
- Participate at meetings.
- Associate with fellow board members.
- Respectfully voice your opinion.
- Be firm, fair, and factual.
- Respectfully listen to other's opinions.
- Be an active representative.
- Be a policy setter.
- Communicate with your legislators.
- Avoid nepotism, cronyism, and partisanship.

DON'T:

- Try to run the show.
- Become a one-interest board member.
- Try to always get your way at meetings.
- Make promises you can't keep.
- Make the agency politically partisan.
- Break the chain of command.
- Surprise anyone at any time.
- Hang out dirty laundry.
- Do the staff's job.
- Micro-manage.
- Publicly criticize fellow board members or the executive.
- Discuss confidential workings of the board outside the boardroom.
- Promise to vote a certain way.
- Interfere with the executive's duties or day-to-day management.
- Undermine the executive's authority with staff.

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Board of Commissioners Operations Manual

ORGANIZATION

The Sycamore Park District was organized in 1923 and is governed by a board of five elected commissioners, pursuant to Illinois Laws and Compiled Statutes, Chapter 70, also commonly known as the Park District Code.

STATUTORY AUTHORITY

A Park District is a municipal corporation created for the purpose of acquiring and maintaining parks and other property placed under its jurisdiction and operating and regulating activities held therein pursuant to Chapter 70 of the Illinois Laws ad Compiled Statutes, Sec. 1205 et seq.

DEFINITIONS

- (A) Sycamore Park District will herein after be referred to as “the District”.
- (B) Sycamore Park District Board of Commissioners will herein after be referred to as “the Board”.
- (C) Executive Director will herein after be referred to as “the Director”.

APPLICATION OF THE PARK DISTRICT CODE

Subjects not contained herein but included in the Illinois Park District Code shall be applicable to the District. In the event that there should be any future conflict between same, the Park District Code shall prevail.

PROVISIONS FOR CHANGE OF POLICY

Any of the policies contained herein may be revised, deleted, or added thereto by a majority vote of the Board at a regular or special meeting, provided, and only if, same

shall have been introduced at a regular or special board meeting a minimum of two weeks prior to the board taking any action thereon.

FISCAL YEAR AND ANNUAL MEETING

The fiscal year of the District shall commence on the first day of January and end on December 31 of the same year. The Annual Meeting of the Board shall take place at its regular meeting in May of each year.

PREPARATION OF MANUALS AND HANDBOOKS

Manuals and handbooks may be written for the purpose of defining in greater detail procedures to be followed in regard to specific activities. Such manuals and handbooks shall be in accordance with the policies contained herein. It shall be the duty of the Director to insure that all such manuals and handbooks are in concert with these and other policies of the Board.

NAMING OF PARKS, RECREATION AREAS, AND FACILITIES

- (A) The Park District Board of Commissioners will be responsible for accepting, reviewing, and acting upon all nominations for public dedication of park district property.
- (B) The decision to name a specific property (whether land or structure) in honor or memory of a deserving person or group will be made at a regularly scheduled meeting.
- (C) The public will be informed that written nominations will be accepted by the Board. Applications may be obtained at the District office and must be returned not less than seven days prior to the next regular meeting of the Board. At the next regular meeting the nominations will be voted upon by the entire Board.
- (D) The requirement that nominations be submitted may be waived, if the district has received a property as a donation, or a cash endowment that is earmarked for a specific facility or structure, and the Board has voted to accept that donation/cash endowment.

BOARD OF COMMISSIONERS

ELECTIONS

Park Board elections shall be held in odd numbered years for terms of ~~six~~ four years.

POWERS AND DUTIES OF THE BOARD

It shall be the duty of the Board to formulate and adopt policies for the current operation, control, and improvements, and future park and recreation facilities, programs, and activities of the District. In the performance of its duties, the Board shall:

Adopt policies, regulations, ordinances, resolutions, and procedures to govern and insure the orderly operation of the District. Such policies, regulations, ordinances, resolutions, and procedures shall be reviewed from time to time as appropriate and may be amended as prescribed herein. The District shall keep at its administrative office an up to date, master copy of this manual which shall serve for all purposes as the official transcript of District policy.

The District shall also, for the convenience of the public, Board, and staff, make and distribute additional copies of this manual in whole or in part and periodic revisions and/or updates as the Board deems appropriate.

- (A) Select a Director as its chief executive officer and delegate to him/her the commensurate authority to effectively execute responsibilities, enforce the policies of the Board, the rules and regulations of the District, and otherwise insure the effective administration and operation of all District assets, programs, and services.
- (B) Provide for the levy of taxes and when appropriate the issuance of bonds in order that sufficient funds may be available to pay the obligations the District incurs for the acquisition, maintenance, development, and beautification of all district property and for the operation of its recreational facilities, programs, and services.
- (C) Adopt a budget to the end that the best possible facilities, programs, and services may be provided.
- (D) Develop parks, facilities, programs and services responsive to the needs and desires of the residents of the District, and to approve ways and means whereby same may be achieved and efficiently administered.
- (E) Appraise ~~and evaluate continuously~~ the effects of District programs, their execution, and the efficiency of delivery in terms of value rendered to the community.
- (F) Keep the residents of the district informed concerning the purposes, accomplishments, requirements, and financial condition of the park district.
- (G) Study improved park and recreational facilities and practices to assist in presenting pertinent and up to date information of the residents of the District.

STANDARDS OF CONDUCT FOR BOARD MEMBERS

In conducting the business of the District, members of the Board shall, at all times scrupulously observe the following standards:

- (A) In the discharge of their duties, Board members act as a Board, not as individuals. The individual Commissioner has no more authority over park and recreation policies, facilities, or any other aspect of the Districts operation than any other citizen. He should not speak or act for the board unless specifically authorized to do so, by action of the Board.
- (B) Board members represent all the residents of the District and therefore should avoid partisanship based upon special or personal self interest.
- (C) Board members should base decisions upon objective study, evidence, and factual information, rather than feelings, personal opinions, or other subjective factors.
- (D) Board members should be cognizant of and respect the separation of their responsibilities from those of the Director and staff. Members should respect the Board's commitment to work through its chief executive officer by requesting desired information directly from him, by referring to him suggestions for new policies for his professional consideration and opinion, by refraining from acting on any complaint until after the Director has had an opportunity to investigate fully and report, and publicly supporting approved actions of the administration.

OFFICERS OF THE BOARD

The officers of the Board are: President, Vice President, Secretary, and Treasurer.

- (A) Duties of the President – The President shall preside at all meetings of the Board and shall call special meetings thereof of his own motion or on request of two or more members, and in case of a special meeting shall cause notice to be given to all members as provided by said rule of board. The President shall have the right to vote on all questions coming before the Board and shall be a member thereof, perform such other duties as customarily pertain to this office and are required and prescribed by law.
- (B) Duties of the Vice President – If the President shall be absent, the Vice President shall preside and perform such duties as usually pertain to ~~this office~~ the President as prescribed by law.
- (C) Duties of the Secretary – It shall be the duty of the Secretary to be present at all meetings of the Board; to make and preserve an accurate record of the proceedings of the Board; to present at each regular meeting written minutes of the preceding meeting; to prepare and publish such reports as are required by law;

to maintain a current compilation of this document and any other policy as directed by the Board. The Secretary shall have the right to administer oaths and affirmations. The Secretary of the Board shall be the Executive Director, unless otherwise designated by the Board.

- (D) Duties of the Treasurer – The Treasurer shall keep true and accurate records of all receipts and disbursements of District funds. The Treasurer shall make no disbursement of District funds except upon order of the Board and shall cause to keep on file proper vouchers at the Districts administration office for same. In addition, the Treasurer shall perform such other duties as the Board may, by rule or regulation, prescribe. The Treasurer of the Board shall be the Superintendent of Finance, unless otherwise designated by the Board.

ELECTION AND APPOINTMENT OF OFFICERS AND COUNSEL

The Board shall commence its annual meeting by electing a President, and Vice President, and appointing a Secretary, Treasurer, and Park District Attorney. The term of office for each shall begin upon their election or appointment and shall continue until the following year's annual meeting.

VACANCIES OF THE BOARD

Whenever any member of the Board shall (1) die, (2) resign, (3) become under legal disability, (4) cease to become a legal voter, (5) be convicted of any infamous crime, (6) refuse or neglect to take his oath of office, (7) not reside in, or moves from the District, or (78) fail to attend to the duties of his office or neglect to attend regular and special meetings for a period of three consecutive calendar months, or neglect to attend a minimum of six regular or special meetings in a twelve month period, said office shall be declared vacant by the Board, unless the Board by a 4/5 vote rule that the absence is excusable. If the Board shall find the position to be vacant, the vacancy may be filled by appointment by a majority vote of the Board in accordance with the Park District Code.

MEETINGS

DAY AND LOCATION OF REGULAR MEETING

The regular meeting of the Board shall be held at ~~4:30~~ 6:00 p.m. on the ~~third~~ fourth Tuesday of each month in the District's Administration Office, unless the Board in, compliance with the Illinois Open Meetings Act, shall designate otherwise.

SPECIAL MEETINGS

Special meetings may be called by the President or any two members of the Board. Notice of such meetings stating the time, place, and purpose for which the meeting has

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been called shall be served to the members through the Secretary of the Board, and by the current obligations of the ~~or by delivering a copy of such notice to each member of the Board and other parties as may be required by the~~ Open Meetings Act.

QUORUM

A majority of the Commissioners shall constitute a quorum for the transaction of all business.

AGENDA

The agenda shall follow substantially the following form:

- ~~1.0 Call to order~~
- ~~2.0 Roll Call~~
- ~~3.0 Approval of Minutes~~
- ~~4.0 Treasurers Report~~
- ~~5.0 Ratify claims paid since last board meeting~~
- ~~6.0 Review and approve claims~~
- ~~7.0 Petition and public comment~~
- ~~8.0 Orders of the Day~~
- ~~9.0 Committee Reports~~
- ~~10.0 Staff Reports~~
- ~~11.0 Old Business~~
- ~~12.0 New Business~~
- ~~13.0 Correspondence~~
- ~~14.0 Petition and Public Comment~~
- 15.0 Adjournment

- CALL TO ORDER**
- APPROVAL OF REGULAR AND CONSENT AGENDA**
- APPROVAL OF MINUTES**
- PUBLIC INPUT**
- APPROVAL OF MONTHLY CLAIMS**
- CONSENT AGENDA:**
 - Superintendent of Finance**
 - Budget Report/Monthly Cash Flow**
 - Superintendent of Golf Operations**
 - Superintendent of Parks and Facilities**
 - Superintendent of Recreation**
 - Executive Director**
- CORRESPONDENCE**
- POSITIVE FEEDBACK/REPORTS**
- DEPARTMENT PRESENTATIONSOLD BUSINESS**
- NEW BUSINESS**

PUBLIC INPUT
EXECUTIVE

ROBERT'S RULES OF ORDER

Unless provided for otherwise herein, Robert's Rules of Order shall govern all deliberations of this Board.

VOTING

A roll call vote shall be taken for the passage of any ordinance, for all propositions to create any liability for the District, for the expenditure or appropriation of money, and the result of same shall be entered into the record of the proceedings. The act of a majority of the Board shall be an act of the Board.

PUBLIC MEETING LAW

All meetings of the Board or any committee shall be public excepting when those meetings involve any of the following matters:

- ~~(1) Collective negotiation matters between the District and its employees or representatives.~~
- ~~(2) To consider information regarding the appointment, employment or dismissal of an employee or officer.~~
- ~~(3) To hear testimony on a complaint lodged against an employee or officer to determine its validity.~~
- ~~(4) To consider the appointment of a member to fill a vacancy.~~
- ~~(5) Acquisition or real property.~~
- ~~(6) Discussion of litigation when action has been taken against, affecting, or on behalf of the District that has been filed in a court or administrative tribunal, or when the Board finds that such action is probable or imminent. In which case, the basis for the finding shall be recorded and entered into the minutes of the closed meeting.~~
- ~~(7) Meetings to settle or establish a reserve for a personal injury claim against the district, if the disposition of a claim or potential claim might otherwise be prejudiced.~~
- ~~(8) Any other meeting which may be closed under the provisions of the Illinois Open Meetings act.~~

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.
3. The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in this Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning.
5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
6. The setting of a price for sale or lease of property owned by the public body.
7. The sale or purchase of securities, investments, or investment contracts.
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.
9. Student disciplinary cases.
10. The placement of individual students in special education programs and other matters relating to individual students.
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
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.
13. Conciliation of complaints of discrimination in the sale or rental of housing, when closed meetings are authorized by the law or ordinance prescribing fair housing practices and creating a commission or administrative agency of their enforcement.
14. Informant sources, the hiring or assignment of undercover personnel or equipment, or ongoing, prior or future criminal investigations, when discussed by a public body with criminal investigatory responsibilities.
15. Professional ethics or performance when considered by an advisory body appointed to advise a licensing or regulatory agency on matters germane to the advisory body's field of competence.

16. Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member.
17. The recruitment, credentialing, discipline or formal peer review of physicians or other health care professionals for a hospital, or other institution providing medical care, that is operated by the public body.
18. Deliberations for decisions of the Prisoner Review Board.
19. Review or discussion of applications received under the Experimental Organ Transplantation Procedures Act.
20. The classification and discussion of matters classified as confidential or continued confidential by the State Employees Suggestion Award Board.
21. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.
22. Deliberations for decisions of the State Emergency Medical Services Disciplinary Review Board.
23. The operation by a municipality of a municipal utility or the operation of a municipal power agency or municipal natural gas agency when the discussion involves (i) contracts relating to the purchase, sale, or delivery of electricity or natural gas or (ii) the results or conclusions of load forecast studies.

NOTICE OF MEETINGS

- (1) The press and public shall be notified as to the date, time, and location of all regular meetings at the beginning of each calendar year.
- (2) All meetings shall be held in a place convenient to the public.
- (3) No meeting shall be held on a legal holiday.
- (4) An agenda must be included in the notice for any special, rescheduled, or reconvened meeting.
- (5) Notice of a meeting held in the event of an emergency need not be given 24 hours prior to such meeting. Notice shall, however, be given as soon as practical, and in any event to any news media that has filed an annual request for notice pursuant to the Illinois Open Meetings Act.
- (6) If a change shall be made in the regular meeting dates, notice of the change must be given no less than 10 days in advance in the same manner specified for announcing the original schedule: by posting a notice of meeting and sending a notice of the change to any news media which has filed a request to receive such notice. Additionally, notice of the change must be published in a newspaper of general circulation which services the residents of the District.

PUBLIC MEETING LAW - Notice of Meetings

Public notice of any special meeting must be made at least 48 hours in advance of the meeting, excluding weekends or park district holidays. Rescheduled or reconvened meeting must be given no less than ~~24~~ 48 hours notice in advance of such meeting.

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~~excepting that public notice is not required for a meeting to be reconvened within 24-48 hours, or, if the time and place of the reconvened meeting was announced at the original meeting and there has been no change to the agenda.~~

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SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 26, 2012

STAFF RECOMMENDATION

AGENDA ITEM: PAVING PROJECT BIDS: Recommended Approval

BACKGROUND INFORMATION: Two of the three paving projects approved on the capital list for this year include resurfacing the east entrance road from the State Street construction to the clubhouse, and the access road and trail path from Brickville Road to the bridge at Lake Sycamore near the Sycamore Sign Company.

Working cooperatively with the City of Sycamore we were able to save a considerable amount of the cost for two reasons:

1. The City was doing their bid for 2012 paving, and allowed us to have our two projects included with theirs. This allows us to be a part of a larger quantity of paving, thus reducing the cost through volume.
2. The City was kind enough to have its Engineer do the footwork for, and writing of the bid specifications for the project, saving us considerable dollars on professional expenses if we had to hire our own engineer.

Three bids were received by the City of Sycamore. They were from Curran Contracting of DeKalb, Peter Barker & Son of Lake Bluff, and the low bidder, Martin & Company, of Oregon, Illinois. The bid price for the east entrance project came in at \$19,090.68. The price for the Brickville Road access path is \$21,734.97. The amount approved for each project on the capital list was \$35,000 and \$40,000 respectively, so the costs were much lower than anticipated.

Staff will hold the savings in the capital budget so that we might complete the Tennis Courts in Sycamore Park this Fall. However, since some conditions underneath our current paving are unknown until excavation begins, there is a possibility that during construction it may be discovered that the rock subgrades are not as substantial as they are thought to be by the City Engineer. Some additional costs may be added to properly complete the projects. Also, we will

need to buy some signs for a few locations once the paving is done, and that cost will come from this budget at the conclusion of the paving.

It should be noted that we are allowed to award bids when they are conducted by another unit of local government using accepted practice, and legal bidding procedures.

There is one other paving project in this year's capital budget. The Executive Director will be retaining an engineer to develop the bid specifications for this project. It is "new construction" and needs to be treated differently than these paving projects.

FISCAL IMPACT: Total cost of the two projects is \$40,825.65. This amount could be higher if additional subgrade is needed.

STAFF RECOMMENDATION: The staff recommends the Board to approve the two paving project bids.

PREPARED BY: Jeff Donahoe, Superintendent of Parks

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION: Passed

Ayes: 5

Nays: 0

Absent: 0

COST BREAKDOWN – Brickville Road to Trailhead

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PAY ITEM DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT PRICE	TOTAL
PREPARATION OF BASE	1,112	S.Y.	1.10	1,223.20
AGGREGATE BASE REPAIR	93	TON	19.60	1,822.80
CA-6 AGGREGATE FOR PERMANENT DRIVEWAYS	45	TON	16.00	720.00
AGGREGATE SHOULDERS - SPECIAL (BIKE PATH)	30	TON	43.00	1,290.00
BITUMINOUS MATERIALS (PRIME COAT) SS-1	66	GALLON	4.99	329.34
HOT-MIX ASPHALT BINDER COURSE, IL-19.0, N50	104	TON	67.00	6,968.00
HOT-MIX ASPHALT BINDER COURSE, IL-12.5, N50	34	TON	69.00	2,346.00
HOT-MIX ASPHALT SURFACE COURSE, IL-9.5L, N30	98	TON	69.00	6,762.00
HOT-MIX ASPHALT SURFACE REMOVAL, 2 1/2" & VARIABLE (BUTT JOINT-DRIVEWAYS)	8	S.Y.	11.00	88.00
TRAFFIC CONTROL & PROTECTION	0.02475	LUMP SUM	7,500.00	185.63

TOTAL \$21,734.97

COST BREAKDOWN – East Entrance Sycamore Park

PAY ITEM DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT PRICE	TOTAL
REMOVAL & DISPOSAL OF UNSUITABLE MATERIAL	30	C.Y.	14.00	420.00
SUB-GRANULAR MATERIAL SPECIAL	30	C.Y.	34.00	1,020.00
PREPARATION OF BASE	623	S.Y.	1.10	685.30
AGGREGATE BASE REPAIR	53	TON	19.60	1,038.80
BITUMINOUS MATERIALS (PRIME COAT) SS-1	37	GALLON	4.99	184.63
HOT-MIX ASPHALT BINDER COURSE, IL-19.0, N50	108	TON	67.00	7,236.00
HOT-MIX ASPHALT SURFACE COURSE, IL-9.5L, N30	55	TON	69.00	3,795.00
HOT-MIX ASPHALT SURFACE REMOVAL, 3" & VARIABLE	623	S.Y.	7.30	4,547.90
TRAFFIC CONTROL & PROTECTION	0.02174	LUMP SUM	7,500.00	163.05

TOTAL \$19,090.68

Prepared by: J. Brady

Date: June 19, 2012

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SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 26, 2012

STAFF RECOMMENDATION

AGENDA ITEM: **ADOPTION OF EPAMD's POLICY: Recommended Approval**

BACKGROUND INFORMATION: As part of our timeline for completing the work of a Transition Plan addressing the expectations of the Americans with Disabilities Act, and the outcomes of our audit we must adopt a policy related to Electronic Assistive Mobility Devices (EPAMD's). A copy of that policy is attached to this recommendation.

Essentially, this policy governs the use of specific types of devices which can be used by individuals with disabilities to access our facilities, buildings, parks and programs. It is an outgrowth of an ADA Title II Regulation and guides users and the park district as to the safe use of these specialized devices, such as Segways.

FISCAL IMPACT: NONE.

STAFF RECOMMENDATION: To approve the policy for reasons of safety and to honor the intent of the ADA.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL: 

BOARD ACTION: passed

Ayes: 5
Nays: 0
Absent 0

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**Policy Regarding Use of Electronic Assistive Mobility Devices
and
Other Power-Driven Mobility Devices
In Sycamore Park District Facilities and Sites
(EPAMD's & OPDMD's)**

***Pursuant to the new ADA title II regulation published September 14, 2010,
the Sycamore Park District has this policy regarding EPAMD's.***

Definition: Other power-driven mobility device (OPDMD) means any mobility device powered by batteries, fuel, or other engines—whether or not designed primarily for use by individuals with mobility disabilities—that is used by individuals with mobility disabilities for the purpose of locomotion, including golf cars, electronic personal assistance mobility devices (EPAMDs), such as the Segway® PT, or any mobility device designed to operate in areas without defined pedestrian routes, but that is not a wheelchair within the meaning of this policy.

Permission: The Sycamore Park District authorizes persons with mobility impairments to use OPDMD's and EPAMD's in District facilities and sites subject to the following restrictions:

1. The operator of the device must be a person with a mobility impairment, and upon request by District officials, shall produce proof of such within 24 hours;
2. The device, if used in a facility or in a park, is allowed in any area of the facility or park in which the general public is allowed, with the exception of employee only spaces, stairways, and identified hazardous areas;
3. The device, if used in a facility, must be controlled by the operator. It:
 - A. may not exceed 4 mph;
 - B. shall be driven on the right side of the circulation route;
 - C. is prohibited from carrying another person on the frame, or any object on the frame that may make the EPAMD less stable; and
 - D. must not be operated in a dangerous or reckless manner and/or in conditions that jeopardizes the safety of the operator, District employees, or District participants.
4. The device, if used in a park or outside, must be controlled by the operator. It:
 - A. may not be operated between dusk and dawn unless equipped with headlights that are visible at 300'
 - B. may not exceed 6 mph;

- C. shall not be driven into wet or ecologically sensitive areas which are posted as such;
 - D. shall be driven on the right side of the circulation route;
 - E. is prohibited from carrying another person on the frame, or any object on the frame that may make the EPAMD less stable;
 - F. must not be operated in a dangerous or reckless manner that jeopardizes the safety of the operator, District employees, or District participants.
5. The District accepts no responsibility for storage of the device.
 6. The District accepts no liability for damage to the device, or injury to the operator, whether caused by the operator, another visitor to a District facility or site, or any other circumstance.
 7. The District accepts no liability for damage caused by the operator of the device, or injury to others caused by the operator of the device.
 8. The District reserves the right to suspend the use of facilities or sites by the operator if doing so is in the best interests of the District and its participants.
 9. The District reserves the right to change, modify, or amend this policy at any time, as it would any other policy.

Assessment Factors for OPDMD's

The DOJ requires you to use these assessment factors.

In determining whether a particular other power-driven mobility device can be allowed in a specific facility as a reasonable modification under paragraph (b)(1) of this section, a public entity shall consider—

- (i) The type, size, weight, dimensions, and speed of the device;
- (ii) The facility's volume of pedestrian traffic (which may vary at different times of the day, week, month, or year);
- (iii) The facility's design and operational characteristics (*e.g.*, whether its service, program, or activity is conducted indoors, its square footage, the density and placement of stationary devices, and the availability of storage for the device, if requested by the user);
- (iv) Whether legitimate safety requirements can be established to permit the safe operation of the other power-driven mobility device in the specific facility; and
- (v) Whether the use of the other power-driven mobility device creates a substantial risk of serious harm to the immediate environment or natural or

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 26, 2012

STAFF RECOMMENDATION

AGENDA ITEM: FIRST REVIEW OF SYCAMORE PARK DISTRICT POND MAINTENANCE STANDARDS: Discussion Only

BACKGROUND INFORMATION: The Sycamore Park District currently owns nine different ponds in six different park locations throughout the City of Sycamore—not including the ponds within the golf course. A written set of maintenance standards for the care of the various ponds is needed for both the Sycamore Park District staff, and the residents of Sycamore to ensure consistency and to provide parameters on how they are maintained. Currently, certain ponds are in different states due to proximity to housing, how they are used by the public for recreation, how they were originally constructed, the condition they were in when the Park District took ownership of them, and maintenance efficiency. Some of these differences include how much algae growth occurs, trees and cattails growing around the perimeters, how many permanent geese are present, and bank erosion issues. The standards allow us to clarify what work will be done based upon the condition of a particular pond’s condition. Additionally, it creates a “base level” of care that will be consistent amongst all ponds. Different neighbors and neighborhoods will have different expectations for how their pond should look or be cared for. What Sycamore Park District needs to do is treat each pond, equally, in order to create consistency, lack of favoritism, and orderly budgeting of maintenance costs. These standards allow us to adjust to the above mentioned differences which can occur with time, while explaining why they need to be adjusted to the general public. Also, when one neighbor or neighborhood might make demands for different levels of service or amenities/improvements, these will allow us to explain the limits to what we will allow or provide.

FISCAL IMPACT: Most of these standards are reflective of our current level of service. Costs will come when a pond deviates from the standards, and requires further care to bring it to standard.

STAFF RECOMMENDATION: This is a rough draft for information only. Please review and feel free to ask questions. We will bring a final draft for approval at the July board meeting.

PREPARED BY: Jeff Donahoe, Superintendent of Parks and Facilities

EXECUTIVE DIRECTOR REVIEW/APPROVAL: 

BOARD ACTION: None

SYCAMORE PARK DISTRICT POND MAINTENANCE STANDARDS

The Sycamore Park District maintains nine ponds at six different park locations throughout the City of Sycamore. The standards listed in this document are a guideline for management activities which will be directed towards maintaining the environmental quality of aquatic areas for storm water control while addressing the urban interface issues certain ponds require.

Even if outside individuals, groups or homeowners provide the capital cost, additional structures will not be added to the ponds such as rip-rap, fountains, animal shelters, piers, docks, etc. Additional tree removal will be based upon what the park district determines to be best practice. All these measures are beyond our standard maintenance practices and our resources, and the features or activities would create a long term commitment to additional maintenance costs.

The maintenance interval breakdown of items listed in the standards attached to this document are subject to change as weather, financial resources, human resources, and other park related issues may alter the ability the Park District's ability to perform all maintenance items on an exact schedule.

Communication of these standards to neighbors adjacent to Ponds will be part of our management process, and can include information on how neighbors can help us with pond issues.

POND LOCATIONS

Parkside Preserve – 3 ponds located well south of the ball fields behind the pool

Sycamore Community Park – 1 pond just west of the Good Tymes Shelter

Old Mill Park – 1 pond on the far east side of the park

Lake Sycamore Park – 1 pond known as Lake Sycamore

Chief Black Partridge Park– 1 pond on the southwest side of the park

Emil Cassier Park/Merry Oaks pathway – 2 ponds along pathway that wraps around Merry Oaks Drive. Larger pond on north side of Merry Oaks path southwest of Jewel store, just south of Peace Road. The second pond is west of the large pond along northwest side of Merry Oaks pathway

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SYCAMORE PARK DISTRICT POND MAINTENANCE STANDARD

<u>Maintenance Interval</u>	<u>Defect</u>	<u>Conditions When Maintenance is Needed</u>	<u>Results Expected When Maintenance is Performed</u>
Weekly	Trash & Debris	Any heavier trash areas equal to one can per 1000 square feet or trash in general mowing lanes	Trash and debris cleared from site
	Tall lawn type grass around ponds and on banks excluding edges	Grass has grown over four to five inches in height	Grass mowed to lawn height
	Overflows and inlets covered with debris or plant material	Any blockage of water flow from plant debris or animal activity. Animal control might be needed if daily blockage is severe	Flows cleared allowing water flow in and out of ponds
Monthly	Trash & Debris	Sparsely spaced trash evident around water edge perimeter	Trash and debris cleared from site
	Algae	Algae covers 30% to 40% of water surface Ponds known to be constructed with shallow centers and with an urban interface shall receive control priority as budget allows	Algae cover reduced below 30% coverage Work with neighbors on how they can assist. Ex: no fert strips, low P fertilizer
	Tall lawn type grasses unreachable with mowers	Any grasses over 8 inches on bank edges not designated as a goose control edge	Grass height on edges cut to near mower length

Bank erosion	Large areas of soil on water edge quickly falling into water, threatening walking paths or public safety	Rock or blanket added to stop immediate threat of bank loss
Every three months	Cattails and grass reeds	Plant material on water edges reduced
	Willows, trees	Trees eliminated, water flows
	Muskrat/animal holes along banks	Fill in holes as observed to reduce under cuts and erosion, live trapping if permit
Annually	Willows, trees	Tree density reduced to allow access to pond edge
	Bank erosion	Slopes and edges should be stabilized using rock or grass plantings
	Geese	Grasses allowed to grow to min. 12-15 inches high and 24 inches wide around edges to deter goose activity
	Inflows/outflow damage	Fescue grass or ground covers planted in heavily fed grassy areas to reduce food source
		Inflow and outflow structures remain intact for water flow

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Mosquitos/Insects

Park District will not treat ponds for insects

Low fish numbers

Desirable fish populations are low as determined by a biologist inventory

Signs placed around ponds asking users to catch and release fish for a period of time will grow populations. Stocking of ponds will occur as needed and if resources allow

