



**Sycamore**

PARK DISTRICT

*Established 1923*

940 East State Street  
Sycamore, IL 60178  
email: [info@sycamoreparkdistrict.com](mailto:info@sycamoreparkdistrict.com)

(TEL) 815/895-3365  
(FAX) 815/895-3503  
[www.sycamoreparkdistrict.com](http://www.sycamoreparkdistrict.com)

**Sycamore Park District**

**Regular Board Meeting**

**February 23, 2016**

**6:00 pm**

**Maintenance Building, 435 Airport Road**

**AGENDA**

**CALL TO ORDER (Roll Call Vote)**

**APPROVAL OF REGULAR AND CONSENT AGENDA (Voice Vote)**

**APPROVAL OF MINUTES: (Voice Vote)**

- 3. Regular Minutes: January 19, 2016
- 9. Special Meeting Minutes: January 14, 2016
- 11. Special Meeting Joint Park/City Minutes: February 1, 2016
- 12. Special Meeting Minutes: February 2, 2016

**APPROVAL OF MONTHLY CLAIMS:**

- 16. Claims Paid Since Board Meeting (Roll Call Vote)
- 21. Claims Presented (Roll Call Vote)

**CONSENT AGENDA:**

- 27. Superintendent of Finance Monthly Report
- 31. Budget Report
- 45. Superintendent of Golf Operations Monthly Report
- 49. Superintendent of Parks and Facilities Monthly Report
- 54. Recreation Report
- 56. Executive Director Monthly Report

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

**Board of Commissioners Meeting**

**February 23, 2016**

**PG 2**

**CORRESPONDENCE-**

- 59. Clubhouse Rental – Mary Larocco
- 60. Toys for Tots Thank You

**PUBLIC INPUT**

**Monthly Department Report: Jackie**

**OLD BUSINESS:**

- 62. Report of ACTION 2020 Committees—Dan/et.al.  
Update on Leaf a Legacy—Ted/Ann/Michelle  
Intergovernmental Agreement Providing for Property Tax Abatement for Industrial, Logistics, and Knowledge Based Firms in the City of Sycamore: First Review—Dan
- 89. Adoption of Executive Summary—Jeanette
- 92. Approval of MOU's—Lisa  
Update on Parking Lot Expenses—Dan/John Mayer

**NEW BUSINESS:**

- 120. Awarding Tree Replacement Bid—Jeff
- 121. DRAFT Budget and Appropriation Ordinance—Jackie
- 133. Approval of Expense for Land Survey and Analysis—Dan
- 136. Discussion Regarding Construction Management—Dan/Bill  
Campus Planning Update—Dan  
Setting of Date for Next Study Session

**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
- 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.

**Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday, January 19, 2016**

The regular meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Sycamore Park District Maintenance Building located at 435 Airport Road in Sycamore, Illinois is called to order at 6:00 p.m. on Tuesday, January 19, 2016.

Will the recording secretary please call the roll.

The following Sycamore Park District Commissioners are physically present and will be participating in the meeting in person: **Commissioners Graves, Kroeger, Schulz, Tucker and Strack.**

The following Sycamore Park District Commissioners are not physically present, but will be participating in the meeting via video and/or audio conferencing: **None.**

The following Sycamore Park District Commissioners are not physically present, and will not be participating in the meeting: **None**

Staff members present were Director Dan Gible, Jackie Hienbuecher, Kirk Lundbeck, Lisa Metcalf, Sarah Rex, Intern Matt Peterson, and Recording Secretary Jeanette Freeman.

**Guests at the Board meeting were:**

Brett Rowland, Daily Chronicle  
Robert Dobberstein, Esmond, IL  
Melissa Dobberstein, Esmond, IL  
Derke Price, Ancel Glink  
Karen Daleo, C/O NB & T – Mary Stevens Lecture Fund

**Regular and Consent Agenda Approval –**

**Motion**

Commissioner Tucker moved to approve the Regular Agenda 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 December 22, 2015 Regular Meeting Minutes. Commissioner Kroeger 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 Tucker moved to approve the November 24, 2015 Executive Session 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.

Minutes of the Regular Meeting of the Board of Commissioners  
 Sycamore Park District  
 Tuesday January 19, 2016  
**P 2**

### **Claims and Accounts Approval**

#### Motion

Commissioner Schulz moved to approve and pay the bills in the amount of \$174,541.50.  
 Commissioner Graves 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 –**

- Clubhouse Rental – Tina Thompson
- DCEDC Letter
- Mary E. Stevens Concert & Lecture Fund – NB & T
- Marlie – FSA Senior Center

#### **Public Input –**

Director Gibble noted we are working with the City and meeting with the Police Chief tomorrow on the Dogs Do Program. This is in the beginning stages, but working on raising awareness about dog handling in our community and in our parks jointly with the Police Department. There will be more information in the future. Commissioner Graves offered the help of the Dog Park Committee. Director Gibble noted that in the future the committee can be involved. Commissioner Graves suggested getting this into the elementary schools.

Program Supervisor Lisa Metcalf – She introduced our Intern Matt Petersen for the Spring semester. He is from NIU and majoring in Kinesiology. She welcomed him and noted we are excited to have him on board. Matt noted he is excited to be here and has already met some of the staff. He is looking forward to helping out for the next few months.

#### **Presentation of Sycamore Park District Appreciate Awards – Sarah –**

President Strack noted we started this year recognizing people and organizations that have given a helping hand to the Park. Program Supervisor Sarah Rex talked about the two recipients for 2015.

The first recipient is the Mary E. Stevens Concert and Lecture Fund represented by Karen Daleo, C/O NB & T Bank. Karen manages the fund and she has been very helpful to Sarah. The Mary E. Stevens name is seen throughout the community and we are lucky to have that consistent support for the concert series which started in 2007. This has helped grow the concert series into a community event. Karen was then given an award. Karen Daleo noted this fits well with the trust fund.

The second recipient is Robert Dobberstein. He has been helping us and volunteering for about 10 years. He has helped out with concessions, Storm Days, concerts, special events and some little maintenance projects. Robert is always asking how he can help. He is an ambassador for the Park District. He was then given his award.

Minutes of the Regular Meeting of the Board of Commissioners  
 Sycamore Park District  
 Tuesday January 19, 2016  
**P 3**

**Monthly Department Report – Program Supervisor Sarah Rex** – Sarah noted you will hear a lot from her about marketing. Staff has been working really hard to compile a list of things we do at the District that is Green. Some of these are new and some the staff have already been doing. The purpose of this is to integrate this into the story we are already telling about the District as a whole. This will be put in the Summer brochure and in the fall we will look at expanding it. We want this to become part of the voice of the District.

**Old Business –**

**Report on Action 2020 Committees –**

Director Gible noted the January 14<sup>th</sup> meeting went well. We were together for part of the meeting and then broke down into individual groups. Commissioner Kroeger noted it was all positive feedback. He noted the Community Center Concept went over very well. He felt the overall campus design is progressing and everyone is buying into it. Commissioner Schulz noted what she heard from everyone was exciting and everyone seems to be focused on their committees. Commissioner Graves noted the Dog Park Committee was ok with the location on the campus of the dog park. President Strack noted the next Trials meeting will be on February 16<sup>th</sup> with Brian Gregory and Nathan Swartz from the City.

**Leaf a Legacy** – President Strack noted Sarah has been working on the fundraising event in September. Commissioner Schulz noted the next meeting will be February 2<sup>nd</sup>. President Strack noted that we are up to \$44,000 in contributions. They have met with SYB & SGS and they are putting together a grant application with Major League Baseball. This may be a way for them to make their donation. We are making progress and talking to some organizations about possible contributions. Director Gible noted we continue to have behind the scenes meetings with community members.

**Joint Meeting with City Council** – President Strack noted he met with Brian Gregory and Ken Mundy and discussed topics that are important to having open dialogue with the City at the meeting.

**Adopt Position on Park Dedications** – Director Gible noted the Board has his recommendation on this. We need to have a written agreement with the developers when the land dedications will take place. He asked Derke to be here tonight to talk about the options available to the District. Derke went over the options that the Park District has available to pursue this.

**Motion**

Commissioner Tucker moved to approve the position to present to the City Council as recommended. 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.

Minutes of the Regular Meeting of the Board of Commissioners  
 Sycamore Park District  
 Tuesday January 19, 2016  
**P 4**

**Records Retention Update** –Recording Secretary Jeanette Freeman noted this is an ongoing project. Antoinette is in the process of getting the volume on the records we already have inventoried. The record itself determines when you can dispose of records, not the volume but the State still needs the volume. There is still more to inventory, since this has never been done before.

**Intergovernmental Agreement Providing for Property Tax Abatement for Industrial, Logistics, and Knowledge Based Firms in the City of Sycamore: First Review** – Director Gible noted this updates the agreement that we had with the same bodies starting in 08 or 09. It was a three year sliding scale. The City asked us and other agencies to move to a five year sliding scale. This is the first review and will bring to the next meeting for final approval.

**New Business -**

**Earning Instruments for Funds** – Director Gible noted he wanted to let the Board know he will be bringing recommendations to the next month's meeting on how we can generate interest on the taxpayers' dollars to keep costs down.

**First Review of Executive Summary** – Recording Secretary Jeanette Freeman noted this is the first draft. She asked everyone to let her know if any changes are needed. We will bring back next month for the final approval.

**Bi-Annual Review of Executive Session Minutes** – Director Gible noted this is the latest review of the Executive Session minutes. He is recommending approval as stated in his Staff Recommendation.

**Motion**

Commissioner Schulz moved to approve as recommended – Year 2013 Executive Session Minutes release only April 23, June 18, and June 25 and that staff be authorized to dispose of all closed session audio tapes more than 18 months old for those meetings that Executive Session Minutes were approved more than 18 months ago. Commissioner Tucker 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.

**Tax Abatement: Alternate Revenue Bonds Ordinance 01-2016** – Supt. of Finance Jackie Hienbuecher noted this has to be filed annually.

**Motion**

Commissioner Graves moved to approve Ordinance 01-2016. Commissioner Kroeger 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.

Minutes of the Regular Meeting of the Board of Commissioners  
 Sycamore Park District  
 Tuesday January 19, 2016

**P 5**

**First Review of MOU's** – Program Supervisor Lisa Metcalf noted she had sent the MOU's to all four affiliates we have agreements with. They all seem to be on board. The major change was going from a one year to a three year agreement and they are very happy with that. We are finalizing a few details with Girls Softball. We told them we will be upping the fees by November of next year. Director Gibble noted we haven't increased their fees in eight or nine years.

**Final Review of Capital Asset Inventory** – Supt. of Finance Jackie Hienbuecher noted she made the final changes that had been requested. We will be using this report as we move forward.

**Motion**

Commissioner Tucker moved to approve the Capital Asset Inventory. 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 Expense for Land Appraisals** – President Strack noted he has had discussion with the Ad Hoc Committees regarding this. Three appraisals will be about \$15,000, but we may go with only 2 appraisals. It is possible that the School District and the Park District will split this cost. The Districts Council feels that the City should help pay for this also. He is looking for direction from the Board if they are ok with making the expenditure. This will happen every three years. Director Gibble encourages the Board splitting the cost three ways this time. President Strack noted he will talk to the City on this.

**Motion**

Commissioner Graves moved to approve this with a three way split between the Park District, School District and City of Sycamore with two appraisals. 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.

**Review of Findings from Joint Aquatic Facility Survey** – Director Gibble wanted the Board to see the data so they could comment or ask questions on this. There is a lot to be gained to do a joint aquatic facility. We will continue to keep the channels open. President Strack noted he was surprised there was not more support and it can be revisited at a later date.

**Review of By-Laws for Board Policy: Communication from Executive Director** – Director Gibble noted that at the last meeting there was discussion about scaling back on items that the Board communicated to or with. He has identified for the Board what he will focus on what he will give them information on. These are in the Board By-Laws.

Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday January 19, 2016

**P 6**

**Setting of Date for Next Study Session** – Director Gibble noted that approximately 5-6 weeks from now further refinements will be in place for the campus project. We may also be nearing the annexation agreement for the campus and sports complex project. He asked that the Board give him two dates around that time that all of the Board could be available. He could then talk to Farnsworth to see what would work for them. The dates they came up with were March 1 at 6 pm or March 8 at 6 pm.

### **Public Input**

Commissioner Graves noted he looks at all stuff and he feels proud and impressed with everything going on with the Park District. We have come a long way and it is exciting to be a part of and he thanked everyone.

President Strack noted that one thing they will be talking about at the joint meeting is asking that we be on the front end of annexation agreements.

### **Motion**

The Board adjourned the Regular Session at 7:40 p.m. on a motion made by Commissioner Graves. The motion was seconded by Commissioner Kroeger.

### **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 Study Session of the Board of Commissioners  
Sycamore Park District  
Thursday, January 14, 2016**

**Discuss impact and implications of the Four Key Components on the Site Plan from Farnsworth's Perspective:**

Director Gible asked everyone to introduce themselves and what group they are working on. There will be information about the site concept shown tonight, but he does not want the groups to focus on the site concept overall. He wants to bring everyone up to speed how we got here as a staff, as a design team, as a board. He asked that the groups focus on their individual groups when everyone breaks down into their groups later on to look at the different concepts. He announced that when our third board member arrives we will need to stop and do an official roll call.

Everyone from the committees and Farnsworth Group introduced themselves.

Caius Jennison noted they have put together an overall campus plan with the staff, and presented to the Board. He then showed the campus site plan as of now to everyone. He then went over the different site areas and what has to be taken in consideration when planning this. It is important to look at what people will see when coming into town when developing this site.

**At this time, there was a quorum, so the roll was called.**

Vice President Schulz called the meeting to order at 6:21 p.m.

The Special meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Sycamore Park District Clubhouse located at 940 E. State St. in Sycamore, Illinois is called to order at 6:21 p.m. on Thursday, January 14, 2016.

Will the secretary please call the roll.

The following Sycamore Park District Commissioners are physically present and will be participating in the meeting in person: **Commissioners Kroeger, Graves and Schulz.**

The following Sycamore Park District Commissioners are not physically present, but will be participating in the meeting via video and/or audio conferencing: **None.**

The following Sycamore Park District Commissioners are not physically present, and will not be participating in the meeting: **Commissioners Tucker and Strack.**

Staff members present were Director Dan Gible, Supt. of Finance Jackie Hienbuecher, Program Supervisors Lisa Metcalf and Sarah Rex, Supt. of Golf Ops Kirk Lundbeck, Supt. of Parks Jeff Donahoe and Recording Secretary Jeanette Freeman.

**Guests Present at the meeting were:**

Carol Untch – Dog Park Committee  
Steve & Karen Vitkus – Dog Park Committee  
Denny Lane – Dog Park Committee  
Mary Matison – Community Center Committee  
Denise Ackmann – Splash Pad Committee  
Brenda Maratto – Dog Park Committee  
Cindy Hardy -Community Center Committee  
Kayte Hamel – Splash Pad Committee

Page 2

**Guests Present at the meeting were- cont'd:**

John Swedberg – Community Center Committee  
Tom Doty – Community Center Committee  
Joey Davidson – Splash Pad Committee  
Margaret Bassett – Community Center Committee  
Barb Lynch – Community Center Committee  
Denise Setchell – Dog Park Committee  
Christiene Drake – Splash Pad Committee  
Jessica Sida – Splash Pad Committee  
Jeff Ryder – Community Center Committee  
Elizabeth Metcalf – Dog Park Committee  
Caius Jennison -Farnsworth Group  
Bruce Brown – Farnsworth Group  
Annie Blatt – Farnsworth Group  
Doug Draeger – Farnsworth Group

**Discuss impact and implications of the Four Key Components on the Site Plan from Farnsworth's Perspective-cont'd:**

Kais continued to go over the concept plan and how they came up with the current concept plan. Farnsworth Group then showed the current site plan in 3D.

**Transition to Discussion of specifics for each component - split into groups:**

At this time everyone broke down into the individual committees. The committees went over their groups concept plan from Farnsworth Group and made comments, etc.

**Return to Joint Group Meeting:**

After some time of meeting in individual committee, everyone then came back into the meeting as a group. Director Gible noted the future is bright for the Park District. He asked Farnsworth when they possibly want to get together again and Caius Jennison said about a month. Director Gible noted he will send out a few possible dates for another meeting and asked everyone to respond to him on the dates that work for them. Caius Jennison noted the Community Center committee were in overall agreement on the community center plans. Annie Blatt noted the Dog Park Committee were very focused and prioritized. Bruce Brown noted the Splash Pad Committee were all in agreement on the concept plan.

Caius thanked everyone for contributing tonight and they will go back to change the plans based on some of the suggestions made tonight

**Motion**

The Board adjourned the Special Meeting at 8:00p.m. on a motion made by Commissioner Krueger. 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 3-0.

Respectfully Submitted,

Jeanette Freeman, Recording Secretary  
Sycamore Park District

**Minutes of the Special Meeting Study Session of the Board of Commissioners  
Sycamore Park District  
Tuesday, February 2, 2016**

President Strack called the meeting to order at 6:04 p.m.

The Special meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Sycamore Park District Maintenance Building located at 435 Airport Road in Sycamore, Illinois is called to order at 6:06 p.m. on Tuesday, February 2, 2016.

Will the secretary please call the roll.

The following Sycamore Park District Commissioners are physically present and will be participating in the meeting in person: **Commissioners Schulz, Tucker, and Strack.**

The following Sycamore Park District Commissioners are not physically present, but will be participating in the meeting via video and/or audio conferencing: **None.**

The following Sycamore Park District Commissioners are not physically present, and will not be participating in the meeting: **Commissioners Graves and Kroeger**

Staff members present were Director Dan Gible, Supt. of Finance Jackie Hienbuecher, and Recreation Supervisor Sarah Rex.

**Guests Present at the meeting were:** None

**Agenda**

Commissioner Strack moved to approve the agenda and Commissioner Tucker seconded the motion. Motion carried 3-0.

**Affiliate Group Fundraising** – No report

**Donation Tiers and Awards for Donors** – Sarah Rex reported that items have been chosen and is working with OLT Promotions to finalize artwork and place the order.

**Leaf a Legacy Kickoff Event** – The theme, audience and activates for the event were decided upon. Also discussed what event marketing and ticket fees.

**Motion**

The Board adjourned the Special Meeting at 7:15p.m. on a motion made by Commissioner Schultz. The motion was seconded by Commissioner Strack.

**Voice Vote**

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

Respectfully Submitted,

Daniel Gible, Secretary  
Sycamore Park District

**Minutes of the Joint Meeting of the Sycamore Park District Board of Commissioners  
and the Sycamore City Council, City Council Chambers  
Monday, February 1, 2016**

Mayor Ken Mundy called the meeting to order at 6:00 pm and City Clerk Candy Smith called the roll. Those Alderpersons present were: Alan Bauer, Steven Braser, Rick Kamer, Curt Lang, Pete Paulsen, Becky Springer, Chuck Stowe, and Janice Tripp.

Also in attendance were City Manager Brian Gregory, Building & Engineering Director John Sauter, Fire Chief Pete Polarek, Police Chief Glenn Theriault, Engineer Mark Bushnell, and Treasurer Adam Orton.

President Strack called the Sycamore Park District meeting to order at 6:02 p.m.

The Special meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Sycamore City Council Chambers, located at 308 West State Street in Sycamore, Illinois is called to order at 6:02 p.m. on Thursday, February 1, 2016.

Will the secretary please call the roll.

The following Sycamore Park District Commissioners are physically present and will be participating in the meeting in person: **Commissioners Kroeger, Graves, Schulz, Tucker and Strack.**

The following Sycamore Park District Commissioners are not physically present, but will be participating in the meeting via video and/or audio conferencing: **None.**

The following Sycamore Park District Commissioners are not physically present, and will not be participating in the meeting:

Staff members present were Program Supervisor Sarah Rex, Supt. of Golf Ops Kirk Lundbeck, Supt. of Parks Jeff Donahoe and Recording Secretary Jeanette Freeman and Council Derke Price.

The Invocation was done and then the Pledge of Allegiance was said.

**APPROVAL OF AGENDA**

**Motion**

Alderson Kramer moved to approve the agenda and Alderperson Braser seconded the motion.

**Voice Vote**

Mayor Mundy called for a voice vote to approve the motion. All Alderpersons voted aye. Motion carried 8-0.

**Motion**

Board Commissioner Schulz moved to approve the agenda and Board Commissioner Graves seconded the motion.

**Voice Vote**

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

## CONSIDERATIONS

### **A. Consideration of an Update on the Sycamore Park District's Action 2020 Plan and Discussion of Current and Future Cooperative Opportunities.**

Supt. of Golf Ops Kirk Lundbeck said he was standing in for Director Dan Gible. He noted he wanted to update Council on the Vision 2020 Plan now referred to as Action 2020 Plan. He provided a timeline and showed that there is community involvement through several committees. He said the committees they have formed are trails, community center, splash pad, dog park sled hill and soon will have the golf irrigation committee. He said they are working on new soccer fields and then the old soccer fields will be turned into baseball fields. He distributed illustration of the new community center complex that covered only half of the property and left space for expansion.

City Manager Gregory said their staff has had discussion with the Park District about annexing this property with an annexation agreement.

Park Board President Strack said this was a good time to talk about annexing and cooperation with the City. He said there are costs involved with improvements that they hope the City will be sensitive to so they can spend their money on amenities.

Aldersperson Braser said that was vague and wanted specifics about the improvements.

Board Commissioner Schulz noted they were hoping the City might consider allowing them to operate with gravel parking until they had the money for asphalt.

Aldersperson Lang asked if there would be any caution lights placed at Airport Road with increased traffic.

Park Board President Strack noted safety was an issue, but they were concerned that the City might require turn lanes on Airport Road and that would cause a hardship for the Park District to be able to do the amenities they want to do.

City Manager Gregory noted that City Engineer Bushnell reviewed the parking numbers and the times and uses do not require a turn lane at this time.

Park Board President Strack expressed gratitude for the City to work cooperatively to collect fees for the dog park, policing, and to share mowing and equipment.

Aldersperson Tripp expressed concern about shade in the dog park.

Park Board President Strack said the District have requests out for people to provide trees.

Park Commissioner Graves noted the District can use tarps for shade and are in contact with Boy Scouts to refurbish some of the wood from the house and barn structure that will come down.

Park Board President Strack noted the City has been working with the Park District regarding trails. He said they have identified a trail and come to an agreement with the School District to connect Old Mill Park to the Leon Larson Park. He asked the City to be cognizant about the trails during planning and zoning sessions.

City Manager Gregory said through DeKalb-Sycamore transportation study they have received 80% funding for the trail connection from Route 64 to the Park on Airport Road

President Strack noted there are three parks currently in new developments that have not been turned over to the Park District. They are not yet Park worthy. He noted the Park District will accept the park sites once they are in the form in the annexation agreements and until then, we have no authority to force the developer to do anything. He said we are concerned that the annexation agreement will expire, so those need to be renewed.

Aldersperson Tripp said she did not realize they were not up to expectation.

Park Board President Strack said that in order for the District to improve a park, the development needs to be about 2/3 completed. He said the annexation agreements and impact fees only account for dirt and in the future he would like the Plan Commission to ask for extra money to fund improvements.

Aldersperson Stowe said he thought they should decide on consistent fees from the developer and not go through that discussion at each development

Park Board President Strack said we are reviewing the tax abatement issue and anticipate approving it at the February Board meeting.

Aldersperson Lang asked about the police patrolling the Park.

Chief Theriault said he and Director Dan Gible have discussed how they will align the Park's and City's ordinances and the cooperation between the two taxing bodies.

Park Commissioner Schulz said we need police enforcement for leash laws and excrement pickup.

Program Supervisor Sarah Rex said we are working on a pro-active marketing campaign for dog care and park user.

Park Board President Strack mentioned the pile of black dirt on a developer's property that will become park land. He encouraged City Council to discuss the enforcement of that issue.

City Manager Gregory said he would like to see fescue planted on all dirt piles.

Aldersperson Braser asked how much the Park District had given up to abatements.

Park Board President Strack said he could not quantify it and personally he felt they were giving something to large companies who did not need it.

## **ADJOURNMENT**

### **Motion**

Aldersperson Stowe moved to adjourn the meeting at 6:45 pm and Aldersperson Lang seconded the motion.

### **Voice Vote**

Mayor Mundy called for a voice vote to approve the motion. All Alderspersons voted aye. Motion carried 8-0.

### **Motion**

The Board adjourned the Special Meeting Joint Meeting at 6:45 p.m. on a motion made by Commissioner Tucker. The motion was seconded by Commissioner Schulz.

### **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

DATE: 02/11/2016  
 TIME: 16:09:20  
 ID: AP450000.WOM  
 19

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

*Interim*

FROM 01/19/2016 TO 02/12/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
AFLAC	AFLAC								
	570783	01 EMPL PREM	101000002006	01/12/16	00000000	55919	01/20/16	459.50	459.50
									459.50
		VENDOR TOTAL:						459.50	
BC LIMO	BC LIMO								
	2-14-15 SERVICE	01 LIMO DADDY DAUGHTER DANCE	206095036216	01/27/16	00000000	55937	01/27/16	175.00	175.00
									175.00
		VENDOR TOTAL:						175.00	
CITY	CITY OF SYCAMORE								
	DECEMBER 15	01 CITY SALES TAX - CATERING	303500116852	01/20/16	00000000	55920	01/20/16	11.00	11.00
									11.00
		VENDOR TOTAL:						11.00	
CITY2	CITY OF SYCAMORE								
	14205600/5650-0116	01 WATER-SEWER-POOL	518100096704	02/11/16	00000000	55950	02/11/16	473.39	473.39
									473.39
		VENDOR TOTAL:						473.39	
ELM REX	ELM REX, SARAH								
	REIMB	01 MEETING EXPENSE REIMBURSE	101000046212	01/20/16	00000000	55921	01/20/16	19.46	19.46
									19.46
		VENDOR TOTAL:						19.46	
FEECEOIL	FEECE OIL COMPANY								
	1565131	01 HYDRAULIC OIL - SHOP	101500076515	01/31/16	00000000	55945	02/03/16	866.76	866.76
									866.76
		VENDOR TOTAL:						866.76	
GRAI	GRAINGER								
	9936428441	01 ELEC MODULE-URINALS	101500066401	01/12/16	00000000	55922	01/20/16	211.95	211.95
									211.95
		VENDOR TOTAL:						211.95	
HIRS	HIRSCHBIEN TROPHIES								
	817417	01 PR PARK PARTNER AWARD	101200046214	01/15/16	00000000	55923	01/20/16	17.00	17.00
									17.00
		VENDOR TOTAL:						17.00	
		VENDOR TOTAL:						17.00	





DATE: 02/11/2016  
 TIME: 16:09:20  
 ID: AP450000.WOV  
 18

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 01/19/2016 TO 02/12/2016

*INT ERIM*

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	JANUARY 2016								
	04	DENTAL INSURANCE PREMIUM	504000106801	01/21/16	00000000	55930	01/21/16	1,218.54	1,218.54
	05	DENTAL INSURANCE PREMIUM	201000106801		00000000				144.11
	06	DENTAL INSURANCE PREMIUM	202100106801		00000000				163.00
									337.62
									VENDOR TOTAL: 1,218.54
PLAY		PLAYERS GOLF CARS							
	11348	01 FNR HANDLE ASSY	504000066409	10/20/15	00000000	55926	01/20/16	22.46	11.85
	11481	01 FNR HANDLE	504000066409	11/16/15	00000000	55926	01/20/16	22.46	10.61
									10.61
									VENDOR TOTAL: 22.46
STAKLEEN		STA-KLEEN INC							
	2-5-16	HOOD CLEANING							
	01	CH HOOD CLEANING	303000056307	02/02/16	00000000	55940	02/02/16	325.00	325.00
									325.00
									VENDOR TOTAL: 325.00
T0000353		TUCKER, ANN							
	REIMBURSE	01 CONFERENCE REIMBURSE	101000046207	02/08/16	00000000	55947	02/08/16	343.57	343.57
									343.57
									VENDOR TOTAL: 343.57
T0000885		BURKE, TYLER							
	012616	01 RENTAL CAR REIMB-SCHOOL	202100046207	01/26/16	00000000	55935	01/27/16	190.09	190.09
									190.09
									VENDOR TOTAL: 190.09
T0001170		METCALF, LISA							
	020116	01 MILEAGE	201000046211	02/01/16	00000000	55941	02/02/16	155.02	155.02
									155.02
									VENDOR TOTAL: 155.02
T0001304		MAROLA, ALLISON							
	REIMB 1-15-16								
	01	CANVAS & COCKTAILS SUPPLIES	205230266216	01/15/16	00000000	55927	01/20/16	14.06	14.06
	02	ARTS & CRAFTS SUPPLIES	205010156216		00000000				9.48
									4.58
									VENDOR TOTAL: 14.06

DATE: 02/11/2016  
 TIME: 16:09:20  
 ID: AP450000.WOW  
 19

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 01/19/2016 TO 02/12/2016

*Interim*

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0001311	REX, SARAH	REIMBURSEMENT	101000046207	02/08/16	00000000	55948	02/08/16	43.92	43.92
		01 CONFERENCE REIMBURSEMENTS						43.92	43.92
		VENDOR TOTAL:						43.92	
T0001329	MORENO, RACHEL	REFUND	205010026218	01/15/16	00000000	55928	01/20/16	15.00	15.00
		01 REFUND						15.00	15.00
		VENDOR TOTAL:						15.00	
T0001330	RUNDLE, GINA	REFUND	205010026218	01/15/16	00000000	55929	01/20/16	15.00	15.00
		01 REFUND						15.00	15.00
		VENDOR TOTAL:						15.00	
T0001331	HABLE, ERIN	CUSTOMER CANCELLED	206095036218	01/25/16	00000000	55936	01/27/16	32.00	32.00
		01 CUSTOMER CANCELLED						32.00	32.00
		VENDOR TOTAL:						32.00	
T0001332	FOLEY, KAREN	CLASS REFUND	205770096218	02/03/16	00000000	55943	02/03/16	90.00	90.00
		01 CLASS REFUND						90.00	90.00
		VENDOR TOTAL:						90.00	
T0001333	HORN, BRENT	REIMBURSEMENTS	201000046207	02/08/16	00000000	55949	02/08/16	91.00	91.00
		01 MMS REIMBURSEMENT						91.00	91.00
		VENDOR TOTAL:						91.00	
TRUMANS	TRUMANS RIDGE								
	020216	01 DEPOSIT FOR 7/21 CONCERT	206194006128	02/02/16	00000000	55944	02/03/16	200.00	200.00
		VENDOR TOTAL:						200.00	
UNIT1	U.S. POSTAL SERVICE-CMRS-FP								
	012916 POSTAGE		101000046202	01/29/16	00000000	55939	01/29/16	500.00	500.00
	01 POSTAGE							500.00	500.00
		VENDOR TOTAL:						500.00	

DATE: 02/11/2016  
 TIME: 16:09:20  
 ID: AP450000.WOW  
 20

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 01/19/2016 TO 02/12/2016

*Interim*

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

UNITREN UNITED RENTALS (NORTH AMERICA) 133804185-001 01 LIFT TRAINING 202100046207 12/14/15 00000000 55931 01/21/16 787.50 787.50

UNUM UNUM LIFE INSURANCE JANUARY 2016 01 STD INSURANCE PREMIUM 101000106801 01/22/16 00000000 55932 01/22/16 230.21 230.21

02 STD INSURANCE PREMIUM 101500106801 00000000  
 03 STD INSURANCE PREMIUM 504100106801 00000000  
 04 STD INSURANCE PREMIUM 504000106801 00000000  
 05 STD INSURANCE PREMIUM 201000106801 00000000  
 06 STD INSURANCE PREMIUM 202100106801 00000000

VISACA VISA CARDMEMBER SERVICE 10516 01 MIDWEST SUPT ASSOC DUES 101000046204 01/05/16 00000000 55934 01/22/16 1,845.57 1,845.57

02 IPRA ANNUAL DUES 101500046204 00000000  
 03 IPRA ANNUAL DUES 202100046204 00000000  
 04 SPEEDOMETER ON GMC TRUCK 202100066402 00000000  
 05 TABLE COVERS 206095016216 00000000  
 06 BOLTS-THREADLOCK-TERMPROTECTOR 101500076500 00000000  
 07 GREENS SPRAYER FITTINGS 504100066403 00000000  
 08 FOOD & SUPPLIES FOR MEETINGS 101000046212 00000000  
 09 FOOD & SUPPLIES FOR MEETINGS 201000046212 00000000  
 10 HOLIDAY PARTY & SUPPLIES 101000046213 00000000  
 11 HOLIDAY PARTY & SUPPLIES 201000046213 00000000  
 12 OVERNIGHT MAILING BOND 101000046202 00000000  
 13 OVERNIGHT MAILING BOND 201000046202 00000000  
 14 MAILINGS-MMS 101000001100 00000000  
 15 CREDIT CARD PROCESS FEE ONLINE 201000056310 00000000  
 16 FACEBOOK MARKETING - DEC 101000046214 00000000  
 17 FACEBOOK MARKETING - DEC 201000046214 00000000  
 18 IPASS 101000046211 00000000

VENDOR TOTAL: 1,845.57  
 TOTAL ---- ALL INVOICES: 10,894.89

INVOICES DUE ON/BEFORE 02/18/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CORPORATE			
10	ADMINISTRATION		
ANCEL	ANCEL, GLINK - LAW OFFICES OF	840.88	2,767.50
CINTA	CINTAS CORPORATION #355	70.26	45.96
DEKAM	DEKALB MECHANICAL INC	1,786.77	937.12
DYNEGY E	DYNEGY ENERGY SERVICES	3,808.07	256.47
ECO	ECOWATER SYSTEMS, INC.		13.94
ENGIN	ENGINEERING RESOURCE ASSOC	4,834.17	1,752.06
FOX1	FOX VALLEY FIRE & SAFETY CO.	165.00	185.00
GROUPPL	GROUP PLAN SOLUTIONS		22.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	299.83	151.02
KAR	KAR-FRE FLOWERS		32.25
NICOR	NICOR GAS	1,387.66	165.19
PDRMA	PDRMA	49,733.85	4,048.77
PLUNKETT	PLUNKETT'S PEST CONTROL		42.00
SERVICE	SERVICEMASTER RESTORATION		912.50
SOFT	SOFT WATER CITY	253.80	22.00
SPARKLE	SPARKLE JANITORIAL SERVICE	1,775.00	1,743.48
STAPLES	STAPLES ADVANTAGE		214.41
SUNDOG	SUN DOG IT	3,252.40	837.13
WASTE	WASTE MANAGEMENT	207.11	54.76
	ADMINISTRATION		14,203.56
12	MARKETING		
DEKACHM	DEKALB CHAMBER OF COMMERCE		100.00
NEWV	NEW VALUES MAGAZINE		350.00
	MARKETING		450.00
15	PARKS		
AIRGAS	AIRGAS USA LLC		206.42
ARCO	ARCO MECHANICAL EQUIP SALES		1,500.00
BOBJO	BOB-JO CYCLE CO.		33.10
BURRI	BURRIS EQUIPMENT CO.		477.17
CARQ	CARQUEST AUTO PARTS	138.15	1,250.43
CARR	CARROT-TOP INDUSTRIES		395.67
CINTA	CINTAS CORPORATION #355	70.26	70.02
CINTA3	CINTAS FIRE PROTECTION		300.00
CLASSC	CLASS C SOLUTIONS GROUP		84.62
CONS	CONSERV FS	190.08	580.25
CRES	CRESCENT ELECTRIC SUPPLY CO.		54.32

INVOICES DUE ON/BEFORE 02/18/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CORPORATE			
15	PARKS		
DEEGANS	DEEGANS GARAGE INC		948.98
DEKA	DEKALB LAWN & EQUIPMENT CO.	33.19	22.90
DEKA2	DEKALB IMPLEMENT CO.,		-17.22
DYNEGY E	DYNEGY ENERGY SERVICES	3,808.07	613.43
ENCAP	ENCAP, INC		500.00
FOX1	FOX VALLEY FIRE & SAFETY CO.	165.00	260.00
GRAI	GRAINGER	257.09	47.36
INTERS	INTERSTATE BATTERIES ROCKFORD		671.80
MARS	M.A.R.S., INC.		40.00
MENA	MENARDS - SYCAMORE	314.91	93.79
MROUT	MR OUTHOUSE	610.00	230.00
NICOR	NICOR GAS	1,387.66	595.58
PDRMA	PDRMA	49,733.85	581.51
R&R	R & R PRODUCTS INC.		75.30
REIN	REINDERS, INC.	6,364.91	194.19
SAF	SAFETY-KLEEN CORP.	100.00	311.38
SOFT	SOFT WATER CITY	253.80	435.25
STAPLES	STAPLES ADVANTAGE		37.65
THIELSEN	THIELSEN, CHRIS		120.00
WASTE	WASTE MANAGEMENT	207.11	33.56
	PARKS		10,747.46
RECREATION			
10	ADMINISTRATION		
BOCKY	BOCKYN, LLC	300.00	300.00
CINTA	CINTAS CORPORATION #355	70.26	12.84
DYNEGY E	DYNEGY ENERGY SERVICES	3,808.07	256.46
ECO	ECOWATER SYSTEMS, INC.		13.94
GROUPPL	GROUP PLAN SOLUTIONS		22.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	299.83	151.02
KAR	KAR-FRE FLOWERS		32.25
NICOR	NICOR GAS	1,387.66	108.30
PDRMA	PDRMA	49,733.85	4,132.46
PLUNKETT	PLUNKETT'S PEST CONTROL		42.00
SERVICE	SERVICEMASTER RESTORATION		912.50
SPARKLE	SPARKLE JANITORIAL SERVICE	1,775.00	1,743.48
STAPLES	STAPLES ADVANTAGE		152.89
SUNDOG	SUN DOG IT	3,252.40	837.12
	ADMINISTRATION		8,717.26

DATE: 02/18/2016  
 TIME: 15:13:51  
 ID: AP443000.WOW

SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 02/18/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
RECREATION			
21	SPORTS COMPLEX MAINTENANCE		
BSN	BSN SPORTS		627.26
BURRI	BURRIS EQUIPMENT CO.		93.84
CARQ	CARQUEST AUTO PARTS	138.15	1,059.53
CARR	CARROT-TOP INDUSTRIES		152.95
CEDAR	CEDAR RAPIDS TIRE		102.53
CINTA2	CINTAS CORP		61.81
CLASSC	CLASS C SOLUTIONS GROUP		42.67
DEKA2	DEKALB IMPLEMENT CO.,		256.75
DYNEGY E	DYNEGY ENERGY SERVICES	3,808.07	9.40
GRAI	GRAINGER	257.09	46.44
PDRMA	PDRMA	49,733.85	5,321.56
REIN	REINDERS, INC.	6,364.91	365.10
STAPLES	STAPLES ADVANTAGE		11.95
WASTE	WASTE MANAGEMENT	207.11	33.55
	SPORTS COMPLEX MAINTENANCE		8,185.34
25	MIDWEST MUSEUM OF NATURAL HIST		
CINTA3	CINTAS FIRE PROTECTION		300.00
	MIDWEST MUSEUM OF NATURAL HIST		300.00
50	PROGRAMS - YOUTH		
MIDWESTM	MIDWEST MUSEUM OF NATURAL HIST	1,162.50	1,162.50
	PROGRAMS - YOUTH		1,162.50
54	PROGRAMS - LEAGUES		
T0001170	METCALF, LISA	695.02	450.00
	PROGRAMS - LEAGUES		450.00
59	PROGRAMS - DANCE		
T0001335	NORDMAN, AMANDA		58.00
	PROGRAMS - DANCE		58.00

DATE: 02/18/2016  
TIME: 15:13:51  
ID: AP443000.WOW

SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

PAGE: 4 24

INVOICES DUE ON/BEFORE 02/18/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
RECREATION			
60	PROGRAMS - SPECIAL EVENTS		
STMARYHA	ST MARYS MEMORIAL HALL		178.00
T0001334	BONIFAY, STEPHANIE		27.00
	PROGRAMS - SPECIAL EVENTS		205.00
DONATIONS			
10	ADMINISTRATION		
ENGIN	ENGINEERING RESOURCE ASSOC	4,834.17	7,015.89
	ADMINISTRATION		7,015.89
CONCESSIONS			
10	ADMINISTRATION		
CHARITEE	CHARITEE GOLF LLC		-90.75
	ADMINISTRATION		-90.75
30	CLUBHOUSE CONCESSIONS		
ALLAROUN	ALL AROUND PUMPING SERVICE		150.00
DYNEGY E	DYNEGY ENERGY SERVICES	3,808.07	109.92
MERID	MERIDIAN PROMOTIONS		461.00
NICOR	NICOR GAS	1,387.66	46.42
STAPLES	STAPLES ADVANTAGE		35.26
WARE	WAREHOUSE DIRECT BUSINESS		146.10
WASTE	WASTE MANAGEMENT	207.11	49.74
	CLUBHOUSE CONCESSIONS		998.44
33	SPORTS COMPLEX CONCESSIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	3,808.07	47.43
	SPORTS COMPLEX CONCESSIONS		47.43
GOLF COURSE			
10	ADMINISTRATION		



INVOICES DUE ON/BEFORE 02/18/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
GOLF COURSE			
10	ADMINISTRATION		
ACUSHNET	ACUSHNET COMPANY	6,056.06	6,584.97
CHARITEE	CHARITEE GOLF LLC		263.64
	ADMINISTRATION		6,848.61
40	GOLF OPERATIONS		
BANN	BANNER UP SIGNS		20.00
CINTA	CINTAS CORPORATION #355	70.26	12.00
DYNEGY E	DYNEGY ENERGY SERVICES	3,808.07	1,618.73
NICOR	NICOR GAS	1,387.66	46.42
PDRMA	PDRMA	49,733.85	1,965.57
SOFT	SOFT WATER CITY	253.80	22.00
TOWN	TOWNS & ASSOCIATES, INC.		470.00
	GOLF OPERATIONS		4,154.72
41	GOLF MAINTENANCE		
BURRI	BURRIS EQUIPMENT CO.		485.85
CARQ	CARQUEST AUTO PARTS	138.15	966.36
CINTA	CINTAS CORPORATION #355	70.26	69.96
DOTY	DOTY & SON CONCRETE PRODUCTS		60.00
DYNEGY E	DYNEGY ENERGY SERVICES	3,808.07	613.43
GRAI	GRAINGER	257.09	365.45
LOWE	LOWE'S	613.70	7.38
NICOR	NICOR GAS	1,387.66	651.60
PDRMA	PDRMA	49,733.85	3,635.47
R&R	R & R PRODUCTS INC.		822.75
REIN	REINDERS, INC.	6,364.91	3,149.32
WASTE	WASTE MANAGEMENT	207.11	32.26
	GOLF MAINTENANCE		10,859.83
SWIMMING POOL			
81	POOL MAINTENANCE		
DYNEGY E	DYNEGY ENERGY SERVICES	3,808.07	135.63
NICOR	NICOR GAS	1,387.66	311.45
SELDAL	SELDAL PLUMBING	624.40	3,180.15
	POOL MAINTENANCE		3,627.23

DATE: 02/18/2016  
TIME: 15:13:51  
ID: AP443000.WOW

SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 02/18/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CAPITAL PROJECTS			
10	ADMINISTRATION		
AIRGAS	AIRGAS USA LLC		3,982.97
DEKAM	DEKALB MECHANICAL INC	1,786.77	2,700.00
SUNDOG	SUN DOG IT	3,252.40	8,544.71
	ADMINISTRATION		15,227.68
ACTION 2020			
10	ADMINISTRATION		
FARNS	FARNSWORTH GROUP INC		11,172.40
	ADMINISTRATION		11,172.40
	TOTAL ALL DEPARTMENTS		104,340.60

Interim \$ 10,894.89  
New \$ 104,340.60  

---

Total \$ 115,235.49

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: February 23, 2016

**Administrative Initiatives** (2/1/16 – 2/29/16)

- Attended Superintendent and Board meetings.
- Attended Safety Committee meeting.
- Provided support to staff and board regarding migration to Office365. Worked with Sundog to resolve various issues that came up during the process of migration to Office 365 and the final cutover to the new server.
- Provided documentation and information for auditors during Final Fieldwork.
- Reconciled 2015 flexible spending accounts.
- Attended goal setting meetings with clubhouse/admin staff.
- Met with intern in order to share with him what our job entails.
- Prepared initial draft of Budget & Appropriation Ordinance.
- Provided list to county for the purpose of filing Economic Interest Statements.
- Filed W-2s and 1099s with IRS.
- Reconciled 2015 Charitee program and requested final billing.
- Worked with staff to schedule cleaning of clubhouse carpets and kitchen floors.

- Worked with PDRMA to obtain Certificates of Insurance for upcoming events.
- Attended Fundraising Committee meeting to discuss Leaf a Legacy Event.
- Updated insurance renewal rates for COBRA.
- Met with Tom Jankowiak from Utility Management Group regarding electric and natural gas pricing.
- Discussed equipment purchases with Concessions Manager. Worked with Supt. Of Parks & Facility regarding specs.
- Installed new credit card terminals.
- Organized and supervised biometric screening with PDRMA.
- Catering/special events/room rentals: 5 room rentals

**Administrative Initiatives** (3/1/16 – 3/31/16)

- Attend any scheduled “Action 2020” related meetings.
- Attend Superintendent and Board meetings.
- Train concessions manager on financial reporting and payroll.
- Take 2016 operating budget and allocate on a monthly basis. Enter into accounting system and update monthly cashflow spreadsheet.
- Obtain quotes on natural gas and electric pricing.
- Provide training to office assistant to proceed with Ordinance Project.
- Meet with Julie Stahl, Sikich, regarding HR Network Subscription. (Conference follow-up.)

- Meet with Call-One regarding phone systems. (Conference follow-up)
- Attend March 21 PDRMA training.
- Prepare documentation to provide phone vendors with a comprehensive list of requirements in a new system.
- Attend PDRMA workshop HR Practitioner's Guide to Administering the Family Medical Leave Act.
- Meet with Tony Sujack from Zing Card Payment Systems regarding merchant services. (Conference follow-up)
- Review draft of audited financial statements. Prepare annual MD&A.
- Finalize Budget & Appropriation Ordinance. Publish required notice of hearing and file approved ordinance with the County.
- Participate in the Sycamore/DeKalb Chamber Expo.
- Work with staff to update equipment replacement and capital asset inventory spreadsheets. Establish guidelines for future updates on same.
- Work on setting goals and objectives based upon Critical Success Factors.
- Continue to work on PDRMA compliance requirements for future insurance review.
- Continue to look into ATM options for clubhouse.
- Work with Harris and Sundog on use of accounting software on additional workstations. This will allow department heads access to financial information from their own terminal. Will also allow for staff to enter their own purchase orders and beginning budget figures.

- Continue to review outstanding accounts payable checks to determine validity. Review outstanding payroll checks.
- Catering/special events/room rentals: 2 room rental

Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended January 31, 2016

**Corporate Fund (10)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	<u>Variance</u>
<b>Revenues</b>				
Administration	6,617.71	1,269,555.00	8,004.69	-17.3%
Marketing		37,300.00		
Parks	-	14,810.00	-	#DIV/0!
	<hr/>		<hr/>	
Total Revenues	6,617.71	1,321,665.00	8,004.69	-17.3%
<b>Expenses</b>				
Administration	20,927.20	1,428,694.00	31,494.43	-33.6% (1)
Marketing	3,592.00	90,050.00	-	#DIV/0!
Parks	8,427.88	258,709.00	7,871.49	7.1% (2)
	<hr/>		<hr/>	
Total Expenses	32,947.08	1,777,453.00	39,365.92	-16.3%
Total Fund Revenues	6,617.71	1,321,665.00	8,004.69	-17.3%
Total Fund Expenses	32,947.08	1,777,453.00	39,365.92	-16.3%
Surplus (Deficit)	(26,329.37)	(455,788.00)	(31,361.23)	-16.0%

(1) Prior year wages higher due to Exec Director bonus. Education/Training exp higher in 2015 due to golf staff attendance of Maintenance Management School.

(2) Timing of maintenance expenses

Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended January 31, 2016

**Recreation Fund (20)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2015 YTD</u>	
			<u>Actual</u>	
Revenues				
Administration	-	856,359.00	2.15	-100.0%
Sports Complex	-	35,300.00	-	#DIV/0!
Sports Complex Maintenance	-	38,532.00	-	#DIV/0!
Midwest Museum of Natural Hist	631.45	2,528.00	599.52	5.3%
Programs-Youth	3,929.00	19,381.00	3,504.00	12.1% (1)
Programs-Teens	-	1,194.00	907.25	-100.0% (1)
Programs-Adult	883.00	4,005.00	415.00	112.8% (1)
Programs-Family	460.00	13,717.00	1,354.00	-66.0% (1)
Programs-Leagues	-	5,034.00	-	#DIV/0! (1)
Programs-Youth Athletics	1,535.00	22,800.00	539.00	184.8% (1)
Programs-Fitness	2,073.00	7,743.00	8,323.00	-75.1% (1)
Programs-Preschool	545.00	-	-	#DIV/0! (1)
Programs-Senior	-	-	-	#DIV/0! (1)
Programs-Dance	830.00	3,925.00	1,316.00	-36.9% (1)
Programs-Special Events	347.00	3,471.00	906.50	-61.7% (1)
Programs-Concerts	500.00	8,800.00	1,550.00	-67.7%
Programs-Trips	-	-	-	#DIV/0! (1)
Brochure	200.00	8,850.00	-	#DIV/0!
Weight Room	-	-	3,018.00	-100.0%
Community Center	-	-	(9.00)	-100.0%
	<hr/>	<hr/>	<hr/>	
Total Revenues	11,933.45	1,031,639.00	22,425.42	-46.8%

(1) Revenue from programs decreased 38.6%, \$6,663 compared to 2015. Primarily due to closing of community center



Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended January 31, 2016

Expenses				
Administration	17,617.10	500,887.00	23,359.42	-24.6% (1)
Sports Complex	-	-	-	#DIV/0!
Sports Complex Maintenance	27,630.81	393,543.00	25,878.37	6.8% (2)
Midwest Museum of Natural Hist	(224.40)	9,500.00	17.10	-1412.3%
Programs-Youth	1,343.65	12,662.00	83.51	1509.0% (3)
Programs-Teens	-	727.00	627.86	-100.0% (3)
Programs-Adult	130.57	1,104.00	55.00	137.4% (3)
Programs-Family	503.00	19,934.00	546.04	-7.9% (3)
Programs-Leagues	258.36	3,400.00	177.62	45.5% (3)
Programs-Youth Athletics	-	16,025.00	-	#DIV/0! (3)
Programs-Fitness	127.85	3,814.00	1,078.78	-88.1% (3)
Programs-Preschool	-	-	-	#DIV/0! (3)
Programs-Senior	-	-	-	#DIV/0! (3)
Programs-Dance	60.21	2,694.00	531.03	-88.7% (3)
Programs-Special Events	407.00	22,010.00	568.04	-28.4% (3)
Programs-Concerts	-	8,768.00	-	#DIV/0!
Programs-Trips	-	-	-	#DIV/0! (3)
Brochure	-	21,100.00	-	#DIV/0!
Weight Room	-	-	446.33	-100.0%
Community Center	-	-	9,211.98	-100.0%
			<hr/>	
Total Expenses	47,854.15	1,016,168.00	62,581.08	-23.5%
Total Fund Revenues	11,933.45	1,031,639.00	22,425.42	-46.8%
Total Fund Expenses	47,854.15	1,016,168.00	62,581.08	-23.5%
Surplus (Deficit)	(35,920.70)	15,471.00	(40,155.66)	-10.5%

(1) Wages lower in 2016 due to staffing changes.

(2) Increase in Education/Training from Maintenance Management School.

(3) Expenses for programs decreased 22.8%, \$837 compared to 2015.

**Donations (21)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2015 YTD</u>	
			<u>Actual</u>	
Revenues				
Administration	800.00	166,000.00	5.74	13837.3%
	<hr/>	<hr/>	<hr/>	
Total Revenues	800.00	166,000.00	5.74	13837.3%
Expenses				
Administration	-	356,782.00	-	#DIV/0!
	<hr/>	<hr/>	<hr/>	
Total Expenses	-	356,782.00	-	#DIV/0!
Total Fund Revenues	800.00	166,000.00	5.74	13837.3%
Total Fund Expenses	-	356,782.00	-	#DIV/0!
Surplus (Deficit)	800.00	(190,782.00)	5.74	13837.3%

**Special Recreation (22)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2015 YTD</u>	
			<u>Actual</u>	
Revenues				
Administration	-	153,000.00	0.84	-100.0%
	<hr/>	<hr/>	<hr/>	
Total Revenues	-	153,000.00	0.84	-100.0%
Expenses				
Administration	38,479.50	216,123.00	34,515.00	11.5% (1)
	<hr/>	<hr/>	<hr/>	
Total Expenses	38,479.50	216,123.00	34,515.00	11.5%
Total Fund Revenues	-	153,000.00	0.84	-100.0%
Total Fund Expenses	38,479.50	216,123.00	34,515.00	11.5%
Surplus (Deficit)	(38,479.50)	(63,123.00)	(34,514.16)	11.5%

(1) Increased allocation to KSRA.

Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended January 31, 2016

**Insurance (23)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2015 YTD</u> <u>Actual</u>	
Revenues				
Administration	-	77,000.00	0.71	-100.0%
	<hr/>			
Total Revenues	-	77,000.00	0.71	-100.0%
Expenses				
Administration	-	71,567.00	-	#DIV/0! (1)
	<hr/>			
Total Expenses	-	71,567.00	-	#DIV/0!
Total Fund Revenues	-	77,000.00	0.71	-100.0%
Total Fund Expenses	-	71,567.00	-	#DIV/0!
Surplus (Deficit)	-	5,433.00	0.71	-100.0%

(1) Workers comp carrier changed to PDRMA which resulted in a different timing for payments.

**Audit (24)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2015 YTD</u> <u>Actual</u>	
Revenues				
Administration	-	14,000.00	0.41	-100.0%
	<hr/>			
Total Revenues	-	14,000.00	0.41	-100.0%
Expenses				
Administration	-	13,900.00	-	#DIV/0!
	<hr/>			
Total Expenses	-	13,900.00	-	#DIV/0!
Total Fund Revenues	-	14,000.00	0.41	-100.0%
Total Fund Expenses	-	13,900.00	-	#DIV/0!
Surplus (Deficit)	-	100.00	0.41	-100.0%

**Paving & Lighting (25)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
Revenues				
Administration	-	100.00	0.23	-100.0%
	<hr/>			
Total Revenues	-	100.00	0.23	-100.0%
Expenses				
Administration	-	-	-	#DIV/0!
	<hr/>			
Total Expenses	-	-	-	#DIV/0!
Total Fund Revenues	-	100.00	0.23	
Total Fund Expenses	-	-	-	
Surplus (Deficit)	-	100.00	0.23	

**Park Police (26)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
Revenues				
Administration	-	100.00	0.24	-100.0%
	<hr/>			
Total Revenues	-	100.00	0.24	-100.0%
Expenses				
Administration	-	5,500.00	-	#DIV/0!
	<hr/>			
Total Expenses	-	5,500.00	-	#DIV/0!
Total Fund Revenues	-	100.00	0.24	-100.0%
Total Fund Expenses	-	5,500.00	-	
Surplus (Deficit)	-	(5,400.00)	0.24	-100.0%

**IMRF (27)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
Revenues				
Administration	-	88,000.00	-	#DIV/0!
	<hr/>			
Total Revenues	-	88,000.00	-	#DIV/0!
Expenses				
Administration	-	88,000.00	-	#DIV/0!
	<hr/>			
Total Expenses	-	88,000.00	-	#DIV/0!
Total Fund Revenues	-	88,000.00	-	#DIV/0!
Total Fund Expenses	-	88,000.00	-	#DIV/0!
Surplus (Deficit)	-	-	-	

**Social Security (28)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
Revenues				
Administration	-	79,000.00	-	#DIV/0!
	<hr/>			
Total Revenues	-	79,000.00	-	#DIV/0!
Expenses				
Administration	-	79,000.00	-	#DIV/0!
	<hr/>			
Total Expenses	-	79,000.00	-	#DIV/0!
Total Fund Revenues	-	79,000.00	-	#DIV/0!
Total Fund Expenses	-	79,000.00	-	#DIV/0!
Surplus (Deficit)	-	-	-	

Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended January 31, 2016

**Concessions (30)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2015 YTD</u> <u>Actual</u>	
<b>Revenues</b>				
Clubhouse Concessions	-	72,371.00	-	#DIV/0!
Beverage Cart	-	14,686.00	-	#DIV/0!
Sports Complex Concessions	-	28,172.00	-	#DIV/0!
Pool Concessions	-	7,179.00	-	#DIV/0!
Catering	515.26	23,075.00	545.00	-5.5%
	<hr/>			
Total Revenues	515.26	145,483.00	545.00	-5.5%
<b>Expenses</b>				
Clubhouse Concessions	1,518.84	88,505.00	1,433.42	6.0%
Beverage Cart	-	10,139.00	-	#DIV/0!
Sports Complex Concessions	-	23,281.00	-	#DIV/0!
Pool Concessions	-	6,835.00	-	#DIV/0!
Catering	-	7,477.00	55.26	-100.0%
	<hr/>			
Total Expenses	1,518.84	136,237.00	1,488.68	2.0%
Total Fund Revenues	515.26	145,483.00	545.00	-5.5%
Total Fund Expenses	1,518.84	136,237.00	1,488.68	2.0%
Surplus (Deficit)	(1,003.58)	9,246.00	(943.68)	6.3%

Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended January 31, 2016

**Developer Contributions (32)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2015 YTD</u>	
			<u>Actual</u>	
Revenues				
Administration	-	45,000.00	3.12	-100.0%
Total Revenues	-	45,000.00	3.12	-100.0%
Expenses				
Administration	-	55,000.00	-	#DIV/0!
Total Expenses	-	55,000.00	-	#DIV/0!
Total Fund Revenues	-	45,000.00	3.12	-100.0%
Total Fund Expenses	-	55,000.00	-	#DIV/0!
Surplus (Deficit)	-	(10,000.00)	3.12	-100.0%

Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended January 31, 2016

**Golf Course (50)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
<b>Revenues</b>				
Golf Operations	29,844.76	507,359.00	6,578.89	353.6% (1)
Golf Maintenance	-	23,006.00	-	#DIV/0!
	<hr/>	<hr/>	<hr/>	
Total Revenues	29,844.76	530,365.00	6,578.89	353.6%
<b>Expenses</b>				
Golf Operations	7,589.79	232,152.00	7,794.35	-2.6%
Golf Maintenance	12,565.77	296,916.00	14,602.19	-13.9% (2)
	<hr/>	<hr/>	<hr/>	
Total Expenses	20,155.56	529,068.00	22,396.54	-10.0%
Total Fund Revenues	29,844.76	530,365.00	6,578.89	353.6%
Total Fund Expenses	20,155.56	529,068.00	22,396.54	-10.0%
Surplus (Deficit)	9,689.20	1,297.00	(15,817.65)	-161.3%

(1) For the first time, pass sales from December 2015 deferred until 2016.

(2) Timing of Maintenance expenses



Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended January 31, 2016

**Swimming Pool (51)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2015 YTD</u> <u>Actual</u>	
Revenues				
Pool	-	75,975.00	-	#DIV/0!
Swim Lessons	-	12,067.00	-	#DIV/0!
	<hr/>		<hr/>	
Total Revenues	-	88,042.00	-	#DIV/0!
Expenses				
Pool		52,983.00	-	#DIV/0!
Pool Maintenance	(400.00)	27,200.00	(262.11)	52.6%
Swim Lessons	-	7,859.00	-	#DIV/0!
	<hr/>		<hr/>	
Total Expenses	(400.00)	88,042.00	(262.11)	52.6%
Total Fund Revenues	-	88,042.00	-	#DIV/0!
Total Fund Expenses	(400.00)	88,042.00	(262.11)	52.6%
Surplus (Deficit)	400.00	-	262.11	52.6%

Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended January 31, 2016

**Debt Service (60)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2015 YTD</u> <u>Actual</u>	
Revenues				
Administration	-	590,000.00	0.61	-100.0%
Total Revenues	-	590,000.00	0.61	-100.0%
Expenses				
Administration	-	585,020.00	-	#DIV/0!
Total Expenses	-	585,020.00	-	#DIV/0!
Total Fund Revenues	-	590,000.00	0.61	-100.0%
Total Fund Expenses	-	585,020.00	-	#DIV/0!
Surplus (Deficit)	-	4,980.00	0.61	-100.0%

**Capital Projects (70)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2015 YTD</u> <u>Actual</u>	
Revenues				
Administration	-	577,900.00	47.33	-100.0%
Total Revenues	-	577,900.00	47.33	-100.0%
Expenses				
Administration	-	608,303.00	15,122.60	-100.0%
Total Expenses	-	608,303.00	15,122.60	-100.0%
Total Fund Revenues	-	577,900.00	47.33	-100.0%
Total Fund Expenses	-	608,303.00	15,122.60	-100.0%
Surplus (Deficit)	-	(30,403.00)	(15,075.27)	-100.0%

Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended January 31, 2016

**Action 2020 (71)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
Revenues				
Administration	-	1,465,782.00	-	#DIV/0!
	<hr/>			
Total Revenues	-	1,465,782.00	-	#DIV/0!
Expenses				
Administration	-	956,268.00	-	#DIV/0!
	<hr/>			
Total Expenses	-	956,268.00	-	#DIV/0!
Total Fund Revenues	-	1,465,782.00	-	#DIV/0!
Total Fund Expenses	-	956,268.00	-	#DIV/0!
Surplus (Deficit)	-	509,514.00	-	#DIV/0!
Total Fund Revenues	49,711.18	6,373,076.00	37,613.23	
Total Fund Expenses	140,555.13	6,582,431.00	175,207.71	
Surplus (Deficit)	(90,843.95)	(209,355.00)	(137,594.48)	

Sycamore Park District  
Fund Balances

	unaudited 1/1/2016	Revenues	Expenses	Unaudited 1/31/2016	1/31/2016 Cash balance
10 Corporate	592,466.82	6,617.71	32,947.08	566,137.45	581,601.30
20 Recreation	172,507.60	11,933.45	47,854.15	136,586.90	147,154.67
21 Donations	191,230.86	800.00	-	192,030.86	192,280.86
22 Special Recreation	113,256.88	-	38,479.50	74,777.38	74,777.38
23 Insurance	9,246.71	-	-	9,246.71	9,246.71
24 Audit	13,002.88	-	-	13,002.88	13,002.88
25 Paving & Lighting	21,854.17	-	-	21,854.17	21,854.17
26 Park Police	8,069.74	-	-	8,069.74	8,069.74
27 IMRF	-	-	-	-	-
28 Social Security	-	-	-	-	-
30 Concessions	36,180.58	515.26	1,518.84	35,177.00	33,519.61
32 Developer Contributions	152,339.53	-	-	152,339.53	152,339.53
60 Debt Service	26,365.79	-	-	26,365.79	26,365.79
70 Capital Projects	634,493.04	-	-	634,493.04	634,493.04
<b>Total governmental fund balance</b>	<b>1,971,014.60</b>	<b>19,866.42</b>	<b>120,799.57</b>	<b>1,870,081.45</b>	<b>1,894,705.68</b>
50 Golf Course Net Assets	181,920.47 <u>(228,350.52)</u> (46,430.05)	29,844.76	20,155.56	191,609.67 <u>(228,350.52)</u> (36,740.85)	(29,278.92)
51 Swimming Pool Net Assets	263,475.83 <u>(262,870.72)</u> 605.11	-	(400.00)	263,875.83 <u>(262,870.72)</u> 1,005.11	(852.56)
<b>Total proprietary funds</b>	<b>445,396.30</b>	<b>29,844.76</b>	<b>19,755.56</b>	<b>455,485.50</b>	
<b>Net assets</b>	<b>(491,221.24)</b>			<b>(491,221.24)</b>	
<b>Proprietary funds minus net assets</b>	<b>(45,824.94)</b>			<b>(35,735.74)</b>	
	1,925,189.66			1,834,345.71	1,864,574.20

Summary of depository accounts as of **2/17/2016**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
Castle Bank	15,653.68	0.10
National Bank & Trust	1,242,825.33	0.03
Resource Bank	530,448.56	0.23
*Dekalb Co. Community Foundation	<u>15,027.15</u>	
	1,803,954.72	

\* 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 12/31/15.

To: Board of Commissioners

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: February 23, 2016

**Administrative Initiatives (2/1/16 – 2/29/16)**

- Attended weekly Department Head meetings as scheduled.
- Attended Chamber of Commerce Ambassadors Club meeting.
- Attended all staff meeting as scheduled.
- Began to develop spring Golf Insight newsletter with Sarah Elm for Swing into Spring Sale and general golf operation information.
- Continued to monitor cleaning of Sparkle cleaners and update Sparkle on concerns.
- Attended Action 2020 Trails Committee meeting or study sessions as scheduled.
- Finalized process of trading in 10 – 12, year 2000 EZGO golf carts for newer replacement carts with Yamaha carts.
- Continued the process of becoming PGA Certified in Player Development.
- Finalized with the PGA of America the information and set up the PGA Junior League golf program and Get Golf Ready program.
- Continued to receive outing contracts to existing outings that currently have dates on hold for 2016 and solicit local businesses for other outing possibilities.

- Continued work on PDRMA Loss Control Review Documentation project.
- Planned purchase of Large screen TV and sound system for clubhouse.
- Continued to meet with corporate league officials for 2016 leagues.
- Began the distribution of eblast marketing for Swing into Spring Sale and continue to work with Sarah Elm on golf course marketing for the 2016 golf season.
- Began preparation for Swing into Spring sale.
- Finalized spring orders for the 2016 golf season.
- Began development new part time staffing plan for the 2016 season.
- Attended IPRA/IAPD Soaring to New Heights Conference.
- Attended Special meeting with the Farnworth Group and the other Superintendents at conference.
- Attended Joint City Council and Park District Commissioners meeting at the Council Chambers.
- Attended special goals meetings based on our Critical Success Factors with the golf course group and the clubhouse group.

### **Administrative Initiatives (3/1/16 – 3/31/16)**

- Attend weekly Department Head meetings as scheduled.
- Attend Chamber of Commerce Ambassadors Club meeting.
- Attend all staff meeting as scheduled.

- Begin to develop April Golf Insight newsletter with Sarah Elm and update reader board outside the Proshop with general golf operation information.
- Continue to monitor cleaning of Sparkle cleaners and update Sparkle on concerns.
- Attend Action 2020 Trails Committee meeting or study sessions as scheduled.
- Receive 12, 2009 Yamaha Golf carts in trade of 12, 2000 EZGO carts.
- Prepare and hold Swing into Spring sale March 4<sup>th</sup> through 6<sup>th</sup>.
- Finalize 2016 Tournament Schedule, League information and Weekend Permanent tee times.
- Finalize three additional brochures for Corporate Lesson Programs, Corporate Leagues and one for general golf course information with Sarah Elm.
- Print and distribute outing brochure to area businesses.
- Continue to receive outing contracts to existing outings that currently have dates on hold for 2016 and solicit local businesses for other outing possibilities.
- Continue work on PDRMA Loss Control Review Documentation project.
- Finalize purchase of Large screen TV and sound system for clubhouse.
- Continue to meet with corporate league officials for 2016 leagues.
- Order rental cart fleets for summer outings.
- Plan Eblasts for golf course opening.
- Prepare cart barn for the upcoming 2016 season.

- Finalize part time staffing plan for the 2016 season.
- Develop and order new directional signage for targeted golf course flow problem areas.
- Offer flyers and post on the golf course website information about the Encap project.
- Update Pro Shop displays with 2016 product. Offer remaining 2015 merchandise at special sale prices as golf course opens.



To: Board of Commissioners  
From: Jeff Donahoe  
Subject: Monthly Report  
Date: February 23, 2016

**Administrative Initiatives** (2/1/16-2/29/16)

**Golf**

- This winter has not been too harsh thus far as heavy snow events and long periods of sub-freezing temperatures have been scarce. The January thaw and melt combined with half an inch of rainfall raised the river level but it managed to stay well within its banks. Spring has been predicted to be warmer than average so we will see what March brings.
- Staff continues to perform winter maintenance work on all equipment and mower reels. Course equipment such as rakes, flagsticks, ball washers and tee markers have also been cleaned, painted, or replaced. Plowing and salting has been performed as needed.
- I developed and sent out for public bid the specifications for the mass tree planting project for this spring and early summer. Bids are due the day before the February board meeting so I will present the findings during the meeting.
- Encap Environmental has begun the river restoration project thru the golf course. They are currently removing and burning undesirable trees and shrubs along the river banks. Later this spring native grasses and forbs will be planted along with parts of the creek from 10 tee to 13 tee regraded.
- I continue to meet with sales reps and have begun ordering a few plant protectant and course equipment products for this season.
- Working on pesticide application schedules and product needs for the year.

- Will soon be taking required State of Illinois Pesticide Application License renewal exams with a few other staff.

## **Sports**

- Staff continues winter maintenance on all equipment along with snow plowing.
- Have inventoried bases, chalk, paint, infield amendments, and ordered needed products for spring delivery.
- Attended baseball meetings with Lisa as requests for tournaments and field rentals and summer tournaments continues.
- Worked with AYSO for spring soccer registration at the maintenance facility. Also worked with Sycamore Youth Baseball and Softball groups for their registration at the clubhouse.
- Have begun requesting pricing quotes for approved capital budget mowers and utility vehicles for the spring.
- Happy to report that Tyler Burke and Bounie have successfully completed and graduated from the two-year program at Maintenance Management School in Wheeling, West Virginia. Brent Horn from the Parks staff completed his first year at the school. Congratulations to all of our dedicated staff members!

## **Parks**

- I attended staff, board, and Action 20/20 related meetings.

- Attended meetings with Farnsworth design group and worked with staff and committees to provide design input.
- Attended annual Park District State Conference in Chicago.
- Attended the Green Drinks Program discussing regional environmental issues.
- In preparation for our 2016 loss control review, I am working on the PDRMA risk management project which includes organizing staff training, developing inspection form folders, and obtaining safety equipment and signage for the district.
- We have provided training for staff in respirator mask use, snow plowing, back safety, and met to discuss the upcoming loss control review and staff's roll in the process.
- Organized meeting with our PDRMA rep. for mass staff training in March to cover several areas of required training concerning safety, operations, and procedures.
- Ordered updated safety equipment for staff.
- Began working with staff to implement monthly checklist procedures for inspecting equipment, buildings, parks and grounds.
- Organized annual inspections of all park buildings fire alarm, sprinkler, emergency light systems, and the maintenance shop vehicle lift. Fire extinguishers will be completed in the spring. Our bucket aerial lift has also been taken for its required annual inspection certification.
- Pool boilers and hot tub heater units were updated with new thermostats and flow control systems along with new safety drain valves and discharge pipes added.

- Helped facilitate soil borings being taken at Action 20/20 community center site.
- Work has begun this week on updating the fire alarm system at the clubhouse. Several rooms will have horn and strobe light units added where they currently do not exist and all will be wired into the alarm panel. This is part of our ADA update requirements for the building.
- Began planning for the replacement of some playground equipment this summer at Kiwanis Prairie Park next to South Prairie School.

### **Administrative Initiatives** (3/1/16-3/31/16)

- Attend staff, board, and study session meetings along with Action 20/20 planning meetings including the dog park, splash pad, community center, sports complex, trails committees, and Farnsworth Group when they meet.
- Staff will work towards completion of equipment maintenance and begin to set out tables, cans, and cleaning of all outdoor areas. Sport fields will be leveled and prepped for practices when the weather and moisture levels allow.
- Golf course will be cleaned and prepped for opening when dry enough and consistent temperatures present.
- Will continue working on PDRMA risk management project and preparation for loss control review. Organize and attend staff safety and operations training day.
- Will work with Encap Environmental group as the river refurbish project continues as weather allows.
- Will begin to hire and organize staffing for the various maintenance branches.

- Continue to train staff on PDRMA required field inspections of all park, golf, and sport field areas as well as fleet checklist documentation.
- Finalize golf, park, and sport turf treatment schedules and order materials per as needed per site.
- Work with awarded contractor on executing plan for spring tree planting project.
- Continue procurement process of approved 2016 capital budget equipment items.
- Meet with Lisa and sport field user groups as plans continue for the 2016 season. Begin collecting user group schedules and charting daily field prep requirement schedules for staff.

To: Board of Commissioners  
From: Lisa Metcalf & Sarah Elm Rex  
Subject: Monthly Report  
Date: February 18, 2016

**Administrative Initiatives (2/1/16 – 2/29/16)**

- Attended monthly board meeting. – Lisa
- Attended weekly Department Head meetings as scheduled.
- Attended City Council Meeting. – Sarah
- Attended Action 2020 Fundraising Committee Meeting – Sarah
- Held February Green Drink Meetup with the VP at ENCAP as the presenter. Twenty-six people attended. – Sarah
- Attended Health and Wellness Fair at the Sycamore Field House. – Sarah
- Supervised the Daddy-Daughter Dance at St. Mary's Memorial Hall. 136 people attended. – Lisa
- Attended a Recreation Department goal setting meeting with Dan.
- Attended Action 2020 Dog Park Committee Meeting. – Lisa
- Attended Action 2020 Trails Committee Meeting – Sarah
- Participated in the Health Screening through PDRMA.

**Administrative Initiatives (3/1/16 – 3/31/16)**

- Will attend monthly board meeting. – Sarah

- Will attend weekly Department Head meetings as scheduled.
- Will attend the National Night Out Planning meeting with the Sycamore Police Department – Sarah
- Will attend a webinar, put on by PDRMA, about all the new policies and procedures and any other changes for Aquatics in 2016. – Lisa
- Will host next Sports Consortium with affiliates. – Lisa
- Will attend the next Recreation Department goal setting meeting with Dan.
- Will sit on a panel at NIU about concussions. – Lisa
- Will supervise the Family Flashlight Egg Hunt at the Good Tymes Shelter – Lisa
- Will supervise Breakfast with the Bunny at Sycamore United Methodist Church – Sarah.
- Will attend the Community Expo at the DeKalb Field House. – Sarah

To: Board of Commissioners  
From: Daniel Gibble, Executive Director  
Subject: Monthly Report  
Date: February 23, 2016

**Administrative Initiatives** (2/1/16 – 2/29/16)

- Updated Agenda Planner for Staff/Board.
- Attended Meetings/Serve On:
  - KSRA
  - Rotary
  - Chamber
- Prepared recommendation for use of Construction Management for the CAMPUS project.
- Taught at NCSU/NRPA Maintenance Management School. Both Bounphone Phonparsit and Tyler Burke graduated this year!
- Continued work with Farnsworth Group on CAMPUS project development:
  - Community Center
  - Dog Park
  - Sled Hill
  - Splashpad
- Continued coordinating Citizen Committee meetings, staff meetings, and meetings with Board regarding the CAMPUS project.
- At the request of Representative Bob Pritchard, I presented information on the park district's planning process to a group of constituents.



- Worked on finalizing Annexation Agreements for:
  - CAMPUS site
  - South Sports Complex
- Introduced the “Dog Do’s” program to the Police Department.
- Attended the IPR Conference at which Representative Bob Pritchard was awarded the IAPD Outstanding Elected Official Award.

### **Administrative Initiatives** (3/1/16 – 3/31/16)

- Coordinate the long-range planning process for management of the new facilities that will be developed as part of ACTION 2020
- Attend Meetings/Serve On:
  - KSRA
  - Rotary
  - Chamber
  - Pumpkin Festival
- Worked on Fundraising and Leaf a Legacy.
- Attend PDRMA Training.
- Coordinate meetings with community groups, board and staff with Farnsworth Group.
- Coordinate follow-up meetings with Staff and Farnsworth Group.
- Work with the Fundraising Committee.
- Finalized contract for soil borings on CAMPUS site.
- Finalize an updating of IMAGE Guidelines with Sarah Rex.
- Work with Jeff Donahoe on Tree Replacement process.

- Finalize Draft proposal to NIU Department of Kinesiology and P.E. for future affiliations.
- Continue work on the PDRMA Loss Control Review materials.
- Conduct reviews of updates on A/E concepts for Campus Site and Community Center floorplans.
- Hold Teambuilding meetings with various groups of staff as part of the long-range management planning process.
- Finalize the material I am responsible for in terms of the Sycamore Youth Baseball/Sycamore Girls Softball Grant Application to Major League Baseball.
- Finalize language for the annexation agreements for Airport Road.
- Begin working on bid specifications for the concrete walks at Chief Black Partridge and Ovtiz Parks.

# Sycamore Park District Clubhouse Post Rental Questionnaire

Name: MARY LAROCCO  
 Date of Event: 1/23/16  
 Type of Event: GOING AWAY PARTY

1. How was your event? IT WENT VERY WELL.
2. How was the service of the Park District Staff? EXCELLENT  
MELISSA WAS VERY COURTEOUS AND HELPFUL.
3. How was the room rental fee? GOOD.

**\*\*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? USED IT BEFORE
9. Please note your overall experience. THIS EXPERIENCE WAS  
GREAT AND WOULD BE HAPPY TO USE IT AGAIN.



MARINE CORPS RESERVE



60



January 20, 2016

DeKalb County Toys for Tots  
P.O. Box 729  
Sycamore, IL 60178-0729

Sycamore Park District  
940 E. State Street  
Sycamore, Illinois 60178

Dear Sycamore Park District;

Thank you for your support of Toys for Tots by having one or more of our boxes in your establishment and/or having a special promotion. It is the generosity of businesses such as yours along with the entire community that made Christmas 2015 merrier for the almost 2200 less fortunate children of DeKalb County.

Please accept the enclosed "Commander's Award" as a token of our appreciation.

Our 2016 campaign will run from November 5<sup>th</sup> until December 17<sup>th</sup>. We will be contacting you again at that time. However, you don't have to wait until then. *Anytime* you wish to run a special promotion for Toys for Tots please contact us so that we may assist you in advertising and spreading the word.

Thanks again,

Kara E. Eckhardt

Kathi and Kara

Kathi Hogshead Davis, Ph.D.  
Coordinator

Kara E. Eckhardt  
Assistant Coordinator

U.S. Marine Corps Reserve Toys for Tots Program  
DeKalb County Toys for Tots

toysfortots60115@comcast.net  
sycamore-il.toysfortots.org  
779-777-5896

United States Marine Corps Reserve  
**TOYS FOR TOTS**

☆☆☆ **Commander's Award** ☆☆☆

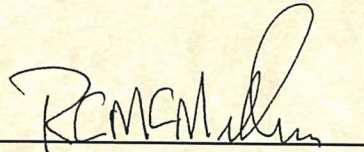
*The U.S. Marine Corps Reserve  
is proud to recognize*

*Sycamore Park District*

*for outstanding support of the  
2015 DeKalb County Illinois*

*Marine Toys for Tots Program*

*Your generous contributions have enabled the Marine Corps  
to bring the joy of Christmas and send a message of hope  
to America's less fortunate children.*



Rex C. McMillian  
LtGen, USMC  
Commander  
Marine Forces Reserve



*Kathi Hogshead Davis*

Coordinator  
U.S. Marine Corps Reserve  
Toys for Tots Program

## SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: February 23, 2016

### STAFF RECOMMENDATION

**AGENDA ITEM: INTERGOVERNMENTAL AGREEMENT PROVIDING for PROPERTY TAX ABATEMENT for INDUSTRIAL, LOGISTICS, and KNOWLEDGE BASED FIRMS in the CITY OF SYCAMORE: Recommend Approval**

#### **BACKGROUND INFORMATION:**

Over the last few months the Board has been asked to consider joining forces with other local units of government to allow for abatement incentives to Industrial, Logistic and Knowledge Based firms who might located in Sycamore.

Board concerns included:

- Being asked late in the game about being involved and not having enough time to assess the impact.
- With a recent increase in our tax rate to our citizens in support of ACTION 20/20, how giving an abatement might be perceived.
- Having a pre-existing—and still in effect—Intergovernmental Agreement for a three (3) year abatement, what legal steps had to be taken to avoid duplication of conflict.
- That the City had led the effort to create the pre-existing abatement agreement, it should lead on the adoption of a new agreement amongst the current participants before we sign on.

At the Board's request, I asked City Manager, Brian Gregory to lead this process.

Attached is the original agreement.

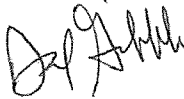
Also attached is the new agreement that would replace it. So far, two of the parties have adopted this.

Since the Board has now had 30 days to review it, it is time to consider it for approval.

**FISCAL IMPACT:** Attached is Jackie Hienbuecher's assessment of the cost. However, the new EAV growth in the long run would be of greater benefit.

**STAFF RECOMMENDATION:** I recommend the Board approve this agreement.

**PREPARED BY:** Daniel Gibble, Executive Director



**BOARD ACTION:**

**Intergovernmental Agreement  
Providing for Property Tax Abatement for Industrial Firms  
in the City of Sycamore**

This Intergovernmental Agreement (hereinafter, "Agreement") is entered into this 21st day of April, 2005 by and among the City of Sycamore (hereinafter, the "City"), the County of DeKalb (hereinafter, the "County"), the Sycamore Park District (hereinafter, the "Park"), the Sycamore Public Library (hereinafter, the "Library"), Sycamore Township (hereinafter, "Sycamore Township"), Cortland Township (hereinafter "Cortland Township"), Kishwaukee College (hereinafter, "College"), all hereinafter collectively referred to as the "Parties."

**Whereas**, the Parties have statutory authority to levy property taxes for various public purposes; and

**Whereas**, the City has legal authority under its home rule power, and pursuant to various state statutes and provisions contained in the Illinois Municipal Code, to consider and implement economic development programs and to enter into economic incentive agreements in order to attract new businesses to the City; and

**Whereas**, the Parties recognize that the City, in behalf of the Parties, may lead the community's negotiations to attract or retain industrial businesses; and

**Whereas**, it is in the best interest of the Parties to articulate a clear and consistent policy on incentives that may become available for the purpose of attracting or retaining industrial businesses; and

**Whereas**, the Parties desire to enter into a joint property tax abatement program, pursuant to Section 18-165 of the Revenue Code (35 ILCS 200/18-165) and the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 et. seq.); and

**Whereas**, the Parties recognizes that each local governmental unit reserves the right, and has sole discretion, to determine whether or not it will participate in any economic incentive package proposed by the City pursuant to this Agreement; and

**Whereas**, any abatement of taxes by any or all of the Parties will provide a public benefit in any or all of the following ways:

- a) The project will create a significant increase in industrial valuation and generate substantial property tax revenues.
- b) The project will contribute a diversity of jobs, skills, products and services that will enhance the business climate and result in increased business activity.
- c) The project will enhance the economic base of the area through wages paid or products or services sold, and diminish the need to leave the service area to acquire goods and services.
- d) The project will utilize new technology in the expansion of existing operations or the development of new operations.
- e) The project will result in the creation of professional and skilled employment opportunities.



- f) The project will provide a means to recover local governmental operating or capital costs through substantial tax contributions.
- g) The project will contribute significantly to the overall quality of life in the area.

**Now, Therefore,** in consideration of the mutual agreements contained herein and upon the further consideration of the recitals hereinabove set forth, it is hereby agreed by, between and among the parties hereto as follows:

1. The intergovernmental property tax abatement program may follow one of several schedules. **Exhibit "A"** illustrates the maximum benefit available from the Parties.
2. Incentive information and applications shall be provided to interested industrial businesses by the City.
3. Within two weeks of the receipt of a completed application, the City shall circulate copies of the application and all relevant information to the other taxing bodies.
4. It is expected that each of the Parties shall take the completed application under consideration and either accept or reject the application within sixty (60) days of the receipt of such application.
5. During deliberation on an application, the City shall serve as the point of contact with the interested company. At the applicant's discretion, representatives of the interested business may be available to explain their project to representatives of local taxing bodies.
6. Each of the Parties reserves the right to consider additional incentives apart from the property tax abatement program if the potential impact of the business merits such consideration.
7. The Parties agree that no property tax abatement shall be extended to a business unless that business shall enter a "Business Partnership Agreement," the form of which is detailed as **Exhibit "B."** According to the terms of such partnership agreement,
  - a) Neither the business nor any of the Parties shall contest the EAV upon which the abatement is based for a period of five (5) years after the full value of the improvements is entered on the County Assessor's rolls. It is understood that, in any one year of this five year period, the assessed valuation, excluding multipliers, shall not be greater than one hundred and five percent (105%) nor less than ninety-five percent (95%) of the previous year's assessment, or that the cumulative assessed valuation of the property for the five year period, excluding multipliers, is not greater than one hundred fifteen percent (115%) nor less than eighty-five percent (85%) of the base year's assessment.
  - b) For a period of ten years, any business receiving property tax abatement is obliged to indemnify each of the Parties for the value of all abated taxes if that business shall move out of Sycamore, or sell to another entity which removes said enterprise and its jobs from the community.
8. Any Party may terminate its participation in this agreement without cause, upon thirty days prior written notice to the other participating local governmental units.
9. Severability. Should any clause or paragraph in this Agreement be held unenforceable, void, or unconstitutional, it is the intent of the Parties that all

remaining clauses of this Agreement shall survive and be deemed enforceable despite such occurrence.

- 10. Laws of Illinois. The Parties agree that this Agreement shall be governed by the laws of the State of Illinois. Should any dispute concerning the terms of this Agreement arise between the Parties that requires litigation through a court system, the Parties agree that all litigation shall be resolved through the Sixteenth Judicial Circuit Court of the State of Illinois.
- 11. Entire Agreement. This Agreement constitutes the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding on any party except to the extent incorporated in this Agreement.

Wherefore, the Parties have executed this Agreement this 21<sup>st</sup> day of April 2005.

CITY OF SYCAMORE

By: [Signature]  
Mayor

Attest: [Signature]  
City Clerk



COUNTY OF DEKALB

By: [Signature]  
Chairman

Attest: [Signature]  
County Clerk

SYCAMORE PARK DISTRICT

By: [Signature]  
President

Attest: [Signature]

SYCAMORE PUBLIC LIBRARY

By: [Signature]  
President

Attest: [Signature]

**SYCAMORE TOWNSHIP**

By: *Barbara Lopez*  
Chairman, Board of Trustees

Attest: *[Signature]*

**CORTLAND TOWNSHIP**

By: *Ludia Johnson*  
Chairman, Board of Trustees

Attest: *[Signature]*

**KISHWAUKEE COLLEGE**

By: *Suzanne Jendry*  
Chairman, Board of Trustees

Attest: *[Signature]*

**EXHIBIT A**

**LOCAL TAX ABATEMENT OPTIONS\***

Maximum Abatement:

<b>Taxing Body</b>	<b>Year 1**</b>	<b>Year 2**</b>	<b>Year 3**</b>
City of Sycamore	90%	75%	50%
County of DeKalb	90%	75%	50%
Sycamore Library	90%	75%	50%
Sycamore Township	90%	75%	50%
Sycamore Park District	90%	75%	50%
Kishwaukee College	90%	75%	0%
Cortland Township	90%	75%	50%

\*Each taxing body, in its sole discretion, will review abatement requests and determine whether it will support or modify an abatement application.

\*\*Abatement begins in the first year of full assessment, or after the full value of the improvements is entered on the County Assessor's rolls.

**EXHIBIT B**  
**MODEL BUSINESS PARTNERSHIP AGREEMENT**

This Business Partnership Agreement is made between \_\_\_\_\_ (business name), and the City of Sycamore (hereinafter, the "City"), the County of DeKalb (hereinafter, the "County"), the Sycamore Community Unit School District Unit No. 427 (hereinafter, the "District 427"), the Sycamore Park District (hereinafter, the "Park"), the Sycamore Public Library (hereinafter, the "Library"), Sycamore Township (hereinafter, "Sycamore Township"), Cortland Township (hereinafter "Cortland Township"), Kishwaukee College (hereinafter, "College"), all hereinafter collectively referred to as the "Parties."

**Whereas,** \_\_\_\_\_ (business name) is registered to do business in the State of Illinois and is the owner/contract purchaser of certain property (property address) within the corporate limits of the City of Sycamore, a legal description of which is attached hereto and made a part hereof; and

**Whereas,** \_\_\_\_\_ (business name) intends to develop/redevelop the property located at \_\_\_\_\_ (address) for use as a \_\_\_\_\_ facility; and

**Whereas,** the development or redevelopment of the property at \_\_\_\_\_ by \_\_\_\_\_ (business name) will serve the public purposes of creating job opportunities for Sycamore residents, stimulating economic activity and a more balanced tax base, and broadening Sycamore's motivated and skilled and work force; and

**Whereas,** pursuant to the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 et. seq.) the Parties have the authority under the Constitution of the State of Illinois and Illinois state statutes to contract or otherwise associate among themselves to obtain or promote services in any manner not prohibited by law or local ordinance; and

**Whereas,** pursuant to Section 18-165 of the Revenue Code (35 ILCS 200/18-165) the Parties are authorized to abate taxes on industrial property under certain constraints in law and in the aggregate amount of taxes to be abated; and

**Whereas,** the development or redevelopment proposed by \_\_\_\_\_ (business name) is expected to expand the tax bases of the participating local governmental units by generating additional property tax revenues even after a portion of the combined property tax extension is abated and paid to \_\_\_\_\_ (business name);

**Whereas,** the Parties hereto have each authorized the execution of this Agreement as an exercise of their respective governmental authorities, as an exercise of their intergovernmental authority under the Constitution of the State of Illinois, and specifically pursuant to statutory authority to abate taxes on certain designated property; and their purposes, powers, rights, objectives, and responsibilities hereunder are fully set forth herein.

**Now, Therefore,** in consideration of the mutual agreements contained herein and upon the further consideration of the recitals hereinabove set forth, it is hereby agreed by, between, and among the parties hereto as follows:

**A. Undertakings on the Part of \_\_\_\_\_ (business name):**

1. If the subject property at \_\_\_\_\_ (address) is not already owned by \_\_\_\_\_ (business name), such business shall have obtained fee simple title to the subject property by \_\_\_\_\_.
2. Within thirty (30) days after executing this Agreement or acquiring title to the subject property, \_\_\_\_\_ (business name) shall deliver to the City a certified copy (certified by the Recorder of Deeds of DeKalb County, Illinois) of its recorded deed to the subject property. The City shall in turn, upon the receipt of the certified copy, make photocopies of said deed for the other participating taxing bodies.
3. Using its reasonable best efforts, \_\_\_\_\_ (business name) shall, within calendar year \_\_\_\_\_, obtain approvals from the City to develop or redevelop the subject property. Such approvals shall include, but not be limited to, annexation, rezoning, demolition, grading, site preparation, building permits and other applicable permits and shall have paid all associated fees.
4. \_\_\_\_\_ (business name) shall use its reasonable best efforts to satisfy all conditions precedent to obtaining an occupancy permit from the City no later than \_\_\_\_\_, 200\_, except in the event \_\_\_\_\_ (business name) is unable to open for business due to any civil disorder, war, casualty or acts of God, or other adverse events beyond the reasonable control of \_\_\_\_\_ (business name).
5. For a period of ten years, \_\_\_\_\_ (business name) is obliged to indemnify each of the Parties for the value of all abated taxes if that business shall move out of Sycamore, or sell to another entity which removes said enterprise and its jobs from the community.
6. \_\_\_\_\_ (business name) agrees to promptly pay any and all taxes and governmental charges of any kind that may be lawfully imposed upon the subject property.
7. \_\_\_\_\_ (business name) shall give each of the participating governmental units written notice regarding any delinquency or defaults in the payment of any property taxes levied or extended upon the subject property which are due to the County Clerk when notice is received.
8. \_\_\_\_\_ (business name) warrants that its projected investment in the subject property shall total approximately \$\_\_\_\_\_ over the term of this Agreement, a sum which includes property acquisition, site preparation, architectural and engineering plans, and construction or rehabilitation.
9. \_\_\_\_\_ (business name) warrants it is an Illinois corporation (or partnership, LLC, or other) authorized to do business in the State of Illinois.

**B. Undertakings on the Part of the Participating Local Governmental Units:**

1. Upon satisfaction by \_\_\_\_\_ (business name) of all the conditions hereinabove stated, and upon completion of construction (or rehabilitation or

repair) and occupancy of the subject property by \_\_\_\_\_ (business name), the Parties shall thereafter fulfill their respective obligations to abate their respective property taxes as defined in the schedule of abatement below:

Taxing Body	Year:	Year:	Year:
City of Sycamore			
County of DeKalb			
Sycamore Library			
Sycamore Township			
Sycamore Park District			
Kishwaukee College			
Cortland Township			

2. To implement the abatements, the respective participating governmental units shall each annually adopt and file with the County Clerk at the appropriate time an ordinance or resolution, whichever is required by law, providing for the abatement in the amounts indicated in the table, above. The amount of each participating government’s abatement share shall be calculated following the publication by the DeKalb County Assessor of the corresponding tax year’s EAV for the subject property.

**C. Mutual Undertakings on the Part of \_\_\_\_\_ (business name) and the Parties:**

1. Neither the business nor any of the Parties shall contest the EAV upon which the abatement is based for a period of five (5) years after the full value of the improvements is entered on the County Assessor’s rolls. It is understood that, in any one year of this five year period, the assessed valuation, excluding multipliers, shall not be greater than one hundred and five percent (105%) nor less than ninety-five percent (95%) of the previous year’s assessment, or that the cumulative assessed valuation of the property for the five year period, excluding multipliers, is not greater than one hundred fifteen percent (115%) nor less than eighty-five percent (85%) of the base year’s assessment.
2. Neither the business nor any of the Parties shall contest the fact that if in any year the total real property taxes due (less abated taxes) are not fully paid on the date on which said taxes are due, the right to receive the abatements described herein shall not be reinstated, and the County Clerk shall be notified accordingly.

**D. Termination.** In the event it is determined that \_\_\_\_\_ (business name) has violated the provisions of this Agreement, then all abatements previously granted shall be repaid in full to each of the participating governmental units and the obligations of said governmental units to any future abatements shall cease.

**E. Notices.** All notices and requests that are required pursuant to this Agreement shall be sent by certified mail as follows:

To (business name):

To the City:

City Manager  
City of Sycamore  
308 West State Street  
Sycamore, IL 60178

To the County:

County Administrator  
County of DeKalb  
Legislative Center  
200 North Main Street  
Sycamore, IL 60178

To the Park District:

Executive Director  
Sycamore Park District  
940 East State Street  
Sycamore, IL 60178

To the Library:

Executive Director  
Sycamore Public Library  
103 East State Street  
Sycamore, IL 60178

To Kishwaukee College:

President  
Kishwaukee College  
21193 Malta Road  
Malta, IL 60150

To Sycamore Township:

Supervisor  
Sycamore Township  
545 Brickville Road  
Sycamore, IL 60178

To Cortland Township:

Supervisor  
Cortland Township  
2010 Prairie Street  
Cortland, IL 60112

**F. Laws Governing.** This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois and, for the purposes of any lawsuit between the parties



concerning this Agreement, its enforcement, or the subject thereof, the venue shall be in DeKalb County, Illinois.

**G. Binding Effect.** This Agreement shall inure to the benefit of, and shall be binding upon, the parties hereto and their respective corporate successors and assigns. This Agreement shall not run with the land or the subject property.

**H. No Waiver.** Failure of any party to this Agreement to insist upon the strict and prompt performance of the terms, covenants, agreements, and conditions herein contained, or any of them that may be imposed on another party, shall not constitute or be construed as a waiver or relinquishment of any party's right thereafter to enforce any such term, covenant, agreement or condition, but the same shall continue in full force and effect.

**I. Headings.** All section headings in this Agreement are for general aid of the reader and shall not limit the plain meaning or application of any of the provisions thereof whether relevant to such heading or not.

**J. Authorization To Execute.** The officers of \_\_\_\_\_ (business name) who shall execute this Agreement warrant that they are lawfully authorized by the firm's board of directors to execute this Agreement on its behalf. The officers or elected officials of the governmental units who shall execute this Agreement warrant that they are also authorized to execute this Agreement on behalf of their respective governing bodies.

**K. Amendment.** This Agreement sets forth all the promises, inducements, agreements, conditions and understandings among the Parties and \_\_\_\_\_ (business name) relative to the incentive described above. The parties to this Agreement agree that no expressed or implied promises, inducements, agreements, conditions or understandings, other than those herein set forth, shall bind the parties for the purpose of the subject matter hereof. No subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the parties hereto unless authorized in accordance with law and reduced to writing and signed by them jointly.

**L. Counterparts.** This Agreement may be executed in multiple counterparts, each of which taken together shall constitute one and the same instrument.

**M. Severability.** If any provision of this Agreement is held invalid by a court of competent jurisdiction or in the event such a court shall determine that the participating local governmental units do not have the power to perform any such provision, such provision shall be deemed to be excised and the invalidity thereof shall not affect any of the other provisions contained herein, and such judgment or decree shall relieve the government units from performance under such invalid provision of this Agreement; provided, however, if the judgment or decree relieves any of the participating local governmental units of any of their monetary obligations under this Agreement then this Agreement shall terminate.

N. Term. Unless earlier terminated pursuant to other provisions of this Agreement, this Agreement shall terminate when property taxes on the subject property have been abated in the aggregate sum of \$\_\_\_\_\_ in accordance with Section B, herein, or upon abatement of property taxes in accordance with Section B, herein, for a period of \_\_\_\_\_ years, whichever is the first to occur.

O. Contingency. In the event \_\_\_\_\_ business name does not obtain or retain title to the subject property for any reason or does not complete the project or achieve legal occupancy for the property, this Agreement shall automatically terminate and be null and void and of no further force or effect. Upon such termination, all parties shall be relieved of any liability or obligation to the others under this Agreement, except that any abatement monies already paid to \_\_\_\_\_ (business name) shall be returned to the respective participating governmental units.

IN WITNESS WHEREOF, this Agreement is made and executed as of the date and year first written above.

**CITY OF SYCAMORE**

By: \_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
City Clerk

**COUNTY OF DEKALB**

By: \_\_\_\_\_  
Chairman

Attest: \_\_\_\_\_  
County Clerk

**SYCAMORE PARK DISTRICT**

By: \_\_\_\_\_  
President

Attest: \_\_\_\_\_

**SYCAMORE PUBLIC LIBRARY**

By: \_\_\_\_\_  
President

Attest: \_\_\_\_\_

**SYCAMORE TOWNSHIP**

By: \_\_\_\_\_  
Chairman, Board of Trustees

Attest: \_\_\_\_\_

**CORTLAND TOWNSHIP**

By: \_\_\_\_\_  
Chairman, Board of Trustees

Attest: \_\_\_\_\_

**KISHWAUKEE COLLEGE**

By: \_\_\_\_\_  
Chairman, Board of Trustees

Attest: \_\_\_\_\_

Revised 03/01/2005

**Intergovernmental Agreement  
Providing for Property Tax Abatement for Industrial, Logistics, and Knowledge  
Based Firms in the City of Sycamore**

This Intergovernmental Agreement (hereinafter, "Agreement") is entered into this \_\_\_\_ day of \_\_\_\_\_, 2016 by and among the City of Sycamore (hereinafter, the "City"), the County of DeKalb (hereinafter, the "County"), the Sycamore Park District (hereinafter, the "Park"), the Sycamore Public Library (hereinafter, the "Library"), Sycamore Township (hereinafter, "Sycamore Township"), Cortland Township (hereinafter "Cortland Township"), Kishwaukee Community College (hereinafter, "College"), all hereinafter collectively referred to as the "Parties."

**Whereas**, the Parties have statutory authority to levy property taxes for various public purposes; and

**Whereas**, the City has legal authority under its home rule power, and pursuant to various state statutes and provisions contained in the Illinois Municipal Code, to consider and implement economic development programs and to enter into economic incentive agreements in order to attract new businesses to the City; and

**Whereas**, the Parties recognize that the City, in behalf of the Parties, may lead the community's negotiations to attract or retain industrial businesses; and

**Whereas**, it is in the best interest of the Parties to articulate a clear and consistent policy on incentives that may become available for the purpose of attracting or retaining industrial businesses; and

**Whereas**, the Parties desire to enter into a joint property tax abatement program, pursuant to Section 18-165 of the Revenue Code (35 ILCS 200/18-165) and the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 et. seq.); and

**Whereas**, the Parties recognize that each local governmental unit reserves the right, and has sole discretion, to determine whether or not it will participate in any economic incentive package proposed by the City pursuant to this Agreement; and

**Whereas**, this Intergovernmental Agreement replaces the Agreement entered into in April 2005; and

**Whereas**, any abatement of taxes by any or all of the Parties will provide a public benefit in any or all of the following ways:

- a) The project will create a significant increase in industrial valuation and generate substantial property tax revenues.
- b) The project will contribute a diversity of jobs, skills, products and services that will enhance the business climate and result in increased business activity.
- c) The project will enhance the economic base of the area through wages paid or products or services sold, and diminish the need to leave the service area to acquire goods and services.

- d) The project will utilize new technology in the expansion of existing operations or the development of new operations.
- e) The project will result in the creation of professional and skilled employment opportunities.
- f) The project will provide a means to recover local governmental operating or capital costs through substantial tax contributions.
- g) The project will contribute significantly to the overall quality of life in the area.

**Now, Therefore,** in consideration of the mutual agreements contained herein and upon the further consideration of the recitals hereinabove set forth, it is hereby agreed by, between and among the parties hereto as follows:

1. The intergovernmental property tax abatement program may follow one of several schedules. **Exhibit "A"** illustrates the maximum benefit available from the Parties.
2. Incentive information and applications shall be provided to interested industrial businesses by the City.
3. Within two weeks of the receipt of a completed application, the City shall circulate copies of the application and all relevant information to the other taxing bodies.
4. It is expected that each of the Parties shall take the completed application under consideration and either accept or reject the application within sixty (60) days of the receipt of such application.
5. During deliberation on an application, the City shall serve as the point of contact with the interested company. At the applicant's discretion, representatives of the interested business may be available to explain their project to representatives of local taxing bodies.
6. Each of the Parties reserves the right to consider additional incentives apart from the property tax abatement program if the potential impact of the business merits such consideration.
7. For Parties participating in the DeKalb County Enterprise Intergovernmental Agreement, if the subject property is within the area designated as part of the DeKalb County Enterprise Zone, then the DeKalb County Enterprise Zone Intergovernmental Agreement provisions, and not the terms of this Agreement, shall control.
8. The Parties agree that no property tax abatement shall be extended to a business unless that business shall enter a "Business Partnership Agreement," the form of which is detailed as **Exhibit "B."** According to the terms of such partnership agreement,
  - a) Neither the business nor any of the Parties shall contest the EAV upon which the abatement is based for a period of five (5) years after the full value of the improvements is entered on the County Assessor's rolls. It is understood that, in any one year of this five year period, the assessed valuation, excluding multipliers, shall not be greater than one hundred and five percent (105%) nor less than ninety-five percent (95%) of the previous year's assessment, or that the cumulative assessed valuation of the property for the five year period, excluding multipliers, is not greater

than one hundred fifteen percent (115%) nor less than eighty-five percent (85%) of the base year's assessment.

- b) For a period of ten years, any business receiving property tax abatement is obliged to indemnify each of the Parties for the value of all abated taxes if that business shall move out of Sycamore, or sell to another entity which removes said enterprise and its jobs from the community.
- 9. Any Party may terminate its participation in this agreement without cause, upon thirty days prior written notice to the other participating local governmental units.
- 10. Severability. Should any clause or paragraph in this Agreement be held unenforceable, void, or unconstitutional, it is the intent of the Parties that all remaining clauses of this Agreement shall survive and be deemed enforceable despite such occurrence.
- 11. Laws of Illinois. The Parties agree that this Agreement shall be governed by the laws of the State of Illinois. Should any dispute concerning the terms of this Agreement arise between the Parties that requires litigation through a court system, the Parties agree that all litigation shall be resolved through the Sixteenth Judicial Circuit Court of the State of Illinois.
- 12. Entire Agreement. This Agreement constitutes the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding on any party except to the extent incorporated in this Agreement.

**Wherefore**, the Parties have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

**CITY OF SYCAMORE**

**By:** \_\_\_\_\_  
**Mayor**

**Attest:** \_\_\_\_\_  
**City Clerk**

**COUNTY OF DEKALB**

**By:** \_\_\_\_\_  
**Chairman**

**Attest:** \_\_\_\_\_  
**County Clerk**

**SYCAMORE PARK DISTRICT**

By: \_\_\_\_\_  
President

Attest: \_\_\_\_\_

**SYCAMORE PUBLIC LIBRARY**

By: \_\_\_\_\_  
President

Attest: \_\_\_\_\_

**SYCAMORE TOWNSHIP**

By: \_\_\_\_\_  
Chairman, Board of Trustees

Attest: \_\_\_\_\_

**CORTLAND TOWNSHIP**

By: \_\_\_\_\_  
Chairman, Board of Trustees

Attest: \_\_\_\_\_

**KISHWAUKEE COMMUNITY COLLEGE**

By: \_\_\_\_\_  
Chairman, Board of Trustees

Attest: \_\_\_\_\_

**EXHIBIT A****LOCAL TAX ABATEMENT OPTIONS\***

Maximum Abatement:

<b>Taxing Body</b>	<b>Year 1**</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
City of Sycamore	90%	80%	70%	60%	50%
County of DeKalb	90%	80%	70%	60%	50%
Sycamore Library	90%	80%	70%	60%	50%
Sycamore Township	90%	80%	70%	60%	50%
Sycamore Park District	90%	80%	70%	60%	50%
Kishwaukee College	90%	80%	70%	60%	50%
Cortland Township	90%	80%	70%	60%	50%

\*Each taxing body, in its sole discretion, will review abatement requests and determine whether it will support or modify an abatement application.

\*\*Abatement begins in the first year of full assessment, or after the full value of the improvements is entered on the County Assessor's rolls.



**EXHIBIT B**  
**MODEL BUSINESS PARTNERSHIP AGREEMENT**

This Business Partnership Agreement is made between \_\_\_\_\_ (business name), and the City of Sycamore (hereinafter, the “City”), the County of DeKalb (hereinafter, the “County”), the Sycamore Park District (hereinafter, the “Park”), the Sycamore Public Library (hereinafter, the “Library”), Sycamore Township (hereinafter, “Sycamore Township”), Cortland Township (hereinafter “Cortland Township”), Kishwaukee Community College (hereinafter, “College”), all hereinafter collectively referred to as the “Parties.”

**Whereas,** \_\_\_\_\_ (business name) is registered to do business in the State of Illinois and is the owner/contract purchaser of certain property (property address) within the corporate limits of the City of Sycamore, a legal description of which is attached hereto and made a part hereof; and

**Whereas,** \_\_\_\_\_ (business name) intends to develop/redevelop the property located at \_\_\_\_\_ (address) for use as a \_\_\_\_\_ facility; and

**Whereas,** the development or redevelopment of the property at \_\_\_\_\_ by \_\_\_\_\_ (business name) will serve the public purposes of creating job opportunities for Sycamore residents, stimulating economic activity and a more balanced tax base, and broadening Sycamore’s motivated and skilled and work force; and

**Whereas,** pursuant to the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 et. seq.) the Parties have the authority under the Constitution of the State of Illinois and Illinois state statutes to contract or otherwise associate among themselves to obtain or promote services in any manner not prohibited by law or local ordinance; and

**Whereas,** pursuant to Section 18-165 of the Revenue Code (35 ILCS 200/18-165) the Parties are authorized to abate taxes on industrial property under certain constraints in law and in the aggregate amount of taxes to be abated; and

**Whereas,** the development or redevelopment proposed by \_\_\_\_\_ (business name) is expected to expand the tax bases of the participating local governmental units by generating additional property tax revenues even after a portion of the combined property tax extension is abated and paid to \_\_\_\_\_ (business name);

**Whereas,** the Parties hereto have each authorized the execution of this Agreement as an exercise of their respective governmental authorities, as an exercise of their intergovernmental authority under the Constitution of the State of Illinois, and specifically pursuant to statutory authority to abate taxes on certain designated property; and their purposes, powers, rights, objectives, and responsibilities hereunder are fully set forth herein.

**Now, Therefore,** in consideration of the mutual agreements contained herein and upon the further consideration of the recitals hereinabove set forth, it is hereby agreed by, between, and among the parties hereto as follows:

**A. Undertakings on the Part of \_\_\_\_\_ (business name):**

1. If the subject property at \_\_\_\_\_ (address) is not already owned by \_\_\_\_\_ (business name), such business shall have obtained fee simple title to the subject property by \_\_\_\_\_.
2. Within thirty (30) days after executing this Agreement or acquiring title to the subject property, \_\_\_\_\_ (business name) shall deliver to the City a certified copy (certified by the Recorder of Deeds of DeKalb County, Illinois) of its recorded deed to the subject property. The City shall in turn, upon the receipt of the certified copy, make photocopies of said deed for the other participating taxing bodies.
3. Using its reasonable best efforts, \_\_\_\_\_ (business name) shall, within calendar year \_\_\_\_\_, obtain approvals from the City to develop or redevelop the subject property. Such approvals shall include, but not be limited to, annexation, rezoning, demolition, grading, site preparation, building permits and other applicable permits and shall have paid all associated fees.
4. \_\_\_\_\_ (business name) shall use its reasonable best efforts to satisfy all conditions precedent to obtaining an occupancy permit from the City no later than \_\_\_\_\_, 201\_, except in the event \_\_\_\_\_ (business name) is unable to open for business due to any civil disorder, war, casualty or acts of God, or other adverse events beyond the reasonable control of \_\_\_\_\_ (business name).
5. For a period of ten years, \_\_\_\_\_ (business name) is obliged to indemnify each of the Parties for the value of all abated taxes if that business shall move out of Sycamore, or sell to another entity which removes said enterprise and its jobs from the community.
6. \_\_\_\_\_ (business name) agrees to promptly pay any and all taxes and governmental charges of any kind that may be lawfully imposed upon the subject property.
7. \_\_\_\_\_ (business name) shall give each of the participating governmental units written notice regarding any delinquency or defaults in the payment of any property taxes levied or extended upon the subject property which are due to the County Clerk when notice is received.
8. \_\_\_\_\_ (business name) warrants that its projected investment in the subject property shall total approximately \$ \_\_\_\_\_ over the term of this Agreement, a sum which includes property acquisition, site preparation, architectural and engineering plans, and construction or rehabilitation.
9. \_\_\_\_\_ (business name) warrants it is an Illinois corporation (or partnership, LLC, or other) authorized to do business in the State of Illinois.

**B. Undertakings on the Part of the Participating Local Governmental Units:**

1. Upon satisfaction by \_\_\_\_\_ (business name) of all the conditions hereinabove stated, and upon completion of construction (or rehabilitation or

repair) and occupancy of the subject property by \_\_\_\_\_(business name), the Parties shall thereafter fulfill their respective obligations to abate their respective property taxes as defined in the schedule of abatement below:

<b>Taxing Body</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
City of Sycamore					
County of DeKalb					
Sycamore Library					
Sycamore Township					
Sycamore Park District					
Kishwaukee College					
Cortland Township					

2. To implement the abatements, the respective participating governmental units shall each annually adopt and file with the County Clerk at the appropriate time an ordinance or resolution, whichever is required by law, providing for the abatement in the amounts indicated in the table, above. The amount of each participating government’s abatement share shall be calculated following the publication by the DeKalb County Assessor of the corresponding tax year’s EAV for the subject property.

**C. Mutual Undertakings on the Part of \_\_\_\_\_(business name) and the Parties:**

1. Neither the business nor any of the Parties shall contest the EAV upon which the abatement is based for a period of five (5) years after the full value of the improvements is entered on the County Assessor’s rolls. It is understood that, in any one year of this five year period, the assessed valuation, excluding multipliers, shall not be greater than one hundred and five percent (105%) nor less than ninety-five percent (95%) of the previous year’s assessment, or that the cumulative assessed valuation of the property for the five year period, excluding multipliers, is not greater than one hundred fifteen percent (115%) nor less than eighty-five percent (85%) of the base year’s assessment.
2. Neither the business nor any of the Parties shall contest the fact that if in any year the total real property taxes due (less abated taxes) are not fully paid on the date on which said taxes are due, the right to receive the abatements described herein shall not be reinstated, and the County Clerk shall be notified accordingly.

**D. Termination.** In the event it is determined that \_\_\_\_\_(business name) has violated the provisions of this Agreement, then all abatements previously granted shall be repaid in full to each of the participating governmental units and the obligations of said governmental units to any future abatements shall cease.

**E. Notices.** All notices and requests that are required pursuant to this Agreement shall be sent by certified mail as follows:

To (business name):

To the City:

City Manager  
City of Sycamore  
308 West State Street  
Sycamore, IL 60178

To the County:

County Administrator  
County of DeKalb  
Legislative Center  
200 North Main Street  
Sycamore, IL 60178

To the Park District:

Executive Director  
Sycamore Park District  
940 East State Street  
Sycamore, IL 60178

To the Library:

Executive Director  
Sycamore Public Library  
103 East State Street  
Sycamore, IL 60178

To Kishwaukee College:

President  
Kishwaukee Community College  
21193 Malta Road  
Malta, IL 60150

To Sycamore Township:

Supervisor  
Sycamore Township  
545 Brickville Road  
Sycamore, IL 60178

To Cortland Township:

Supervisor  
Cortland Township  
2010 Prairie Street  
Cortland, IL 60112

**F. Laws Governing.** This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois and, for the purposes of any lawsuit between the parties

concerning this Agreement, its enforcement, or the subject thereof, the venue shall be in DeKalb County, Illinois.

**G. Binding Effect.** This Agreement shall inure to the benefit of, and shall be binding upon, the parties hereto and their respective corporate successors and assigns. This Agreement shall not run with the land or the subject property.

**H. No Waiver.** Failure of any party to this Agreement to insist upon the strict and prompt performance of the terms, covenants, agreements, and conditions herein contained, or any of them that may be imposed on another party, shall not constitute or be construed as a waiver or relinquishment of any party's right thereafter to enforce any such term, covenant, agreement or condition, but the same shall continue in full force and effect.

**I. Headings.** All section headings in this Agreement are for general aid of the reader and shall not limit the plain meaning or application of any of the provisions thereof whether relevant to such heading or not.

**J. Authorization To Execute.** The officers of \_\_\_\_\_(business name) who shall execute this Agreement warrant that they are lawfully authorized by the firm's board of directors to execute this Agreement on its behalf. The officers or elected officials of the governmental units who shall execute this Agreement warrant that they are also authorized to execute this Agreement on behalf of their respective governing bodies.

**K. Amendment.** This Agreement sets forth all the promises, inducements, agreements, conditions and understandings among the Parties and \_\_\_\_\_(business name) relative to the incentive described above. The parties to this Agreement agree that no expressed or implied promises, inducements, agreements, conditions or understandings, other than those herein set forth, shall bind the parties for the purpose of the subject matter hereof. No subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the parties hereto unless authorized in accordance with law and reduced to writing and signed by them jointly.

**L. Counterparts.** This Agreement may be executed in multiple counterparts, each of which taken together shall constitute one and the same instrument.

**M. Severability.** If any provision of this Agreement is held invalid by a court of competent jurisdiction or in the event such a court shall determine that the participating local governmental units do not have the power to perform any such provision, such provision shall be deemed to be excised and the invalidity thereof shall not affect any of the other provisions contained herein, and such judgment or decree shall relieve the government units from performance under such invalid provision of this Agreement; provided, however, if the judgment or decree relieves any of the participating local governmental units of any of their monetary obligations under this Agreement then this Agreement shall terminate.

**N. Term.** Unless earlier terminated pursuant to other provisions of this Agreement, this Agreement shall terminate when property taxes on the subject property have been abated in the aggregate sum of \$\_\_\_\_\_ in accordance with Section B, herein, or upon abatement of property taxes in accordance with Section B, herein, for a period of \_\_\_\_\_ years, whichever is the first to occur.

**O. Contingency.** In the event \_\_\_\_\_ business name does not obtain or retain title to the subject property for any reason or does not complete the project or achieve legal occupancy for the property, this Agreement shall automatically terminate and be null and void and of no further force or effect. Upon such termination, all parties shall be relieved of any liability or obligation to the others under this Agreement, except that any abatement monies already paid to \_\_\_\_\_ (business name) shall be returned to the respective participating governmental units.

**IN WITNESS WHEREOF,** this Agreement is made and executed as of the date and year first written above.

**CITY OF SYCAMORE**

By: \_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
City Clerk

**COUNTY OF DEKALB**

By: \_\_\_\_\_  
Chairman

Attest: \_\_\_\_\_  
County Clerk

**SYCAMORE PARK DISTRICT**

By: \_\_\_\_\_  
President

Attest: \_\_\_\_\_

**SYCAMORE PUBLIC LIBRARY**

By: \_\_\_\_\_  
President

Attest: \_\_\_\_\_

**SYCAMORE TOWNSHIP**

**By:** \_\_\_\_\_  
**Chairman, Board of Trustees**

**Attest:** \_\_\_\_\_

**CORTLAND TOWNSHIP**

**By:** \_\_\_\_\_  
**Chairman, Board of Trustees**

**Attest:** \_\_\_\_\_

**KISHWAUKEE COMMUNITY COLLEGE**

**By:** \_\_\_\_\_  
**Chairman, Board of Trustees**

**Attest:** \_\_\_\_\_

**Revised 12/14/2015**

**INTERGOVERNMENTAL AGREEMENT PROVIDING for PROPERTY TAX  
ABATEMENT for INDUSTRIAL, LOGISTICS, and KNOWLEDGE BASED FIRMS in the  
CITY OF SYCAMORE**

At the August 2015 regular board meeting we discussed the financial impact of the original 3-year agreement versus the proposed 5-year. I used three different parcels as an example. Of course the EAV of parcels will vary which in turn will modify the financial impact of the abatement. For the purpose of this assessment I will use the property with the highest EAV. (Also assumes no change in the EAV or our tax rate.)

Example:

EAV = 477,547

Annual Tax Amount = \$3,856.67

Total Abatement (5 years) = \$13,498.35

Total Taxes collected (5 years) = \$5,785.00

	Year 1	Year 2	Year 3	Year 4	Year 5
Taxes Abated	\$3,471.00	\$3,085.34	\$2,699.67	\$2,314.00	\$1,928.34
Taxes Received	\$ 385.67	\$ 771.33	\$1,157.00	\$1,542.67	\$1,928.33



SYCAMORE PARK DISTRICT  
Board of Commissioners  
Date of Board Meeting: February 23, 2016

**STAFF RECOMMENDATION**

**AGENDA ITEM: EXECUTIVE SUMMARY: Final Approval.**

**BACKGROUND INFORMATION:** It is important that key staff and all Board members have at their access a resource that can answer most of the broad policy and budget issues facing the Sycamore Park District. This resource allows the staff and board to have a “go-to” source of information.

To provide this resource—one that could also be on our website—the **Executive Summary** will be created in February of each year to put in place all the guiding information, and key budget information for the coming year. This Executive Summary will contain:

**Background**

Mission Statement  
Commissioner Contact Information  
Executive Director Contact Information  
Board Meeting Dates  
Brief History  
Holiday Schedule  
Organizational Chart  
Full Time Staff  
FT/PT Pay Schedules

**Financial Analysis**

Major Fund Comparison of Operating Budget 2015 vs 2016  
Appropriation Comparison 2015 vs 2016  
Comparison of Tax Levy 2015 vs 2016  
Historical Comparison of EAV and Tax Rate  
Bond Analysis  
Historical Levy Rates of Various Taxing Bodies w/Pie Chart

**Budget**

FY2016 Operating Budget Summary  
FY2016 Operating Budget Detail

**Vision 20/20**

Vision 20/20 as of December, 2015

**Program and Facility Use Stats**

Program Participation Numbers

Golf Course Comparative Analysis

Pavilion Use Summary

Fitness Center Comparative Analysis

Pool Pass Sales Analysis

**Major Fee Categories**

Pool Fees

Program Fees

Golf Course Fees

Pavilion Fees

Fitness Center Fees

**Significant Events from 2015**

Parks and Facilities

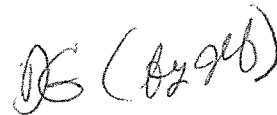
Recreation (includes Pool)

Golf

Administration (includes Concessions)

**FISCAL IMPACT:** None.

**STAFF RECOMMENDATION:** The Executive Summary was given to you in the January Board Packet. I only received one change and that was to correct the name of Ann Tucker. This has been done and attached is the page in the Summary where the change was made. I received no other changes, so what the Executive Summary from January (with this change made) is what you will be approving today. I will not be including the entire Executive Summary in the Board Packet. It is recommended that the Board approve the Executive Summary. Once you give your final approval, I will then provide you with your copy of the Executive Summary completed.

**PREPARED BY:** Jeanette Freeman, Office Manager**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**

## Commissioners

Ted Strack, President  
1370 Winfield Drive  
Sycamore, IL 60178  
815-895-2520  
[tstrack@resourcebank.com](mailto:tstrack@resourcebank.com)

Michelle Schulz, Vice President  
617 Parkmoor Court  
Sycamore, IL 60178  
815-895-4804  
[Michelles@sycamoreparkdistrict.com](mailto:Michelles@sycamoreparkdistrict.com)

Daryl Graves  
989 Wells Drive  
Sycamore, IL 60178  
815-899-3830  
[Dgraves427@aol.com](mailto:Dgraves427@aol.com)

Ann Tucker  
1121 Somonauk  
Sycamore, IL 60178  
815-751-5056  
[AnnT@sycamoreparkdistrict.com](mailto:AnnT@sycamoreparkdistrict.com)

William Kroeger  
312 E. Exchange Street  
Sycamore, IL 60178  
815-899-3088  
[WilliamK@sycamoreparkdistrict.com](mailto:WilliamK@sycamoreparkdistrict.com)

# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: February 23, 2016

## STAFF RECOMMENDATION

### AGENDA ITEM: MOU's: Recommend Approval

**BACKGROUND INFORMATION:** The few changes have been made to the Affiliate's MOU's and sent to them. The Affiliate's include; AYSO Soccer, Sycamore Storm Softball, Sycamore Youth Baseball, and Sycamore Girls' Softball. The MOU's have been in place since 2013 and have been working well. These documents outline the needs and the expectations of both the Affiliate and the District. They were updated to reflect exactly what each group is using. We are also now entering a three year agreement, so this process does not have to be done every year. The affiliates have agreed to the changes and I have received signed copies back from three of the four groups. I am still waiting for AYSO Soccer to return theirs to me. The MOU's are attached.

**FISCAL IMPACT:** None at this time.

**STAFF RECOMMENDATION:** Staff recommends approval of the 2016 MOU's.

**PREPARED BY:** Lisa Metcalf, Recreation Supervisor

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

**Sycamore Park District**  
**and**  
**Sycamore Girls' Softball**  
**Affiliate Group Memorandum of Understanding**

**Purpose**

The Sycamore Park District (hereafter "Park District") recognizes that certain organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific purpose and group. These organizations are separate and independent from the Park District and provide for their own leadership, organizational and operational structure. Although the stated missions of the organizations may differ, public investment in public recreational facilities and programs creates a mutually beneficial environment in which to provide quality recreation for all the individuals served by the parties, as well as the general public.

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

To this end, the Park District is willing to establish a working relationship and Memorandum of Understanding with Sycamore Girls' Softball, Inc. (SGS) (hereafter "Affiliate"). With this Memorandum of Understanding, the parties will define the working relationship, mutual expectations, and individual responsibilities. However, this Memorandum of Understanding cannot be considered absolute; but shall serve as a frame of reference. Standards outlined herein assure that the parties' concept of joint planning, use and maintenance is followed to the maximum extent possible, while retaining the essential freedom of discretion, decision and action planning while developing and maintaining recreational programs.

**I. Criteria and Conditions**

1. The Affiliate shall provide its own leadership and structure.
2. The Affiliate shall conduct its own financial business and be financially self-supporting.
3. The Affiliate shall have its own volunteer governing board with adopted written bylaws or guidelines to guide their board in policy-making decisions, and:
  - a. Is a not-for-profit corporation or organization dedicated to offering and promoting recreational activities which are compatible with and supplement Park District programs.

- b. Will have at least 50% of the members/participants of the Affiliate be residents of the Park District.
  - c. Provide an annual budget to the Park District showing all anticipated revenue and expenditures.
4. The Affiliate shall provide a list of current Board members, including addresses and telephone numbers, and notify the Park District of any change in Board composition.
5. Upon request, the Affiliate shall supply a roster listing first initial of first name, last name, town of residence, and zip code of all participants to the Sycamore Park District in a Microsoft Excel spreadsheet. Printout and disc must be submitted by the third game of the season. Park District agrees to maintain the confidentiality of such list and shall only use them for contract purposes in the event of an emergency or pursuant to an order or request by legal authorities or pursuant to court order.
6. The Community Group/Affiliate agrees and understands that neither the Community Group/Affiliate nor its officials, officers, members, employees or volunteers (collectively "Community Group/Affiliate") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The Community Group/Affiliate will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage arising out of any Community Group/Affiliate activity will be the Community Group's/Affiliate's sole responsibility and not the Park District's. Also, it is understood that the Community Group/Affiliate is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the Community Group/Affiliate will be solely responsible for its own actions. The Park District will in no way defend the Community Group/Affiliate in matters of liability.
7. The Affiliate shall not represent itself or members of the Affiliate as employees, volunteers, or agents of the Park District.
8. The Affiliate shall designate a liaison to the Park District, and provide the individual's name, address, email address, home and cell phone numbers to the Park District by January 1<sup>st</sup> of the year in which that person will serve. Likewise, the District will provide a liaison to the Affiliate.
9. The Affiliate or members of the Affiliate will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District. Likewise the District will not advertise or solicit participants using the registered trademark and or logo of the Affiliate, without the approval from the Affiliate.
10. All fees, charges, monies, and expenditures shall be handled by the Affiliate itself, with its own accounts in the group's name.

11. The Affiliate acknowledges and agrees that the group is responsible for any and all expenses, including, but not limited to, the provision of equipment and materials related to the Affiliate activities and use of Park District property and facilities, unless specified and agreed to in writing.
12. Activities sponsored by Affiliate shall not, other than to adhere to specific memberships guidelines or minimum residency standards, discriminate against or exclude any individual, from participation for reasons of race, color, creed, national origin, sex, disability, or any other characteristic protected by local, state, or federal law.
13. The Affiliate agrees to conduct criminal background checks, at its own expense, for all staff and volunteers who directly supervise individuals under the age of eighteen (18) years. The Affiliate is solely responsible for determining if any conviction requires, by law, and/or by the Affiliate's own standards to preclude employment or volunteer services for the Affiliate. The District would be willing to act as a resource to assist the Affiliate in finding an efficient and cost effective means to accomplish this.
14. The Affiliate understands and agrees that it is solely responsible for determining whether any member of its board, staff or volunteers are qualified and suitable for any Affiliate position and/or activity and that the park District is not responsible for any hiring or retention decisions.
15. Registration for membership/tryouts must not exclude Sycamore Park District residents.
16. The Affiliate shall comply with all applicable local, state and federal laws, including, but not limited to the Illinois Human Rights Act, the American with Disabilities Act, and the Civil Rights Act of 1964. The Affiliate shall base staff, volunteer, and participation criteria upon personal capabilities and qualifications without discrimination because of race, color, religion, sexual orientation, sex (except as an appropriate division for athletics programming), disability, marital status, or any other protected characteristics as established by law.

## **II. Facility Use**

1. The Affiliate shall have authorization and permission to use the Park District property known as ballfields, batting cages, surrounding walkways, parking lots, and other common areas for the period and fees indicated herein. Field scheduling to be coordinated by the Recreation Supervisor.
2. It is the sole responsibility of the Affiliate to determine whether any facility, field or location is safe and/or appropriate for any intended use. However, the Park District has overriding say in all decisions.
3. The Affiliate shall inspect each field prior to and subsequent to each use and shall promptly report any unsafe condition (holes in field, broken equipment, etc.) to the Park District Superintendent of Parks and Facilities.

4. The Affiliate is solely responsible for providing supervision for any and all Affiliate activities.
5. The Park District does not assume any responsibility, care, custody, or control of any Affiliate property or equipment brought upon or stored upon Park District property. The Affiliate is solely responsible for the safety and/or Security of any property, participant or equipment brought upon or stored on Park District Property.
6. The Affiliate shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.
7. The Affiliate shall not play or operate any sound amplification devices including radios, television sets, public address systems, musical instruments, etc., or operate any other energy amplification device in such way that is disruptive to the Park District neighbors or other Park District patrons.
8. The Affiliate will have continued and uninterrupted access and exclusive use of ball fields 2, 3, 5-10, 13-16 and batting cage usage from April 1 to October 31 on their scheduled Tuesday, Thursday and Saturday mornings for game days and practices. Field #10 cannot be used on Tuesdays starting in May. (Note: Saturday practice and game times may need to be adjusted in April and May if fields are needed for the High School.)

Additionally, as long as this Memorandum of Understanding is in good standing, the Affiliate shall have continued and uninterrupted and use of one storage unit located in the grey building across from Field 1. The Affiliate will also have access to storage lockers located at each field.

Finally, the Affiliate is responsible for putting bases out before each game and returning them to the box after use is completed. IF bases are left out or boxes not locked, the Affiliate will be responsible for financial compensation to the Park District for their replacement, as well as the contents.

9. The Park District is responsible for necessary field equipment which includes bases, garbage cans, pitching mounds and dragging and striping of fields, which includes chalk, prior to the first game of consecutively scheduled games. The Affiliate upon occasion may assist in the purchase of supplies.
10. Fees will change at times, and an annual fee rate will be provided by the Park District to the Affiliate no later than November 1<sup>st</sup> of each year. Fees are intended to recover the cost to the district for its commitments found in this Memorandum of Understanding. If the field has already been prepped and then canceled due to any reason, the Affiliate will pay half of the original fee. There will be fee increases in 2017.
11. Sycamore Park District operates/oversees all concessions on Park District property. Any sale of products of any kind and in any form is governed by park district policy and permit. Upon occasion the District understands that the Affiliate may wish to sell non-



food and non-beverage items, for their respective organizations. The Affiliate may then contact the Superintendent of Finance and ask to fill out a "Vendor Permit" to sell those items. Specifics of the items sold and date(s) of when they will be sold must be provided. A fee may be required for this permit. The Affiliate may not conduct any sales on Park District property without written permission from the District.

## 12. Other Provisions:

**The Affiliate must submit facility requests a minimum of 30 days in advance of scheduled start dates. Final game schedules must be in the hands of the park district at least 10 days in advance. ADDITIONALLY,**

- a. The Park District requires a minimum of 50% residency rate for an Affiliate. Should the Affiliate not meet this standard, a higher fee per Athlete will be charged, and/or the Memorandum of Understanding may be withdrawn by the Park District.
- b. All fees due the Park District shall be paid within thirty (30) days of receipt of invoice. Failure to pay will result in loss of Park District services and facilities in the future, and a withdrawal of the Memorandum of Understanding.
- c. Field scheduling shall be coordinated by the League Director of the Affiliate. Adequate time between games should be considered to allow for parking constraints.
- d. The Park District will provide for use of the Club House or other space, as available, to conduct registration for the Affiliate's program.
- e. The Affiliate will provide safety training for referees and coaches. The Park District reserves the right to cancel games and/or practices due to wet or unsafe field conditions, or Park District programs. Coaching certification may be required within the next few years.
- f. All practices and games shall be postponed or cancelled when lightning, thunder or threatening weather takes place at the Park District facility location. Games and practices may not resume until no lightning has been sighted for thirty (30) minutes. The Park District's ThorGard Lightening Detector is the base line expectation for this rule. Coaches, volunteers and staff are encouraged to fault on the side of discretion in extending, further, the delays due to lightening should there be any doubt or question.
- g. The Affiliate is not permitted to assign its right of access to the fields to any other organization. Further, if the Affiliate is involved in the scheduling of any games not involving the Affiliate participants or where the event is not organized or supervised by the Affiliate, these games from other communities that are allowed at Park District facilities must be with written approval from the Recreation Supervisor.

- h. The Affiliate can assign two current Affiliate board members or volunteers to be the Liaison to the Park District for ordering of field material. Please call the Superintendent of Parks and Facilities.
- i. When the Affiliate has a need for a capital improvement, it must plan with the Park District for that improvement before submitting it to the Park District Board for consideration. Should the Park District Board agree to the improvement, the Affiliate will be asked to financially assist in such capital improvement. The Park District should not be expected to contribute to that cost, but will consider it on a case-by-case basis. Should an improvement be approved, upon completion it becomes the property of the park district, and shall be cared for to the best of the District's ability. Contribution to its upkeep by the Affiliate would be welcomed by the Park District.
- j. Electricity usage for lights will be invoiced for time used at the end of the season.
- k. The Affiliate may be asked to pay a portion of the services of an on-site "Facility Manager" to ensure that the Affiliate is receiving services it requested.

### **III. Advertisement**

The Park District will provide the Affiliate with a quarter page advertisement in their seasonal program guide. The Affiliate is responsible for providing information for the advertisement, and the Park District will design the advertisement with consultation of the group. The cost for this space will be free.

### **IV. Insurance and Indemnification**

The Affiliate shall procure and maintain for the duration of this agreement, the insurance required by the park district's liability insurance carrier and legal counsel. It is understood, given the nature of liability insurance claims and coverage that these insurance requirements will change and grow.

- 1. General Insurance Provisions/Evidence of Insurance
  - a. Prior to exercising any rights under this Memorandum of Understanding, the Affiliate shall furnish the Park District with a certificate(s) of insurance and applicable policy endorsement(s) executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth by the Park District.
  - b. All certificates shall provide for 30 days' written notice to Agency prior to the cancellation or material change of any insurance referred to therein. Written Notice to the Park District shall be by certified mail, return receipt requested.

- c. Failure of the Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of the Park District's obligations to maintain such insurance.
- d. The Park District shall have the right, but not the obligation, of prohibiting the Affiliate from using the premises until such certificates or other evidence that Insurance has been placed in complete compliance with these requirements is received and approved by the Park District.
- e. Failure to maintain the required insurance may result in termination of this Memorandum of Understanding at Park District's option.

## 2. Indemnification

- a. The Community Group/Affiliate shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorney's and paralegals' fees and court costs), arising from or in any way connected with (I) the conduct or management of the premises or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the premises during the term of this agreement; (ii) any act, omission wrongful act or negligence of the Community Group/Affiliate or any of the Community Group's/Affiliate's partners, directors, officials, officers, agents, employees, members, volunteers, participants, invitees, licensees, contractors, or subcontractors; (iii) any accident, injury or damage whatsoever occurring in or upon any Park District property or facility, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. The Community Group/Affiliate shall similarly protect, indemnify and hold and save harmless the Park District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of the Community Group's/Affiliate's breach of any of its obligations under, or the Community Group's/Affiliate's default of, any provision of this agreement.
- b. While Sycamore Girls' Softball (SGS) will use reasonable care in protecting the Park District property during its activity, SGS does not accept any financial burden related to the repair and maintenance of Park District property, unless such damage is the result of intentional acts or reckless conduct of any SGS participants, agents or invitees.
- c. Should the Affiliate contribute to the cost of a capital improvement in the Park District (see II.12.i)

- d. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party or person described in this paragraph.

**V. No Third Party Beneficiary**

This Memorandum of Understanding is entered into solely for the benefit of the Affiliate and Park District, and nothing in this Memorandum of Understanding is intended, either expressly or implied, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to the Memorandum of Understanding, or acknowledge, establish or impose any legal duty to any third party.

**VI. Donations of Time, materials or field Improvements**

Donations from the affiliate such as field improvements, additions or donations of time or materials are greatly appreciated by the District and will be recognized. Donations of materials or property will be considered the property of the District and at that point the District will be solely responsible for the property/material.

**VII. Keys for Lights, Equipment, Buildings, etc.**

The Affiliate will agree to use the key system the Park District has put in place understanding this procedure is in place to maximize use of the facility for all and to help contains costs for all. The procedure will require a key deposit being paid to the Park District before the season begins. If all keys are returned to the Park District at the end of the season, the Affiliate will be given back its original deposit. If there are keys that are not returned, the Affiliate will forfeit its complete deposit. This deposit will be used to pay for the re-keying of the locks for the following year. Any difference in cost between the deposit and the actual re-keying will be charged to the affiliate.

**VIII. Termination**

This Memorandum of Understanding is valid for the calendar years of 2016, 2017, and 2018. Therefore, this Memorandum of Understanding shall be deemed automatically renewed for the next three years, unless either party shall advise the other party in writing of its intention not to renew the Memorandum of Understanding, or unless the parties otherwise mutually agree to terminate the Memorandum of Understanding. The Park District retains the right to alter the terms and conditions of this Memorandum of Understanding or to terminate this Memorandum of Understanding at any time and for any reason, including, but not limited to misconduct of the Affiliate or for misuse of Property, for purposes deemed necessary for public safety or preservation of Property, if termination serves the interests of Park District residents, or because the Affiliate has breached any of its obligations under this Memorandum of Understanding.


The Memorandum of Understanding may be amended by the written approval of both Parties.

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed by a duly authorized officer thereof as of the date first above written.




---

Authorized Signature of Affiliate



---

Authorized Signature of Park District



---

Print Name/Title of Above Signature



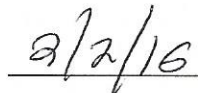
---

Date



---

Print Name/Title of Above Signature



---

Date

**Sycamore Park District  
and  
Sycamore Storm Softball  
Affiliate Group Memorandum of Understanding**

**Purpose**

The Sycamore Park District (hereafter “Park District”) recognizes that certain organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific purpose and group. These organizations are separate and independent from the Park District and provide for their own leadership, organizational and operational structure. Although the stated missions of the organizations may differ, public investment in public recreational facilities and programs creates a mutually beneficial environment in which to provide quality recreation for all the individuals served by the parties, as well as the general public.

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

To this end, the Park District is willing to establish a working relationship and Memorandum of Understanding with Sycamore Storm Softball (hereafter “Affiliate”). With this Memorandum of Understanding, the parties will define the working relationship, mutual expectations, and individual responsibilities. However, this Memorandum of Understanding cannot be considered absolute; but shall serve as a frame of reference. Standards outlined herein assure that the parties’ concept of joint planning, use and maintenance is followed to the maximum extent possible, while retaining the essential freedom of discretion, decision and action planning while developing and maintaining recreational programs.

**I. Criteria and Conditions**

1. The Affiliate shall provide its own leadership and structure.
2. The Affiliate shall conduct its own financial business and be financially self-supporting.
3. The Affiliate shall have its own volunteer governing board with adopted written bylaws or guidelines to guide their board in policy-making decisions, and:
  - a. Is a not-for-profit corporation or organization dedicated to offering and promoting recreational activities which are compatible with and supplement Park District programs.

- b. Will have at least 50% of the members/participants of the Affiliate be residents of the Park District.
  - c. Provide an annual budget to the Park District showing all anticipated revenue and expenditures.
4. The Affiliate shall provide a list of current Board members, including addresses and telephone numbers, and notify the Park District of any change in Board composition.
5. Upon request, the Affiliate shall supply a roster listing first initial of first name, last name, town of residence, and zip code of all participants to the Sycamore Park District in a Microsoft Excel spreadsheet. Printout and disc must be submitted by the third game of the season. Park District agrees to maintain the confidentiality of such list and shall only use them for contract purposes in the event of an emergency or pursuant to an order or request by legal authorities or pursuant to court order.
6. The Community Group/Affiliate agrees and understands that neither the Community Group/Affiliate nor its officials, officers, members, employees or volunteers (collectively "Community Group/Affiliate") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The Community Group/Affiliate will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage arising out of any Community Group/Affiliate activity will be the Community Group's/Affiliate's sole responsibility and not the Park District's. Also, it is understood that the Community Group/Affiliate is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the Community Group/Affiliate will be solely responsible for its own actions. The Park District will in no way defend the Community Group/Affiliate in matters of liability.
7. The Affiliate shall not represent itself or members of the Affiliate as employees, volunteers, or agents of the Park District.
8. The Affiliate shall designate a liaison to the Park District, and provide the individual's name, address, email address, home and cell phone numbers to the Park District by January 1<sup>st</sup> of the year in which that person will serve. Likewise, the District will provide a liaison to the Affiliate.
9. The Affiliate or members of the Affiliate will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District. Likewise the District will not advertise or solicit participants using the registered trademark and or logo of the Affiliate, without the approval from the Affiliate.
10. All fees, charges, monies, and expenditures shall be handled by the Affiliate itself, with its own accounts in the group's name.

11. The Affiliate acknowledges and agrees that the group is responsible for any and all expenses, including, but not limited to, the provision of equipment and materials related to the Affiliate activities and use of Park District property and facilities, unless specified and agreed to in writing.
12. Activities sponsored by Affiliate shall not, other than to adhere to specific memberships guidelines or minimum residency standards, discriminate against or exclude any individual, from participation for reasons of race, color, creed, national origin, sex, disability, or any other characteristic protected by local, state, or federal law.
13. The Affiliate agrees to conduct criminal background checks, at its own expense, for all staff and volunteers who directly supervise individuals under the age of eighteen (18) years. The Affiliate is solely responsible for determining if any conviction requires, by law, and/or by the Affiliate's own standards to preclude employment or volunteer services for the Affiliate. The District would be willing to act as a resource to assist the Affiliate in finding an efficient and cost effective means to accomplish this.
14. The Affiliate understands and agrees that it is solely responsible for determining whether any member of its board, staff or volunteers are qualified and suitable for any Affiliate position and/or activity and that the park District is not responsible for any hiring or retention decisions.
15. Registration for membership/tryouts must not exclude Sycamore Park District residents.
16. The Affiliate shall comply with all applicable local, state and federal laws, including, but not limited to the Illinois Human Rights Act, the American with Disabilities Act, and the Civil Rights Act of 1964. The Affiliate shall base staff, volunteer, and participation criteria upon personal capabilities and qualifications without discrimination because of race, color, religion, sexual orientation, sex (except as an appropriate division for athletics programming), disability, marital status, or any other protected characteristics as established by law.

## **II. Facility Use**

1. The Affiliate shall have authorization and permission to use the Park District property known as ballfields, batting cages, surrounding walkways, parking lots, and other common areas for the period and fees indicated herein. Field scheduling to be coordinated by the Recreation Supervisor.
2. It is the sole responsibility of the Affiliate to determine whether any facility, field or location is safe and/or appropriate for any intended use. However, the Park District has overriding say in all decisions.
3. The Affiliate shall inspect each field prior to and subsequent to each use and shall promptly report any unsafe condition (holes in field, broken equipment, etc.) to the Park District Superintendent of Parks and Facilities.



4. The Affiliate is solely responsible for providing supervision for any and all Affiliate activities.
5. The Park District does not assume any responsibility, care, custody, or control of any Affiliate property or equipment brought upon or stored upon Park District property. The Affiliate is solely responsible for the safety and/or Security of any property, participant or equipment brought upon or stored on Park District Property.
6. The Affiliate shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.
7. The Affiliate shall not play or operate any sound amplification devices including radios, television sets, public address systems, musical instruments, etc., or operate any other energy amplification device in such way that is disruptive to the Park District neighbors or other Park District patrons.
8. The Affiliate will have continued and uninterrupted access and exclusive use of the ball fields on the last Friday, Saturday and Sunday of June to operate its tournament. The District agrees to provide maintenance staff during this weekend to provide support.

X The Affiliate will have priority use of ball fields 9-12 for practices from April 1 to October 31 on their scheduled Wednesdays (5:00pm to dusk) and Sundays (12:00-5:00pm).

X Additionally, as long as this Memorandum of Understanding is in good standing, the Affiliate shall have access to storage lockers located at each field. *Jim English*

Finally, the Affiliate is responsible for putting bases out before each game and returning them to the box after use is completed. IF bases are left out or boxes not locked, the Affiliate will be responsible for financial compensation to the Park District for their replacement, as well as the contents.

9. The Park District is responsible for necessary field equipment which includes bases, garbage cans, pitching mounds and dragging and striping of fields, which includes chalk, prior to the first games during the tournament. The Affiliate upon occasion may assist in the purchase of supplies.
10. Fees will change at times, and an annual fee rate will be provided by the Park District to the Affiliate no later than January 15<sup>th</sup> of each year. Fees are intended to recover the cost to the district for its commitments found in this Memorandum of Understanding. The fee for 2016 will be \$100.00 per team and will be paid by the Affiliate to operate the tournament. There will be fee increases in 2017. Sycamore teams entered in the tournament will not be subject to this fee. *OK - JM*  
*We need to know before November 1, 2015*
11. Sycamore Park District operates/oversees all concessions on Park District property. Any sale of products of any kind and in any form is governed by park district policy and

permit. Upon occasion the District understands that the Affiliate may wish to sell non-food and non-beverage items, for their respective organizations. The Affiliate may then contact the Superintendent of Finance and ask to fill out a "Vendor Permit" to sell those items. Specifics of the items sold and date(s) of when they will be sold must be provided. A fee may be required for this permit. The Affiliate may not conduct any sales on Park District property without written permission from the Park District.

12. Other Provisions:

**The Affiliate must submit facility requests a minimum of 30 days in advance of scheduled start dates. Final game schedules must be in the hands of the park district at least 10 days in advance. ADDITIONALLY,**

- a. The Park District requires a minimum of 50% residency rate for an Affiliate. Should the Affiliate not meet this standard, a higher fee per Athlete will be charged, and/or the Memorandum of Understanding may be withdrawn by the Park District.
- b. All fees due the Park District shall be paid within thirty (30) days of receipt of invoice. Failure to pay will result in loss of Park District services and facilities in the future, and a withdrawal of the Memorandum of Understanding.
- c. Field scheduling shall be coordinated by the League Director of the Affiliate. Adequate time between games should be considered to allow for parking constraints.
- d. The Affiliate will provide safety training for referees and coaches. The Park District reserves the right to cancel games and/or practices due to wet or unsafe field conditions, or Park District programs. Coaching certification may be required within the next few years.
- e. All practices and games shall be postponed or cancelled when lightning, thunder or threatening weather takes place at the Park District facility location. Games and practices may not resume until no lightning has been sighted for thirty (30) minutes. The Park District's ThorGard Lightening Detector is the base line expectation for this rule. Coaches, volunteers and staff are encouraged to fault on the side of discretion in extending, further, the delays due to lightening should there be any doubt or question.
- f. The Affiliate is not permitted to assign its right of access to the fields to any other organization. Further, if the Affiliate is involved in the scheduling of any games not involving the Affiliate participants or where the event is not organized or supervised by the Affiliate, these games from other communities that are allowed at Park District facilities must be with written approval from the Recreation Supervisor.
- g. The Affiliate can assign two current Affiliate board members or volunteers to be the Liaison to the Park District for ordering of field material. Please call the Superintendent of Parks and Facilities.

LAST FULL WEEKEND OF JUNE.

2016	Storm DAYZ	June 24-26
2017	Storm DAYZ	June 23-25
2018	Storm DAYZ	June 22-24

- h. When the Affiliate has a need for a capital improvement, it must plan with the Park District for that improvement before submitting it to the Park District Board for consideration. Should the Park District Board agree to the improvement, the Affiliate will be asked to financially assist in such capital improvement. The Park District should not be expected to contribute to that cost, but will consider it on a case-by-case basis. Should an improvement be approved, upon completion it becomes the property of the park district, and shall be cared for to the best of the District's ability. Contribution to its upkeep by the Affiliate would be welcomed by the Park District.
- i. Electricity usage for lights will be invoiced for time used at the end of the season.
- j. The Affiliate may be asked to pay a portion of the services of an on-site "Facility Manager" to ensure that the Affiliate is receiving services it requested.

### III. Advertisement

The Park District will provide the Affiliate with a quarter page advertisement in their seasonal program guide. The Affiliate is responsible for providing information for the advertisement, and the Park District will design the advertisement with consultation of the group. The cost for this space will be free.

2  
Please provide info

### IV. Insurance and Indemnification

The Affiliate shall procure and maintain for the duration of this agreement, the insurance required by the park district's liability insurance carrier and legal counsel. It is understood, given the nature of liability insurance claims and coverage that these insurance requirements will change and grow.

1. General Insurance Provisions/Evidence of Insurance
  - a. Prior to exercising any rights under this Memorandum of Understanding, the Affiliate shall furnish the Park District with a certificate(s) of insurance and applicable policy endorsement(s) executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth by the Park District.
  - b. All certificates shall provide for 30 days' written notice to Agency prior to the cancellation or material change of any insurance referred to therein. Written Notice to the Park District shall be by certified mail, return receipt requested.
  - c. Failure of the Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of the Park District's obligations to maintain such insurance.

- d. The Park District shall have the right, but not the obligation, of prohibiting the Affiliate from using the premises until such certificates or other evidence that Insurance has been placed in complete compliance with these requirements is received and approved by the Park District.
- e. Failure to maintain the required insurance may result in termination of this Memorandum of Understanding at Park District's option.

## 2. Indemnification

- a. The Community Group/Affiliate shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorney's and paralegals' fees and court costs), arising from or in any way connected with (I) the conduct or management of the premises or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the premises during the term of this agreement; (ii) any act, omission wrongful act or negligence of the Community Group/Affiliate or any of the Community Group's/Affiliate's partners, directors, officials, officers, agents, employees, members, volunteers, participants, invitees, licensees, contractors, or subcontractors; (iii) any accident, injury or damage whatsoever occurring in or upon any Park District property or facility, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. The Community Group/Affiliate shall similarly protect, indemnify and hold and save harmless the Park District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of the Community Group's/Affiliate's breach of any of its obligations under, or the Community Group's/Affiliate's default of, any provision of this agreement.
- b. While Sycamore Storm Softball will use reasonable care in protecting the Park District property during its activity, Sycamore Storm Softball does not accept any financial burden related to the repair and maintenance of Park District property, unless such damage is the result of intentional acts or reckless conduct of any Sycamore Storm Softball participants, agents or invitees.
- c. Should the Affiliate contribute to the cost of a capital improvement in the Park District (see II.12.h)
- d. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party or person described in this paragraph.

#### V. No Third Party Beneficiary

This Memorandum of Understanding is entered into solely for the benefit of the Affiliate and Park District, and nothing in this Memorandum of Understanding is intended, either expressly or implied, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to the Memorandum of Understanding, or acknowledge, establish or impose any legal duty to any third party.

#### VI. Donations of Time, materials or field Improvements

Donations from the affiliate such as field improvements, additions or donations of time or materials are greatly appreciated by the District and will be recognized. Donations of materials or property will be considered the property of the District and at that point the District will be solely responsible for the property/material.

#### VII. Keys for Lights, Equipment, Buildings, etc. *Jim English.*

The Affiliate will agree to use the key system the Park District has put in place understanding this procedure is in place to maximize use of the facility for all and to help contains costs for all. The procedure will require a key deposit being paid to the Park District before the season begins. If all keys are returned to the Park District at the end of the season, the Affiliate will be given back its original deposit. If there are keys that are not returned, the Affiliate will forfeit its complete deposit. This deposit will be used to pay for the re-keying of the locks for the following year. Any difference in cost between the deposit and the actual re-keying will be charged to the affiliate.

#### VIII. Termination

This Memorandum of Understanding is valid for the calendar years of 2016, 2017, and 2018. Therefore, this Memorandum of Understanding shall be deemed automatically renewed for the next three years, unless either party shall advise the other party in writing of its intention not to renew the Memorandum of Understanding, or unless the parties otherwise mutually agree to terminate the Memorandum of Understanding. The Park District retains the right to alter the terms and conditions of this Memorandum of Understanding or to terminate this Memorandum of Understanding at any time and for any reason, including, but not limited to misconduct of the Affiliate or for misuse of Property, for purposes deemed necessary for public safety or preservation of Property, if termination serves the interests of Park District residents, or because the Affiliate has breached any of its obligations under this Memorandum of Understanding.

The Memorandum of Understanding may be amended by the written approval of both Parties.

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed by a duly authorized officer thereof as of the date first above written.

[Handwritten Signature]

Authorized Signature of Affiliate

[Handwritten Signature]

Authorized Signature of Park District

Stephen J. Heide Board

Print Name/Title of Above Signature

LISA Metcalf

Print Name/Title of Above Signature

1-28-16

Date

2/4/16

Date

Please forward a signed copy to.

Sheide1482@gmail.com

or

Steve Heide

449 Ali Dr

Sycamore, IL

60178

**Sycamore Park District**  
**and**  
**Sycamore Youth Baseball**  
**Affiliate Group Memorandum of Understanding**

**Purpose**

The Sycamore Park District (hereafter “Park District”) recognizes that certain organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific purpose and group. These organizations are separate and independent from the Park District and provide for their own leadership, organizational and operational structure. Although the stated missions of the organizations may differ, public investment in public recreational facilities and programs creates a mutually beneficial environment in which to provide quality recreation for all the individuals served by the parties, as well as the general public.

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

To this end, the Park District is willing to establish a working relationship and Memorandum of Understanding with Sycamore Youth Baseball (hereafter “Affiliate”). With this Memorandum of Understanding, the parties will define the working relationship, mutual expectations, and individual responsibilities. However, this Memorandum of Understanding cannot be considered absolute; but shall serve as a frame of reference. Standards outlined herein assure that the parties’ concept of joint planning, use and maintenance is followed to the maximum extent possible, while retaining the essential freedom of discretion, decision and action planning while developing and maintaining recreational programs.

**I. Criteria and Conditions**

1. The Affiliate shall provide its own leadership and structure.
2. The Affiliate shall conduct its own financial business and be financially self-supporting.
3. The Affiliate shall have its own volunteer governing board with adopted written bylaws or guidelines to guide their board in policy-making decisions, and:
  - a. Is a not-for-profit corporation or organization dedicated to offering and promoting recreational activities which are compatible with and supplement Park District programs.

- b. Will have at least 50% of the members/participants of the Affiliate be residents of the Park District.
  - c. Provide an annual budget to the Park District showing all anticipated revenue and expenditures.
4. The Affiliate shall provide a list of current Board members, including addresses and telephone numbers, and notify the Park District of any change in Board composition.
  5. Upon request, the Affiliate shall supply a roster listing first initial of first name, last name, town of residence, and zip code of all participants to the Sycamore Park District in a Microsoft Excel spreadsheet. Printout and disc must be submitted by the third game of the season. Park District agrees to maintain the confidentiality of such list and shall only use them for contract purposes in the event of an emergency or pursuant to an order or request by legal authorities or pursuant to court order.
  6. The Community Group/Affiliate agrees and understands that neither the Community Group/Affiliate nor its officials, officers, members, employees or volunteers (collectively "Community Group/Affiliate") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The Community Group/Affiliate will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage arising out of any Community Group/Affiliate activity will be the Community Group's/Affiliate's sole responsibility and not the Park District's. Also, it is understood that the Community Group/Affiliate is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the Community Group/Affiliate will be solely responsible for its own actions. The Park District will in no way defend the Community Group/Affiliate in matters of liability.
  7. The Affiliate shall not represent itself or members of the Affiliate as employees, volunteers, or agents of the Park District.
  8. The Affiliate shall designate a liaison to the Park District, and provide the individual's name, address, email address, home and cell phone numbers to the Park District by January 1<sup>st</sup> of the year in which that person will serve. Likewise, the District will provide a liaison to the Affiliate.
  9. The Affiliate or members of the Affiliate will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District. Likewise the District will not advertise or solicit participants using the registered trademark and or logo of the Affiliate, without the approval from the Affiliate.
  10. All fees, charges, monies, and expenditures shall be handled by the Affiliate itself, with its own accounts in the group's name.



11. The Affiliate acknowledges and agrees that the group is responsible for any and all expenses, including, but not limited to, the provision of equipment and materials related to the Affiliate activities and use of Park District property and facilities, unless specified and agreed to in writing.
12. Activities sponsored by Affiliate shall not, other than to adhere to specific memberships guidelines or minimum residency standards, discriminate against or exclude any individual, from participation for reasons of race, color, creed, national origin, sex, disability, or any other characteristic protected by local, state, or federal law.
13. The Affiliate agrees to conduct criminal background checks, at its own expense, for all staff and volunteers who directly supervise individuals under the age of eighteen (18) years. The Affiliate is solely responsible for determining if any conviction requires, by law, and/or by the Affiliate's own standards to preclude employment or volunteer services for the Affiliate. The District would be willing to act as a resource to assist the Affiliate in finding an efficient and cost effective means to accomplish this.
14. The Affiliate understands and agrees that it is solely responsible for determining whether any member of its board, staff or volunteers are qualified and suitable for any Affiliate position and/or activity and that the park District is not responsible for any hiring or retention decisions.
15. Registration for membership/tryouts must not exclude Sycamore Park District residents.
16. The Affiliate shall comply with all applicable local, state and federal laws, including, but not limited to the Illinois Human Rights Act, the American with Disabilities Act, and the Civil Rights Act of 1964. The Affiliate shall base staff, volunteer, and participation criteria upon personal capabilities and qualifications without discrimination because of race, color, religion, sexual orientation, sex (except as an appropriate division for athletics programming), disability, marital status, or any other protected characteristics as established by law.

## **II. Facility Use**

1. The Affiliate shall have authorization and permission to use the Park District property known as ball fields, batting cages, surrounding walkways, parking lots, and other common areas for the period and fees indicated herein. Field scheduling to be coordinated by the Recreation Supervisor.
2. It is the sole responsibility of the Affiliate to determine whether any facility, field or location is safe and/or appropriate for any intended use. However, the Park District has overriding say in all decisions.
3. The Affiliate shall inspect each field prior to and subsequent to each use and shall promptly report any unsafe condition (holes in field, broken equipment, etc.) to the Park District Superintendent of Parks and Facilities.

4. The Affiliate is solely responsible for providing supervision for any and all Affiliate activities.
5. The Park District does not assume any responsibility, care, custody, or control of any Affiliate property or equipment brought upon or stored upon Park District property. The Affiliate is solely responsible for the safety and/or Security of any property, participant or equipment brought upon or stored on Park District Property.
6. The Affiliate shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.
7. The Affiliate shall not play or operate any sound amplification devices including radios, television sets, public address systems, musical instruments, etc., or operate any other energy amplification device in such way that is disruptive to the Park District neighbors or other Park District patrons.
8. The Affiliate will have continued and uninterrupted access and exclusive use of ball fields 2-8 and 13-16 from April 1 to August 1 on Monday, Wednesday, Friday and Saturday for their scheduled game days and practices.

Additionally, as long as this Memorandum of Understanding is in good standing, the Affiliate shall have continued and uninterrupted access and exclusive use of the two storage units located in the grey building across from Field 1. The Affiliate will also have access to storage lockers located at each field.

Finally, the Affiliate is responsible for putting bases out before each game and returning them to the box after use is completed. IF bases are left out or boxes not locked, the Affiliate will be responsible for financial compensation to the Park District for their replacement, as well as the contents.

9. The Park District is responsible for necessary field equipment which includes bases, garbage cans, pitching mounds and dragging and striping of fields, which includes chalk, prior to the first game of consecutively scheduled games. The Affiliate upon occasion may assist in the purchase of supplies.
10. Fees will change at times, and an annual fee rate will be provided by the Park District to the Affiliate no later than January 15<sup>th</sup> of each year. Fees are intended to recover the cost to the district for its commitments found in this Memorandum of Understanding. If the field has already been prepped and then canceled due to any reason, the Affiliate will pay half of the original fee. There will be fee increases in 2017.
11. Sycamore Park District operates/oversees all concessions on Park District property. Any sale of products of any kind and in any form is governed by park district policy and permit. Upon occasion the District understands that the Affiliate may wish to sell non-food and non-beverage items, for their respective organizations. The Affiliate may then contact the Superintendent of Finance and ask to fill out a "Vendor Permit" to sell those

items. Specifics of the items sold and date(s) of when they will be sold must be provided. A fee may be required for this permit. The Affiliate may not conduct any sales on Park District property without written permission from the District.

12. Other Provisions:

**The Affiliate must submit facility requests a minimum of 30 days in advance of scheduled start dates. Final game schedules must be in the hands of the park district at least 10 days in advance. ADDITIONALLY,**

- a. The Park District requires a minimum of 50% residency rate for an Affiliate. Should the Affiliate not meet this standard, a higher fee per Athlete will be charged, and/or the Memorandum of Understanding may be withdrawn by the Park District.
- b. All fees due the Park District shall be paid within thirty (30) days of receipt of invoice. Failure to pay will result in loss of Park District services and facilities in the future, and a withdrawal of the Memorandum of Understanding.
- c. Field scheduling shall be coordinated by the League Director of the Affiliate. Adequate time between games should be considered to allow for parking constraints.
- d. The Park District will provide for use of the Club House or other space, as available, to conduct registration for the Affiliate's program.
- e. The Affiliate will provide safety training for referees and coaches. The Park District reserves the right to cancel games and/or practices due to wet or unsafe field conditions, or Park District programs. Coaching certification may be required within the next few years.
- f. All practices and games shall be postponed or cancelled when lightning, thunder or threatening weather takes place at the Park District facility location. Games and practices may not resume until no lightning has been sighted for thirty (30) minutes. The Park District's ThorGard Lightening Detector is the base line expectation for this rule. Coaches, volunteers and staff are encouraged to fault on the side of discretion in extending, further, the delays due to lightening should there be any doubt or question.
- g. The Affiliate is not permitted to assign its right of access to the fields to any other organization. Further, if the Affiliate is involved in the scheduling of any games not involving the Affiliate participants or where the event is not organized or supervised by the Affiliate, these games from other communities that are allowed at Park District facilities must be with written approval from the Recreation Supervisor.
- h. The Affiliate can assign two current Affiliate board members or volunteers to be the Liaison to the Park District for ordering of field material. Please call the Superintendent of Parks and Facilities.

- i. When the Affiliate has a need for a capital improvement, it must plan with the Park District for that improvement before submitting it to the Park District Board for consideration. Should the Park District Board agree to the improvement, the Affiliate will be asked to financially assist in such capital improvement. The Park District should not be expected to contribute to that cost, but will consider it on a case-by-case basis. Should an improvement be approved, upon completion it becomes the property of the park district, and shall be cared for to the best of the District's ability. Contribution to its upkeep by the Affiliate would be welcomed by the Park District.
- j. Electricity usage for lights will be invoiced for time used at the end of the season.
- k. The Affiliate may be asked to pay a portion of the services of an on-site "Facility Manager" to ensure that the Affiliate is receiving services it requested.

### **III. Advertisement**

The Park District will provide the Affiliate with a quarter page advertisement in their seasonal program guide. The Affiliate is responsible for providing information for the advertisement, and the Park District will design the advertisement with consultation of the group. The cost for this space will be free.

### **IV. Insurance and Indemnification**

The Affiliate shall procure and maintain for the duration of this agreement, the insurance required by the park district's liability insurance carrier and legal counsel. It is understood, given the nature of liability insurance claims and coverage that these insurance requirements will change and grow.

1. General Insurance Provisions/Evidence of Insurance
  - a. Prior to exercising any rights under this Memorandum of Understanding, the Affiliate shall furnish the Park District with a certificate(s) of insurance and applicable policy endorsement(s) executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth by the Park District.
  - b. All certificates shall provide for 30 days' written notice to Agency prior to the cancellation or material change of any insurance referred to therein. Written Notice to the Park District shall be by certified mail, return receipt requested.
  - c. Failure of the Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of the Park District's obligations to maintain such insurance.

- d. The Park District shall have the right, but not the obligation, of prohibiting the Affiliate from using the premises until such certificates or other evidence that Insurance has been placed in complete compliance with these requirements is received and approved by the Park District.
- e. Failure to maintain the required insurance may result in termination of this Memorandum of Understanding at Park District's option.

## 2. Indemnification

- a. The Community Group/Affiliate shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorney's and paralegals' fees and court costs), arising from or in any way connected with (I) the conduct or management of the premises or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the premises during the term of this agreement; (ii) any act, omission wrongful act or negligence of the Community Group/Affiliate or any of the Community Group's/Affiliate's partners, directors, officials, officers, agents, employees, members, volunteers, participants, invitees, licensees, contractors, or subcontractors; (iii) any accident, injury or damage whatsoever occurring in or upon any Park District property or facility, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. The Community Group/Affiliate shall similarly protect, indemnify and hold and save harmless the Park District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of the Community Group's/Affiliate's breach of any of its obligations under, or the Community Group's/Affiliate's default of, any provision of this agreement.
- b. While Sycamore Youth Baseball (SYB) will use reasonable care in protecting the Park District property during its activity, SYB does not accept any financial burden related to the repair and maintenance of Park District property, unless such damage is the result of intentional acts or reckless conduct of any SYB participants, agents or invitees.
- c. Should the Affiliate contribute to the cost of a capital improvement in the Park District (see II.12.i)
- d. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party or person described in this paragraph.

**V. No Third Party Beneficiary**

This Memorandum of Understanding is entered into solely for the benefit of the Affiliate and Park District, and nothing in this Memorandum of Understanding is intended, either expressly or implied, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to the Memorandum of Understanding, or acknowledge, establish or impose any legal duty to any third party.

**VI. Donations of Time, materials or field Improvements**

Donations from the affiliate such as field improvements, additions or donations of time or materials are greatly appreciated by the District and will be recognized. Donations of materials or property will be considered the property of the District and at that point the District will be solely responsible for the property/material.

**VII. Keys for Lights, Equipment, Buildings, etc.**

The Affiliate will agree to use the key system the Park District has put in place understanding this procedure is in place to maximize use of the facility for all and to help contains costs for all. The procedure will require a key deposit being paid to the Park District before the season begins. If all keys are returned to the Park District at the end of the season, the Affiliate will be given back its original deposit. If there are keys that are not returned, the Affiliate will forfeit its complete deposit. This deposit will be used to pay for the re-keying of the locks for the following year. Any difference in cost between the deposit and the actual re-keying will be charged to the affiliate.

**VIII. Termination**

This Memorandum of Understanding is valid for the calendar years of 2016, 2017, and 2018. Therefore, this Memorandum of Understanding shall be deemed automatically renewed for the next three years, unless either party shall advise the other party in writing of its intention not to renew the Memorandum of Understanding, or unless the parties otherwise mutually agree to terminate the Memorandum of Understanding. The Park District retains the right to alter the terms and conditions of this Memorandum of Understanding or to terminate this Memorandum of Understanding at any time and for any reason, including, but not limited to misconduct of the Affiliate or for misuse of Property, for purposes deemed necessary for public safety or preservation of Property, if termination serves the interests of Park District residents, or because the Affiliate has breached any of its obligations under this Memorandum of Understanding.

The Memorandum of Understanding may be amended by the written approval of both Parties.

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed by a duly authorized officer thereof as of the date first above written.

*K. McCall*

Authorized Signature of Affiliate

*Lisa Metcalf*

Authorized Signature of Park District

*President*

Print Name/Title of Above Signature

*Lisa Metcalf / Recreation Supervisor*

Print Name/Title of Above Signature

*1/12/16*

Date

*1/12/16*

Date

# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Park Board: February 23, 2016

## STAFF RECOMMENDATION

### AGENDA ITEM: AWARD PROFESSIONAL CONTRACTOR FOR TREE PLANTING PROJECT AT GOLF COURSE AND PARKS.

**BACKGROUND INFORMATION:** Many ash and a few other species of dead or dying trees have been removed by both Park District staff and industry professionals over the past few years. As a way to replace a large portion of the lost trees at one time, money has been budgeted out of the capital fund to provide a tree planting project for this spring. A public bid was issued and advertised to acquire a professional tree planting landscape company that will acquire and plant however many trees possible under a set of size and species requirements for a set budget. The planting locations will include the golf course and several park areas around the city. Once the number of trees is provided by the approved contractor, Park District staff will determine how many trees of each species will be located at each planting site.

The bids are due on February 22<sup>nd</sup> the day before the board meeting. Once reviewed the information will be shared with the Park Board at the regular meeting on February 23<sup>rd</sup>. If the received bids seem in order, staff will look for an approval from the Board to award a contractor to perform the work this spring and early summer.

**FISCAL IMPACT:** \$40,000 from the capital budget maximum.

**STAFF RECOMMENDATION:** Will look for approval of the recommended contractor for the project if bids seem in order during the February 23<sup>rd</sup> regular meeting.

**PREPARED BY:** Jeff Donahoe, Superintendent of Parks and Facilities

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**



# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: February 23, 2016

## STAFF RECOMMENDATION

### AGENDA ITEM: BUDGET AND APPROPRIATION ORDINANCE: Draft

**BACKGROUND INFORMATION:** The combined annual budget and appropriation ordinance appropriates the monies that are necessary to cover the projected expenses and liabilities the district may incur in its next budget year. The ordinance must be passed and approved within or before the first quarter of each fiscal year. The ordinance is first prepared in tentative form and made available for public inspection at least 30 days prior to final action. Additionally, a required public hearing is held by the Board, which is published, in advance, in an ad in the local paper.

The appropriation ordinance serves as an upper limit on what may be spent during the current fiscal year. It is, in effect, a statement of the maximum amount that could conceivably be spent if sufficient funds are available. It is allowable and recommended that the appropriation should exceed the working budget, which the board has already adopted, to allow for some leeway in spending. The ordinance reflects a 15% increase over the working budget. This process and the 15% “buffer” is part of a larger process, as mandated by law.

While a separate fund was created for the purpose of tracking revenues and expenditures connected to Action 2020, the revenues and expenditures will be combined with the Capital Fund. This is how our auditors will require us to report it.

**FISCAL IMPACT:** Not applicable.

**STAFF RECOMMENDATION:** This is a draft of the Ordinance that will be presented at the March Board meeting for approval. All Fund Balance numbers as of January 1, 2016 are unaudited figures. Audited numbers will be included in the final ordinance.

**PREPARED BY:** Jacqueline Hienbuecher, Superintendent of Finance.

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:** 

**BOARD ACTION:**

**ORDINANCE NO. 02-2016**  
**BUDGET AND APPROPRIATION ORDINANCE**

AN ORDINANCE ADOPTING THE COMBINED ANNUAL BUDGET AND APPROPRIATION OF FUNDS FOR THE SYCAMORE PARK DISTRICT, DEKALB COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2016 AND ENDING ON THE THIRTY-FIRST (31st) DAY OF DECEMBER, 2016.

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS (the Board) of the SYCAMORE PARK DISTRICT (the "District"), DEKALB COUNTY, ILLINOIS:

**Section I.** It is hereby found and determined:

(a) This Board has heretofore caused to be prepared a combined annual budget and appropriation in tentative form, which ordinance has been conveniently available for public inspection for at least 30 days prior to final action thereon:

(b) A public hearing was held at the Sycamore Park District, DeKalb County, Illinois on the 22nd day of March, 2016 on said ordinance, notice of said hearing having been given by publication in the Daily Chronicle, being a newspaper published within this District, at least one week prior to such hearing; and,

(c) That all other legal requirements for the adoption of the annual budget and appropriation ordinance of this District for the fiscal year beginning January 1, 2016 and ending December 31, 2016 have heretofore been performed.

**Section II.** The following sums of money, or so much thereof as may be authorized by law for the following objects and purposes, be and the same are hereby budgeted and appropriated for the fiscal year beginning the first day of January, 2016 and ending on the thirty-first (31st) day of December, 2016.

**I. CORPORATE FUND**

Salaries, Wages and Taxes	\$ 382,695
Professional and Contracted Services	\$ 102,758
Administrative Supplies and Expenses	\$ 154,643
Repairs and Maintenance	\$ 85,387
Utilities	\$ 30,725
Insurance	\$ 68,863
Operating Transfer to other fund	<u>\$ 1,060,000</u>
Total Estimated Expenditures	\$ 1,885,071

**CORPORATE FUND SUMMARY**

Fund Balance January 1, 2016	\$ 592,467
Estimated 2015 Property Taxes & Interest	\$ 1,316,750
Estimated transfer of IMRF/SS tax levy	\$ 53,084
Estimated 2016 Corporate Replacement	\$ 51,750
Miscellaneous revenue	<u>\$ 98,289</u>
Total Estimated Available Revenues	\$ 2,112,340
Total Estimated Expenditures	<u>\$ 1,885,071</u>
<b>Estimated Fund Balance December 31, 2016</b>	<b>\$ 227,269</b>

**II. RECREATION FUND**

Salaries, Wages and Taxes	\$ 563,679
Professional and Contracted Services	\$ 85,732
Supplies	\$ 109,415
Repairs and Maintenance	\$ 44,972
Utilities	\$ 18,081
Insurance	\$ 147,286
Operating Transfer to other fund	<u>\$ 176,000</u>
Total Estimated Expenditures	\$ 1,145,165

**RECREATION FUND SUMMARY**

Fund Balance January 1, 2016	\$ 172,508
Estimated 2015 Property Taxes & Interest	\$ 948,750
Estimated transfer of IMRF/SS tax levy	\$ 81,946
League & Sports Fees	\$ 40,595
Programs/Events	\$ 94,736
Miscellaneous revenue	<u>\$ 20,298</u>
Total Estimated Available Revenues	\$ 1,358,833
Total Estimated Expenditures	<u>\$ 1,145,165</u>
<b>Estimated Fund Balance December 31, 2016</b>	<b>\$ 213,668</b>

**III. RESTRICTED CONTRIBUTIONS**

<b>Expenses</b>	<b>\$ 210,000</b>
-----------------	-------------------

**RESTRICTED CONTRIBUTIONS SUMMARY**

Fund Balance January 1, 2016	\$ 191,231
Miscellaneous revenue	<u>\$ 18,769</u>
Total Estimated Available Revenues	\$ 210,000
Total Estimated Expenditures	<u>\$ 210,000</u>
<b>Estimated Fund Balance December 31, 2016</b>	<b>\$ 0</b>

**IV. SPECIAL RECREATION FUND**

<b>Expenses</b>	<b>\$ 237,291</b>
-----------------	-------------------

**SPECIAL RECREATION FUND SUMMARY**

Fund Balance January 1, 2016	\$ 113,257
Estimated 2015 Property Taxes & Interest	<u>\$ 175,950</u>
Total Estimated Available Revenues	\$ 289,207
Total Estimated Expenditures	<u>\$ 237,291</u>
<b>Estimated Fund Balance December 31, 2016</b>	<b>\$ 51,916</b>

**V. IMRF FUND**

<b>Expenses</b>	<b>\$ 101,200</b>
-----------------	-------------------

**IMRF FUND SUMMARY**

Fund Balance January 1, 2016	\$ -
Estimated 2015 Property Taxes & Interest	<u>\$ 101,200</u>
Total Estimated Available Revenues	\$ 101,200
Total Estimated Expenditures	<u>\$ 101,200</u>
<b>Estimated Fund Balance December 31, 2016</b>	<b>\$ -</b>

**VI. SOCIAL SECURITY FUND**

<b>Expenses</b>	<b>\$ 90,850</b>
-----------------	------------------

**SOCIAL SECURITY FUND SUMMARY**

Fund Balance January 1, 2016	\$ -
Estimated 2015 Property Taxes & Interest	<u>\$ 90,850</u>
Total Estimated Available Revenues	\$ 90,850
Total Estimated Expenditures	<u>\$ 90,850</u>
<b>Estimated Fund Balance December 31, 2016</b>	<b>\$ -</b>

**VII. LIABILITY TORT FUND**

<b>Expenses</b>	<b>\$ 82,302</b>
-----------------	------------------

**LIABILITY TORT FUND SUMMARY**

Fund Balance January 1, 2016	\$ 9,247
Estimated 2015 Property Taxes & Interest	<u>\$ 88,550</u>
Total Estimated Available Revenues	\$ 97,797
Total Estimated Expenditures	<u>\$ 82,302</u>
<b>Estimated Fund Balance December 31, 2016</b>	<b>\$ 15,495</b>

**VIII. AUDIT FUND**

<b>Expenses</b>	<b>\$ 15,985</b>
-----------------	------------------

**AUDIT FUND SUMMARY**

Fund Balance January 1, 2016	\$ 13,003
Estimated 2015 Property Taxes & Interest	<u>\$ 16,100</u>
Total Estimated Available Revenues	\$ 29,103
Total Estimated Expenditures	<u>\$ 15,985</u>
<b>Estimated Fund Balance December 31, 2016</b>	<b>\$ 13,118</b>

**IX. PAVING & LIGHTING FUND**

<b>Expenses</b>	<b>\$ 1,000</b>
-----------------	-----------------

**PAVING & LIGHTING FUND SUMMARY**

Fund Balance January 1, 2016	\$ 21,854
Estimated 2015 Property Taxes & Interest	<u>\$ 1,000</u>
Total Estimated Available Revenues	\$ 22,854
Total Estimated Expenditures	<u>\$ 1,000</u>
<b>Estimated Fund Balance December 31, 2016</b>	<b>\$ 21,854</b>

**X. POLICE FUND**

<b>Expenses</b>	<b>\$ 6,325</b>
-----------------	-----------------

**POLICE FUND SUMMARY**

Fund Balance January 1, 2016	\$ 8,070
Estimated 2014 Property Taxes & Interest	<u>\$ 1,000</u>
Total Estimated Available Revenues	\$ 9,070
Total Estimated Expenditures	<u>\$ 6,325</u>
<b>Estimated Fund Balance December 31, 2016</b>	<b>\$ 2,745</b>

**XI. DEVELOPMENT CONTRIBUTION FUND**

<b>Expenses</b>	<b>\$ 63,250</b>
-----------------	------------------

**DEVELOPMENT CONTRIBUTION FUND SUMMARY**

Fund Balance January 1, 2016	\$ 152,340
Development Contributions	\$ 51,750
Miscellaneous revenue	<u>\$ -</u>
Total Estimated Available Revenues	\$ 204,090
Total Estimated Expenditures	<u>\$ 63,250</u>
<b>Estimated Fund Balance December 31, 2016</b>	<b>\$ 140,840</b>

**XII. GOLF COURSE FUND**

Salaries, Wages and Taxes	\$ 343,236
Professional and Contracted Services	\$ 20,624
Supplies	\$ 42,895
Repairs and Maintenance	\$ 78,602
Utilities	\$ 36,467
Insurance	\$ 82,852
Misc.	<u>\$ 3,750</u>
Total Estimated Expenditures	\$ 608,426

**GOLF FUND SUMMARY**

Net Position, January 1, 2016	\$ 181,920
Estimated transfer of IMRF/SS tax levy	\$ 46,137
Daily Fees	\$ 239,890
Season Passes	\$ 118,622
Carts	\$ 128,915
Golf Events & Programs	\$ 19,435
Pro Shop Sales	<u>\$ 56,884</u>
Total Estimated Available Revenues	\$ 791,803
Total Estimated Expenditures	<u>\$ 608,426</u>
<b>Estimated Net Position, December 31, 2015</b>	<b>\$ 183,377</b>

**XIII. SWIMMING POOL FUND**

Salaries, Wages and Taxes	\$ 67,222
Supplies	\$ 4,313
Repairs and Maintenance	\$ 12,305
Utilities	<u>\$ 19,637</u>
Total Estimated Expenditures	\$ 103,477



**POOL FUND SUMMARY**

Net Position, January 1, 2016	\$ 263,476
Estimated transfer of IMRF/SS tax levy	\$ 4,653
Operating Transfer from other fund	\$ 25,300
Daily Fees	\$ 20,125
Season Passes	\$ 32,200
Special Events & Programs	\$ 5,043
Lessons	<u>\$ 12,767</u>
Total Estimated Available Revenues	\$ 363,564
Total Estimated Expenditures	<u>\$ 103,477</u>
<b>Estimated Net Position, December 31, 2016</b>	<b>\$ 260,087</b>

**XIV. CONCESSIONS**

Salaries, Wages and Taxes	\$ 60,807
Supplies	\$ 68,695
Repairs and Maintenance	\$ 8,567
Utilities	\$ 5,089
Misc.	<u>\$ 13,283</u>
Total Estimated Expenditures	\$ 156,441

**CONCESSIONS FUND SUMMARY**

Fund Balance January 1, 2016	\$ 36,181
Estimated transfer of IMRF/SS tax levy	\$ 6,161
Sports Complex	\$ 31,797
Clubhouse	\$ 77,223
Beverage Cart	\$ 16,503
Catering	\$ 26,450
Pool	\$ 8,015
Marketing Fund	<u>\$ 1,150</u>
Total Estimated Available Revenues	\$ 203,480
Total Estimated Expenditures	<u>\$ 156,441</u>

<b>Estimated Fund Balance December 31, 2016</b>	<b>\$ 47,039</b>
---	------------------

**XV. BOND AND INTEREST FUND**

Interest	\$ 47,443
Principal	<u>\$ 625,330</u>
<b>Total Expenses</b>	<b>\$ 672,773</b>

**BOND AND INTEREST FUND SUMMARY**

Fund Balance January 1, 2016	\$ 26,366
Estimated 2015 Property Taxes & Interest	\$ 678,500
Miscellaneous revenue	<u>\$ -</u>
Total Estimated Available Revenues	\$ 704,866
Total Estimated Expenditures	<u>\$ 667,432</u>
<b>Estimated Fund Balance December 31, 2016</b>	<b>\$ 32,093</b>

**XVI. CAPITAL FUND**

Maintenance Equipment	\$ 61,180
Equipment/Furnishings	\$ 73,830
Golf Course	\$ 90,850
Swimming Pool	\$ 11,845
Action 20/20	\$ 1,099,708
Parks & Grounds	\$ 232,389
Concessions	\$ 13,685
Miscellaneous	<u>\$ 215,769</u>
Total Estimated Expenditures	\$ 1,799,256

**CAPITAL FUND SUMMARY**

Fund Balance January 1, 2016	\$ 634,493
Bond Proceeds	\$ 552,000
Operating Transfer from other fund	\$ 1,539,250
Miscellaneous revenue	<u>\$ 63,250</u>
Total Estimated Available Revenues	\$ 2,788,993
Total Estimated Expenditures	\$ 1,799,256

**Estimated Fund Balance December 31, 2016****\$ 989,737**

Each of said sums of money and the aggregate thereof are deemed necessary by this Board to defray the necessary expenses and liabilities of this District during the fiscal year beginning January 1, 2016 and ending December 31, 2016 for the respective purposes set forth.

All unexpended balances of the appropriations for the fiscal year ended December 31, 2016 and prior years are hereby specifically re-appropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, in making this appropriation in accordance with applicable law.

The receipts and revenue of said District derived from sources other than taxation and not specifically appropriated, shall constitute the general corporate fund and shall first be placed to the credit of such fund.

**Section III.** The following determinations have been made and are hereby made a part of the aforesaid budget:

(a)	An estimate of the cash on hand at the beginning of the fiscal year is expected to be	\$ 2,064,161
(b)	An estimate of the cash expected to be received during the fiscal year from all sources is	\$ 5,205,106
(c)	An estimate of the expenditures contemplated for the fiscal year is	\$ 5,420,912
(d)	An estimate of the cash expected to be on hand at the end of the fiscal year is	\$ 1,848,355
(e)	An estimate of the amount of taxes to be received during the fiscal year is	\$ 3,418,650

**Section IV.** The receipts and revenues of the Sycamore Park District derived from sources other than taxation and not specifically appropriated, and all unexpended balances from the preceding fiscal year not required for the purposes for which they were appropriated and levied, shall constitute the General Fund and shall first be placed to the credit of such fund.

**Section V.** All ordinances or parts of ordinances conflicting with any of the provisions of this ordinance be and the same are hereby repealed to the extent of such conflict. If any item or portion thereof of this budget and appropriation ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such items or the remaining portion of this ordinance.

This ordinance shall be in full force and effect immediately upon its passage.

Passed by the Board of Commissioners of the Sycamore Park District this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

---

President

ATTEST:

---

Secretary

## SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: February 23, 2016

### STAFF RECOMMENDATION

#### **AGENDA ITEM: Approval of Expense for Land Survey/Analysis: Recommend Approval**

#### **BACKGROUND INFORMATION:**

While we are currently focused on matters related to ACTION 2020, and have not designated any funds in our current long-range plan for other projects, the matter of securing some trail corridors for the future have come up.

Board President Strack has secured tentative support from a land owner in the northwest corner of Sycamore (see attached map). However, assuring the viability of the land, and, more specifically to assure that we will not take on land that could present more problems than benefits, there are two steps we should take—one is required, the other optional.

Those two steps are:

1. A basic site survey and an engineer's assessment to define the "best" routes for a possible trail project in the future. OR, perhaps to point conditions that might limit certain routes of passage for a trail.
2. A Phase I Environmental Site Assessment (ESA) – Now required by our liability insurance provider and standard practice for public agencies that are acquiring land to avoid "inheriting" otherwise unknown problems with the site. This will be required should we purchase and/or acquire easement on the land in the future.

**FISCAL IMPACT:** Site Survey and Assessment would cost about \$17,000. A Phase I Environmental Assessment would cost about \$7,500.

**STAFF RECOMMENDATION:** I recommend the Board approve the expenditure of up to \$7,500 at this time for JUST the Phase I ESA at this time. This will give us a "bill of health" which, if clean, would then open the

door for expenditure of the \$17,000 for a complete site survey and trail assessment with Engineer's recommendaitons.

**PREPARED BY:** Daniel Gibble, Executive Director

A handwritten signature in black ink, appearing to read "Dan Gibble", written in a cursive style.

**BOARD ACTION:**

<http://gisweb.cc.dekalb.il.us/DekalbCoGIS/framesetup.asp>

Convert Select Suggested Sites Official: Pilots of dow...

# Dekalb County GISWeb

**Maps**

- Addresses
- BaseMap
- Census Blocks
- County Board Districts
- Fiber
- MPO (Metro Area)
- Parcels
- Pedal Pal
- Political Areas
- Polling Locations
- Precincts
- Road Surface Types
- Safe Zones
- Sex Offender Info
- Soils
- Subdivisions
- Trails
- Wards
- Zip Codes
- Aerials

## SYCAMORE PARK DISTRICT

Board of Commissioners

**Date of Board Meeting: February 23, 2016**

### **STAFF RECOMMENDATION**

#### **AGENDA ITEM: DISCUSSION REGARDING CONSTRUCTION MANAGEMENT for the CAMPUS PROJECT: First Review**

##### **BACKGROUND INFORMATION:**

Over the last few months the Board and Staff have worked with Farnsworth Group on the Conceptual and Preliminary “Costing” phase of the overall CAMPUS Project. Next month, the Board will need to make a final decision on the issue of Construction Management. THEN, in April, upon completion of this preliminary phase, the Board will approve:

- Site plan
- Splashpad design
- Community Center design
- Dog Park design
- Sled Hill design

This will be followed by an evaluation of the services provided by Farnsworth Group, and, if positive, a May approval of contract to complete the process through all its remaining phases:

- Design Development
- Bid Specification
- Bidding/Selecting
- Construction

THAT BEING SAID, we still need to discuss the role of a construction management approach for the project, and the costs potentially related to that service.

Therefore, Bill Kroeger and I have met two times to discuss this, and have met with Farnsworth to gather their input, as well. Of course, Bill can also draw from his experience. Mine is a little less, but I did have a simple version of construction management on a community center project I was in



charge of, and an indoor aquatics facility that I had an indirect role in had a more comprehensive construction management approach, so I am a “little” familiar with this approach.

From these meetings, Bill and I have developed an opinion, HOWEVER, I want to share some information with you about Construction Management, and allow you to ask questions. THEN, we will discuss it further at our March 1, 2016 Study Session, before making a final decision at our Regular Meeting.

THEREFORE, please see the attached information with this Staff Recommendation, and read it to prepare to have our FIRST discussion at the February 23<sup>rd</sup> Regular Meeting.

**FISCAL IMPACT: None at this time.**

**STAFF RECOMMENDATION:** I recommend the Board review this information, and be prepared to begin discussing it. Final approval would come at the March 22, 2016 Regular Meeting.

**PREPARED BY:** Daniel Gible, Executive Director



**BOARD ACTION:**

## Choosing the delivery method for your next construction project

Written by: Caius Jennison, RIBA, LEED AP  
Royal Institute of British Architects  
Principal – Architecture  
Farnsworth Group, Peoria

Anyone with a construction project ahead of them will soon realize that there are more choices available for how their project is delivered than ever before. Understanding the differences between them will help you understand the effect of your choice on: a. the project cost; b. when the project cost is determined; c. the risk you are taking on; d. the duration of the project; and e. the likelihood that the project will meet your needs and expectations.

This article will outline the basic differences and features of each type of construction delivery method, or contractual arrangement, and my understanding (colored as it may be from my perspective and experience as an architect) of the advantages and risks inherent with each type.

### 1. Design – Bid – Build

The traditional and most well understood contractual arrangement is the Design-Bid-Build project delivery method. The Owner initiates the project by selecting an architect. The Owner and architect determine the scope and goals of the project and the architect prepares a design followed by construction documents which define the proposed construction work in detail. General Contractors tender bids for the project. The bids usually include prices from subcontractors for specialized portions of the work for which the general contractor does not have in-house expertise. The bids are opened together at a set time and typically the project is awarded to the lowest bidder. For projects involving public money, the bid opening is open to the contractors. For privately funded projects, the bids can be opened privately by the Owner, and the decision to award the project may include considerations other than price.

This kind of contractual arrangement is required for many public projects. It is well supported with readymade contractual agreements that are familiar to anyone in the construction industry. It provides the designer with the most flexibility in meeting the Owners needs creatively, and may be fairest to the contractor as they have access to the entire project documentation from the outset, before developing a price.

This form of project delivery arrangement means that the final price for the project is not determined until after the design is complete (though typically the construction cost can be reliably estimated by the architect). The process excludes the contractor from input during the design process. This also generally results in the longest overall project delivery time as none of the construction can begin until design and bidding are done. The Design-Bid-Build arrangement can set up an adversarial relationship between the Owner (allied with the architect) and the Contractor. Since the price is set, the contractor has little incentive to add value to the project and gains directly if he can find ways to take short cuts in the construction process. Overall, this delivery method can contribute to an “us vs. them” relationship between designers and builders, and resultant disputes.

Variations on Design-Bid-Build include “Fast track” and “multiple prime.” With “Fast track” construction, the project is bid in stages which allow portions of the work to start before the design is complete (for

example, foundations and earthwork could be bid before the interior design is finalized). This adds significantly to the risk as the Owner is committing to contracts for a portion of the work before the final price for the whole project is known. It also locks in some portions of the project before all of the design decisions are made. In the “multiple prime contracts” delivery method, the Owner is typically more experienced in construction and with in-house construction management staff; and will often break the project in multiple specialized contracts (for example masonry or electrical work). These are bid separately allowing for maximum competition. This results in multiple construction contracts, each with the Owner, who is required to coordinate construction activities.

## **2. Design-Build**

In the Design-Build delivery method, the Owner contracts directly with a single entity who is responsible for providing all of the project requirements in both construction and design. The agreement could be with a contractor with an in-house architectural staff; a contractor who hires the architect separately; a partnership between a contractor and an architect; or a developer who assembles the construction and design components required for the project. Note that for most construction projects, it is required by law that a licensed architect provide sealed construction documents.

With this form of contract, all of the work in designing and constructing the project and all associated risks are transferred from the Owner to the Design-Builder. Any disputes between the architect and the contractor are internal to the delivery team.

This method of project procurement is most effective when the project can be very well defined at the outset, or when the Owner has direct access to the team’s architect. The design portion of the project, unless it is very simple, is still necessary in order to determine the owner’s needs and develop an appropriate design solution so that the owner’s expectations are met.

Since the Contractor is engaged at the beginning of the project, their expertise can inform the design solution. This contributes value engineering by identifying inappropriate costs and providing alternatives, and by improving the build-ability and efficiency of the design. Often the Design-Builder can provide a GMP (guaranteed maximum price) to the Owner halfway through the design process. With the project cost determined, portions of the project can be bid and started early without too much risk and the overall construction time can therefore be reduced. Note that Design-Builders still bid or negotiate many portions of the work with their subcontractors, typically for specific trades like electrical work.

There are a number of contractual arrangements possible for Design-Build and typically these only differ in the way the Design-Builder gets paid – stipulated sum, guaranteed maximum price, percentage fee, etc. Contractors that properly manage these projects are professionals, and should be carefully sought out in this type of arrangement.

## **3. Construction Management**

In the Construction Management project delivery method, the Owner hires, in addition to the architect, a professional firm to manage and run the project on their behalf. The Construction Manager (CM) sets the project schedule and provides estimates of construction cost during the design process. They manage the bidding process and typically separate the project into multiple contracts to encourage competition. The CM is responsible for ensuring that the bids cover all of the work required. During construction they coordinate the efforts of the multiple contractors and monitor the progress of the work. Having the project professionally managed and estimated, allows the construction schedule to be

planned and compressed from the outset so the overall project delivery time can be reduced in comparison to the traditional model.

There are two types of CM service: “Agency CM” and “CM-at-Risk.” An “Agency CM” is primarily a professional who acts as a consultant. The CM works for a negotiated fee to manage the project through every phase and provides advice to the Owner. Under this arrangement, the Owner will have contracts with multiple contractors and carries some risk from these contractual relationships.

In the “CM-at-Risk” procurement method, the Construction Management firm takes on the entire responsibility for delivering the project as it is defined by the Owner and the Architect. The CM typically provides the Owner with a guaranteed maximum price halfway through the design process, then bids and contracts the work with multiple contractors. Note that one of the primary differences between this arrangement and Design-Build is that, in this case, the architect is independently working directly for the Owner.

Whichever of these project delivery methods is chosen, communication among the architect, the contractor and the owner define the project outcome. The future holds the promise of even more collaborative methods where new contractual arrangements and advanced software allow the many specialized construction trades to interact with the designer and create projects that are better defined, more efficient, and possibly allow more imaginative solutions to the owner’s needs.

Having worked on major construction projects that were delivered in just about every combination listed above, I have to assert that all are capable of delivering successful outcomes and meeting the needs and expectations of the Owner. As an Owner, your needs and expectations must match the project delivery method you choose.

## **How Bill and Dan See Construction Management**

### **Route 1**

#### **Traditional - Design then bid then build**

- General Contractor is responsible for the entire project
- Bids the project when design is complete
- All subcontracts are between the General and the folk doing the work
- General organizes the work and build his fee into the cost of the work

### **Route 2**

#### **Construction Manager - Agent**

- Professional service employed by the Owner for a fee
- Works with the Owner and designer during process to confirm budget
- Manages the project and bids
- All subcontractor relationships are directly with the Owner

### **Route 3**

#### **Construction Manager – At Risk**

- Professional service employed by the Owner for a fee
- Works with the Owner and designer during process to confirm budget
- Typically provides a Guaranteed Maximum Price to the Owner about half way through design.
- Manages the project and bids
- All subcontractor relationships are with the CM