



Sycamore

PARK DISTRICT

Established 1923

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**Sycamore Park District
Regular Board Meeting**

May 24, 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: April 26, 2016

APPROVAL OF MONTHLY CLAIMS:

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

CONSENT AGENDA:

- 31. Superintendent of Finance Monthly Report
- 34. Budget Report
- 51. Superintendent of Golf Operations Monthly Report
- 54. Superintendent of Parks and Facilities Monthly Report
- 60. Recreation Report
- 62. Executive Director Monthly Report

May 24, 2016

PG 2

CORRESPONDENCE- None

PUBLIC INPUT

Monthly Department Report: Lisa Metcalf

OLD BUSINESS:

Report of ACTION 2020 Committees—Dan/et.al.

Update on Leaf a Legacy—Ted/Ann/Michelle

Update on Annexation Agreements—Another Public Hearing to Be Held by City on June 6, 2016 at 7:00 pm

Park Tour—Jeff

65. Final Presentation/Approval of Audit—Jackie

72. Amended Impact Fee – Ted/Dan

NEW BUSINESS:

76. Approve Contract for Demolition Services—Dan/Jeff

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:

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, April 26, 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, April 26, 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 Kroeger, Schulz, Tucker and Strack.**
Commissioner Graves was absent.

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: **Commissioner Graves.**

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

Guests at the Board meeting were: None

**Regular and Consent Agenda Approval –
Motion**

Commissioner Schulz moved to approve the Regular Agenda and Consent Agenda.
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 4-0.

**Approval of Minutes –
Motion**

Commissioner Tucker moved to approve the March 22, 2016 Regular Meeting Minutes, March 8, 2016 Special Meeting Minutes, March 30, 2016 Special Meeting Minutes, April 13, 2016 Special Meeting Minutes, and April 13, 2016 Special Meeting Public Hearing Minutes. 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 4-0.

Motion

Commissioner Tucker moved to approve the March 22, 2016 Executive Session Minutes to remain confidential. 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 4-0.

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday April 26, 2016
P 2

Claims and Accounts Approval

Motion

Commissioner Schulz moved to approve and pay the bills in the amount of \$215,278.09.
 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 4-0.

Correspondence –

- Clubhouse Rental – Nicholas Doerner
- Sycamore History Museum Thank You – Michelle Donahoe

Public Input – Director Gibble noted that he and President Strack will not be at the May 24th meeting. It was determined there would still be a quorum, so the decision was made to keep the meeting on May 24, 2016.

Monthly Department Presentation – Supt. Of Parks and Facilities Jeff Donahoe – He handed out information about our current playgrounds. We have 13 playgrounds in 11 different parks and he marked where these parks are located at in the information handed out. There are 5 different manufacturers in the 13 playgrounds. Typically a playground will last about 15 to 20 years depending on the use. His staff does a continual inspection of the equipment, which has to be recorded. He also has to attend a Certified Safety Inspection class every 3 years. He went over more of the information in the handout.

Old Business –

Report of Action 2020 Committees – Nothing to report at this time.

Update on Leaf a Legacy – Nothing to report at this time.

Update on Annexation Agreements – Director Gibble noted that on May 5, 2016 there will be a City Council public hearing at 7:00 pm at their City Council chambers regarding this. Commissioner Schulz will be there, but all the Board is welcome to attend.

Recommendation Regarding Construction Management – Director Gibble noted his recommendation is to authorize the Professional Services Group to begin the RFQ process and bring a recommendation to the board of a Construction Manager at the June board meeting. Commissioner Kroeger noted this is the best way to bring on board a contractor we all feel comfortable with. This is common practice to bring on board this way. This will also allow more control on the subs and allow us to be part of the selection of subs. Director Gibble noted we plan on including Farnsworth Group in this process.

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday April 26, 2016
 P 3

Recommendation Regarding Construction Management- cont'd -

Motion

Commissioner Tucker moved to authorize the Professional Services Group, chaired by Bill Kroeger, to begin an RFQ process and bring a recommendation to the Board for the Regular June meeting for selection of a Construction Manager. 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 4-0.

Recommendation on Approval of Professional Services with Farnsworth Group - Director Gible noted he has given his recommendation, but wanted the board to know this amount is slightly higher than the original amount.

Motion

Commissioner Tucker moved to authorize the Executive Director to enter into the attached contract for professional services with Farnsworth Group, for a cost of \$440,000 and up to \$19,000 in incidental costs. Commissioner Schulz seconded the Motion.

Roll Call

President Strack called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 4-0.

Update/Action on Impact Fees – President Strack noted the two appraisals are back. He took both and averaged. The numbers are saying that impact fees should be reduced by 25%. Later we can do another appraisal if need be. There really was no pushback on this. The builders and realtors have been involved with all of this.

Motion

Commissioner Schulz moved to approve to modify the impact fee factor for land cost per resident to \$564.00 with the understanding that it's not flood plain acres. 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 4-0.

Park Tour – Supt of Parks Jeff Donahoe noted that every year we offer up a park tour and wanted to let the board know about this. He is going to have a park tour for some of the staff anyway. Director Gible suggested coming up with 2 dates for staff and email the board with the dates.

Update on Phase I ESA – Director Gible noted this is for the Harveck land in northwest region. Being part of PDRMA in order for them to insurance property, they require that a Phase I ESA is completed.

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday April 26, 2016
P 4

New Business -

Consider Large Events – Program Supervisor Lisa Metcalf wanted to make the board aware of the big events in the Park this year. These include the Kish Health System Employee Party, the Kishwaukee Valley Storm Tournament, and the Pumpkinfest 55th Annual Celebration.

Resolution/Ordinance Authorizing Application for IDOT Grant – Director Gibble noted May 2nd is the first day we can submit the IDOT Grant Application and have until June 15th to submit our application. This would be for funds to pay for the engineering cost and construction. This requires a resolution and signature with the resolution. This shows the board has made a financial commitment to our portion of the cost of the project. The board needs to pass the resolution which gives President Strack authorization to sign Exhibit 1, which will be submitted with the grant application. He is recommending the board support the resolution and authorize President Strack to sign the resolution on behalf of the Board. Director Gibble noted that we would pay 20% of the majority of the cost of the project once it is let. We don't even manage the project. If they award the grant, they retain an engineer from IDOT to supervise the project. They do all the work and once the project is done, they bill us for the 20%.

Motion

Commissioner Schulz moved to approve Resolution #02-2016. 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 4-0.

Approve Schematic Design for Campus Project – Director Gibble noted this is a good practice. Then come the next election if the board changes there is a formal vote to support the schematic design for this project. He is asking the board to approve the schematic design as reviewed at the April 13th meeting.

Motion

Commissioner Schulz moved to approve the Schematic Design presented tonight from Farnsworth Group. 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 4-0.

Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday April 26, 2016
P 5

Setting of Date for Next Study Session – Director Gibble noted there may be one in June, but no date was chosen.

Public Input - None

Motion

The Board adjourned the Regular Session at 7:05 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Tucker.

Voice Vote

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0.

Respectfully Submitted,

Jeanette Freeman
Recording Secretary
Sycamore Park District

DATE: 05/18/2016
TIME: 13:04:40
ID: AP450000.WOW

SYCAMORE PARK DISTRICT
PAID INVOICE LISTING

Interim

FROM 04/25/2016 TO 05/18/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
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AIRGAS	AIRGAS USA LLC								
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9934848105	01	WELDING CYLINDER RENTAL	101500066401	03/31/16	00000000	56279	04/25/16	21.22	21.22	
									VENDOR TOTAL:	21.22

ARTHUR	ARTHUR CLESEN, INC.								
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312868	01	SEED & GERMINATION BLANKET	101500076502	04/15/16	00001080	56304	05/06/16	498.10	498.10	
									VENDOR TOTAL:	498.10

BANN	BANNER UP SIGNS								
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61865	01	PATCHES FOR DOG DOS SIGNS	261000066405	04/22/16	00000000	56305	05/06/16	5.00	5.00	
									VENDOR TOTAL:	5.00

BATTERIE	BATTERIES PLUS								
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297-260559	01	HONDA GENERATOR BATTERIES	101500066403	05/02/16	00001103	56306	05/06/16	91.00	91.00	
									VENDOR TOTAL:	91.00

BOBO	BOB-JO CYCLE CO.								
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11268	01	HONDA WB20X PUMP	101500066400	05/17/16	00001124	56333	05/17/16	530.38	530.38	
	02	HONDA 2" HOSE KIT	101500066400		00001124			142.78	142.78	
									VENDOR TOTAL:	530.38

CEDAR	CEDAR RAPIDS TIRE								
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595856	01	MOWER & CART TIRES	101500066402	03/02/16	00001056	56307	05/06/16	284.02	284.02	
	02	MOWER AND CART TIRES	202100066402		00001056			142.01	142.01	
									VENDOR TOTAL:	284.02

CINTA2	CINTAS CORP								
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8402647040	01	FIRST AID KIT SUPPLIES	101500076513	03/18/16	00000000	56280	04/25/16	29.56	29.56	
									VENDOR TOTAL:	29.56

CINTA3	CINTAS FIRE PROTECTION								
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F9400133327				02/08/16		56281	04/25/16	1,754.53	488.40	
									VENDOR TOTAL:	29.56

FROM 04/25/2016 TO 05/18/2016

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

F9400133327 01 MUSEUM-FIRE EXT SERV/REPAIR 202500056300 02/08/16 00000000 56281 04/25/16 1,754.53 488.40

F94001333974 01 SHOP-LIGHTS INSPECTION-REPAIR 101500056300 02/15/16 00000000 56281 04/25/16 1,754.53 351.00

F94001333975 01 CH - LIGHTS INSPECTION/REPAIR 101000056300 02/15/16 00000000 56281 04/25/16 1,754.53 270.00

F94001333977 01 MUSEUM-LIGHTS INSPECTION/REPAI 202500056300 02/15/16 00000000 56281 04/25/16 1,754.53 645.13

CITY CITY OF SYCAMORE 2016 LIQUOR 01 CITY LIQUOR LICENSE 303000046210 03/25/16 00000000 56297 04/26/16 1,900.00 1,900.00

CITY2 CITY OF SYCAMORE 1271000000-0416 01 WATER-SEWER- MAINT 101500096704 04/29/16 00000000 56334 05/17/16 90.70 90.70

COMCA COMCAST 041916 01 INTERNET 101000096706 04/19/16 00000000 56335 05/17/16 293.18 293.18

02 INTERNET 201000096706 00000000
 03 CABLE 303000096705 00000000
 04 CABLE 504000096705 00000000

COMMO COMMONWEALTH EDISON 51016 05/10/16 00000000 56336 05/17/16 206.17 206.17

01 FOUNDERS PARK 101500096702 00000000
 02 BOYNTON PARK 101500096702 00000000
 03 KIWANIS PARK 101500096702 00000000
 04 EMIL CASSIER PARK 101500096702 00000000
 05 SYCAMORE LAKE 101500096702 00000000
 06 GOOD TIMES SHELTER 101500096702 00000000
 07 WETZEL PARK 101500096702 00000000

VENDOR TOTAL: 293.18

VENDOR TOTAL: 1,754.53

VENDOR TOTAL: 1,900.00

VENDOR TOTAL: 90.70

VENDOR TOTAL: 206.17

1
 FROM 04/25/2016 TO 05/18/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
FRONTIER	8177417066	03 MILLER LITE	303000086634	04/26/16	00001091	56309	05/06/16	615.50	375.50 181.20
FRONTIER									
VENDOR TOTAL: 615.50									
FRONTIER	050716	01 MAINT BLDG	101500096700	05/07/16	00000000	56338	05/17/16	873.85	873.85
		02 MAINT BLDG	504100096700		00000000				66.97
		03 POOL	518000096700		00000000				40.97
		04 ADMINISTRATION	101000096700		00000000				306.79
		05 ADMINISTRATION	201000096700		00000000				306.78
		06 PRO SHOP	504000096700		00000000				85.37
FRONTIER									
VENDOR TOTAL: 873.85									
GAME	PJT-0033217	01 REPL TIRE SWING PARTS	101500066407	03/31/16	00000000	56284	04/25/16	82.18	82.18
GAME									
VENDOR TOTAL: 82.18									
GENOAPK	0006	01 INDOOR POOL RENTAL	518000046207	05/16/16	00000000	56339	05/17/16	70.00	70.00
GENOAPK									
VENDOR TOTAL: 70.00									
GOR	170032671	01 FRIES	303000086617	05/06/16	00001122	56326	05/11/16	1,122.53	1,122.53
		02 HAMBURGERS	303000086613		00001122				17.59
		03 BRATS	303000086615		00001122				169.56
		04 BLACK BEAN BURGER	303000086613		00001122				144.64
		05 ITALIAN BEEF	303000086626		00001122				68.99
		06 SUGAR PACKETS	303000086632		00001122				77.89
		07 CHIPS	303000086622		00001122				18.99
		08 MUSTARD	303000086629		00001122				165.09
		09 SMOOTHIE MIX	303000086637		00001122				16.28
		10 NAPKINS	303000076550		00001122				301.82
		11 24OZ CUP	303000076550		00001122				51.80
GOR									
VENDOR TOTAL: 89.88									
GRAI	9077546829			04/08/16		56310	05/06/16	136.80	136.80
GRAI									
VENDOR TOTAL: 1,122.53									

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 04/25/2016 TO 05/18/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	9077546829	01 SIGN POSTS FOR DOG SIGNS	261000066405	04/08/16	00000000	56310	05/06/16	136.80	136.80
	9078781367	01 LIGHT BULBS FOR CH-PROSHOP	101000066401	04/11/16	00000000	56285	04/25/16	148.68	148.68
	VENDOR TOTAL: 285.48								
HORN	HORNUNG'S PRO GOLF SALES INC.								
	384149	01 DRI TAC GRIPS	501000001303	04/25/16	00001090	56311	05/06/16	68.78	68.78
		02 SHIPPING	501000001303		00001090			9.98	9.98
	384773	01 NEW DECADE GRIPS- SPEC ORDER	501000001303	04/29/16	00001102	56340	05/17/16	124.20	124.20
	VENDOR TOTAL: 192.98								
ILLIG	ILLINOIS DEPT OF AGRICULTURE								
	2016 PEST LICENSE			04/25/16	00000000	56286	04/25/16	15.00	15.00
	01 2016 PEST LICENSE - BH		101000046207					15.00	15.00
	VENDOR TOTAL: 15.00								
INTERS	INTERSTATE BATTERIES ROCKFORD								
	100248416	01 CART BATTERIES	202100066403	04/13/16	00001110	56312	05/06/16	317.80	71.95
	100248653	01 UTILITY CART BATTERY	101500066402	04/27/16	00001111	56312	05/06/16	317.80	71.95
	800800140	01 GOLF & UTILITY CART BATTERIES	101500066402	04/15/16	00001078	56312	05/06/16	317.80	173.90
		02 GOLF & UTILITY CART BATTERIES	504100066402		00001078			57.96	57.96
		03 GOLF & UTILITY CART BATTERIES	202100066402		00001078			57.98	57.98
	VENDOR TOTAL: 317.80								
JW	J.W. TURF, INC.								
	63557	01 BRAKE CABLE - SC RAKE	202100066403	03/11/16	00000000	56287	04/25/16	135.14	135.14
	VENDOR TOTAL: 135.14								
MEL	MELIN'S LOCK & KEY								
	18494			04/20/16		56313	05/06/16	151.01	99.75
	VENDOR TOTAL: 135.14								

13

FROM 04/25/2016 TO 05/18/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
18494	01	PROSHOP DOOR NEW CLOSER	101000066401	04/20/16	00001077	56313	05/06/16	151.01	99.75
18517	01	SPORTS & BUILDING KEYS	202100076500	04/28/16	00001107	56313	05/06/16	151.01	51.26
VENDOR TOTAL:									151.01
MENA									
16814	01	DOOR REMOTES-SPRAY MASKS	101500066401	04/12/16	00000000	56288	04/25/16	223.33	204.34
	02	HARD HATS-SAFETY GLASSES CREW	101500076514		00000000				124.95
16989	01	IRRIGATION NIPPLE	504100076500	04/14/16	00000000	56288	04/25/16	223.33	18.99
VENDOR TOTAL:									223.33
MIDWESTM									
MIDWEST MUSEUM OF NATURAL HIST									
MAY 2016 MTO RENT									
	01	MAY 2016 MTO FACILITY FEE	205340016222	04/27/16	00000000	56303	04/27/16	1,162.50	1,162.50
VENDOR TOTAL:									1,162.50
MR OUTHOUSE									
MARCH 2016									
	01	PORT-O-POTTIES	101500056309	03/30/16	00000000	56289	04/25/16	620.00	620.00
	02	PORT-O-POTTIES	202100056309		00000000				510.00
VENDOR TOTAL:									110.00
NICOR									
NICOR GAS									
42916	01	MAINT BLDG	101500096703	04/29/16	00000000	56341	05/17/16	1,072.39	1,072.39
	02	MAINT BLDG	504100096703		00000000				211.13
	03	POOL	518100096703		00000000				211.12
	04	UPSTAIRS OFFICE	101000096703		00000000				427.93
	05	ADMINISTRATION	101000096703		00000000				40.98
	06	ADMINISTRATION	201000096703		00000000				51.06
	07	PRO SHOP	504000096703		00000000				51.06
	08	CLUBHOUSE	303000096703		00000000				21.88
	09	PUMP HOUSE	504100096703		00000000				21.88
VENDOR TOTAL:									35.35

FROM 04/25/2016 TO 05/18/2016

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

NIV NIVEL PARTS & MANUFACTURING
 71901383 01 GOLF CART BRAKE PAD 101500066402 04/06/16 00000000 56290 04/25/16 79.40 79.40
 PEPSI PEPSI COLA GEN. BOT. 2803933303 04/29/16 00001098 56315 05/06/16 1,204.07 365.76
 01 BIB SIERRA MIST 303000086630 00001098 44.70
 02 BIB DT PEPSI 303000086630 00001098 71.35
 03 PEPSI 303000086631 00001098 66.81
 04 DT PEPSI 303000086631 00001098 66.81
 05 RT BEER 303000086631 00001098 44.54
 06 SIERRA MIST 303000086631 00001098 22.27
 07 WATER 303000086631 00001098 49.28
 VENDOR TOTAL: 79.40

29551658 05/13/16 00001127 56342 05/17/16 353.97 353.97
 01 DT PEPSI BIB 303000086630 00001127 71.35
 02 PEPSI BIB 303000086630 00001127 71.35
 03 ROOT BEER 303000086630 00001127 44.70
 04 PINK LEMONADE BIB 303000086630 00001127 44.70
 05 DIET PEPSI 303000086631 00001127 22.27
 06 MNT DEW 303000086631 00001127 22.27
 07 ROOT BEER 303000086631 00001127 22.27
 08 CO2 TANK 303000086630 00001127 55.06

50843895 04/20/16 00001095 56315 05/06/16 1,204.07 838.31
 01 PEPSI 303000086630 00001095 142.70
 02 DIET 303000086630 00001095 142.70
 03 SIERRA MIST 303000086630 00001095 44.70
 04 PINK LEMONADE 303000086630 00001095 44.70
 05 RT BEER 303000086630 00001095 44.70
 06 TEA 303000086630 00001095 44.70
 07 RASP TEA 303000086630 00001095 44.70
 08 MNT DEW 303000086631 00001095 44.54
 09 DIET 303000086631 00001095 44.54
 10 PEPSI 303000086631 00001095 44.54
 11 ROOT BEER 303000086631 00001095 22.27
 12 SIERRA MIST 303000086631 00001095 22.27
 13 DIET DEW 303000086631 00001095 22.27
 14 WATER 303000086631 00001095 73.92
 15 CO2 303000086630 00001095 55.06

PERFOR PERFORMANCE FOOD GROUP 4892659 04/27/16 56316 05/06/16 809.80 809.80
 VENDOR TOTAL: 1,558.04

15
 FROM 04/25/2016 TO 05/18/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	4892659			04/27/16		56316	05/06/16	809.80	809.80
		01 SIASA	303000086629		00001097				39.78
		02 JALAPENO	303000086629		00001097				19.94
		03 GATORADE	303000086631		00001097				117.00
		04 TORTILLA CHIPS	303000086620		00001097				17.99
		05 CREAM CHEESE	303000086610		00001097				19.97
		06 TORTILLA SHELLS	303000086626		00001097				21.86
		07 HAMBURGER PATTIES	303000086613		00001097				98.80
		08 HOT DOGS 6/1	303000086615		00001097				139.88
		09 BRATS	303000086615		00001097				203.46
		10 BRIOCHE BUNS	303000086613		00001097				22.84
		11 ITALIAN BEEF	303500086640		00001097				72.41
		12 4OZ LIDS/CONDIMENT CUPS	303000076550		00001097				35.87
PLAYPO	PLAYPOWER LT FARMINGTON INC							VENDOR TOTAL:	809.80
	1400199080			04/06/16		56291	04/25/16	343.79	343.79
		01 REPAIR PLAY PANEL-BROTHERS PK	101500066407		00000000				343.79
REIN	REINDERS, INC.							VENDOR TOTAL:	343.79
	1626719-00			04/14/16		56292	04/25/16	94.29	94.29
		01 FAIRWAY MOWER PLUG	504100066403		00000000				94.29
RESOUR	RESOURCE BANK							VENDOR TOTAL:	94.29
	REIMB			04/25/16		56293	04/25/16	38.00	38.00
		01 REIMB OF FOIA COPIES	101000003028		00000000				38.00
REYNOLDS	REYNOLDS, BILL							VENDOR TOTAL:	38.00
	CPR CLASS 2016			05/06/16		56317	05/06/16	585.00	585.00
		01 CPR-AED-FIRST AID TRAINING	101000046207		00000000				585.00
SPERO	SPERO, LTD							VENDOR TOTAL:	585.00
	NDC-SPD1516-1			05/17/16		56343	05/17/16	210.00	210.00
		01 USE OF FACILITY	205660596222		00000000				210.00
								VENDOR TOTAL:	210.00

FROM 04/25/2016 TO 05/18/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
SUP		SUPERIOR BEVERAGE							
	470175	01 BUD LIGHT	303000086634	04/27/16	00001099	56318	05/06/16	745.55	316.95
		02 BUD LIME	303000086634		00001099				183.00
		03 BUSCH LIGHT	303000086634		00001099				49.65
	487393	01 BUD	303000086634	04/20/16	00001075	56318	05/06/16	745.55	428.60
		02 BUD LIGHT	303000086634		00001075				30.50
		03 BUSCH LIGHT	303000086634		00001075				186.00
		04 KEG	303000086634		00001075				28.10
		05 ARNIE PALMER	303000086634		00001075				126.00
		06 KEG RETURN	303000086634		00001075				88.00
									-30.00
SWANK		SWANK MOTION PICTURES INC						VENDOR TOTAL:	745.55
	B01344981	01 MOVIE LICENSING FOR MOVIES	206095196210	05/04/16	00000000	56344	05/17/16	975.00	975.00
								VENDOR TOTAL:	975.00
SWIFT		JOHN B SWIFT COMPANY							
	16-0179	01 SUMMER BROCHURE	206500046203	04/18/16	00000000	56345	05/17/16	5,100.25	5,100.25
								VENDOR TOTAL:	5,100.25
SYC		SYCAMORE CHAMBER OF COMMERCE							
	24123	01 CHAMBER E BLAST	101200046208	03/08/16	00000000	56346	05/17/16	100.00	100.00
								VENDOR TOTAL:	100.00
SYCPK2		SYCAMORE PARK DISTRICT							
		EXTRA BB BANK							
		01 EXTRA BASEBALL BANK -CART	301000001010	05/11/16	00000000	56327	05/11/16	200.00	200.00
								VENDOR TOTAL:	200.00
		EXTRA CONC BANK							
		01 EXTRA CONCESSIONS BANK	301000001010	04/25/16	00000000	56294	04/25/16	200.00	200.00
								VENDOR TOTAL:	400.00
T0000024		DOBBERSTEIN, MELISSA							
		REIMB 5-6-16		05/06/16		56319	05/06/16	99.68	99.68

17

FROM 04/25/2016 TO 05/18/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0001170		MERCALF, LISA							
		REIMB 5-6-16							
		01 ALDI REIMBURSEMENT	303000086629	05/06/16	00000000	56319	05/06/16	99.68	99.68
		02 ALDI REIMBURSEMENT	303000086615		00000000				8.42
		03 TORO CATERING TIP	303500003090		00000000				8.50
									82.76
									VENDOR TOTAL: 99.68
T0001363		MATUSZEWSKI, DANIEL							
		REFUND							
		01 REFUND	201000046211	05/11/16	00000000	56328	05/11/16	94.88	94.88
									VENDOR TOTAL: 94.88
T0001364		MILLER, REGANN							
		REFUND							
		01 REFUND	205230216218	04/22/16	00000000	56299	04/26/16	30.00	30.00
									VENDOR TOTAL: 30.00
T0001365		HOKER, ASHLEY							
		REFUND							
		01 REFUND	205230216218	04/26/16	00000000	56300	04/26/16	22.00	22.00
									VENDOR TOTAL: 22.00
T0001366		MILLS, TIFFANY							
		REFUND							
		01 REFUND	205230216218	04/25/16	00000000	56301	04/26/16	22.00	22.00
									VENDOR TOTAL: 22.00
T0001367		AASEN, SHERRY							
		REFUND							
		01 REFUND	205230216218	04/25/16	00000000	56302	04/26/16	30.00	30.00
									VENDOR TOTAL: 30.00
T0001368		DEJA, JANET							
		REFUND							
		01 OVERPAYMENT POOL PASS REFUND	511000003090	05/04/16	00000000	56320	05/06/16	16.50	16.50
									VENDOR TOTAL: 16.50
									VENDOR TOTAL: 16.50

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 04/25/2016 TO 05/18/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0001369	4-22-16	01 REFUND	206095186218	05/06/16	00000000	56321	05/06/16	16.00	16.00
								16.00	16.00
								VENDOR TOTAL:	16.00
T0001370		01 OVERPAYMENT POLL PASS REFUND	511000003090	05/04/16	00000000	56322	05/06/16	16.50	16.50
								16.50	16.50
								VENDOR TOTAL:	16.50
T0001371		01 REGISTRATION PMT REFUND	518204106218	04/27/16	00000000	56323	05/06/16	25.00	25.00
								25.00	25.00
								VENDOR TOTAL:	25.00
T0001372		01 REFUND OVERAGE - NON RESIDENT	205660466218	05/06/16	00000000	56329	05/11/16	10.00	10.00
								10.00	10.00
								VENDOR TOTAL:	10.00
T0001373		01 CANCELLED CLASS	205230156218	05/16/16	00000000	56347	05/17/16	46.00	46.00
								46.00	46.00
								VENDOR TOTAL:	46.00
T0001374		01 CANCELLED CLASS	205230156218	05/16/16	00000000	56348	05/17/16	46.00	46.00
								46.00	46.00
								VENDOR TOTAL:	46.00
		02 CANCELLED CLASS	205980036218	05/16/16	00000000	56349	05/17/16	72.00	72.00
								36.00	36.00
								VENDOR TOTAL:	72.00
THELIFE	THE LIFEGUARD STORE			05/10/16		56330	05/11/16	553.78	553.78
								VENDOR TOTAL:	72.00

9

FROM 04/25/2016 TO 05/18/2016

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

INV410228 01 POOL STAFF UNIFORMS 518000046215 05/10/16 00000000 56330 05/11/16 553.78 553.78

TOUR TOUR EDGE GOLF MFG. INC. 553.78

IN-01091699 01 GOT LAUNCH SET- PURPLE 501000001302 05/10/16 00001117 56331 05/11/16 524.60 524.60
 02 SHIPPING 501000001302 00001117 509.60 15.00

USFOODS US FOODS INC. 524.60

0962695 01 FRYER OIL 303000086617 04/19/16 00001096 56324 05/06/16 508.60 508.60
 02 HAMBURGER 303000086613 00001096 54.66
 03 FRIES 303000086617 00001096 51.88
 04 POPCORN CHICKEN 303000086616 00001096 19.82
 05 SAUSAGE PATTIES 303000086610 00001096 27.67
 06 EGG PATTIES 303000086610 00001096 17.79
 07 CHEDDAR NUGGETS 303000086617 00001096 22.23
 08 HOT DOGS 6/1 303000086615 00001096 75.90
 09 SOFT PRETZELS 303000086619 00001096 55.32
 10 HOT DOGS 8/1 206095096216 00001096 50.32
 11 HAMBURGERS 206095096216 00001096 35.18
 12 TABLE CLEANER 303000076551 00001096 51.88
 13 ONION RINGS 303000086617 00001096 18.48
 27.47

1433839 01 ICE CREAM 303000086626 05/03/16 00001123 56332 05/11/16 556.60 556.60
 02 SOUR CREAM 303000086629 00001123 93.59
 03 GATORADE 303000086631 00001123 22.62
 04 MUSTARD 303000086629 00001123 136.50
 05 CHICKEN BREAST 303000086616 00001123 16.80
 06 SOFT PRETZEL 303000086619 00001123 138.12
 07 FOIL 303300076550 00001123 50.32
 98.65

VISACA VISA CARDMEMBER SERVICE 1,065.20

040216 01 PROGRAM SUPPLIES 206095026216 03/02/16 00000000 56296 04/25/16 3,182.14 3,182.14
 02 GRANT INFO 101000046202 00000000 185.12
 03 DOG WASTE SUPPLIES 261000076500 00000000 6.45
 259.50

VENDOR TOTAL: 1,065.20

FROM 04/25/2016 TO 05/18/2016

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

ITEM #	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
04	CART BATTERIES-TIRES	101500066402	03/02/16	00000000	56296	04/25/16	3,182.14	3,182.14
05	BEARINGS FOR ROUGH MOWER	101500066403		00000000				181.84
06	PLAYGROUND COURSE	101500046207		00000000				33.81
07	PLAYGROUND COURSE	202100046207		00000000				60.00
08	ROPE FOR FLAGPOLE	101500066404		00000000				469.00
09	ROAD SIGNS	101500066405		00000000				107.82
10	STEEL TOE BOOT COVERS	101500076510		00000000				138.98
11	POMS	205010396216		00000000				72.17
12	LIFEGUARDING INSTRUCTOR CLASS	518000046207		00000000				127.40
13	FOOD AND SUPPLIES-MEETING	101000046212		00000000				300.00
14	FOOD AND SUPPLIES-MEETING	201000046212		00000000				204.83
15	GOLF LONG CORD FOR SALE	101000046200		00000000				204.83
16	CART DECALS	504000066409		00000000				7.99
17	CREDIT CARD TERMINAL	303300076500		00000000				25.54
18	CREDIT CARD TERMINAL	518000076500		00000000				307.50
19	UNIFORMS	101200046215		00000000				307.50
20	FACEBOOK MARKETING	101200046214		00000000				86.91
21	ONLINE CREDIT CARD FEE	201000056310		00000000				59.95
							VENDOR TOTAL:	3,182.14

ITEM #	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
01	COFFEE	303000086632	04/16/16	00001092	56325	05/06/16	227.45	227.45
02	CREAMER	303000086632		00001092				25.44
03	CONDIMENTS	303000086629		00001092				1.63
04	HOT DOG BUNS	303000086615		00001092				9.56
05	SOAP BRUSH AND REFILLS	303000076551		00001093				1.76
06	DISH SOAP	303000076551		00001093				5.94
07	CREAMER	303000086632		00001093				1.97
08	TOMATOES	303000086629		00001093				1.63
09	BREAKFAST WITH BUNNY	206095026216		00001093				1.88
10	CANTAS & COCKTAILS	205230266216		00001035				33.21
11	INTRO TO PAINTING	205230156216		00001035				105.92
12	ARTS & CRAFTS	205010156216		00001035				8.94
13	WEIRD SCIENCE	205010016216		00001035				8.94
							VENDOR TOTAL:	227.45
							TOTAL --- ALL INVOICES:	35,821.84

WALM WALMART COMMUNITY/RFCSLIC 41616

DATE: 05/18/2016
TIME: 15:49:00
ID: AP443000.WOW

SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

Board
#1

INVOICES DUE ON/BEFORE 05/19/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
10	ADMINISTRATION		
AFLAC	AFLAC	1,378.50	689.25
ANCEL	ANCEL, GLINK - LAW OFFICES OF	12,768.38	6,245.00
AT&T2	A T & T	325.41	13.24
CINTA	CINTAS CORPORATION #355	570.84	31.22
ECO	ECOWATER SYSTEMS, INC.	176.82	27.88
GROUPPL	GROUP PLAN SOLUTIONS	132.00	24.50
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	1,222.52	214.30
LE PRINT	LE PRINT EXPRESS	320.00	3.00
OF	OFFICE DEPOT	310.81	188.58
PDRMA	PDRMA	108,844.87	6.00
WASTE	WASTE MANAGEMENT	822.44	55.99
	ADMINISTRATION		7,498.96
12	MARKETING		
EWORLD	EWORLDDLINX		788.00
NEWV	NEW VALUES MAGAZINE	600.00	250.00
	MARKETING		1,038.00
15	PARKS		
AIRGAS	AIRGAS USA LLC	4,210.61	22.40
ARTHU	ARTHUR CLESEN, INC.	2,097.26	35.04
AT&T2	A T & T	325.41	52.83
CARQ	CARQUEST AUTO PARTS	4,031.56	296.48
CINTA	CINTAS CORPORATION #355	570.84	31.85
CONS	CONSERV FS	4,152.04	423.86
DEKA	DEKALB LAWN & EQUIPMENT CO.	13,669.93	31.33
DEKA2	DEKALB IMPLEMENT CO.,	1,193.96	19.25
ENCAP	ENCAP, INC	14,275.00	600.00
GRAI	GRAINGER	2,421.16	104.17
LOWE	LOWE'S	833.52	201.11
MAR	ARCH CHEM-MARINE BIOCHEM		1,530.99
MENA	MENARDS - SYCAMORE	1,177.62	274.50
MIKESA	MIKE'S AUTO & TRUCK		81.00
MROUT	MR OUTHUSE	1,825.00	445.00
PDRMA	PDRMA	108,844.87	96.00
WASTE	WASTE MANAGEMENT	822.44	33.56
	PARKS		4,279.37

DATE: 05/18/2016
 TIME: 15:49:00
 ID: AP443000.WOW

SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 05/19/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
10	ADMINISTRATION		
AT&T2	A T & T	325.41	13.24
BOCKY	BOCKYN, LLC	1,200.00	300.00
CINTA	CINTAS CORPORATION #355	570.84	13.98
GROUPL	GROUP PLAN SOLUTIONS	132.00	24.50
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	1,222.52	214.29
	ADMINISTRATION		566.01
21	SPORTS COMPLEX MAINTENANCE		
CARQ	CARQUEST AUTO PARTS	4,031.56	105.59
CONS	CONSERV FS	4,152.04	793.30
DEKA	DEKALB LAWN & EQUIPMENT CO.	13,669.93	33.41
GRAI	GRAINGER	2,421.16	85.51
MENA	MENARDS - SYCAMORE	1,177.62	163.74
MROUT	MR OUTHOUSE	1,825.00	345.00
PDRMA	PDRMA	108,844.87	18.00
WASTE	WASTE MANAGEMENT	822.44	33.55
	SPORTS COMPLEX MAINTENANCE		1,578.10
61	PROGRAMS - CONCERTS		
BMI	BMI		88.83
	PROGRAMS - CONCERTS		88.83
SPECIAL RECREATION			
10	ADMINISTRATION		
KISH	KISHWAUKEE SPECIAL RECREATION	38,479.50	38,479.50
	ADMINISTRATION		38,479.50
INSURANCE			
10	ADMINISTRATION		
ILLIEMPL	ILLINOIS DEPARTMENT OF	1,243.60	2,594.00
	ADMINISTRATION		2,594.00

DATE: 05/18/2016
TIME: 15:49:00
ID: AP443000.WOW

SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

PAGE: 3 23

INVOICES DUE ON/BEFORE 05/19/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
PERFOR	PERFORMANCE FOOD GROUP	1,904.94	928.34
WASTE	WASTE MANAGEMENT	822.44	51.00
	CLUBHOUSE CONCESSIONS		979.34
33	SPORTS COMPLEX CONCESSIONS		
GRAI	GRAINGER	2,421.16	3.88
MENA	MENARDS - SYCAMORE	1,177.62	53.28
	SPORTS COMPLEX CONCESSIONS		57.16
GOLF COURSE			
10	ADMINISTRATION		
ACUSHNET	ACUSHNET COMPANY	20,864.25	231.15
DYNAMIC	DYNAMIC BRANDS		105.00
	ADMINISTRATION		336.15
40	GOLF OPERATIONS		
AT&T2	A T & T	325.41	1.87
CARQ	CARQUEST AUTO PARTS	4,031.56	134.99
CONS	CONSERV FS	4,152.04	301.80
NIV	NIVEL PARTS & MANUFACTURING	2,513.37	48.44
	GOLF OPERATIONS		487.10
41	GOLF MAINTENANCE		
ARTHU	ARTHUR CLESEN, INC.	2,097.26	139.26
BURRI	BURRIS EQUIPMENT CO.	1,926.91	235.12
CINTA	CINTAS CORPORATION #355	570.84	31.85
CONS	CONSERV FS	4,152.04	456.00
DOTY	DOTY & SON CONCRETE PRODUCTS	60.00	30.00
MENA	MENARDS - SYCAMORE	1,177.62	34.74
MROUT	MR OUTHUSE	1,825.00	165.00
WASTE	WASTE MANAGEMENT	822.44	32.26
	GOLF MAINTENANCE		1,124.23

DATE: 05/18/2016
 TIME: 15:49:00
 ID: AP443000.WOW

SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 05/19/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
SWIMMING POOL			
80	POOL		
PDRMA	PDRMA	108,844.87	50.00
	POOL		50.00
81	POOL MAINTENANCE		
CLEAR	CLEARVIEW POOLS, INC.		150.28
DEKA3	DEKALB IRON & METAL CO.		55.20
GRAI	GRAINGER	2,421.16	22.36
HAWK	HAWKINS INC		214.82
MENA	MENARDS - SYCAMORE	1,177.62	2.99
	POOL MAINTENANCE		445.65
CAPITAL PROJECTS			
10	ADMINISTRATION		
BANK	THE BANK OF NEW YORK MELLON	750.00	22,812.50
ENCAP	ENCAP, INC	14,275.00	25,972.50
	ADMINISTRATION		48,785.00
ACTION 2020			
10	ADMINISTRATION		
FARNS	FARNSWORTH GROUP INC	35,115.95	3,376.90
	ADMINISTRATION		3,376.90
	TOTAL ALL DEPARTMENTS		111,764.30

DATE: 05/19/16
TIME: 09:33:44
ID: AP211001.W0W

SYCAMORE PARK DISTRICT
PRE-CHECK RUN EDIT

PAGE: 1

INVOICES DUE ON/BEFORE 05/30/2016

board
#2

CHECK #	VENDOR #	INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	PROJECT CODE	ITEM AMT
56395	PDRMA	PDRMA	05/30/16	01	HEALTH INS PREMIUM	10-10-0010-6801		4,048.77
	APRIL 2016			02	HEALTH INS PREMIUM	10-15-0010-6801		581.51
				03	HEALTH INS PREMIUM	50-41-0010-6801		3,635.47
				04	HEALTH INS PREMIUM	50-40-0010-6801		1,965.57
				05	HEALTH INS PREMIUM	20-10-0010-6801		4,132.46
				06	HEALTH INS PREMIUM	20-21-0010-6801		5,321.56
					INVOICE TOTAL:			19,685.34 *
					CHECK TOTAL:			19,685.34
56396	PENDL	PENDELTON TURF SUPPLY	05/11/16	01	HERBICIDE	10-15-0007-6506		450.00
	4257				INVOICE TOTAL:			450.00 *
					CHECK TOTAL:			450.00
56397	RAYNOR	RAYNOR DOO AUTHORITY	04/21/16	01	GARAGE DOOR OPEN-SYSTEM	10-10-0006-6401		515.00
	117235				INVOICE TOTAL:			515.00 *
					CHECK TOTAL:			515.00
56398	REIN	REINDERS, INC.	04/19/16	01	TORO WORKMAN TIRES	20-21-0006-6403		79.18
	1628634-00				INVOICE TOTAL:			79.18 *
					CHECK TOTAL:			79.18
	1628874-00		04/27/16	01	IMPELLAR PUMP-IRRIG SYSTEM	50-41-0007-6505		1,044.43
	4040550-00		04/04/16	01	WORKMAN	70-10-0020-7002		1,044.43
					INVOICE TOTAL:			21,811.05
					INVOICE TOTAL:			21,811.05 *
					CHECK TOTAL:			22,934.66

DATE: 05/19/16
 TIME: 09:33:44
 ID: AP211001.WOW

SYCAMORE PARK DISTRICT
 PRE-CHECK RUN EDIT

INVOICES DUE ON/BEFORE 05/30/2016

CHECK #	VENDOR #	INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	PROJECT CODE	ITEM AMT
56399	SAF				SAFETY-KLEEN CORP.			
	69759194		04/13/16	01	SHOP PARTS WATER SERVICE	10-15-0005-6307		70.14
				02	SHOP PARTS WATER SERVICE	20-21-0005-6307		70.14
				03	SHOP PARTS WATER SERVICE	50-41-0005-6307		70.14
					INVOICE TOTAL:			210.42 *
					CHECK TOTAL:			210.42
56400	SERVICE				SERVICEMASTER RESTORATION			
	6987		04/22/16	01	SC CONC CLEANING-FLOORS/BATH	30-33-0006-6401		1,145.00
					INVOICE TOTAL:			1,145.00 *
					CHECK TOTAL:			1,145.00
56401	SOFT				SOFT WATER CITY			
	111-2657		04/29/16	01	WATER	10-10-0007-6500		13.50
				02	WATER	50-40-0007-6500		27.00
				03	SALT	20-21-0007-6533		123.00
					INVOICE TOTAL:			163.50 *
					CHECK TOTAL:			379.00
56402	SPARKLE				SPARKLE JANITORIAL SERVICE			
	905392		04/29/16	01	CLEANING APRIL	10-10-0005-6305		704.50
				02	CLEANING APRIL	20-10-0005-6305		704.50
					INVOICE TOTAL:			1,409.00 *
					CHECK TOTAL:			1,409.00

DATE: 05/19/16
 TIME: 09:33:44
 ID: AP211001.W0W

SYCAMORE PARK DISTRICT
 PRE-CHECK RUN EDIT

PAGE: 3

INVOICES DUE ON/BEFORE 05/30/2016

CHECK #	VENDOR #	INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	PROJECT CODE	ITEM AMT
56403		41027	05/05/16	01	VOLUNTEER TSHIRTS	20-60-9509-6216		408.00
								408.00 *
								CHECK TOTAL: 408.00
56404		3298960384	04/08/16	01	INK - CHIPS	10-10-0004-6200		65.27
								65.27 *
								INVOICE TOTAL: 65.27
		3299554411	04/08/16	01	ORGANIZER - MTO	20-10-0004-6200		32.49
								32.49 *
								INVOICE TOTAL: 32.49
		3300134989	04/21/16	01	PAPER	20-10-0004-6200		45.98
				02	AIR-PAPER CLIPS	10-10-0004-6200		12.21
								58.19 *
								INVOICE TOTAL: 58.19
		3300854262	04/14/16	01	MONITOR DESK	20-10-0004-6200		54.99
								54.99 *
								INVOICE TOTAL: 54.99
		3300854266	04/27/16	01	MARKERS-AIR-PAPER	10-10-0004-6200		11.52
				02	MARKERS-AIR-PAPER	20-10-0004-6200		11.52
				03	PAPER-CC ROLLS-PENS	10-10-0004-6200		59.26
				04	PAPER-CC ROLLS-PENS	20-10-0004-6200		59.27
				05	LAM SHEETS - POOL	51-80-0004-6200		47.16
								188.73 *
								INVOICE TOTAL: 188.73
								*** VOID---LEADER CHECK ***
56405		3300854267	04/30/16	01	FREE PRODUCT CREDIT	10-10-0004-6200		-6.89
				02	FREE PRODUCT CREDIT	20-10-0004-6200		-6.89
								-13.78 *
								INVOICE TOTAL: -13.78

DATE: 05/19/16
 TIME: 09:33:44
 ID: AP211001.W0W

SYCAMORE PARK DISTRICT
 PRE-CHECK RUN EDIT

PAGE: 4

INVOICES DUE ON/BEFORE 05/30/2016

CHECK #	VENDOR #	INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	PROJECT CODE	ITEM AMT
56405	STAPLES				STAPLES ADVANTAGE			
	3301880738		05/03/16	01	NAPKINS-TOILET PAPER	30-30-0007-6510		109.35
				02	INK-ENVE-SCISSORS-STAPLES	10-10-0004-6200		29.23
				03	INK-ENVE-SCISSORS-STAPLES	20-10-0004-6200		29.23
					INVOICE TOTAL:			167.81 *
	3301880739		04/21/16	01	STAMPS	10-10-0004-6200		22.40
					INVOICE TOTAL:			22.40 *
					CHECK TOTAL:			576.10
56406	SUNDOG				SUN DOG IT			
	CW36772		04/30/16	01	TECH OVERAGE	10-10-0005-6304		3.00
				02	TECH OVERAGE	20-10-0005-6304		3.00
					INVOICE TOTAL:			6.00 *
	CW36813		05/01/16	01	MONTHLY SERVICE	10-10-0005-6304		298.13
				02	MONTHLY SERVICE	20-10-0005-6304		298.12
					INVOICE TOTAL:			596.25 *
	CW36835		05/01/16	01	OFFICE 365	10-10-0004-6206		118.75
				02	OFFICE 365	20-10-0004-6206		118.75
					INVOICE TOTAL:			237.50 *
					CHECK TOTAL:			839.75
56407	SYCROT				SYCAMORE ROTARY CLUB			
	1377/1459		04/28/16	01	DUES	10-10-0004-6204		75.00
				02	DUES	20-10-0004-6204		75.00
					INVOICE TOTAL:			150.00 *
					CHECK TOTAL:			150.00
56408	TRUGR				TRUGREEN			

INVOICES DUE ON/BEFORE 05/30/2016

CHECK #	VENDOR # INVOICE #	TRUGR	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	PROJECT CODE	ITEM AMT
56408	45708866		04/28/16	01	KIWANIS PRAIRIE PK WEEDNFEED	10-15-0007-6507		672.00
	45727687		04/28/16	01	OLD MILL WEEDNFEED	10-15-0007-6507		672.00 *
	45737291		04/28/16	01	WETZEL PK WEEDNFEED	10-15-0007-6507		403.00
	45755039		04/28/16	01	BOYNTON PARK-WEEDNFEED	10-15-0007-6507		403.00 *
	45763952		04/28/16	01	FOUNDERS PARK WEEDNFEED	10-15-0007-6507		190.00
								190.00 *
								322.00
								322.00 *
								334.00
								334.00 *
								CHECK TOTAL: 1,921.00
56409	TYLER ENTERPRISES							
	44934		04/30/16	01	GOLF FERT-CRABGRASS CONTROL	50-41-0007-6507		152.00
								152.00 *
								CHECK TOTAL: 152.00
56410	VULC	VULCAN MATERIALS CO.						
	31150976		04/29/16	01	GOLF-ROAD ROCK FOR PATHS	50-41-0007-6509		215.90
								215.90 *
								CHECK TOTAL: 215.90
56411	WAGN	WAGNER AGGREGATE, INC.						
	17223		04/16/16	01	AG LIME FOR SPORTS FIELDS	20-21-0007-6533		212.94
								212.94 *
								CHECK TOTAL: 212.94

DATE: 05/19/16
TIME: 09:33:44
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SYCAMORE PARK DISTRICT
PRE-CHECK RUN EDIT

PAGE: 6

INVOICES DUE ON/BEFORE 05/30/2016

CHECK #	VENDOR #	INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	PROJECT CODE	ITEM AMT
56412	WDKB-FM	573-00036-0000	04/30/16	01	RADIO-GOLF & POOL PASSES	10-12-0004-6209		600.00
								600.00 *
								CHECK TOTAL: 600.00
								TOTAL AMOUNT PAID: 51,804.11

Total of
#1 \$111,764.30
+ #2 \$57,804.11

\$163,568.41

Interim \$35,821.84
New \$163,568.41

Includes Total 199,390.25
#1 +
#2

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: May 24, 2016

Administrative Initiatives (5/1/16 – 5/31/16)

- Attended Superintendent and Board meetings.
- Attended Safety Committee meeting.
- Continued to work on setting goals based upon Critical Success Factors.
- Worked on written instructions for accounting software to provide staff. Will perform training first part of June.
- Met with Frontier in order to better understand how the phone lines come into the District in order to provide more accurate information when preparing the RFQ for new telephone system.
- Reviewed utility information. Starting to obtain electric quotes to prepare for new contract. (Expires Dec. 2016) After further review, found gas contract renewal date is June 1, 2017.
- Completed PDRMA's Annual Operating Expenditures Request.
- Worked with IMRF and auditors to finalize 2015 audit. Updated MD&A based upon final adjustment.
- Staff prepared for opening of pool concessions.
- Reviewed data gathered by intern regarding credit card processing and POS for beverage cart.
- Participated in CPR/First Aid Training.

- Provided banking information to Executive Director.
- Participated in Park Pride Day.
- Administrative staff worked with various school classes on end of year picnics.
- Completed PDRMA HIPAA training.
- Calculated semi-annual taxable vehicle use by Executive Director.
- Filed quarterly payroll taxes.
- Updated pool cash register for 2016 season.
- Updated Section 125 Plan document for Flex Spending Account.
- Completed Prevailing Wage survey with Illinois Department of Labor.
- Staff worked with patrons regarding shelter rentals during flooding.
- Reviewed and approved quarterly unemployment report.
- Catering/special events/room rentals: 1 room rental, 1 class, , 1 golf outing, Park Pride Day luncheon

Administrative Initiatives (6/1/16 – 6/30/16)

- Attend any scheduled “Action 2020” related meetings.
- Attend Superintendent and Board meetings.
- Complete training of staff on accounting software. (Specifically purchase order entry, accounts payable and general ledger inquiries and reports. Budget module to be trained on in the fall.)

- Work with staff to update equipment replacement and capital asset inventory spreadsheets. Establish guidelines for future updates on same.
- Continue to work on PDRMA compliance requirements for future insurance review.
- Continue to look into ATM options for clubhouse.
- Continue to review outstanding accounts payable checks to determine validity. Review outstanding payroll checks.
- Staff prepares for opening of pool concessions.
- Attend CPR and first aid training.
- Perform PATH Fitness Assessment.
- Ensure that transparency portal of website has been updated with current data.
- Participate in PATH webinar – Stress Management.
- Attend Wellness Ambassador Annual Path Review meeting.
- Catering/special events/room rentals: 2 room rentals, 1 class, 4 golf outings, Storm Dayz Softball Tournament

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2016

Corporate Fund (10)

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	<u>Variance</u>
Revenues									
Administration	29,389.00	28,597.89	-2.7%	45,369.00	44,539.48	-1.8%	1,269,555.00	47,838.55	-6.9% (1)
Marketing	-	-	#DIV/0!	-	-	#DIV/0!	37,300.00	-	
Parks	-	-	#DIV/0!	-	-	#DIV/0!	14,810.00	-	#DIV/0!
Total Revenues	29,389.00	28,597.89	-2.7%	45,369.00	44,539.48	-1.8%	1,321,665.00	47,838.55	-6.9%
Expenses									
Administration	40,664.00	45,878.63	12.8%	575,291.00	571,884.68	-0.6%	1,428,694.00	130,404.49	338.5% (2)
Marketing	3,754.00	2,036.60	-45.7%	15,986.00	11,752.06	-26.5%	90,050.00	-	#DIV/0! (3)
Parks	17,244.00	20,413.56	18.4%	54,234.00	63,081.02	16.3% (4)	258,709.00	41,801.90	50.9% (5)
Total Expenses	61,662.00	68,328.79	10.8%	645,511.00	646,717.76	0.2%	1,777,453.00	172,206.39	275.5%
Total Fund Revenues	29,389.00	28,597.89	-2.7%	45,369.00	44,539.48	-1.8%	1,321,665.00	47,838.55	-6.9%
Total Fund Expenses	61,662.00	68,328.79	10.8%	645,511.00	646,717.76	0.2%	1,777,453.00	172,206.39	275.5%
Surplus (Deficit)	(32,273.00)	(39,730.90)	23.1%	(600,142.00)	(602,178.28)	0.3%	(455,788.00)	(124,367.84)	384.2%

(1) Revenue slightly lower in 2016: shelter rentals/alcohol permits 25.8% \$1,124; replacement taxes 11.7% \$2,358

(2) In January 2016, \$444,000 was transferred to Action 2020 fund from property tax revenue. After considering this adjustment, 2016 expenses are less than 2015 by \$2,520.

(3) New department within the corporate fund 2016. Some of these expenses were reported in both Corporate and Recreation fund in previous years.

(4) Expenses greater than budget: building maint 461.5% \$3,922; landscape services (timing) 125% \$1,750; vehicle/tractor/mower maint 228.3% \$8,675; Gas/Oil 42.3% \$1,332

(5) 16 exp higher than '15: pt wages 78.3% \$5,356; building maint 366.5% \$3,749; landscape serv 138.6% \$1,830; vehicle/tract/mower maint 148.2% \$4,466; Gas/Oil 123.8% \$2,480

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2016

Recreation Fund (20)

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	-	7.52	#DIV/0!	856,359.00	3.86	94.8%
Sports Complex	2,500.00	3,794.00	51.76%	2,500.00	4,197.00	67.88%	35,300.00	3,150.00	33.2%
Sports Complex Maintenance	-	-	#DIV/0!	-	-	#DIV/0!	38,532.00	-	#DIV/0!
Midwest Museum of Natural Hist	632.00	618.95		1,264.00	1,250.40	-1.08%	2,528.00	1,830.49	-31.7%
Programs-Youth	900.00	956.00	6.22%	7,185.00	7,139.00	-0.64% (1)	19,381.00	6,685.00	6.8% (1)
Programs-Teens	-	-	#DIV/0!	951.00	-	-100.00% (1)	1,194.00	1,134.75	-100.0% (1)
Programs-Adult	300.00	329.00	9.67%	1,710.00	2,549.00	49.06% (1)	4,005.00	475.00	436.6% (1)
Programs-Family	1,700.00	1,017.00	-40.18%	5,500.00	3,626.00	-34.07% (1)	13,717.00	5,639.00	-35.7% (1)
Programs-Leagues	-	-	#DIV/0!	-	-	#DIV/0! (1)	5,034.00	30.00	-100.0% (1)
Programs-Youth Athletics	2,340.00	3,692.00	57.78%	6,475.00	9,097.00	40.49% (1)	22,800.00	8,399.00	8.3% (1)
Programs-Fitness	510.00	411.00	-19.41%	3,910.00	3,774.00	-3.48% (1)	7,743.00	17,253.00	-78.1% (1)
Programs-Preschool	-	-	#DIV/0!	-	545.00	#DIV/0! (1)	-	-	#DIV/0! (1)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0! (1)	-	-	#DIV/0! (1)
Programs-Dance	-	481.00	#DIV/0!	1,954.00	1,466.00	-24.97% (1)	3,925.00	2,679.00	-45.3% (1)
Programs-Special Events	-	-	#DIV/0!	2,250.00	2,692.91	19.68% (1)	3,471.00	2,125.00	26.7% (1)
Programs-Concerts	-	1,600.00	#DIV/0!	500.00	2,100.00	320.00% (2)	8,800.00	3,750.00	-44.0% (2)
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0! (1)	-	-	#DIV/0! (1)
Brochure	-	300.00	#DIV/0!	1,500.00	500.00	-66.67%	8,850.00	1,350.00	-63.0%
Weight Room	-	-	#DIV/0!	-	-	#DIV/0!	-	7,592.00	-100.0%
Community Center	-	-	#DIV/0!	-	-	#DIV/0!	-	(45.00)	-100.0%
Total Revenues	8,882.00	13,198.95	48.60%	35,699.00	38,943.83	9.09%	1,031,639.00	62,051.10	-37.2%

(1) Revenue from programs are just above budget 3.19% \$954 and decreased 30.5%, \$13,531 compared to 2015 primarily due to closing of community center.

(2) timing

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2016

Expenses

Administration	39,485.00	32,098.15	-18.71%	113,324.00	97,004.95	-14.40%	(1)	500,887.00	109,702.00	-11.6%	(2)
Sports Complex	-	250.00	#DIV/0!	-	1,250.00	#DIV/0!		-	250.00	400.0%	
Sports Complex Maintenance	42,651.00	46,786.94	9.70%	135,616.00	131,192.81	-3.26%		393,543.00	125,095.71	4.9%	
Midwest Museum of Natural Hist	775.00	1,907.53	146.13%	2,900.00	2,059.89	-28.97%		9,500.00	1,498.60	37.5%	
Programs-Youth	517.00	714.67	38.23%	1,580.00	1,843.56	16.68%	(3)	12,662.00	1,603.14	15.0%	(3)
Programs-Teens	368.00	-	-100.00%	534.00	-	-100.00%	(3)	727.00	1,316.98	-100.0%	(3)
Programs-Adult	44.00	623.27	1316.52%	530.00	1,400.35	164.22%	(3)	1,104.00	375.00	273.4%	(3)
Programs-Family	2,876.00	2,726.62	-5.19%	9,479.00	8,756.06	-7.63%	(3)	19,934.00	3,536.92	147.6%	(3)
Programs-Leagues	366.00	435.99	19.12%	2,559.00	2,129.36	-16.79%	(3)	3,400.00	2,270.07	-6.2%	(3)
Programs-Youth Athletics	-	120.00	#DIV/0!	-	1,055.00	#DIV/0!	(3)	16,025.00	812.00	29.9%	(3)
Programs-Fitness	623.00	465.04	-25.35%	1,769.00	1,798.96	1.69%	(3)	3,814.00	6,635.15	-72.9%	(3)
Programs-Preschool	-	-	#DIV/0!	-	480.00	#DIV/0!	(3)	-	-	#DIV/0!	(3)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0!	(3)	-	-	#DIV/0!	(3)
Programs-Dance	768.00	236.98	-69.14%	1,102.00	787.12	-28.57%	(3)	2,694.00	947.54	-16.9%	(3)
Programs-Special Events	-	696.00	#DIV/0!	1,841.00	6,676.78	262.67%	(3)	22,010.00	1,476.96	352.1%	(3)
Programs-Concerts	350.00	7,250.00	1971.43%	350.00	7,450.00	2028.57%		8,768.00	-	#DIV/0!	
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0!	(3)	-	-	#DIV/0!	(3)
Brochure	7,030.00	1,551.65	-77.93%	7,030.00	1,551.65	-77.93%		21,100.00	1,710.27	-9.3%	
Weight Room	-	-	#DIV/0!	-	-	#DIV/0!		-	906.03	-100.0%	(4)
Community Center	-	-	#DIV/0!	-	-	#DIV/0!		-	41,691.08	-100.0%	(4)
Total Expenses	95,853.00	95,862.84	0.01%	278,614.00	265,436.49	-4.73%		1,016,168.00	299,827.45	-11.5%	
Total Fund Revenues	8,882.00	13,198.95	48.60%	35,699.00	38,943.83	9.09%		1,031,639.00	62,051.10	-37.2%	
Total Fund Expenses	95,853.00	95,862.84	0.01%	278,614.00	265,436.49	-4.73%		1,016,168.00	299,827.45	-11.5%	
Surplus (Deficit)	(86,971.00)	(82,663.89)	-4.95%	(242,915.00)	(226,492.66)	-6.76%		15,471.00	(237,776.35)	-4.7%	

(1) Lower than budget: administrative expenses 57.43% \$10,658; contracted services 15.37% \$1,739

(2) In 2015 \$14,000 radio ads.

(3) Expenses for programs greater than budget 28.53% \$5,533 and increased 31.4%, \$5,953 compared to 2015. \$5,000 (donation for fireworks) is timing.

(4) Community Center closed

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2016

Donations (21)

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
Revenues									
Administration	-	3,300.00	#DIV/0!	-	4,859.20	#DIV/0!	166,000.00	22.67	21334.5%
Total Revenues		3,300.00	#DIV/0!	-	4,859.20	#DIV/0!	166,000.00	22.67	21334.5%
Expenses									
Administration	2,000.00	-	-100.00%	199,782.00	192,697.89	-3.55%	356,782.00	15,013.36	1183.5% (1)
Total Expenses	2,000.00	-		199,782.00	192,697.89		356,782.00	15,013.36	1183.5%
Total Fund Revenues	-	3,300.00	#DIV/0!	-	4,859.20	#DIV/0!	166,000.00	22.67	21334.5%
Total Fund Expenses	2,000.00	-		199,782.00	192,697.89		356,782.00	15,013.36	1183.5%
Surplus (Deficit)	(2,000.00)	3,300.00	-265.00%	(199,782.00)	(187,838.69)	-5.98%	(190,782.00)	(14,990.69)	1153.0%

(1) In 2016 transferred \$185,682 to Action 2020 fund to offset payment on land purchase.

Special Recreation (22)

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	-	3.95	#DIV/0!	153,000.00	2.11	87.2%
Total Revenues	-	-	#DIV/0!	-	3.95	#DIV/0!	153,000.00	2.11	87.2%
Expenses									
Administration	10,000.00	3,100.00	-69.00%	49,000.00	41,579.50	-15.14%	216,123.00	35,272.75	17.9% (1)
Total Expenses	10,000.00	3,100.00	-69.00%	49,000.00	41,579.50	-15.14%	216,123.00	35,272.75	17.9%
Total Fund Revenues	-	-	#DIV/0!	-	3.95	#DIV/0!	153,000.00	2.11	87.2%
Total Fund Expenses	10,000.00	3,100.00	-69.00%	49,000.00	41,579.50	-15.14%	216,123.00	35,272.75	17.9%
Surplus (Deficit)	(10,000.00)	(3,100.00)	-69.00%	(49,000.00)	(41,575.55)	-15.15%	(63,123.00)	(35,270.64)	17.9%

(1) Increased allocation to KSRA.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2016

Insurance (23)

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	-	0.49	#DIV/0!	77,000.00	1.72	-71.5%
Total Revenues	-	-	#DIV/0!	-	0.49	#DIV/0!	77,000.00	1.72	-71.5%
Expenses									
Administration	-	-	#DIV/0!	1,000.00	1,243.60	24.36%	71,567.00	8,606.00	-85.5% (1)
Total Expenses	-	-	#DIV/0!	1,000.00	1,243.60	24.36%	71,567.00	8,606.00	-85.5%
Total Fund Revenues	-	-	#DIV/0!	-	0.49	#DIV/0!	77,000.00	1.72	-71.5%
Total Fund Expenses	-	-	#DIV/0!	1,000.00	1,243.60	24.36%	71,567.00	8,606.00	-85.5%
Surplus (Deficit)	-	-	#DIV/0!	(1,000.00)	(1,243.11)	24.31%	5,433.00	(8,604.28)	-85.6%

(1) Unemployment expense in 2015

Audit (24)

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	-	0.69	69.00%	14,000.00	0.93	-25.8%
Total Revenues	-	-	#DIV/0!	-	0.69	#DIV/0!	14,000.00	0.93	-25.8%
Expenses									
Administration	12,000.00	12,800.00	6.67%	12,000.00	12,800.00	6.67%	13,900.00	12,500.00	2.4%
Total Expenses	12,000.00	12,800.00	6.67%	12,000.00	12,800.00	6.67%	13,900.00	12,500.00	2.4%
Total Fund Revenues	-	-	#DIV/0!	-	0.69	#DIV/0!	14,000.00	0.93	-25.8%
Total Fund Expenses	12,000.00	12,800.00	6.67%	12,000.00	12,800.00	6.67%	13,900.00	12,500.00	2.4%
Surplus (Deficit)	(12,000.00)	(12,800.00)	6.67%	(12,000.00)	(12,799.31)	6.66%	100.00	(12,499.07)	2.4%

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended April 30, 2016

Paving & Lighting (25)

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!		1.15	#DIV/0!	100.00	0.69	66.7%
Total Revenues	-	-		-	1.15		100.00	0.69	66.7%
Expenses									
Administration		-	#DIV/0!		-	#DIV/0!	(1) -	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	-	1.15	#DIV/0!	100.00	0.69	
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	-	-	
Surplus (Deficit)	-	-	#DIV/0!	-	1.15	#DIV/0!	100.00	0.69	

Park Police (26)

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!		0.42	#DIV/0!	100.00	0.72	-41.7%
Total Revenues	-	-		-	0.42		100.00	0.72	-41.7%
Expenses									
Administration	1,100.00	902.70	-17.94%	1,100.00	902.70	-17.94%	5,500.00	-	#DIV/0!
Total Expenses	1,100.00	902.70		1,100.00	902.70		5,500.00	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	-	0.42	#DIV/0!	100.00	0.72	-41.7%
Total Fund Expenses	1,100.00	902.70	-17.94%	1,100.00	902.70	-17.94%	5,500.00	-	
Surplus (Deficit)	(1,100.00)	(902.70)	-17.94%	(1,100.00)	(902.28)	-17.97%	(5,400.00)	0.72	#####

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2016

IMRF (27)

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

Social Security (28)

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

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2016

Concessions (30)

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
Revenues									
Clubhouse Concessions	6,105.00	6,487.95	6.27%	6,105.00	6,861.11	12.39%	72,371.00	5,450.36	25.9%
Beverage Cart	-	129.38	#DIV/0!	-	129.38	#DIV/0!	14,686.00	-	#DIV/0!
Sports Complex Concessions	375.00	576.75	53.80%	375.00	576.75	53.80% (3)	28,172.00	396.25	45.6% (3)
Pool Concessions	-	-	#DIV/0!	-	-	#DIV/0!	7,179.00	-	#DIV/0!
Catering	935.00	1,571.50	68.07%	4,020.00	3,639.10	-9.48%	23,075.00	3,858.55	-5.7%
Total Revenues	7,415.00	8,765.58	18.21%	10,500.00	11,206.34	6.73%	145,483.00	9,705.16	15.5%
Expenses									
Clubhouse Concessions	14,904.00	10,446.96	-29.90%	23,416.00	19,860.46	-15.18% (1)	88,505.00	14,455.86	37.4% (2)
Beverage Cart	250.00	86.36	-65.46%	250.00	86.36	-65.46%	10,139.00	200.00	-56.8%
Sports Complex Concessions	710.00	942.57	32.76%	785.00	1,026.52	30.77% (3)	23,281.00	198.05	418.3% (3)
Pool Concessions	-	-	#DIV/0!	-	-	#DIV/0!	6,835.00	-	#DIV/0!
Catering	203.00	192.89	-4.98%	781.00	496.63	-36.41%	7,477.00	180.20	175.6%
Total Expenses	16,067.00	11,668.78	-27.37%	25,232.00	21,469.97	-14.91%	136,237.00	15,034.11	42.8%
Total Fund Revenues	7,415.00	8,765.58	18.21%	10,500.00	11,206.34	6.73%	145,483.00	9,705.16	15.5%
Total Fund Expenses	16,067.00	11,668.78	-27.37%	25,232.00	21,469.97	-14.91%	136,237.00	15,034.11	42.8%
Surplus (Deficit)	(8,652.00)	(2,903.20)	-66.44%	(14,732.00)	(10,263.63)	-30.33%	9,246.00	(5,328.95)	92.6%

(1) Timing of equipment purchase

(2) Cost of goods higher in 2016 due to earlier ordering. Wages slightly higher due to opening earlier. Purchase of new credit card terminal.

(3) Increased opportunities for sales in 2016. Taking cart to soccer area and fields 9-12.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2016

Developer Contributions (32)

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
Revenues									
Administration	-	4,427.00	#DIV/0!	11,250.00	9,679.19	-13.96%	45,000.00	20,364.27	-52.5%
Total Revenues	-	4,427.00		11,250.00	9,679.19		45,000.00	20,364.27	-52.5%
Expenses									
Administration	-	-		-	-		55,000.00	-	#DIV/0!
Total Expenses	-	-		-	-		55,000.00	-	#DIV/0!
Total Fund Revenues	-	4,427.00		11,250.00	9,679.19		45,000.00	20,364.27	-52.5%
Total Fund Expenses	-	-		-	-		55,000.00	-	#DIV/0!
Surplus (Deficit)	-	4,427.00		11,250.00	9,679.19		(10,000.00)	20,364.27	-52.5%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2016

Golf Course (50)

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
Revenues									
Golf Operations	37,207.00	34,217.62	-8.0%	127,097.00	116,876.37	-8.0% (1)	507,359.00	136,752.24	-14.5% (2)
Golf Maintenance	-	-	#DIV/0!	-	-	#DIV/0!	23,006.00	-	#DIV/0!
Total Revenues	37,207.00	34,217.62	-8.0%	127,097.00	116,876.37	-8.0%	530,365.00	136,752.24	-14.5%
Expenses									
Golf Operations	23,620.00	22,228.89	-5.9%	61,663.00	63,781.95	3.4%	232,152.00	66,909.48	-4.7%
Golf Maintenance	23,049.00	25,413.76	10.3%	78,960.00	77,263.37	-2.1%	296,916.00	72,810.09	6.1%
Total Expenses	46,669.00	47,642.65	2.1%	140,623.00	141,045.32	0.3%	529,068.00	139,719.57	0.9%
Total Fund Revenues	37,207.00	34,217.62	-8.0%	127,097.00	116,876.37	-8.0%	530,365.00	136,752.24	-14.5%
Total Fund Expenses	46,669.00	47,642.65	2.1%	140,623.00	141,045.32	0.3%	529,068.00	139,719.57	0.9%
Surplus (Deficit)	(9,462.00)	(13,425.03)	41.9%	(13,526.00)	(24,168.95)	78.7%	1,297.00	(2,967.33)	714.5%

(1) Daily Greens Fees +159.32% \$8,134
Golf Events & Misc -16.12% \$1,026
Carts -15.68% \$1,220
Season passes -14.18% -\$13,574
Pro shop sales -20.73% -\$2,499

(2) Daily Greens Fees -28.52% -\$5,283
Golf Events & Misc -9.17% -\$539
Carts -42.31% -\$4,812
Season passes -6.70% -\$5,903
Pro shop sales -25.53% -\$3,277

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2016

Swimming Pool (51)

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
Revenues									
Pool	2,735.00	3,633.60	32.9%	2,735.00	3,633.60	32.9%	75,975.00	2,074.80	75.1%
Swim Lessons	2,254.00	4,256.00	88.8%	2,254.00	4,256.00	88.8%	12,067.00	2,101.00	102.6%
Total Revenues	4,989.00	7,889.60	58.1%	4,989.00	7,889.60	58.1%	88,042.00	4,175.80	88.9% (2)
Expenses									
Pool	2,260.00	998.20	-55.8%	2,404.00	1,440.24	-40.1%	52,983.00	432.34	233.1%
Pool Maintenance	1,170.00	847.17	-27.6%	2,635.00	5,542.88	110.4% (3)	27,200.00	2,144.08	158.5% (3)
Swim Lessons	-	-	#DIV/0!	-	-	#DIV/0!	7,859.00	-	#DIV/0!
Total Expenses	3,430.00	1,845.37	-46.2%	5,039.00	6,983.12	38.6%	88,042.00	2,576.42	171.0%
Total Fund Revenues	4,989.00	7,889.60	58.1%	4,989.00	7,889.60	58.1%	88,042.00	4,175.80	88.9%
Total Fund Expenses	3,430.00	1,845.37	-46.2%	5,039.00	6,983.12	38.6%	88,042.00	2,576.42	171.0%
Surplus (Deficit)	1,559.00	6,044.23	287.7%	(50.00)	906.48	-1913.0%	-	1,599.38	-43.3%

- (1) Season passes +27.89% \$819
Swim Lessons +92.67% \$2,047
(2) Season passes +69.63% \$1,541
Swim Lessons +109.55% \$2,225
(3) mechanical room parts

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2016

Debt Service (60)

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	-	1.39	#DIV/0!	590,000.00	1.85	-24.9%
Total Revenues	-	-	#DIV/0!	-	1.39	#DIV/0!	590,000.00	1.85	-24.9%
Expenses									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	585,020.00	-	#DIV/0!
Total Expenses	-	-	#DIV/0!	-	-	#DIV/0!	585,020.00	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	-	1.39	#DIV/0!	590,000.00	1.85	-24.9%
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	585,020.00	-	#DIV/0!
Surplus (Deficit)	-	-	#DIV/0!	-	1.39	#DIV/0!	4,980.00	1.85	-24.9%

Capital Projects (70)

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	42,900.00	38,198.36	-11.0% (1)	577,900.00	34,674.34	10.2%
Total Revenues	-	-	#DIV/0!	42,900.00	38,198.36	-11.0%	577,900.00	34,674.34	10.2%
Expenses									
Administration	111,200.00	76,987.67	-30.8%	150,525.00	111,451.35	-26.0%	608,303.00	113,311.60	-1.6%
Total Expenses	111,200.00	76,987.67	-30.8%	150,525.00	111,451.35	-26.0%	608,303.00	113,311.60	-1.6%
Total Fund Revenues	-	-	#DIV/0!	42,900.00	38,198.36	-11.0%	577,900.00	34,674.34	10.2%
Total Fund Expenses	111,200.00	76,987.67	-30.8%	150,525.00	111,451.35	-26.0%	608,303.00	113,311.60	-1.6%
Surplus (Deficit)	(111,200.00)	(76,987.67)	-30.8%	(107,625.00)	(73,252.99)	-31.9%	(30,403.00)	(78,637.26)	-6.8%

(1) DCCF Watershed Grant

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2016

Action 2020 (71)

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	634,782.00	629,682.00	-0.8%	1,465,782.00		#DIV/0!
Total Revenues	-	-	#DIV/0!	634,782.00	629,682.00	-0.8%	1,465,782.00	-	#DIV/0!
Expenses									
Administration	51,000.00	9,942.73	-80.5%	548,268.00	497,906.70	-9.2%	956,268.00	-	#DIV/0!
Total Expenses	51,000.00	9,942.73	-80.5%	548,268.00	497,906.70	-9.2%	956,268.00	-	#DIV/0!
Total Fund Revenues	-	-		634,782.00	629,682.00	-0.8%	1,465,782.00	-	#DIV/0!
Total Fund Expenses	51,000.00	9,942.73	-80.5%	548,268.00	497,906.70	-9.2%	956,268.00	-	#DIV/0!
Surplus (Deficit)	(51,000.00)	(9,942.73)	-80.5%	86,514.00	131,775.30	52.3%	509,514.00	-	#DIV/0!
Total Fund Revenues	87,882.00	100,396.64		912,586.00	901,882.46	-1.2%	6,373,076.00	315,592.15	
Total Fund Expenses	359,981.00	329,081.53	-8.6%	2,056,694.00	1,940,234.40	-5.7%	6,582,431.00	814,067.65	
Surplus (Deficit)	(272,099.00)	(228,684.89)	-16.0%	(1,144,108.00)	(1,038,351.94)	-9.2%	(209,355.00)	(498,475.50)	

Sycamore Park District
Fund Balances

	1/1/2016	Revenues	Expenses	4/30/2016	4/30/2016 Cash balance
10 Corporate	623,417.61	44,539.48	646,717.76	21,239.33	28,581.38
20 Recreation	170,651.86	38,943.83	265,436.49	(55,840.80)	(47,330.15)
21 Donations	191,230.86	4,859.20	192,697.89	3,392.17	3,392.17
22 Special Recreation	113,256.88	3.95	41,579.50	71,681.33	71,681.33
23 Insurance	9,246.71	0.49	1,243.60	8,003.60	8,003.60
24 Audit	13,002.88	0.69	12,800.00	203.57	203.57
25 Paving & Lighting	21,854.17	1.15	-	21,855.32	21,855.32
26 Park Police	8,069.74	0.42	902.70	7,167.46	7,167.46
27 IMRF	649.10	-	-	649.10	649.10
28 Social Security	2,741.51	-	-	2,741.51	2,741.51
30 Concessions	36,049.99	11,206.34	21,469.97	25,786.36	23,924.72
32 Developer Contributions	152,339.53	9,679.19	-	162,018.72	162,018.72
60 Debt Service	26,365.79	1.39	-	26,367.18	26,367.18
70 Capital Projects	564,743.04	38,198.36	111,451.35	491,490.05	491,490.05
71 Action 2020	-	629,682.00	497,906.70	131,775.30	136,875.30
Total governmental fund balance	1,933,619.67	777,116.49	1,792,205.96	918,530.20	937,621.26
50 Golf Course	180,879.87	116,876.37	141,045.32	156,710.92	
Net Assets	<u>(228,350.52)</u>			<u>(228,350.52)</u>	
	(47,470.65)			(71,639.60)	(76,536.95)
51 Swimming Pool	263,475.83	7,889.60	6,983.12	264,382.31	
Net Assets	<u>(262,870.72)</u>			<u>(262,870.72)</u>	
	605.11			1,511.59	1,511.59
Total proprietary funds	444,355.70	124,765.97	148,028.44	421,093.23	
Net assets	(491,221.24)			(491,221.24)	
Proprietary funds minus net assets	(46,865.54)			(70,128.01)	
	1,886,754.13			848,402.19	862,595.90

Summary of depository accounts as of **5/18/2016**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
First National Bank	15,657.53	0.10
First Midwest Bank	307,916.50	0.02
Resource Bank	560,850.93	0.32
*Dekalb Co. Community Foundation	<u>14,706.48</u>	
	899,131.44	

* There is currently an gain on investments which has increased the original \$10,000 that was placed with the foundation. This balance is as of 3/31/16.

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	71		Original		
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital	action 2020	total	Projection	Difference	
1/1/2016	663,408	192,101	191,231	113,257	39,453	13,003	21,854	8,070	649	2,742	35,259	152,340	(650)	-	26,366	605,080	-	2,064,161	2,064,161	-	
January																					
Receipts																					
Replacement Taxes	6,268			-														6,268	6,170	98	
Shelters	350																	350	500	(150)	
User Fees		9,070									730		987	-				10,788	11,245	(457)	
Transfers	(444,000)																444,000	-	-		
Misc	16	636	1,055	2	0	0	1	0				4			1	106		1,821	44,032	(42,211)	
Expenses	(59,462)	(56,466)	-	(38,480)	(30,206)	-	-	-	-	-	(2,446)	-	(30,917)	(853)	-	(2,400)		(221,229)	(199,585)	(21,644)	
1/31/2016	166,580	145,341	192,286	74,779	9,247	13,003	21,855	8,070	649	2,742	33,543	152,344	(30,580)	(853)	26,366	602,786	444,000	1,862,158	1,926,523	(64,365)	
February																					
Receipts																					
Replacement Taxes	-																	150	500	(350)	
Shelters	150																	6,430	5,901	529	
User Fees		4,807									759		864	-				13,499	7,100	6,399	
Misc	6,026	3	205	2	0	0	1	0				5,248		1,858	1	155					
Expenses	(56,468)	(61,882)	(7,016)	-	-	-	-	-	-	-	(3,090)		(45,987)	(4,141)	-	(15,228)	(11,172)	(204,983)	(175,084)	(29,899)	
2/28/2016	116,288	88,270	185,474	74,781	9,247	13,004	21,855	8,070	649	2,742	31,212	157,592	(75,703)	(3,136)	26,367	587,714	432,828	1,677,254	1,764,940	(87,686)	
March																					
Receipts																					
Replacement Taxes	2,517																	2,517	1,760	757	
Shelters	725																	725	1,300	(575)	
User Fees		8,204									954	-	51,954	-		-		61,112	111,264	(50,152)	
Transfer			(185,682)														185,682	-			
Misc	475		300	-	-	-	-	-							-	-		775	150	625	
Expenses	(47,238)	(61,150)	-	-	(1,244)	-	-	-	-	-	(5,105)	-	(35,376)	(1,397)	-	(19,236)	(476,792)	(647,538)	(635,667)	(11,871)	
3/31/2016	72,767	35,324	92	74,781	8,004	13,004	21,855	8,070	649	2,742	27,061	157,592	(59,125)	(4,533)	26,367	568,478	141,718	1,094,845	1,243,747	(148,901)	
April																					
Receipts																					
Replacement Taxes	8,964																	8,964	10,780	(1,816)	
Shelters	2,001																	2,001	1,100	901	
User Fees		11,490									8,733		34,074	7,890				62,187	57,861	4,326	
Misc	17,770	619	3,300	-	-	-	-	-				4,427			-	-		26,116	18,141	7,975	
Expenses	(72,921)	(94,763)	-	(3,100)	-	(12,800)	-	(903)	-	-	(11,869)	-	(51,487)	(1,845)	-	(76,988)	(9,943)	(336,618)	(411,221)	74,603	
4/30/2016	28,581	(47,330)	(1,708)	71,681	8,004	204	21,855	7,167	649	2,742	23,925	162,019	(76,537)	1,512	26,367	491,490	131,775	852,396	920,408	(68,012)	

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	71		Original		
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital	action	total	Projection	Difference	
																	2020				
May																					
Receipts																					
Taxes	114,500	82,500		15,300	7,700	1,400	10	10	8,800	7,900					59,000			297,120	297,120	-	
Transfers in/out	4,620	7,137							(8,800)	(7,900)	536		4,016	392				1	1	-	
Replacement Taxes	8,880																	8,880	8,880	-	
Shelters	2,100																	2,100	2,100	-	
User Fees	-	11,500									17,205	-	55,265	10,554				94,524	94,524	-	
Misc	-	8,700		-	-	-	-	-				-			-	-		8,700	8,700	-	
Expenses	(59,943)	(71,918)	(2,000)	-	-			(1,100)		-	(12,281)	-	(46,035)	(5,661)	-	(23,600)	(51,000)	(273,538)	(273,538)	-	
5/31/2016	98,738	(9,411)	(3,708)	86,981	15,704	1,604	21,865	6,077	649	2,742	29,385	162,019	(63,291)	6,797	85,367	467,890	80,775	990,183	1,058,195	(68,012)	
June																					
Receipts																					
Taxes	458,000	330,000		61,200	30,800	5,600	40	40	35,200	31,600					236,000			1,188,480	1,188,480	-	
transfers in/out	18,478	28,549							(35,200)	(31,600)	2,145		16,060	1,568				-	-	-	
Replacement Taxes	-																	-	-	-	
Shelters	400																	400	400	-	
User Fees	-	5,795									28,100	11,250	43,500	26,194				114,839	114,839	-	
Misc	50	6,075	-								-					-		6,125	6,125	-	
Expenses	(64,321)	(61,267)	(5,000)	-	(2,000)	(1,900)	-	(1,100)		-	(26,507)	-	(59,901)	(23,373)	(16,869)	(75,813)	(51,000)	(389,051)	(389,051)	-	
6/30/2016	511,345	299,741	(8,708)	148,181	44,504	5,304	21,905	5,017	649	2,742	33,123	173,269	(63,632)	11,186	304,498	392,077	29,775	1,910,976	1,978,988	(68,012)	
July																					
Receipts																					
Taxes	11,450	8,250		1,530	770	140	1	1	880	790					5,900			29,712	29,712	-	
transfers in/out	462	712							(880)	(790)	53		401	39				(3)	(3)	-	
Replacement Taxes	7,300																	7,300	7,300	-	
Shelters	700																	700	700	-	
User Fees	-	13,760									27,020	-	77,897	12,460				131,137	131,137	-	
Misc	-	632	16,000															16,632	16,632	-	
Expenses	(64,644)	(59,433)	-	(39,000)	(33,284)	-	-	(1,100)		-	(22,829)	-	(48,192)	(27,207)	-	(72,953)	(51,000)	(419,642)	(419,642)	-	
7/31/2016	466,613	263,662	7,292	110,711	11,990	5,444	21,906	3,918	649	2,742	37,367	173,269	(33,526)	(3,522)	310,398	319,124	(21,225)	1,676,812	1,744,824	(68,012)	
August																					
Receipts																					
Taxes	34,350	24,750		4,590	2,310	420	3	3	2,640	2,370					17,700			89,136	89,136	-	
transfers in/out	1,386	2,142							(2,640)	(2,370)	161		1,204	117				-	-	-	
Replacement Taxes	980																	980	980	-	
Shelters	300																	300	300	-	
User Fees	-	19,370									27,615	-	98,319	4,310				149,614	149,614	-	
Misc	30,000	-	-													-		30,000	30,000	-	
Expenses	(68,234)	(62,871)	-	-	-	-	-	(1,100)		-	(17,784)	-	(57,660)	(20,945)	-	(60,300)	(51,000)	(339,894)	(339,894)	-	
8/31/2016	465,395	247,053	7,292	115,301	14,300	5,864	21,909	2,821	649	2,742	47,359	173,269	8,337	(20,040)	328,098	258,824	(72,225)	1,606,948	1,674,960	(68,012)	

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	71		Original	
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital	action	total	Projection	Difference
																	2020			
September																				
Receipts																				
Taxes	480,900	346,500		64,260	32,340	5,880	42	42	36,960	33,180					247,800			1,247,904	1,247,904	-
transfers in/out	19,402	29,976							(36,960)	(33,180)	2,253		16,864	1,646				1	1	-
Replacement Taxes	-																	-	-	-
Shelters	250																	250	250	-
User Fees	-	16,190									17,540	11,250	47,827	2,200				95,007	95,007	-
Misc	7,350	1,350	-															8,700	8,700	-
Expenses	(103,153)	(105,151)	-	-	(2,000)	-	-	-	-	-	(15,299)	-	(62,268)	(2,228)	-	(27,000)	(51,000)	(368,099)	(368,099)	-
9/30/2016	870,144	535,918	7,292	179,561	44,640	11,744	21,951	2,863	649	2,742	51,853	184,519	10,760	(18,422)	575,898	231,824	(123,225)	2,590,711	2,658,723	(68,012)
October																				
Receipts																				
Replacement Taxes	7,340	-																7,340	7,340	-
Shelters	100																	100	100	-
User Fees	-	4,960									8,510	-	29,102	-				42,572	42,572	-
Misc	-	632	-															632	632	-
Bond Proceeds																		-	-	-
Expenses	(54,909)	(64,429)	-	-	-	-	-	-	-	-	(9,740)	-	(42,327)	(1,448)	(486,282)	(32,500)	(51,000)	(742,635)	(742,635)	-
10/31/2016	822,675	477,081	7,292	179,561	44,640	11,744	21,951	2,863	649	2,742	50,623	184,519	(2,465)	(19,870)	89,616	199,324	(174,225)	1,898,720	1,966,732	(68,012)
November																				
Receipts																				
Taxes	45,800	33,000		6,120	3,080	560	4	4	3,520	3,160					23,600			118,848	118,848	-
transfers in/out	1,255	2,855							(3,520)	(3,160)	215		1,606	157				(592)	(592)	-
Replacement Taxes	-																	-	-	-
Shelters	-																	-	-	-
User Fees	-	9,005									2,425	-	9,196	-	-			20,626	20,626	-
Misc	593	500	-															1,093	1,093	-
Expenses	(47,060)	(60,917)		-	-	-	-	-	-	-	(3,832)	-	(33,875)	(523)	-	(1,800)	(51,000)	(199,007)	(199,007)	-
11/30/2016	823,263	461,524	7,292	185,681	47,720	12,304	21,955	2,867	649	2,742	49,431	184,519	(25,538)	(20,236)	113,216	197,524	(225,225)	1,839,688	1,907,700	(68,012)
December																				
Receipts																				
Taxes	-																	-	-	-
transfer in/out		-																-	-	-
Replacement Taxes	1,790																	1,790	1,790	-
Shelters																		-	-	-
User Fees		1,100									1,205	11,250	2,011	-				15,566	15,566	-
transfers	(616,000)		(150,000)	(128,123)								(55,000)		23,416		55,000	831,000	(39,707)	(39,707)	-
Bond Proceeds																480,000		480,000	480,000	-
Misc	17,560	-	150,000															167,560	167,560	-
Expenses	(53,828)	(251,568)		-	(33,283)	-	-	-	-	-	(2,758)	-	(38,367)	(1,618)	(81,869)	(163,812)	(51,000)	(678,103)	(678,103)	-
12/31/2016	172,785	211,056	7,292	57,558	14,437	12,304	21,955	2,867	649	2,742	47,878	140,769	(61,894)	1,562	31,347	568,712	554,775	1,786,794	1,854,806	(68,012)
change	(490,622)	18,955	(183,939)	(55,699)	(25,016)	(699)	101	(5,202)	(0)	-	12,619	(11,571)	(61,244)	1,562	4,981	(36,368)	554,775	(277,367)	(209,355)	(68,012)

To: Board of Commissioners
From: Kirk T. Lundbeck
Subject: Monthly Report
Date: May 24, 2016

Administrative Initiatives (5/1/16 – 5/31/16)

- Attended weekly Department Head meetings as scheduled.
- Attended Chamber of Commerce Ambassadors Club meeting.
- Began the use of part-time staff.
- Began season golf course hours 6:30am to dusk on weekdays. 6:00am to dusk on weekends.
- Developed May Golf Insight newsletter and updated reader board outside the Proshop with general golf operation information.
- Continued to monitor cleaning of Sparkle cleaners and update Sparkle on concerns.
- Continued to receive outing contracts to existing outings that currently have dates on hold for 2016 and solicit local businesses, as well as Genoa area for other outing possibilities.
- Met with Critical Success Factor groups, Putters and Clubbies.
- Continued work on PDRMA Loss Control Review Documentation project.
- Began league 2016 play which include the following:
 - Monday – Silver Foxes Senior League (40), Kiwanias (16 – 20) and Monday Match Play (12)
 - Tuesday – PJ’s Courthouse (24)

Wednesday – Ladies Niners (36 – 50), Fairway Club Men’s League (60)

Thursday – Driv-Lok (16), Genoa #1 (28), Genoa #2 (36)

- Finalized rental cart fleet order for summer outings.
- Created daily updates for Golf 18 Network, CourseTrends Support, Ezlinks Support, Golf Now Support and the EzLinks Reservation Center for better communication with all third party marketing groups during recent flood event.
- Moved the Sycamore Singles outing scheduled for May 14th to June 4th and the 3M outing scheduled for May 21st to June 25th due to flood event.
- Developed an administrator account with Golf Now to personally control and monitor tee time prices plus change rates based on tee sheet availability.

Administrative Initiatives (6/1/16 – 6/30/16)

- Attend weekly Department Head meetings as scheduled.
- Attend all staff meeting as scheduled.
- Develop June Golf Insight newsletter and updated reader board outside the Proshop with general golf operation information
- Meet with Critical Success Factor groups, Putters and Clubbies.
- Develop June Golf Insight newsletter and update reader board outside pro shop.
- Continue to monitor cleaning of Sparkle cleaners and update Sparkle on concerns.
- Begin the PGA Junior League golf program and Get Golf Ready program.

- Continue work on PDRMA Loss Control Review Documentation project.
- Develop cart return signage for staging area.
- Continue to promote the reduced season pass prices through eblast marketing to increase sales.
- Increase use of Golfnow promotions for peak season rates. Averaging 8 to 10 additional tee times per day.
- Attend Healthy Cooking Workshop with Kish Health System.
- Attend First Aid Training Certification class at Sycamore Fire Department.
- Hold five large outings in June:
 1. Sycamore Singles – June 4th
 2. Sycamore United Methodist Church – June 10th
 3. The Spartan Open – June 24th
 4. 3M – June 25th
 5. Sycamore Rotary – June 29th
- Serve as guest speaker for Genoa Area Chamber of Commerce Luncheon.
- Hold a Susan G. Komen Rally for the Cure event with the Wednesday morning 9 hole ladies league.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: May 24, 2016

Administrative Initiatives (5/1/16-5/31/16)

Golf

- 5.5 inches of rain fell in two weeks in Sycamore. Just to our southwest, over 8 inches fell in the same time frame in some locations all of which drain to the Kish River causing the flooding to occur on May 12th. The entire course was closed for one day and the back nine closed for just five days as the river lowered quickly and did not rise as high as in previous floods. The cool water temperature and moderate level of mud left behind on the turf will result in little if any turf loss from this flood. Thanks to our staff for running pumps in isolated areas over the weekend to greatly reduce the amount of time the course was closed.
- Staff has been cleaning up left over flood debris, mowing and weed eating consistently in all areas of the course, spraying for dandelions, trimming trees and shrubs, seeding removed stump areas, training new seasonal staff, resurfacing some stone cart paths, and making irrigation repairs.
- The irrigation system had a main pump motor repair made during start up this spring to fix a bad impeller and sheared off shaft bolt.
- I have hired additional seasonal staff some of which are starting this week.
- Encap Environmental has completed the shaping, seeding and planting of the creek from 10 tee to 13 tee. They have also started seeding the river bank and killed off unwanted vegetation along the bank. They are encouraged that the new plants will survive the recent flood. More plants will be added soon.

- We are in the process of removing the remaining tree stumps from last fall and seeding those areas.
- Several trees will be planted on the golf course and several parks as a part of the large park wide tree planting project. Alanzis Group Landscaping has moved the date back to the beginning of June as the weather has delayed their schedule.
- To begin the irrigation system replacement process, I have begun to collect information on irrigation architects and consultants along with system information and installation companies for our region.
- We have been working with Kirk on organizing the maintenance around the outing schedule which has recently begun. We are happy to see several groups from the former Oak Club in Genoa using our facility as well.

Sports

- The flooding rains only closed all the ball fields for a day and a couple for just two days. Other than pumping a couple of low spots, the fields were not affected.
- Scheduled soccer and ball games have begun on all the fields throughout the sports complex by all of our user groups. I have been in contact with all groups on a regular basis to discuss field issues and reschedule locations for fields due to weather cancelations.
- I have been working with AYSO and Sycamore Youth Baseball as their groups used the maintenance shop for pictures and group sign-ups.

- Staff continues to prep fields daily for baseball and softball groups, paint field lines weekly for all sports, mow and trim fields frequently, make field and equipment repairs, and planting flower pots.
- I have been working with Sycamore Youth Baseball as the replacement of the older batting cage by fields 1 and 2 continues. The old unit is down and once the area is excavated and new ag lime set down, a new double run cage made of poles and netting will take its place.

Parks

- I attended staff, board, and Action 20/20 related committee and architect meetings.
- 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, and writing safety policies for all maintenance areas. All full time and IMRF eligible staff attended a First Aid/CPR/AED class at the beginning of May.
- Continue to work with staff on monthly checklist procedures for inspecting equipment, buildings, parks and grounds. Audits of the playground structures at various parks on going as well. Several small repairs have been made to needed equipment.
- Staff mowing and trimming all park areas consistently, put picnic tables out, making playground and parks repairs, spreading mulch,
- Park Pride Day took place on May 7th. Over 90 people of various ages and backgrounds participated in projects at six different locations. Projects included spreading playground mulch at two parks, spreading trail mulch and planting tree whips at Chief Black Partridge, cleaning out landscape

beds at Lake Sycamore, cleaning the woods and planting tree whips at Emil Cassier, cleaning garbage and weeds from Old Mill, and cleaning landscape beds at the pool. Thanks to our staff for working with the groups during the event and Sarah Rex for organizing the groups as they registered to help. Also thanks to Melissa for providing a great lunch in the clubhouse after the hard work.

- The pool has been cleaned, filled, some mechanical repairs made and is being heated in advance of the May 27th opening.
- We are working with the State of Illinois on bringing our new ADA pool chair lift into full compliance by processing the correct permitting paperwork and drawings for the lift to be bonded to the deck grid for safety. I will be working with Director Gibble later this year to begin the process of bringing the entire pool and locker room area into ADA compliance.
- Have been working to determine locations at several parks and the golf course for 131 trees to be planted in early June. Staff and I will be involved with the logistics of working with the landscape company to place the seven different varieties at the chosen locations. Our staff will then be responsible for watering and mulching the planted trees.
- Ovitz Park will have 24 new trees planted as part of the tree project along with some species outside of our project list.
- Working with Museum of Natural History and City of Sycamore as they are making a few minor room changes to the lower Discovery Center children's area.
- Attended training in DeKalb with other staff for the large inflatable movie screen and sound system for our summer movie series the first of which is June 3rd. The screen is 28 feet high and 30 feet wide and will be an exciting addition to our summer events.

- Encap completed the small pond work at Emil Cassier path. The border, about 10 feet wide on average, was replanted with native grasses and plants much like the other pond stabilization projects done at our other ponds.
- Working with staff on planning for events, concerts, and shelter rentals this season. Hiring new staff for seasonal work, and sending current staff to PDRMA sponsored field trainings in the area. Brent Horn completed a very good two-day hands-on tree removal and chainsaw safety training class.

Administrative Initiatives (6/1/16-6/30/16)

- Attend staff, board, and study session meetings along with Action 20/20 planning and construction meetings.
- Staff will continue consistent mowing, cleaning, repairs, inspections of parks and fields. The busiest time of the year for sports fields is in June with constant field prep and maintenance.
- Work with tree planting company as 131 new trees are planted throughout the District. Staff will mulch and keep them watered.
- Golf course will continue consistent mowing, bunkers edges repaired and new sand added to work bunkers, tree stumps cut out and seeded, flowers will be planted. The evergreens near the flagpole by 1 tee will be removed and a new shrub bed added to the area. Larger stones will be added to the lot grass edges to guide parking. Greens will be solid tine aerified the first or second week of June.
- Will continue working on PDRMA risk management project and preparation for loss control review. First visit to the pool for the audit will take place in mid-June. Will complete pool maintenance procedure document along with the pool preparation.

- Will work with Encap Environmental group as the river refurbish project continues with more plugs being installed.
- Complete procurement process of approved 2016 capital budget equipment items. Still need to purchase a turf seeder and small utility cart once they are produced from manufacturer. Will update equipment asset schedule.
- Collect user group ball field schedule changes as weather dictates and chart daily field prep requirement schedules for staff.
- Communicate regularly with soccer and softball/baseball groups to discuss field needs and weather related field issues.
- Will host Storm Dayz Girls' Softball tournament June 24-26. 76 teams will once again play over 200 games in three days on 11 fields.
- Will host Kish Health System annual employee carnival and cookout on June 11th.
- Continue to work with staff and new pool manager as season begins.
- Begin to receive pricing for roof replacements on shelters near Good Tymes playground area, shelter by sports concession, and roof on soccer storage building.

To: Board of Commissioners
From: Lisa Metcalf & Sarah Elm Rex
Subject: Monthly Report
Date: May 24, 2016

Administrative Initiatives (5/1/16 – 5/31/16)

- Attended monthly board meeting.
- Attended weekly Department Head meetings as scheduled.
- Attended CPR/First Aid/AED Training at Maintenance Building, put on by the Fire Department. – Sarah
- Attended Park Pride Day. – Sarah
- Attended a demonstration on how to set up the inflatable movie screen.
- Attended a National Night Out planning meeting.
- Attended many pool staff trainings/in-services in preparation for the pool opening. - Lisa
- Prepared pool for opening day, May 27. – Lisa

Administrative Initiatives (6/1/16 – 6/30/16)

- Will attend monthly board meeting.
- Will attend weekly Department Head meetings as scheduled.
- Will attend a webinar on Stress Management. – Lisa
- Will kick off Summer Concert Series.

- Will kick off Movie in the Park Series.
- Will participate in the Lost Control Review through PDRMA for the Recreation Department and Aquatics Department. – Lisa
- Will attend a Healthy Cooking Workshop at Kish Hospital Campus.
- Will continue to develop management plans for the opening of the Community Center, Splashpad, Dog Park and Sled Hill

To: Board of Commissioners
From: Daniel Gibble, Executive Director
Subject: Monthly Report
Date: May 24 2016

Administrative Initiatives (5/1/16 – 5/31/16)

- Coordinated the long-range planning process for management of the new facilities that will be developed as part of ACTION 2020
- Attended Meetings/Serve On:
 - KSRA
 - Rotary
 - Chamber
 - Pumpkin Festival
- Worked on Fundraising and Leaf a Legacy.
- Attended PDRMA Training.
- Coordinated meetings with staff and Farnsworth Group.
- Worked with the Fundraising Committee.
- Worked with Jeff Donahoe on Tree Replacement process.
- Met with DCCF regarding Grant Opportunities, the Watershed Grant, and the Management of the Action 2020 Fund.
- Finalized Final proposal to NIU Department of Kinesiology and P.E. for future affiliations.
- Continued work on the PDRMA Loss Control Review materials.
- Held Teambuilding meetings with various groups of staff as part of the long-range management planning process.

- Completed Annexations of two Airport Road sites.
- Worked with Commissioner Kroeger and the Professional Services Group on retaining a Construction Management Firm for the Campus Project.
- Began work on details related to the Golf Course Irrigation Professional Services RFP.
- Completed RFP process for Demolition of the CARLS Farm.

Administrative Initiatives (6/1/16 – 6/30/16)

- Update Agenda Planner for Staff/Board out two years.
- Attend Meetings/Serve On:
 - KSRA
 - Rotary
 - Chamber
- Develop proposal for two new member agencies to join KSRA.
- Finalize recommendation for use of Construction Management for the CAMPUS project.
- Finalized contract with Construction Manager.
- Continue work on CAMPUS project development:
 - Community Center
 - Dog Park
 - Sled Hill
 - Splashpad
- Supervise Asbestos Mitigation and Demolition of Carls Farm Buildings.
- Present to Board the findings of the PHASE I ESA for possible trail easement.
- Continue coordinating Citizen Committee meetings, staff meetings, and meetings with Board regarding the CAMPUS project.

- Complete first phase of the PDRMA Loss Control Review.
- Finalize the Trail Documents for the ITEP Grant.
- Work with Jeff Donahoe on siting of trees and walks at Dr. John Ovitz Park.
- Continued contacting potential donors for Leaf a Legacy.
- Finalize an updating of IMAGE Guidelines with Sarah Rex.
- Put out sidewalk bids for Dr. John Ovitz Park and Chief Black Partridge Park. Waiting on City of Sycamore for clearance to do the Chief Black Partridge work.

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: May 24, 2016

STAFF RECOMMENDATION

AGENDA ITEM: ANNUAL AUDIT: PRESENTATION AND ACCEPTANCE OF AUDIT

BACKGROUND INFORMATION: The Board of Park Commissioners was provided with a draft of the Audit report in the March Board packet. There were only very minor revisions. The electronic version will be emailed to you as a separate file. Hard copies are available for those that would like them. The following documents are provided:

1. Auditor's Communication to the Board of Park Commissioners – This document includes the required communication with those charged with governance of the Sycamore Park District. In addition, this report includes the Management Letter which is designed to bring attention to any material weaknesses and/or deficiencies as identified during the audit process. Staff uses this letter as a tool to improve financial procedures based upon the auditors' recommendations. (see additional comments below)
2. Annual Financial Report – These are the financial reports for the year ended December 31, 2015.

Ron Amen from Lauterbach & Amen will be presenting these documents for your acceptance.

I would also like to take an opportunity to address the items in the Management Letter.

Current Recommendations:

1. IMRF NPO pay-off – I have already requested and received from IMRF the phase in rate liability for pay off. If paid in 2016, the amount would be \$14,906.

Prior Recommendations

1. Funds Over Budget – The auditors indicate three funds were actual expenditures exceeded budget. Insurance fund was due to unemployment claims exceeding budget. Golf course operations was the main area over budget with golf course maintenance coming in below. Prior areas are wages, cart rentals and cost of goods sold (pro shop sales also exceeded budget.) The excess expenditures at the pool were due to repair costs in mechanical room from February freeze. Insurance receipts offset this unbudgeted expense.

2. Funds not in compliance with Fund Balance Policy – Two funds fell short of the 25% fund balance policy. Funds from Recreation continue to be used for any deficits at the golf course and pool. The amount not in compliance was cut in half. Insurance fund was short primarily due to underestimating the unemployment expense for 2015. The tax levy to be received in 2016 was increased in order to offset this shortage.

FISCAL IMPACT: Not applicable.

STAFF RECOMMENDATION: Acceptance of the Annual Audit as presented.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

**SYCAMORE PARK DISTRICT,
ILLINOIS**

MANAGEMENT LETTER

**FOR THE FISCAL YEAR ENDED
DECEMBER 31, 2015**



April 29, 2016

Members of the Board of Commissioners
Sycamore Park District
Sycamore, Illinois

In planning and performing our audit of the financial statements of the Sycamore Park District, Illinois, for the year ended December 31, 2015, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control structure.

We do not intend to imply that our audit failed to disclose commendable aspects of your system and structure. For your consideration we herein submit our comments and suggestions which are designed to assist in effecting improvements in internal controls and procedures. Those less-significant matters, if any, which arose during the course of the audit, were reviewed with management as the audit field work progressed.

The accompanying comments and recommendations are intended solely for the information and use of the Board, Executive Director and senior management of the Sycamore Park District, Illinois.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various District personnel. We would be pleased to discuss our comments and suggestions in further detail with you at your convenience, to perform any additional study of these matters, or to review the procedures necessary to bring about desirable changes.

We commend the finance department for the well prepared audit package and we appreciate the courtesy and assistance given to us by the entire District staff.

Lauterbach + Amen LLP
LAUTERBACH & AMEN, LLP

CURRENT RECOMMENDATIONS

1. IMRF NPO PAY-OFF

Comment

During our current year-end audit procedures, we noted that the District took the phase-in rate for its IMRF contribution payments from the calendar year 2010 to 2011. This has resulted in the District accumulating a net pension liability to IMRF of \$14,736. This net pension liability balance will not be repaid by the District by only following the Annual Required Contribution rate, or ARC rate, which is the recommended rate provided each year by IMRF. The District must pay this amount in addition to its standard IMRF ARC rate. If no additional payments are made, the liability will continue to grow with 7.5% interest each year.

Recommendation

We recommend that the District contact IMRF directly to obtain the phase in rate liability balance for pay off, and then begin to budget the additional payments required to pay this phase in rate liability amount down as soon as the District deems possible.

PRIOR RECOMMENDATIONS

1. FUNDS OVER BUDGET

Comment

Previously and during our current year-end audit procedures, we noted that the following funds had an excess of actual expenditures over budget for the fiscal year:

Fund	December 31,	
	2015	2014
General	\$ -	21,669
Recreation - Recreation Subfund	-	12,450
Special Recreation	-	13,932
Bond Project	-	365,894
Insurance	3,606	-
Paving and Lighting	-	59
Golf Course	12,957	-
Swimming Pool	8,282	3,813

Recommendation

We recommended the District investigate the causes of the funds over budget and adopt appropriate future funding measures.

Status

This comment has not been implemented and will be repeated in the future.

PRIOR RECOMMENDATIONS – Continued

2. FUNDS NOT IN COMPLIANCE WITH FUND BALANCE POLICY

Comment

Previously and during our current year-end audit procedures, we noted the following funds with fund balances that were not in compliance with the Board approved fund balance policy:

	Per 2015 Budget	Fund Balance per AFR	Amount not in Compliance
Recreation Fund			
Minimum			
Expenditures	\$ 1,125,051		
X's 25% per Policy	0.25		
	281,263	206,702	74,561
Insurance Fund			
Minimum			
Expenditures	65,413		
X's 25% per Policy	0.25		
	16,353	9,247	7,106
	Per 2014 Budget	Fund Balance per AFR	Amount not in Compliance
Recreation Fund			
Minimum			
Expenditures	\$ 1,095,054		
X's 25% per Policy	25%		
	273,764	123,210	150,554

Recommendation

We recommended the District investigate the fund balances and adopt future budgets to address these items not in compliance.

Status

This comment has not been implemented and will be repeated in the future.

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: May 24, 2016

STAFF RECOMMENDATION

AGENDA ITEM: MODIFICATION OF SYCAMORE PARK DISTRICT IMPACT FEE EQUATION: Recommend Approval

BACKGROUND INFORMATION:

The City of Sycamore is in the process of reviewing the appropriateness of all impact fee equations. As part of this the Sycamore Park District was asked to re-evaluate the value of an acre of fully improved land within the City of Sycamore and an acre of unimproved land on the boundaries.

Impact fees are collected in lieu of the provision of parks and recreation space by a builder/developer. Therefore, when park and recreation space are not provided by the builder/developer they pay the impact fee, and the park district must use it for park land acquisition and development to serve the additional residents created by the addition of that developer/builder's home.

Two real estate appraisers, Jeff Jacobson and Lee Ovington, were engaged to provide said updated land valuations. In addition, the Mayor's Ad Hoc Committee on Impact Fees recommended that land valuations be weighted over three time periods, with 15% of the valuation being as of 12/31/09, 35% of the valuation being as of 12/31/12, and 50% being as of 12/31/15. See the attached memo dated 5/19/16 for more detailed information.

The reason for this modification from the proposed/approved version at last month's meeting is that the prior equation discounted the value of land, rather than looking at the quality of the land we have and acquire. There was a factor of 50% reduction in the appraised value of the land. However, that perspective de-values the appraisers' assessment of true land cost, and the park district must pay what land is selling for. On the other hand, the new equation presented in Ted's most recent equation (see the 5/19/16 memo attached) takes the reduction on the type of acreage we buy.

Most significantly, this change allows the City of Sycamore to use the same land values for school district and park district impact fee equations—making it consistent. Consistency is good for a number of reasons.

From a management perspective, this new approach does not devalue the land cost—which is most significant. Here is a chart that shows the dollar value implications of the different approach:

Appraised Value of Land:	Developed Neighborhood	Unimproved Community
2016	\$99,375	\$18,525
2019	\$106,331	\$19,080
2022	\$113,774	\$19,652

2019/22 are assumptions for example only

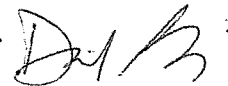
YEAR	Equation Approved at April Meeting	Equation Recommended this Meeting
	Impact Fee Per Resident	Impact Fee Per Resident
2016	\$564	\$524
2019	\$588	\$553
2022	\$612	\$583

In the new approach the impact fee grows at just over a 5% rate, while the old equation has it growing at about a 4% rate. That is because we are discounting the type of land being purchased by 50% NOT the true value of land which is accurately determined by appraisals. Again the focus of land acquisition is changed from the cost of the land to the type of land we are buying. This is where the focus should be.

FISCAL IMPACT: The current impact fee of \$749/resident would go down in either scenario.

STAFF RECOMMENDATION: Accept the modified approach outlined in in Ted Strack's memo dated 5/19/2016, and attached hereto. The fee impact fee until the next appraisals in three (3) years would be \$524/resident.

PREPARED BY: Ted Strack, Board President
Daniel Gibble, Executive Director



BOARD ACTION:

Memorandum

Date: May 19, 2016

To: Sycamore Park District Board of Commissioners

From: Ted Strack

Subject: Revisions to Park District Impact Fee Analysis

Several months ago Mayor Ken Mundy convened an ad-hoc committee to review the current impact fee formulas for the City of Sycamore, Sycamore Library, Sycamore School District, and Sycamore Park District. These meetings lead to a decision to reevaluate the property valuations included in the Sycamore Park District's and Sycamore School District's impact fee formulas. With some basic direction from the ad-hoc committee representatives from the Sycamore Park District, Sycamore School District, DeKalb County Builders Association, and Illinois Association of Realtors met to discuss the specifics of how to reevaluate these property valuations.

A consensus was reached that two appraisers (Jeff Jacobson and Lee Ovington) would be engaged to provide property valuations for an acre of fully improved land within the City of Sycamore and an acre of unimproved land on the boundaries of Sycamore (see attached e-mail dated 12/31/15). The appraisals would include valuation time points for each type of land of 12/31/09, 12/31/12, and 12/31/15. The group agreed that these three valuation time points would be averaged with a weighting of 15% for the 12/31/09 valuation, a weighting of 35% for the 12/31/12 valuation, and a weighting of 50% for the 12/31/15 valuation.

Ovington's valuation of an acre of fully improved land for 12/31/09 was \$163,000, for 12/31/12 was \$80,000, and for 12/31/15 was \$113,000. Jacobson's valuation of an acre of fully improved land for 12/31/09 was \$119,000, for 12/31/12 was \$87,000, and for 12/31/15 was \$83,000. This results in simple averages of \$141,000 for 12/31/09 $((\$163,000 + \$119,000) / 2)$, of \$83,500 for 12/31/12 $((\$80,000 + \$87,000) / 2)$, and of \$98,000 for 12/31/15 $((\$113,000 + \$83,000) / 2)$. The resulting weighted average value for an acre of fully improved land is \$99,375 $((\$141,000 \times 15\%) + (\$83,500 \times 35\%) + (\$98,000 \times 50\%))$.

Ovington's valuation of an acre of unimproved land for 12/31/09 was \$22,000, for 12/31/12 was \$16,000, and for 12/31/15 was \$25,000. Jacobson's valuation of an acre of fully improved land for 12/31/09 was \$18,000, for 12/31/12 was \$17,000, and for 12/31/15 was \$14,000. This results in simple averages of \$20,000 for 12/31/09 $((\$22,000 + \$18,000) / 2)$, of \$16,500 for 12/31/12 $((\$16,000 + \$17,000) / 2)$, and of \$19,500 for

12/31/15 $((\$25,000 + \$14,000) / 2)$. The resulting weighted average value for an acre of unimproved land is \$18,525 $((\$20,000 \times 15\%) + (\$16,500 \times 35\%) + (\$19,500 \times 50\%))$.

The current impact fee formula tries to mirror historical park land levels over the past forty to fifty years. More recently these historical park land levels in the City of Sycamore have been increasing. At the present time, the impact fee formula includes 3.25 acres of neighborhood/developed park land per thousand residents and 21.75 acres of community/unimproved park land per thousand residents.

Much of the Park District's Community Park land is designated as flood plain (roughly 50%). As such the Park District has limited capacity for programming this space. No improvements can be made on flood plain acres that would deter water flow in any manner. About the only improvement that is allowed on the flood plain acres is roadways and/or trails ways. The growth in development in Sycamore has created larger volumes of stormwater for which this floodplain helps mitigate that development impact. Going forward it is the Park District's desire to add non-flood plain acres to community park land. To account for this in the impact fee formula, the number of acres of community space is reduced by a factor of 50%.

All of this equates to a Sycamore Park District impact fee factor of \$524.43 per resident $((3.25 \text{ acres of neighborhood park space} \times \$99,375 \text{ per acre of fully improved land}) + (21.75 \text{ acres of community park space} \times \$18,525 \text{ per acre of fully improved land @ } 50\% \text{ to account for floodplain acres}) / 1,000 \text{ residents})$. This is a reduction from the current impact fee factor of \$749 per resident.

The City of Sycamore tracks and maintains information regarding the number of residents per housing type. I recommend the we rely on the City of Scyamore to define this portion of the impact.

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: May 24, 2016

STAFF RECOMMENDATION

AGENDA ITEM: APPROVAL OF PROPOSAL TO DEMOLISH CARLS FARM HOUSE and OUT BUILDINGS: Recommend Approval

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. At the last meeting the Board approved the schematic design for the CAMPUS and facilities of the CAMPUS, along with a contract for Farnsworth to complete the project. Additionally, the Board authorized the professional services group headed by Commissioner Kroeger and Daniel Gible, to move ahead with the RFQ process for a Construction Manager as Contractor/Constructor for the CAMPUS.

In order for us to be prepared for construction to begin on the CAMPUS next spring, we must complete demolition and engineered back fill of the site this year. As the Board may recall, some asbestos was found in the environmental assessment of the site and buildings—specifically, three items in the main house. Therefore, Counsel recommended joining the mitigation of that material WITH the demolition work, and having the demolition company professionally manage the asbestos removal.

The work, therefore, was laid out that way, and proposals were requested. Five companies provided proposals, with a summary of those proposals, below:

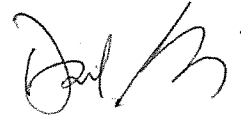
<u>Firm Name</u>	<u>Base Price</u>	<u>Alternate Price</u>	<u>Signed Contractor's Agreement</u>	<u>List of Subs</u>	<u>List of Recent/ Relevant Projects</u>	<u>Liability Insurance</u>
Copenhaver	\$72,800	\$7,000	yes	n/a	yes	yes
Alpine	\$58,900	None	yes	yes	yes	yes
Kendall	\$31,900	\$800	yes	no	no	yes
Northern Illinois Service	\$63,435	\$3,950	yes	yes	yes	yes
Signature	\$43,150	\$3,500	yes	yes	yes	yes

Since Kendall did not provide key information requested in the bid, they must be thrown out. I have completed reference checks on Signature Demolition and they were positive. Therefore, they would be the successful, low bidder. The alternate was to salvage the wood from the one barn, but upon closer inspection it is sheet material, NOT planks, and is of no real value. Therefore, staff does not believe it is worth the cost of salvaging.

FISCAL IMPACT: I had thought the demolition would be around \$30,000. The existence of asbestos and the necessity for abatement adds to the cost. Therefore, the cost will be \$43,150.

STAFF RECOMMENDATION: I recommend the Board authorize staff to contract with Signature Demolition Company for \$43,150 to complete the demolition of the CARLS Farm site.

PREPARED BY: Daniel Gibble, Executive Director



BOARD ACTION:

**Request for Proposals
BUILDING DEMOLITION AT
23942 Airport Road**

**SYCAMORE PARK
DISTRICT
SYCAMORE, ILLINOIS**

**Deadline for Submittal
10:00am CST: May 11, 2016**
Sycamore Park District Maintenance Building
435 Airport Road, Sycamore, IL 60178
Hours 8:30am to 2:30pm M-F except Holidays
DO NOT MAIL:
Must Hand Deliver or Submit Electronically

INSTRUCTIONS TO FIRMS

The Sycamore Park District (Owner), Illinois, is seeking proposals for a project consisting of the demolition, clearing, backfilling and grading of the home (residence) with basement, and four (4) small out-buildings on slab. The residence has one friable asbestos matter that requires abatement, and should be included in your proposal. The work would consist of the details provided within this document for the premises located at 23942 Airport Road DeKalb County, Illinois and commonly known as the CARLS Farm located one-quarter mile north of Route 64 on the east side of Airport Road. Interested parties may arrange to receive the RFP, and/or for a tour of the site and inside the buildings up to 7 days prior to the DEADLINE FOR SUBMITTALS by contacting Daniel Gible at the Sycamore Park District via email at: danielg@sycamoreparkdistrict.com

Description of Work: The proposed work is officially known as “BUILDING DEMOLITION AT 23942 Airport Road, Sycamore, Illinois” and is further described as demolition and clearing of buildings (residence) and out-buildings, foundations/slabs/walks, and all debris located at 23942 Airport Road, Sycamore, Illinois together with sand and soil fills, grading, and all work necessary to complete the project. Some asbestos abatement is part of the residence work, as well. The Sycamore Park District provides the NESHAPS Asbestos Report as Appendix A of this document.

Method of Payment: The Owner will make 50% payment to the Contractor when, in the owner’s estimation, the work is roughly half done, and the final payment within 30 days after the acceptance and completion of all the work.

Instruction to Firms: This RFP may be obtained from danielg@sycamoreparkdistrict.com or online at the district’s website: www.urbanaparkdistrict.com

Performance Bond & Certificate of Insurance: The successful contractor will be required to furnish a satisfactory surety (performance and labor and material payment) bonds in the sum of the full amount of the contract and a certificate of insurance.

Prevailing Wages: To the extent that the Illinois Prevailing Wage Act applies, Contractor must pay and require all subcontractors to pay the prevailing rate of wages to all related laborers, workers, and mechanics involved in the project. as established by the Illinois Department of Labor for each craft or type of work needed to execute the contract in accordance with 820 ILCS 130/01 et seq. The Contractor shall prominently post the current schedule of prevailing wages at the Contract site and shall notify immediately in writing all of its Subcontractors, of all changes in the schedule of prevailing wages. The Illinois Department of Labor publishes the prevailing wage rates on its website at: <https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx>. The Department revises the prevailing wage rates and the Contractor/subcontractor has an obligation to check the Department’s web site for revisions to prevailing wage rates. Any increases in costs to the Contractor due to changes in the prevailing rate of wage during the terms of any contract shall be at the expense of the Contractor and not at the expense of the Owner. The change order shall be computed using the prevailing wage rates applicable at the time the change order work is scheduled to be performed. The Contractor shall be solely responsible to maintain accurate records as required by the prevailing wage statute and to obtain and furnish all such certified records to the District as required by Statute. The Contractor shall be solely liable for paying the difference between prevailing wages and any wages actually received by laborers, workmen and/or mechanics engaged in the Work and in every way defend and indemnify the District against any claims arising under or related to the payment of wages in accordance with the Prevailing Wage Act. Likewise, Contractor shall comply with all applicable laws, regulations, and rules

NEXT PAGE

promulgated by any Federal, State, County, Municipal and or other governmental unit or regulatory body now in effect during the performance of the work. By way of example, the following are included within the scope of the laws, regulations and rules referred to in this paragraph, but in no way to operate as a limitation on the laws, regulations and rules with which Contractor must comply, are all forms of Workers Compensation Laws, all terms of the Equal Employment Opportunity Clause of the Illinois Fair Employment Practices Commission, the Illinois Preference Act, the Social Security Act, Statutes relating to contracts let by units of government, all applicable Civil Rights and Anti-Discrimination Laws and Regulations, and traffic and public utility regulations.

GENERAL INFORMATON

The following Provisions supplement the “Illinois Department of Transportation Standard Specifications for Road and Bridge Construction, adopted January 1, 2002”, the latest edition of the “Manual on Uniform Traffic Control Devices for Streets and Highways”, the “Standard Specifications for Water and Sewer Construction in Illinois, Fifth Edition dated May 1996” and the “Illinois Environmental Protection Agency, Standards for Soil Erosion and Sedimentation Control, 1987” which govern the demolition at 23942 Airport Road in Sycamore, Illinois 60178. Additionally, the successful contractor must comply with, all other related Federal, State and Local laws, certifications and permitting related to the work at 23942 Airport Road in Sycamore, Illinois 60178. In case of conflict with any part or parts of the said specifications, these references in the prior sentences shall take precedence and shall govern.

BUILDING REMOVAL:

This RFP sets forth the requirements for the removal of buildings, slabs, foundations, walks, etc..

This work shall consist of the removal and satisfactory disposal of the specified building(s) together with its steps, patios, sidewalks, driveways, fences, foundations, exterior devices (AC, Antenna, etc.), interior furnishings, garbage on the premises, etc. which is necessary to fully complete the removal of the building(s) from its site, together with furnishing, placing, and grading fills. No seeding will be required. Removal operations shall be performed in accordance with the provisions of Article 107.01 of the Standard Specifications for Road and Bridge Construction and shall include all foundations, footings, walks, pavements, slabs, walls, columns, etc.

All materials from the buildings are to become the property of the Contractor. All materials not salvaged shall be disposed of as specified in Article 202.03 of the Standard Specification for Road and Bridge Construction.

The Sycamore Park District supports REDUCE, REUSE, RECYCLE. It will be the contractor’s responsibility to reflect any anticipated salvage value of the materials obtained from the demolition of the building, and reflect that in their proposed fee in their submission of a proposal. The proposal shall include a complete list of all items that will be salvaged and their estimated salvage value.

The Contractor shall have full responsibility for any and all damage done during the work, including outside easements and public right-of-way, or inside the fenced area of tree driplines. The contractor shall not cause conflict with, or damage to farm crops adjacent to the site north, south, and east.

UTILITIES:

The Contractor shall arrange for the discontinuance and proper disconnection of all utilities that serve the building or buildings in accordance with the respective requirements and regulations of the City of Sycamore; Sycamore, Illinois, and the correct utility companies involved. The Contractor shall disconnect and properly seal in an approved manner at the mains, the well and septic, and/or sewer and water outlets that serve the structure or structures that are to be removed. The Contractor shall keep the Sycamore Park District Executive Director informed of their plans for the performance of any work in connection with the sealing off of such outlets in order that proper inspection, if required, can be made at the time the work is performed. Any well heads will be capped according the State of Illinois Regulations, and be done so below grade, where allowed, with a GPS coordinate provided to the owner. Then, after grading is completed, clearly marked, above ground, with a stake. The same GPS coordinates and staking shall be done for all other points at which plumbing or wiring is dead-headed or dead-ended with the residence and outbuildings.

PROTECTION OF PERSONS AND PROPERTY:

The use of explosives or fire in the performance of the work of removing the building shall not be permitted. The Contractor shall assume and bear all risk of damage arising from this contract until the work herein provided shall be fully completed and accepted by the Sycamore Park District. The Contractor shall furnish and erect all temporary structures necessary for the proper and safe conduct of the work, and shall remove all such structures upon completion of the work under contract, all without additional compensation. Special care shall be given to any adjacent buildings, utility connections, farm fields, and trees on the site. The dripline of the trees and shrubs greater than 20 feet from the residence shall be enclosed, and no equipment shall pass over those areas. Within 20 feet of the home and outbuildings, all shrubs should be removed. Any trees within 20 feet of the buildings should be discussed with Owner prior to removal, as every effort to save trees is considered important to this project. Any damage to adjacent buildings, farm fields, utility connections, and trees or shrubs as a result of demolition operations shall be repaired at the expense of the Contractor.

Safety fencing will be provided by the contractor, installed and maintained around the perimeter of any excavation left open during non-working hours. The protective fencing may be removed after the excavation has been filled to the satisfaction of the Executive Director.

The Contractor at his own expense, and in his own name shall obtain all permits, certifications, and licenses required by the Sycamore Park District, City of Sycamore, DeKalb County, and State and Federal governments; shall carry on all work under this contract in strict conformity therewith, and shall save and keep harmless the Sycamore Park District from any liability and expense incurred thereby. The Contractor must pay all fees related to the same.

House Bill No. 686 as enacted July 22, 1959, provides that any person, corporation, or partnership who either owns, maintains, uses or abandons an open well, cesspool, cistern, quarry, catch basin, sump, or excavation for erection of any building structure or excavation created by the raising or removal of any building structure without covering or surrounding such installation with protective fencing is guilty of a misdemeanor, and upon conviction thereof shall be fined not more than \$200.00 or imprisoned for not more than sixty (60) days or both. The provisions of this act do not apply while a workman is present at the location thereof performing services thereon or as a watchman to guard such location.

The successful contractor must comply with the requirements as described in the preceding paragraphs and assume all liability for any bodily injury or aftermath resulting from failure to comply with the requirements as described above. After the buildings have been removed, the site shall be graded to the surrounding grade, and cleaned up to the satisfaction of the Executive Director. No seeding will be necessary.

TRAFFIC CONTROL AND PROTECTION:

Traffic control and protection shall be in accordance with the applicable sections of the "Standard Specifications for Road and Bridge Construction in Illinois", the applicable guidelines contained in the Manual on Uniform Traffic Control Devices for Streets and Highways, Illinois Supplement to the Manual on Uniform Traffic Control Devices, these Special Provisions, and any special details and Highway Standards contained herein.

Such devices shall be provided by the Contractor as necessary for the safety of the general public and his workers and located and erected in sufficient quantity in accordance with the Manual of Uniform Traffic Control Devices, latest edition. The Executive Director may request additional signs, barricades, and other devices as required to provide safe traffic control at no additional cost to the Owner. The Contractor shall be required to provide traffic control measures so that two-way traffic shall be maintained at all times.

ASBESTOS ABATEMENT:

Appendix A is the findings of the Innerspace Environmental Assessment, Inc. organization. This NESHAPS Asbestos Building Inspection of 23942 Airport Road—the residence and outbuildings—finds a small number of potential items that may require mitigation prior to demolition.

It is the responsibility of the Contractor submitting a proposal to include this work within its proposal—including the cost to do the appropriate work to mitigate the asbestos as required by State of Illinois and Federal requirements. The firm doing this work—whether a sub-contractor or not—must be certified/licensed to do the work. In either case, the fee for this work must be include in your proposal when submitted.

All costs necessary to determine the extent of this work should be included in your proposal.

This work must occur within all the time requirements spelled out elsewhere in this RFP.

FURNISHING AND PLACING SAND AND SOIL FILLS:

Furnishing and placing fill shall consist of filling basements and excavated areas under the buildings that are removed. Excavations shall be backfilled according to the IDOT Standard Specifications. Basement walls must be removed and hauled away. Basement floor may remain, however it should be thoroughly broken up and gaps filled with sand.

All loose, spongy or otherwise unsuitable materials shall be removed to undisturbed earth before backfilling. The Contractor shall notify the Executive Director for an inspection when the excavation is ready for backfill before beginning any backfill placement. Completely fill below-grade areas and voids resulting from building demolition operations with satisfactory soil materials.

Compaction shall be a minimum of 95 percent of the maximum dry unit weight as determined by the Standard Proctor Test (ASTM D 698). The contractor shall provide certified testing results of this work.

Aggregate for sand fill shall meet the requirements of Article 1003.04 of the IDOT Standard Specifications. Sand fill shall contain no frozen matter nor shall sand fill be placed on snow or ice. Sluicing or inundating shall not be done during freezing weather.

The basement and excavated areas under the buildings that are removed shall be filled to a grade conforming to the natural ground level adjacent thereto. The fills required herein shall be constructed using sand fill and in such manner that all voids are filled. The sandfill shall be placed in 12-inch layers and sufficient water shall be used for sluicing or inundating the fills to insure filling all voids with sand fill. Sand fill shall be brought up to within 18 inches of the final grade. The final 18 inches shall consist of clean clay/soil approved by the Sycamore Park District.

GENERAL CONDITIONS:

Debris resulting from the operation of furnishing and placing sand fill shall be removed when work is complete. Barricades shall be removed and the premises left in a condition satisfactory to the Executive Director. Demolition shall commence within thirty days (30) days after the award of the bid.

All work shall be completed in fifteen (15) calendar days after commencement. Liquidated Damages for failure to complete the work on time are identified in Article 108.09 of the Standard Specifications the “Illinois Department of Transportation Standard Specifications for Road and Bridge Construction, adopted January 1, 2002”.

All the aforementioned work shall be included in your proposal price for the work.

The Contractor shall show evidence to the Sycamore Park District that it has sufficient equipment and personnel to accomplish the work within specifications.

Contractor shall comply with the Illinois Prevailing Wage Act.

The following General Provisions supplement the Standard Specifications:

1. The Site Plat (Appendix B) and the provided information are those prepared/provided by the Sycamore Park District.
2. Permits for construction and maintenance of improvements across private property will be obtained by the Contractor.
3. Excess excavated material shall be removed from the site of the work and disposed of properly and legally at Contractor's expense.
4. The Contractor awarded the contract/bid shall commence work under this contract no sooner than June 1, 2016 and be entirely complete no later than August 1, 2016, and shall fully complete all work thereunder within the time period specified.
5. Work on a contract awarded on the basis of a proposal submitted herein shall be prosecuted only during normal working hours on weekdays, or on Saturdays between 9:00am and 5:00pm, except in case of emergency. Work shall not be permitted on Sundays or legal holidays or on extra shifts except on written order of the Owner.
6. Parties who are interested in submitting a proposal must satisfy themselves by personal examination of the locations of the proposed work and by and by such other means as they may prefer, as to the correctness of the estimate of quantities, and shall not at any time after the submission of the proposal, dispute such estimates, nor assert that there was any misunderstanding in regard to the nature or amount of the work to be done.
7. Parties who are interested in submitting a proposal must satisfy themselves by personal examination of the conditions under which the work is to be performed, the location of the construction, the obstacles that may be encountered and all other relevant matters concerning the work to be performed.
8. Parties who are interested in submitting a proposal must examine and be responsible for all subsurface or underground conditions that may be encountered during the progress of the work. Boring sample analysis is included in Appendix C.
9. Before submitting a proposal, all contractors and subcontractors shall read this document.
10. **All contractors and sub-contractors must sign the document in Appendix D—a separate document from each contractor and/or sub-contractor(s)—and return it, fully executed, within the proposal submitted.**
11. Any person/firm contemplating submission of a proposal that is in doubt as to the true meaning of any part of this RFP may submit to the Executive Director, electronically, at danielg@sycamoreparkdistrict.com , a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation

of the proposed document will be made only by an addendum to each person receiving a set of Contract Documents from the Executive Director, and to such prospective bidders as have requested that they be furnished with a copy of each addendum.

- 12 Proposal will be compared on the basis of the quality of the proposal, fee proposed by the firm, experience with similar projects, recent work references, and thorough completion of and submittal to the Sycamore Park District of all materials called for in this RFP.
- 13 The Owner expressly reserves the right to reject any or all Proposals or to accept the one that appears to be in the best interests of the Owner. The Owner expressly reserves the right to waive any formalities or technical irregularity in a bid if to do so is in the best interests of the Owner.
- 14 Any Contractor may withdraw their Proposal at any time up to 1 hour prior to the scheduled deadline for submittal of Proposals.
- 15 The Contractor to whom an award may be contemplated may be required, before the award of the contract, to submit—upon request—satisfactory evidence that they have been regularly engaged in the business of work herein described, or are reasonable familiar therewith, and that they are fully prepared with the necessary capital, materials, and machinery to conduct the work to be contracted for--to the satisfaction of the Sycamore Park District.
- 16 The Contractor to whom a contract is awarded will be required to execute and deliver to the Owner a contract (four copies) on the form determined by Owner within ten (10) days after notice of the fact that a contract has been awarded to such contractor. Said contractor shall also, at the time of execution and delivery of said contract, execute and deliver to the Owner a bond (four copies) in the sum of the full amount of the contract with an approved Surety Company as surety conditioned upon the faithful performance of the work in accordance with the contract as security for payment for labor and materials furnished. The successful Contractor must provide compensation insurance and public liability and property damage insurance as outlined in Appendix D: "Independent Contractors Agreement". The costs of executing these steps are to be paid by the Contractor to whom the contract is awarded.
- 17 The contract shall be deemed awarded when formal notice of award shall have been duly served upon the intended awardee (i.e., the Contractor) or some officer or agent of the Contractor, by the Owner.

YOUR PROPOSAL

- In developing your proposal, and fee-not-to-exceed, please assume the following:
 - there will be a planning meeting prior to work beginning;
 - factor in all information found in this RFP;
 - the access to and from the site is the one directly across from the City of Sycamore well, and is the driveway that is currently chained closed at the 23942 Airport Road;
 - three (3) hard copies of your proposal should be provided, IF you do not submit it electronically, and hand delivered to the address on the cover page of this RFP during the hours shown there—NOTE: Sycamore Park District is not responsible for ANY cause whereby your proposal fails to reach the Sycamore Park District electronically;
 - if proposal is submitted electronically, please put it in a PDF file format ONLY and submit to danielg@sycamoreparkdistrict.com ;
 - you are assuring the schedules/timelines outlined in this RFP can be met by your firm

I. SCHEDULE

- April 20, 2016 – date RFP will begin distribution to possible firms
- May 4, 2016 at Noon CST—deadline for interested firms to contact danielg@sycamoreparkdistrict.com to visit the site/inspect the site
- May 11, 2016 at 10:00am CST—deadline for submittal of your proposal
- May 24, 2016—earliest possible date for contract to be awarded
- June 1, 2016—earliest date work can begin with fully executed contract, only
- August 1, 2016—last date on which work must be fully complete to Owner’s Satisfaction.

II. SUBMISSIONS

All RFPs shall include the content described below:

1. Name of Firm. Address, Phone, and Email
2. Name of possible Project Manager(s) and proof of license/certifications necessary to do all work.
3. List of actual sub-consultants or sub-contractors to be used by the firm, with information from 1, and 2, immediately, above.
4. List of recently performed, relevant projects that indicate the past performances and abilities of the proposed team. Include a key client contact person with their current phone number.

5. A copy of current certificate of general liability and professional insurance.
6. A not-to-exceed fee for requested services.
7. An “add alternate” cost which would salvage all exterior wood on the southern-most building on the site. That salvaged wood being neatly stacked on-site at a mutually agreed upon location.
8. Fully executed and complete APPENDIX D for the lead Contractor and ALL sub-contractors to be use.
9. Provision of detailed information to demonstrate evidence to the Sycamore Park District that your firm has sufficient equipment and personnel to accomplish the work within specifications.

III. SUBMISSION INSTRUCTIONS

- A. Contactors are invited to submit their Proposals at their own cost. The Park District assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal shall be limited to thirty (30) sheets single-sided, 8 ½” x 11” pages, including text, graphics, cover letter, vitas, etc.
- B. All provisions in Respondent’s submittal, shall remain valid for ninety (90) days following the deadline date for submissions or, if a proposal is accepted, throughout the entire term of the contract.
- C. Questions concerning this RFP shall be directed to Dan Gibble, Executive Director, at danielg@sycamoreparkdistrict.com

IV. ADDITIONAL INFORMATION

- A. The Sycamore Park District reserves the right to accept or reject any or all proposals received as a result of this request or to cancel in whole or in part this RFP, if determined by the Sycamore Park District Board of Commissioners, in their sole discretion, to be in their best interest.
- B. It is the policy of the Sycamore Park District not to engage in any unlawful discrimination based upon race, creed, color, national origin, sex age, disability, marital status or sexual orientation and we welcome local contractors to compete for this work.
- C. The selected firm must meet all of the necessary insurance requirements of the Sycamore Park District.
- D. The respondent certifies by submission of a response to this RFP, that neither it nor its principals, nor its sub-contractors or its principals, is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this type of work for any reason or by any Federal, State, or local department or agency.

APPENDIX A

ASBESTOS NESHAPS REPORT:

Innerspace Environmental Assessment, Inc.

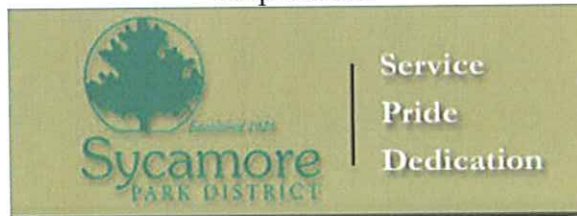
Elburn Illinois

**NESHAPS ASBESTOS BUILDING INSPECTION
OF**



**VACANT HOUSE AND OUT BUILDINGS
23942 AIRPORT ROAD
SYCAMORE, ILLINOIS 60178**

Prepared for:



**MR. DANIEL GIBBLE, EXECUTIVE DIRECTOR
940 EAST STATE STREET
SYCAMORE, ILLINOIS 60178**

Prepared by:



**Innerspace
Environmental
Assessment, Inc.**

P. O. Box 231
Elburn, IL 60119

**Survey Performed: May 6, 2014
Report Issued: May 17, 2014**

**NESHAP Asbestos Containing Materials Inspection
23942 Airport Road
Sycamore, Illinois 60178**

1.0 EXECUTIVE SUMMARY

Innerspace Environmental Assessment, Inc. (IEA), was retained by the Sycamore Park District to conduct a comprehensive asbestos building inspection of the upcoming work areas in and around the house and out buildings located at 23942 Airport Road in Sycamore, Illinois.

The scope of work was limited to a National Emission Standards for Hazardous Air Pollutants (NESHAP) asbestos inspection. Included in the inspection was reviewing building documents, as well as visually and physically conducting an asbestos survey of all identified work areas that contained suspect asbestos containing materials (ACM).

Asbestos-Containing Materials

• **Materials That Tested Positive:**

House: (Only House) Roof Tar, Back Door Caulk, Interior House 9" x 9" Gray Vinyl Floor Tile and Mastic and Duct Tape. See Section 2.1 for sampling details.

• **Materials That Tested Negative:**

House: Interior Plaster, Exterior Window Glazing, Flat Roof Layers (Except Tar), Roof Layer Shingles, Drywall/Mud/Tape, Interior Insulation, Carpet Mastic. See Section 2.1 for sampling details.

Garage: Exterior Roof Shingle Layers. See Section 2.1 for sampling details.

Southeast Workshop: Exterior Old Window Glazing, Roof Shingle Layers, and Interior Drywall/Mud/Tape. See Section 2.1 for sampling details.

Northeast Annex: Exterior Roof Shingle Layers, Interior Drywall/Mud/Tape. See Section 2.1 for sampling details.

House: Exterior Window Glazing, Door Caulk, and Roof Layer Shingles. See Section 2.1 for sampling details.

The asbestos inspection and sampling protocols prepared by the United States Environmental Protection Agency (USEPA) for asbestos was followed. The inspection was conducted on May 6, 2014 by Mr. James W. Sundberg (IDPH licensed Asbestos Building Inspector 100-8323).

2.0 FINDINGS

Asbestos-Containing Building Materials

The results, as analyzed by Polarized Light Microscopy (PLM), indicate fiber concentrations either above (**POSITIVE**) or below (Negative) the EPA "action level" of one (1) percent asbestos.

Samples were collected from all visible building materials within the proposed demolition area and suspected of containing asbestos. All of these materials were divided into homogeneous areas and summarized below in Table 2.0. Materials in bold must be removed before demolition/renovation as to reduce risk of fiber release.

NESHAP Asbestos Containing Materials Inspection
23942 Airport Road
Sycamore, Illinois 60178

A copy of the Laboratory Polarized Light Microscopy (PLM) Report of the asbestos bulk sampling is presented in Appendix A.

TABLE 2.0
Building Material Asbestos Results

Homogeneous Areas	Description and Type of Material (TSI, Surf, Misc)	ACM		Condition (Good Fair Poor)	Friable/ Non-Friable (F/NF)	Locations
		Positive	Negative			
HOUSE						
01	Interior House Plaster Miscellaneous		X	Good	NF	Throughout Interior House
02	Exterior House Window Glazing Miscellaneous		X	Good	NF	Exterior House Older Windows
03	Exterior House Door Caulk Miscellaneous	X		Good	NF	Exterior House Back Door
04	Exterior House Roof Tar Miscellaneous	X		Good	NF	Exterior House Roof Corners and Patches
05	Exterior House Flat Roof Miscellaneous		X	Good	NF	Exterior House West and East Roofs
06	Exterior House Roof Shingle Layers Miscellaneous		X	Good	NF	Exterior House Original Roof
07	Interior House Drywall/Mud/Tape Miscellaneous		X	Good	NF	Throughout Interior House
08	Interior House Duct Tape Miscellaneous	X		Good	F	Interior House Duct Seams
09	Interior House 9" x 9" Gray Vinyl Floor Tile and Mastic* Miscellaneous	X		Good	NF	House nterior 2 nd Floor, All Bedrooms/ Hallway

* No TEM analysis

NESHAP Asbestos Containing Materials Inspection
 23942 Airport Road
 Sycamore, Illinois 60178

TABLE 2.0, continued
 Building Material Asbestos Results

Homogeneous Areas	Description and Type of Material (TSI, Surf, Misc)	ACM		Condition (Good Fair Poor)	Friable/ Non-Friable (F/NF)	Locations
		Positive	Negative			
HOUSE, continued						
10	Interior House Insulation Miscellaneous		X	Good	NF	Interior House Attic
11	Interior House Carpet Mastic Miscellaneous		X	Good	NF	Throughout House Interior
GARAGE						
13	Exterior Garage Roof Shingle Layers Miscellaneous		X	Good	NF	Exterior Garage Roof
SOUTHEAST WORKSHOP						
14	Exterior SE Workshop Old Window Glazing Miscellaneous		X	Good	NF	Exterior Southeast Workshop Windows
15	Exterior SE Workshop Roof Layers Miscellaneous		X	Good	NF	Exterior Southeast Workshop Roof
16	Interior SE Workshop Drywall/Mud/Tape Miscellaneous		X	Good	NF	Southeast Workshop Interior
NORTHEAST ANNEX						
17	Exterior NE Annex Roof Layers Miscellaneous		X	Good	NF	Exterior Northeast Annex Roof
18	Interior SE Workshop Drywall/Mud/Tape Miscellaneous		X	Good	NF	Northeast Annex Interior

* No TEM analysis

NESHAP Asbestos Containing Materials Inspection
 23942 Airport Road
 Sycamore, Illinois 60178

TABLE 2.0, continued
 Building Material Asbestos Results

Homogeneous Areas	Description and Type of Material (TSI, Surf, Misc)	ACM		Condition (Good Fair Poor)	Friable/ Non-Friable (F/NF)	Locations
		Positive	Negative			
BARN						
19	Exterior Barn Window Glazing Miscellaneous		X	Good	NF	Exterior Barn Windows
20	Exterior Barn Door Caulks Miscellaneous		X	Good	NF	Exterior Barn Doors
21	Exterior Barn Roof Layers Miscellaneous		X	Good	NF	Exterior Barn Roof

* No TEM analysis

NESHAP Asbestos Containing Materials Inspection
23942 Airport Road
Sycamore, Illinois 60178

3.0 SAMPLING METHODOLOGY

Asbestos-Containing Building Materials

Bulk sampling was conducted in general accordance with the National Emission Standards for Hazardous Air Pollutants (NESHAP), IDPH Rules and Regulations, and all applicable OSHA/EPA Regulations. The laboratory was instructed to discontinue analysis after the first positive reading of each different material. The asbestos survey was conducted by an Illinois Department of Public Health (IDPH) licensed Asbestos Building Inspector.

Bulk samples were analyzed by Polarized Light Microscopy (PLM) per client's request. All analysis was performed at EMSL, a NVLAP-accredited laboratory, Chicago, IL. The samples were analyzed and the results were reported by the layers present within each sample.

NESHAP rule indicates that regulated asbestos-containing material (RACM) needs to be removed before demolition or renovation of the building. RACM includes:

- friable ACM
- Category I nonfriable ACM that has become friable
- Category I nonfriable ACM subjected to sanding, grinding, cutting, or abrading
- Category II nonfriable that has a high probability of becoming or has become crumbled, pulverized, or reduced to powder by the forces expected to act on the material in the course of demolition or renovation operations regulated by NESHAP
- ACM on materials that are to be recycled after demolition/renovation

Laboratory reports include, among other information, field sample numbers, analysis results by layers, and analyst's signature. A copy of the laboratory report is included in Appendix A.

James W. Sundberg

100-8323

Asbestos Inspector

IDPH Asbestos License
Number



May 17, 2014

Asbestos Inspector's Signature

Date

**NESHAP Asbestos Containing Materials Inspection
23942 Airport Road
Sycamore, Illinois 60178**

APPENDIX A

PLM Reports and Chain of Custody Sheets

NESHAP Asbestos Containing Materials Inspection
23942 Airport Road
Sycamore, Illinois 60178

House
Laboratory Report and Chain of Custody Sheets

NESHAP Asbestos Containing Materials Inspection
23942 Airport Road
Sycamore, Illinois 60178



EMSL Analytical, Inc.

2225 W. Hubbard Street, Chicago, IL 60612
 Phone/Fax: (773) 313-0099 / (773) 313-0139
<http://www.EMSL.com> chicago@emsl.com

EMSL Order: 261403075
 CustomerID: INNE62
 CustomerPO:
 ProjectID:

Attn: **Jay Sundberg**
Innerspace Environmental
PO Box 231
Elburn, IL 60119

Phone: (630) 365-9910
 Fax: (630) 365-9912
 Received: 05/06/14 12:10 PM
 Analysis Date: 5/13/2014
 Collected:

Project: 23942 Airport Road, Sycamore, IL Bldg & House

Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
23942-H-01a 261403075-0001	Interior, Plaster	Gray Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
23942-H-01b 261403075-0002	Interior, Plaster	Gray Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
23942-H-01c 261403075-0003	Interior, Plaster	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
23942-H-02a 261403075-0004	Exterior, Bsmt	Green/Cream Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
23942-H-02b 261403075-0005	Exterior, Bsmt	Green/Cream Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
23942-H-02c 261403075-0006	Exterior, Bsmt	Cream Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
23942-H-03a 261403075-0007	Exterior, Door Caulk	White/Cream Non-Fibrous Homogeneous		98% Non-fibrous (other)	2% Chrysotile
23942-H-03b 261403075-0008	Exterior, Door Caulk				Stop Positive (Not Analyzed)
23942-H-03c 261403075-0009	Exterior, Door Caulk				Stop Positive (Not Analyzed)

Analyst(s)

Alice Hillegass (24)
 James Hahn (10)

James Hahn, Laboratory Manager
 or other approved signatory

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 Samples analyzed by EMSL Analytical, Inc. Chicago, IL NVLAP Lab Code 200399-0

Initial report from 05/13/2014 13:30:09

NESHAP Asbestos Containing Materials Inspection
23942 Airport Road
Sycamore, Illinois 60178



EMSL Analytical, Inc.

2225 W. Hubbard Street, Chicago, IL 60612
Phone/Fax: (773) 313-0099 / (773) 313-0139
info@emsl.com chicagolab@emsl.com

EMSL Order: 281403075
CustomerID: INNE82
CustomerPO:
ProjectID:

Attn: **Jay Sundberg**
Innerepace Environmental
PO Box 231
Elburn, IL 60119

Phone: (830) 385-6010
Fax: (830) 385-6012
Received: 05/06/14 12:10 PM
Analysis Date: 5/15/2014
Collected:

Project: 23942 Airport Road, Sycamore, IL Bldg & House

**Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using
Polarized Light Microscopy**

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
23942-H-04a 281403075-0010	Exterior, Roof Ter	Black Non-Fibrous Homogeneous	15% Cellulose	85% Non-Fibrous (other)	3% Chrysotile
23942-H-04b 281403075-0011	Exterior, Roof Ter				Stop Positive (Not Analyzed)
23942-H-04c 281403075-0012	Exterior, Roof Ter				Stop Positive (Not Analyzed)
23942-H-05a 281403075-0013	Exterior, Flat Roof	Black/Silver Non-Fibrous Heterogeneous		100% Non-fibrous (other)	<1% Chrysotile
23942-H-05b 281403075-0014	Exterior, Flat Roof	Black/Silver Non-Fibrous Heterogeneous		100% Non-fibrous (other)	<1% Chrysotile
23942-H-05c 281403075-0015	Exterior, Flat Roof	Black Non-Fibrous Homogeneous	45% Glass	55% Non-fibrous (other)	None Detected
23942-H-06a 281403075-0016	Exterior, Roof Shingle Layers	Black Fibrous Homogeneous	40% Cellulose	60% Non-fibrous (other)	None Detected
23942-H-06b 281403075-0017	Exterior, Roof Shingle Layers	Black Fibrous Homogeneous	40% Cellulose	60% Non-fibrous (other)	None Detected
23942-H-06c 281403075-0018	Exterior, Roof Shingle Layers	Black Non-Fibrous Homogeneous	40% Cellulose	60% Non-fibrous (other)	None Detected

Analyst(s)

Alice Hillegass (24)
James Hahn (10)

James Hahn, Laboratory Manager
or other approved signatory

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Initial report from 05/15/2014 13:30:09

Test Report: PLM-7.28.9 Printed: 5/15/2014 6:13:42 PM

NESHAP Asbestos Containing Materials Inspection
23942 Airport Road
Sycamore, Illinois 60178



EMSL Analytical, Inc.

2225 W. Hubbard Street, Chicago, IL 60612
Phone/Fax: (773) 313-0099 / (773) 313-0130
<http://www.EMSL.com> chicago@emsl.com

EMSL Order: 201403075
CustomerID: INNE62
CustomerPO:
ProjectID:

Attn: **Jay Sundberg**
Innerspace Environmental
PO Box 231
Elburn, IL 60119

Phone: (630) 365-0010
Fax: (630) 365-0012
Received: 05/06/14 12:10 PM
Analysis Date: 5/15/2014
Collected:

Project: 23942 Airport Road, Sycamore, IL Bldg & House

Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
23942-H-07a-Drywall 201403075-0019	Interior, Drywall/Mud/Tape Combo	White Non-Fibrous Homogeneous	10% Cellulose	90% Non-Fibrous (other)	None Detected
23942-H-07a-Tape 201403075-0018A	Interior, Drywall/Mud/Tape Combo	White Fibrous Homogeneous	100% Cellulose	0% Non-Fibrous (other)	None Detected
23942-H-07a-Mud 201403075-0018B	Interior, Drywall/Mud/Tape Combo	White Non-Fibrous Homogeneous		100% Non-Fibrous (other)	None Detected
23942-H-07b-Drywall 201403075-0020	Interior, Drywall/Mud/Tape Combo	White Non-Fibrous Homogeneous	10% Cellulose	90% Non-Fibrous (other)	None Detected
23942-H-07b-Mud 201403075-0020A	Interior, Drywall/Mud/Tape Combo	White Non-Fibrous Homogeneous		100% Non-Fibrous (other)	None Detected
23942-H-07b-Tape 201403075-0020B	Interior, Drywall/Mud/Tape Combo	White Fibrous Homogeneous	100% Cellulose	0% Non-Fibrous (other)	None Detected
23942-H-07c-Drywall 201403075-0021	Interior, Drywall/Mud/Tape Combo	White Non-Fibrous Homogeneous	10% Cellulose	90% Non-Fibrous (other)	None Detected
23942-H-07c-Tape 201403075-0021A	Interior, Drywall/Mud/Tape Combo	White Fibrous Homogeneous	100% Cellulose	0% Non-Fibrous (other)	None Detected

Analyst(s)

Alice Hilgass (24)
James Hahn (10)

James Hahn, Laboratory Manager
or other approved signatory

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Initial report from 05/15/2014 13:30:09

Test Report: PLM-7.28.9 Printed: 5/15/2014 8:13:42 PM

NESHAP Asbestos Containing Materials Inspection
23942 Airport Road
Sycamore, Illinois 60178



EMSL Analytical, Inc.

2225 W. Hubbard Street, Chicago, IL 60612
Phone/Fax: (773) 313-0099 / (773) 313-0130
info@emsl.com chicago@emsl.com

EMSL Order: 281403075
CustomerID: INNE82
CustomerPO:
ProjectID:

Attn: **Jay Sundberg**
Innerepace Environmental
PO Box 231
Elburn, IL 60119

Phone: (830) 385-0010
Fax: (830) 385-0012
Received: 05/06/14 12:10 PM
Analysis Date: 5/15/2014
Collected:

Project: 23942 Airport Road, Sycamore, IL Bldg & House

Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
23942-H-07c-Mud 281403075-0018	Interior, Drywall/Mud/Tape Combo	White Non-Fibrous Homogeneous		100% Non-Fibrous (other)	None Detected
23942-H-08a 281403075-0022	Interior, Duct Tape, Bent	White Fibrous Homogeneous	25% Cellulose	10% Non-Fibrous (other)	85% Chrysotile
23942-H-08b 281403075-0023	Interior, Duct Tape, Bent				Stop Positive (Not Analyzed)
23942-H-08c 281403075-0024	Interior, Duct Tape, Bent				Stop Positive (Not Analyzed)
23942-H-09a-Floor Tils 281403075-0025	Interior, 9"x9" Gray VFT & Mastic	Gray Non-Fibrous Homogeneous		95% Non-fibrous (other)	5% Chrysotile
23942-H-09a-Mastic 281403075-0026	Interior, 9"x9" Gray VFT & Mastic	Black Non-Fibrous Homogeneous	15% Cellulose	85% Non-fibrous (other)	None Detected
23942-H-09b-Floor Tils 281403075-0029	Interior, 9"x9" Gray VFT & Mastic				Stop Positive (Not Analyzed)
23942-H-09b-Mastic 281403075-0030	Interior, 9"x9" Gray VFT & Mastic	Black Non-Fibrous Homogeneous	15% Cellulose	85% Non-fibrous (other)	None Detected

Analyst(s)

Alice Hillegass (24)
James Hahn (10)

James Hahn, Laboratory Manager
or other approved signatory

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Initial report from 05/13/2014 13:30:09

Test Report: PLM-7.28.9 Printed: 5/15/2014 6:13:42 PM

NESHAP Asbestos Containing Materials Inspection
23942 Airport Road
Sycamore, Illinois 60178



EMSL Analytical, Inc.

2225 W. Hubbard Street, Chicago, IL 60612
Phone/Fax: (773) 313-0099 / (773) 313-0130
<http://www.EMSL.com> chicago@emsl.com

EMSL Order: 261403075
CustomerID: INNE62
CustomerPO:
ProjectID:

Attn: **Jay Sundberg**
Innerpace Environmental
PO Box 231
Elburn, IL 60119

Phone: (830) 365-6010
Fax: (830) 365-6012
Received: 05/08/14 12:10 PM
Analysis Date: 5/13/2014
Collected:

Project: 23942 Airport Road, Sycamore, IL Bldg & House

**Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using
Polarized Light Microscopy**

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
23942-H-00c-Floor Tile 261403075-0027	Interior, 9"x9" Gray VFT & Mastic				Stop Positive (Not Analyzed)
23942-H-00c-Mastic 261403075-0027A	Interior, 9"x9" Gray VFT & Mastic	Black Non-Fibrous Homogeneous	15% Cellulose	85% Non-fibrous (other)	None Detected
23942-H-10a 261403075-0028	Interior, Insulation, Barrt	White Fibrous Homogeneous	100% Min. Wool	0% Non-fibrous (other)	None Detected
23942-H-10b 261403075-0029	Interior, Insulation, Barrt	White Fibrous Homogeneous	100% Min. Wool	0% Non-fibrous (other)	None Detected
23942-H-10c 261403075-0030	Interior, Insulation, Barrt	White Fibrous Homogeneous	100% Min. Wool	0% Non-fibrous (other)	None Detected
23942-H-11a 261403075-0031	Interior, Carpet Mastic, 1 IOT	Yellow Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
23942-H-11b 261403075-0032	Interior, Carpet Mastic, 1 LR	Yellow Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
23942-H-11c 261403075-0033	Interior, Carpet Mastic, 1 Family	Yellow Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected

Analyst(s)

Alice Hilgass (24)
James Hahn (10)

James Hahn, Laboratory Manager
or other approved signatory

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Samples analyzed by EMSL Analytical, Inc. Chicago, IL NIVLAP Lab Code 200369-0

Initial report from 05/13/2014 13:30:00

Test Report: PLM-7 28.9 Printed: 5/15/2014 6:13:42 PM

THIS IS THE LAST PAGE OF THE REPORT.

5

NESHAP Asbestos Containing Materials Inspection
 23942 Airport Road
 Sycamore, Illinois 60178

Innerspace Environmental Assessment
 P. O. Box 231
 Elburn, Illinois 60119
 Phone (630) 514-4108, Fax (773) 326-0894

Page 1 of 3

201403075

PLM LABORATORY ANALYSIS FORM

Project No:		
Job Site: 23942 Airport Road, Sycamore, IL. <u>Olds House</u>		
Client: Sycamore Park District		
Employee: Sundberg		
Date: May 6, 2014		
Job Description:		

Field Number	% Asbestos	Type of material, present condition & location where sample was taken
23942-H-01a		<u>INTERIOR plaster</u> <u>EXTERIOR, Near window casing</u>
- 01b		
- 01c		
- 02a		<u>EXTERIOR Siding</u>
- 02b		
- 02c		
- 03a		<u>Door Gasket</u>
- 03b		
- 03c		
- 04a		<u>Roof Tar</u>
- 04b		" "

TURN AROUND TIME	24Hr	COMMENTS * Please discontinue analysis after 1 st Positive per material. PLM Negative via PLM, results from this sample program are final.
	48Hr	
72Hr		
<u>5 day</u>		

CHAIN OF CUSTODY RECORD

Collected By (Signature)	Date	Time	Relinquished By (Signature)	Date	Time
<u>Jane W. Sundberg</u>	<u>5/6/14</u>	<u>9:00</u>	<u>Jane W. Sundberg</u>	<u>5/6/14</u>	<u>12:15</u>
Deposited By (Signature, if not self)	Date	Time	Received By (Signature, if not self)	Date	Time
			<u>[Signature]</u>	<u>5/6/14</u>	<u>1:15</u>

Definitions: LPM-Liters Per Minute, L-Liters, FA-Find Air, BG-Background, UWA-Outside Work Area, IWA-Inside Work Area, PS-Personal Sample, GBR-Glove Bag Removal, ISF-Insufficient Sampling Time, BLK-Bulk Sample, TEM-Transmission Electron Microscope, PCM-Phase Contrast Microscope, fcc-fibers per cubic centimeters, PLM-Polarized Light Microscope

NESHAP Asbestos Containing Materials Inspection
23942 Airport Road
Sycamore, Illinois 60178

OrderID: 261403075

Innerspace Environmental Assessment

Page 2 of 3

P. O. Box 231
Elburn, Illinois 60119
Phone (630) 514-4108, Fax (773) 326-0894

-3075

PLM LABORATORY ANALYSIS FORM

Project No:	
Job Site: 23942 Airport Road, Sycamore, IL	<i>Sldg 8</i>
Client: Sycamore Park District	
Employee: Sandberg	
Date: May 6, 2014	
Job Description:	

Field Number	% Asbestos	Type of material, present condition & location where sample was taken
23942-11-01c		Exterior, Roof Tar,
-05a		Flat Roof
-05b		↓ ↓
-05c		↓ ↓
-06a		Rear Ginge lapses,
-06b		↓ ↓ ↓
-06c		↓ ↓ ↓
-07a		Interior, Drywall/Joint/Tape Compound
-07b		↓ ↓ ↓
-07c		↓ ↓ ↓
-08a		Det Tape, Esmt

TURN AROUND TIME	24Hr	COMMENTS * Please discontinue analysis after 1 st Positive per material. If positive via PLM, run this floor file sample again via Method
	48Hr	
	72Hr	
	(5 day)	

CHAIN OF CUSTODY RECORD

Collected by: <i>James W. Sandberg</i>	Date: <i>5/6/14</i>	Time: <i>9:00</i>	Released by: <i>James W. Sandberg</i>	Date: <i>5/6/14</i>	Time: <i>12:00 P</i>
Accepted by: <i>(Signature of client)</i>	Date:	Time:	Received for Laboratory by:	Date:	Time:

Abbreviations: TMS-Total Particulate Matter; PM-10-Particulate Matter < 10 microns; PM-2.5-Fine Particulate Matter; PM10-Background; OMS-Outside Work Area; IWA-Inside Work Area; PS-Personal Sampler; OSM-Close Proximity; S-Short Duration Sampling Time; B-K-Bulk Sample; TEM-Transmission Electron Microscope; PCM-Phase Contrast Microscope; Foc-Dens per cubic centimeter; PM-Phase Contrast Light Microscope

NESHAP Asbestos Containing Materials Inspection
 23942 Airport Road
 Sycamore, Illinois 60178

OrderID: 261403075

Innerspace Environmental Assessment

Page 3 of 3

P. O. Box 231
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-3075

PLM LABORATORY ANALYSIS FORM

Project No:		
Job Site: 23942 Airport Road, Sycamore, IL <i>08/1</i>		
Client: Sycamore Park District		
Employee: Sundberg		
Date: May 6, 2014		
Job Description:		

Field Number	% Asbestos	Type of material, present condition & location where sample was taken
23942-H-08b		Interior, Duct Tape, Basement
-08c		" " "
-09a		9'x9' Gray VET + Mastic NO TEM
-09b		
-09c		
-10a		Insulation, Basement
-10b		
-10c		
-11a		Purple Mastic, 1st Flr
-11b		" " 1st Flr
-11c		" " Family

TURN AROUND TIME	24hr 48hr 72hr <i>(5 day)</i>	COMMENTS * Please discontinue analysis after 1 st Positive per material. All negative via PLM, run this thru the sample again via TEM.
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CHAIN OF CUSTODY RECORD

Collected By (Signature) <i>James W. Sundberg</i>	Date <i>5/6/14</i>	Time <i>9:00</i>	Relinquished To (Signature) <i>James W. Sundberg</i>	Date <i>5/6/14</i>	Time <i>12:10</i>
Signature (if available)	Date	Time	Received By (Signature)	Date	Time

Definitions: 1-PMI Lines Per Minute, 1-Lines, 1-MF and A- (M)-Background, OWA-Outside Work Area, IWA-Inside Work Area, PS-Personal Sample, OHH-Glove Bag, H-Work, TS-Test Report Sampling Time, HIK-Field Sample, TEM-Transmission Electron Microscope, PCM-Phase Contrast Microscopy, Fc- Fibers per cubic centimeter, PLM-Phase Contrast Light Microscopy

NESHAP Asbestos Containing Materials Inspection
23942 Airport Road
Sycamore, Illinois 60178

**NESHAP Asbestos Containing Materials Inspection
23942 Airport Road
Sycamore, Illinois 60178**

**Garage
Laboratory Report and Chain of Custody Sheets**

NESHAP Asbestos Containing Materials Inspection
23942 Airport Road
Sycamore, Illinois 60178



EMSL Analytical, Inc.

2225 W. Hubbard Street, Chicago, IL 60612
Phone/Fax: (773) 313-0099 / (773) 313-0139
<http://www.EMSL.com> chicago@emsl.com

EMSL Order: 261403074
CustomerID: INNE62
CustomerPO:
ProjectID:

Attn: **Jay Sundberg**
Innerspace Environmental
PO Box 231
Elburn, IL 60119

Phone: (630) 365-9910
Fax: (630) 365-9912
Received: 05/06/14 12:10 PM
Analysis Date: 5/13/2014
Collected:

Project: 23942 Airport Road, Sycamore, IL Bldg & Garage

Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
23942-G-01a 261403074-0001	Exterior, Shingle Layers	Black Fibrous Homogeneous	40% Cellulose	60% Non-fibrous (other)	None Detected
23942-G-01b 261403074-0002	Exterior, Shingle Layers	Black Fibrous Homogeneous	40% Cellulose	60% Non-fibrous (other)	None Detected
23942-G-01c 261403074-0003	Exterior, Shingle Layers	Black Non-Fibrous Homogeneous	40% Cellulose	60% Non-fibrous (other)	None Detected

Analyst(s)

Alice Hillegass (2)
James Hahn (1)

James Hahn, Laboratory Manager
or other approved signatory

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Samples analyzed by EMSL Analytical, Inc. Chicago, IL NVLAP Lab Code 200399-0

Initial report from 05/13/2014 16:51:01

NESHAP Asbestos Containing Materials Inspection
 23942 Airport Road
 Sycamore, Illinois 60178

Innerspace Environmental Assessment
 P. O. Box 231
 Elburn, Illinois 60119
 Phone (630) 514-4108, Fax (773) 326-0894

Page 1 of 1

201403074

PLM LABORATORY ANALYSIS FORM

Project No:	
Job Site: 23942 Airport Road, Sycamore, IL <u>Bldg Garage</u>	
Client: Sycamore Park District	
Employee: Sundberg	
Date: May 6, 2014	
Job Description:	

Field Number	% Asbestos	Type of material, present condition & location where sample was taken
<u>23942-G-01a</u>		<u>Exterior, Shingle layers,</u>
<u>- 01b</u>		<u>↓ ↓ ↓ ↓</u>
<u>- 01c</u>		<u>↓ ↓ ↓ ↓</u>

TURN AROUND TIME	24hr	COMMENTS
	48hr	
	72hr	
	<u>5 day</u>	
* Please discontinue analysis after 1 st Positive per material. #If negative via PLM, run this floor tile sample again via TEM#		

CHAIN OF CUSTODY RECORD

Requested by / Signature of analyst	Date	Time	Relinquished by / Signature	Date	Time
<u>Jane W. Sundberg</u>	<u>5/6/14</u>	<u>9:00a</u>	<u>Jane W. Sundberg</u>	<u>5/6/14</u>	<u>1:10p</u>

Definitions: TEM-Electrostatic Precipitator; L-Lites; FA-Fault Area; BG-Background; OWA-Outside Work Area; IWA-Inside Work Area; PS-Pretest Sample; GBR-Glove Bag; P-Permit; BSE-Insulating Sampling Tube; BLK-Bulk Sample; TEM-Terranorma Electron Microscopy; PCM-Piece Central Microscopy; FC-fibers per cubic centimeter; TEM-Polarized Light Microscopy

**NESHAP Asbestos Containing Materials Inspection
23942 Airport Road
Sycamore, Illinois 60178**

NESHAP Asbestos Containing Materials Inspection
23942 Airport Road
Sycamore, Illinois 60178

Southeast Workshop
Laboratory Report and Chain of Custody Sheets

NESHAP Asbestos Containing Materials Inspection
23942 Airport Road
Sycamore, Illinois 60178



EMSL Analytical, Inc.

2225 W. Hubbard Street, Chicago, IL 60612
 Phone/Fax: (773) 313-0099 / (773) 313-0139
<http://www.EMSL.com> chicago@emsl.com

EMSL Order: 261403073
 CustomerID: INNE62
 CustomerPO:
 ProjectID:

Attn: **Jay Sundberg**
Innerspace Environmental
PO Box 231
Elburn, IL 60119

Phone: (630) 365-9910
 Fax: (630) 365-9912
 Received: 05/06/14 12:10 PM
 Analysis Date: 5/13/2014
 Collected:

Project: 23942 Airport Road, Sycamore, IL Bldg & SE Workshop

Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
23942-W-01a 261403073-0001	Exterior, Old Window Glazing, South	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
23942-W-01b 261403073-0002	Exterior, Old Window Glazing, South	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
23942-W-01c 261403073-0003	Exterior, Old Window Glazing, South	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
23942-W-02a 261403073-0004	Exterior, Shingle Layers, North	Black Fibrous Homogeneous	40% Cellulose	60% Non-fibrous (other)	None Detected
23942-W-02b 261403073-0005	Exterior, Shingle Layers, West	Black Fibrous Homogeneous	40% Cellulose	60% Non-fibrous (other)	None Detected
23942-W-02c 261403073-0006	Exterior, Shingle Layers, South	Black Non-Fibrous Homogeneous	40% Cellulose	60% Non-fibrous (other)	None Detected
23942-W-03a-Drywall 261403073-0007	Interior, Drywall/Mud/Tape Combo, North	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
23942-W-03a-Mud 261403073-0007A	Interior, Drywall/Mud/Tape Combo, North	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected

Analyst(s)

Alice Hillegass (10)
 James Hahn (5)

James Hahn, Laboratory Manager
 or other approved signatory

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 Samples analyzed by EMSL Analytical, Inc. Chicago, IL NVLAP Lab Code 200399-0

Initial report from 05/13/2014 12:25:47

NESHAP Asbestos Containing Materials Inspection
23942 Airport Road
Sycamore, Illinois 60178



EMSL Analytical, Inc.

2225 W. Hubbard Street, Chicago, IL 60612
Phone/Fax: (773) 313-0099 / (773) 313-0139
<http://www.EMSL.com> chloee@emsl.com

EMSL Order: 201403073
CustomerID: INNE82
CustomerPO:
ProjectID:

Attn: **Jay Sundberg**
Innerspace Environmental
PO Box 231
Elburn, IL 60119

Phone: (830) 595-6010
Fax: (830) 595-6012
Received: 05/06/14 12:10 PM
Analysis Date: 5/13/2014
Collected:

Project: 23942 Airport Road, Sycamore, IL Bldg & SE Workshop

Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
23942-W-03a-Tape 201403073-00079	Interior, Drywall/Mud/Tape Combo, North	White Fibrous Homogeneous	100% Cellulose	0% Non-Fibrous (other)	None Detected
23942-W-03b-Drywall 201403073-00080	Interior, Drywall/Mud/Tape Combo, West	White Non-Fibrous Homogeneous	10% Cellulose	90% Non-Fibrous (other)	None Detected
23942-W-03b-Mud 201403073-00084	Interior, Drywall/Mud/Tape Combo, West	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
23942-W-03b-Tape 201403073-00086	Interior, Drywall/Mud/Tape Combo, West	White Fibrous Homogeneous	100% Cellulose	0% Non-Fibrous (other)	None Detected
23942-W-03c-Drywall 201403073-00089	Interior, Drywall/Mud/Tape Combo, South	Brown/White Non-Fibrous Homogeneous	10% Cellulose	90% Non-Fibrous (other)	None Detected
23942-W-03c-Mud 201403073-00084	Interior, Drywall/Mud/Tape Combo, South	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
23942-W-03c-Tape 201403073-00088	Interior, Drywall/Mud/Tape Combo, South	White Fibrous Homogeneous	100% Cellulose	0% Non-Fibrous (other)	None Detected

Analyst(s)

Alice Hillebrand (10)
James Hahn (5)

James Hahn, Laboratory Manager
or other approved signatory

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Sample analyzed by EMSL Analytical, Inc. Chicago, IL NVLAP Lab Code 200399-0

Initial report from 05/13/2014 12:25:47

Test Report PLM-7.25.9 Printed: 5/13/2014 12:25:47 PM

THIS IS THE LAST PAGE OF THE REPORT.

2

NESHAP Asbestos Containing Materials Inspection
 23942 Airport Road
 Sycamore, Illinois 60178

Innerspace Environmental Assessment

P. O. Box 231
 Elburn, Illinois 60119
 Phone (630) 514-4108, Fax (773) 326-0894

Page 1 of

261408073

PLM LABORATORY ANALYSIS FORM

Project No:	SE
Job Site: 23942 Airport Road, Sycamore, IL	Sldg / Workshop
Client: Sycamore Park District	
Employee: Sundberg	
Date: May 6, 2014	
Job Description:	

Field Number	% Asbestos	Type of material, present condition & location where sample was taken
23942-W-01a		Exterior, Old Window Glazing, South
- 01b		↓ ↓ ↓ ↓ ↓ ↓
- 01c		↓ ↓ ↓ ↓ ↓ ↓
- 02a		Shingle layers, North
- 02b		↓ ↓ ↓ ↓ ↓ ↓ WEST
- 02c		↓ ↓ ↓ ↓ ↓ ↓ SOUTH
- 03a		Interior, Drywall/Md/Tape Embc, NORTH
- 03b		↓ ↓ ↓ ↓ ↓ ↓ WEST
- 03c		↓ ↓ ↓ ↓ ↓ ↓ SOUTH

TURN AROUND TIME	24Hr 48Hr 72Hr <u>5 Day</u>	COMMENTS * Please discontinue analysis after 1 st Positive per material.* #If negative via PLM, run this floor tile sample again via TEM#
-------------------------	--------------------------------------	---

CHAIN OF CUSTODY RECORD

Collected By (Signature)	James W. Sundberg	Date	5/6/14	Time	9:20a	Requested By (Signature)	James W. Sundberg	Date	5/6/14	Time	12:10p
Assembled by (Signature, if mailed)		Date		Time		Received for (Signature)		Date	5/6/14	Time	10:00a

Units are: 1-PM10 Filter Per Minute, L-Liters, FA-Fine Air, BG-Background, DWA-Outside Work Area, IWA-Inside Work Area, P-Personal Sample, GBR-Close Dry Removal, S-Insufficient Sampling Time, BK-Bulk Sample, TM-Transmission Electron Microscope, PCM-Pulse Counter Microscopy, F-Filter (per cubic centimeter), EM-Enhanced Light Microscopy

**NESHAP Asbestos Containing Materials Inspection
23942 Airport Road
Sycamore, Illinois 60178**

**Northeast Annex
Laboratory Report and Chain of Custody Sheets**

NESHAP Asbestos Containing Materials Inspection
23942 Airport Road
Sycamore, Illinois 60178



EMSL Analytical, Inc.

2225 W. Hubbard Street, Chicago, IL 60612
 Phone/Fax: (773) 313-0099 / (773) 313-0139
<http://www.EMSL.com> chicago@emsl.com

EMSL Order: 261403070
 CustomerID: INNE62
 CustomerPO:
 ProjectID:

Attn: **Jay Sundberg**
Innerspace Environmental
PO Box 231
Elburn, IL 60119

Phone: (630) 365-9910
 Fax: (630) 365-9912
 Received: 05/06/14 12:10 PM
 Analysis Date: 5/13/2014
 Collected:

Project: 23942 Airport Road, Sycamore, IL Bldg & NE Annex

Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
23942-A-01a 261403070-0001	Exterior, Shingle Layers	Black Fibrous Homogeneous	40% Cellulose	60% Non-fibrous (other)	None Detected
23942-A-01b 261403070-0002	Exterior, Shingle Layers	Black Fibrous Homogeneous	40% Cellulose	60% Non-fibrous (other)	None Detected
23942-A-01c 261403070-0003	Exterior, Shingle Layers	Black Non-Fibrous Homogeneous	40% Cellulose	60% Non-fibrous (other)	None Detected
23942-A-02a-Drywall 261403070-0004	Interior, Drywall/Mud/Comb o	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
23942-A-02a-Tape 261403070-0004A	Interior, Drywall/Mud/Comb o	White Fibrous Homogeneous	100% Cellulose	0% Non-fibrous (other)	None Detected
23942-A-02a-Mud 261403070-0004B	Interior, Drywall/Mud/Comb o	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
23942-A-02b-Drywall 261403070-0005	Interior, Drywall/Mud/Comb o	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
23942-A-02b-Tape 261403070-0005A	Interior, Drywall/Mud/Comb o	White Fibrous Homogeneous	100% Cellulose	0% Non-fibrous (other)	None Detected

Analyst(s)

Alice Hillegass (8)
 James Hahn (4)

James Hahn, Laboratory Manager
 or other approved signatory

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 Samples analyzed by EMSL Analytical, Inc. Chicago, IL NVLAP Lab Code 200399-0

Initial report from 05/13/2014 12:38:26

Test Report PLM-7.28.9 Printed: 5/13/2014 12:38:26 PM

NESHAP Asbestos Containing Materials Inspection
23942 Airport Road
Sycamore, Illinois 60178



EMSL Analytical, Inc.

2225 W. Hubbard Street, Chicago, IL 60612
Phone/Fax: (773) 313-0099 / (773) 313-0139
<http://www.EMSL.com> chloee@emsl.com

EMSL Order: 281403070
CustomerID: INNE82
CustomerPO:
ProjectID:

Attn: **Jay Sundberg**
Innerspace Environmental
PO Box 231
Elburn, IL 60119

Phone: (830) 385-6010
Fax: (830) 385-6012
Received: 05/06/14 12:10 PM
Analysis Date: 5/13/2014
Collected:

Project: 23942 Airport Road, Sycamore, IL Bldg & NE Annex

Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
23942-A-02b-Mud 281403070-0008	Interior, Drywall/Mud/Comb o	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
23942-A-02c- Drywall 281403070-0009	Interior, Drywall/Mud/Comb o	White Non-Fibrous Homogeneous	10% Cellulose	90% Non-fibrous (other)	None Detected
23942-A-02c-Tape 281403070-0004	Interior, Drywall/Mud/Comb o	White Fibrous Homogeneous	100% Cellulose	0% Non-fibrous (other)	None Detected
23942-A-02b-Mud 281403070-0008	Interior, Drywall/Mud/Comb o	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected

Analyst(s)

Alice Hägegazz (5)
James Hahn (4)

James Hahn, Laboratory Manager
or other approved signatory

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Samples analyzed by EMSL Analytical, Inc. Chicago, IL NVLAP Lab Code 200269-D

Initial report from 05/13/2014 12:38:28

Test Report PLM-7.28.9 Printed: 5/13/2014 12:38:28 PM

THIS IS THE LAST PAGE OF THE REPORT.

2

NESHAP Asbestos Containing Materials Inspection
 23942 Airport Road
 Sycamore, Illinois 60178

Innerspace Environmental Assessment
 P. O. Box 231
 Elburn, Illinois 60119
 Phone (630) 514-4108, Fax (773) 326-0894

Page 1 of 1

201403070

PLM LABORATORY ANALYSIS FORM

Project No:		
Job Site: 23942 Airport Road, Sycamore, IL. <u>W/ NE Annex</u>		
Client: Sycamore Park District		
Employee: Sundberg		
Date: May 6, 2014		
Job Description:		
Field Number	% Asbestos	Type of material, present condition & location where sample was taken
23942-A-01a		Exterior, Shingle layers
↓ - 01b		↓ ↓ ↓
↓ - 01c		↓ ↓ ↓
↓ - 02a		Interior, Drywall/Mud/ Tile Lumber
↓ - 02b		↓ ↓ ↓
↓ - 02c		↓ ↓ ↓

TURN AROUND TIME	24hr 48hr 72hr <u>5 day</u>	COMMENTS * Please discontinue analysis after 1 st Positive per material.* #If negative via PLM, run this floor tile sample again via TEM#
-------------------------	--------------------------------------	---

CHAIN OF CUSTODY RECORD

Collected By: <u>James W. Sundberg</u>	Date: <u>5/6/14</u>	Time: <u>9:50am</u>	Relinquished By: <u>James W. Sundberg</u>	Date: <u>5/6/14</u>	Time: <u>12:10pm</u>
Received By: (Signature of initial)	Date:	Time:	Received By: (Signature of initial)	Date:	Time: <u>1:10pm</u>

Units: 1 PLM = 1 Liter Per Minute, 1 Liter EA-Inal Air, EG-Background, OWA-Outside Work Area, IWA-Inside Work Area, PS-Aerosol Sample, GBR-Glove Box, RSH-Respirator Sampling Time, BLK-Bulk Sample, TEM-Transmission Electron Microscope, PCM-Phase Contrast Microscopy, CFU-fibers per cubic centimeters, PM-Phase Contrast Microscopy

**NESHAP Asbestos Containing Materials Inspection
23942 Airport Road
Sycamore, Illinois 60178**

**Barn
Laboratory Report and Chain of Custody Sheets**

NESHAP Asbestos Containing Materials Inspection
23942 Airport Road
Sycamore, Illinois 60178



EMSL Analytical, Inc.

2225 W. Hubbard Street, Chicago, IL 60612
 Phone/Fax: (773) 313-0099 / (773) 313-0139
<http://www.EMSL.com> chicago@emsl.com

EMSL Order: 261403072
 CustomerID: INNE62
 CustomerPO:
 ProjectID:

Attn: **Jay Sundberg**
Innerspace Environmental
PO Box 231
Elburn, IL 60119

Phone: (630) 365-9910
 Fax: (630) 365-9912
 Received: 05/06/14 12:10 PM
 Analysis Date: 5/13/2014
 Collected:

Project: 23942 Airport Road, Sycamore, IL Bldg & Barn

Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
23942-B-01a 261403072-0001	Exterior, Window Glazing	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
23942-B-01b 261403072-0002	Exterior, Window Glazing	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
23942-B-01c 261403072-0003	Exterior, Window Glazing	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
23942-B-02a 261403072-0004	Exterior, Door Caulk	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
23942-B-02b 261403072-0005	Exterior, Door Caulk	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
23942-B-02c 261403072-0006	Exterior, Door Caulk	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
23942-B-03a 261403072-0007	Exterior, Shingle Layers	Black Fibrous Homogeneous	40% Cellulose	60% Non-fibrous (other)	None Detected
23942-B-03b 261403072-0008	Exterior, Shingle Layers	Black Fibrous Homogeneous	40% Cellulose	60% Non-fibrous (other)	None Detected

Analyst(s)

Alice Hillegass (6)
 James Hahn (3)

James Hahn, Laboratory Manager
 or other approved signatory

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 Samples analyzed by EMSL Analytical, Inc. Chicago, IL NVLAP Lab Code 200399-0

Initial report from 05/13/2014 16:52:44

NESHAP Asbestos Containing Materials Inspection
23942 Airport Road
Sycamore, Illinois 60178



EMSL Analytical, Inc.

2225 W. Hubbard Street, Chicago, IL 60612
Phone/Fax: (773) 313-0099 / (773) 313-0130
<http://www.EMSL.com> chicago@emsl.com

EMSL Order: 261403072
CustomerID: INNE62
CustomerPO:
ProjectID:

Attn: **Jay Sundberg**
Innerspace Environmental
PO Box 231
Eiburn, IL 60119

Phone: (830) 385-6910
Fax: (830) 385-6912
Received: 05/08/14 12:10 PM
Analysis Date: 5/13/2014
Collected:

Project: 23942 Airport Road, Sycamore, IL Bldg & Barn

**Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using
Polarized Light Microscopy**

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
23942-B-03c	Exterior, Shingle Layers	Black Non-Fibrous Homogeneous	40% Cellulose	60% Non-Fibrous (other)	None Detected
261403072-0009					

Analyst(s)

Alice Hillegass (8)
James Hahn (3)

James Hahn, Laboratory Manager
or other approved signatory

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Initial report from 05/13/2014 16:52:44

Test Report: PLM-7.28.0 Printed: 5/13/2014 4:52:44 PM

THIS IS THE LAST PAGE OF THE REPORT.

2

NESHAP Asbestos Containing Materials Inspection
 23942 Airport Road
 Sycamore, Illinois 60178

Innerspace Environmental Assessment
 P. O. Box 231
 Elburn, Illinois 60119
 Phone (630) 514-4108, Fax (773) 326-0894

Page 1 of

261403072

PLM LABORATORY ANALYSIS FORM

Project No:	
Job Site: 23942 Airport Road, Sycamore, IL. <i>Sidg Barn</i>	
Client: Sycamore Park District	
Employee: Sundberg	
Date: May 6, 2014	
Job Description:	

Field Number	% Asbestos	Type of material, present condition & location where sample was taken
23942-B-01a		EXTERIOR, Window Glazing
- 01b		↓ ↓
- 01c		
- 02a		↓ Tear Gutter
02b		↓ ↓
- 02c		
- 03a		↓ Shingle layers
- 03b		↓ ↓
- 03c		

TURN AROUND TIME	24Hr 48Hr 72Hr <i>5 day</i>	COMMENTS * Please discontinue analysis after 1 st Positive per material.* #If negative via PLM, run this floor tile sample again via TEM#
-------------------------	--------------------------------------	---

CHAIN OF CUSTODY RECORD

Collected by (Signature)	<i>James W. Sundberg</i>	Date	<i>5/6/14</i>	Time		Retrieved by (Signature)	<i>James W. Sundberg</i>	Date	<i>5/6/14</i>	Time	<i>12:15p</i>
Accepted by (Signature, if needed)		Date		Time		Received for Laboratory	<i>[Signature]</i>	Date	<i>5/6/14</i>	Time	<i>10:10p</i>

Abbreviations: PLM-Phase Plate Micro, I-Class, FA-Final Air, BA-Background, OWA-Outside Work Area, IWA-Inside Work Area, PS-Pre-control Sample, GOR-Glove Box Removal, SST-Isothaxan Sampling Tube, BIK-Bulk Sample, TEM-Transmission Electron Microscope, PLM-Phase Contrast Microscopy, Frc-fibers per cubic centimeter, PLM-Polarized Light Microscopy

**NESHAP Asbestos Containing Materials Inspection
23942 Airport Road
Sycamore, Illinois 60178**

APPENDIX B

Inspector Licensing and Laboratory Accreditation

NESHAP Asbestos Containing Materials Inspection
23942 Airport Road
Sycamore, Illinois 60178

 **ASBESTOS
PROFESSIONAL
LICENSE**

ID NUMBER 100 - 08323	ISSUED 3/27/2014	EXPIRES 05/15/2015
---------------------------------	----------------------------	------------------------------

JAMES W SUNDBERG
21W310 AUDUBON ROAD
LOMBARD, IL 60148



Environmental Health

ENDORSEMENTS	TC EXPIRES
INSPECTOR	1/17/2015

*Alteration of this license shall result in legal action
This license issued under authority of the State of Illinois
Department of Public Health
This license is valid only when accompanied by a valid
training course certificate*

NESHAP Asbestos Containing Materials Inspection
 23942 Airport Road
 Sycamore, Illinois 60178

United States Department of Commerce National Institute of Standards and Technology		
		
<hr/> Certificate of Accreditation to ISO/IEC 17025:2005 <hr/>		
NVLAP LAB CODE: 200399-0		
EMSL Analytical Inc. Chicago, IL		
<i>is accredited by the National Voluntary Laboratory Accreditation Program for specific services, listed on the Scope of Accreditation, for:</i>		
AIRBORNE ASBESTOS FIBER ANALYSIS		
<i>This laboratory is accredited in accordance with the recognized International Standard ISO/IEC 17025:2005. This accreditation demonstrates technical competence for a defined scope and the operation of a laboratory quality management system (refer to joint ISO-ILAC-IAF Communique dated January 2009).</i>		
2014-04-01 through 2015-03-31 <hr/> <i>Effective dates</i>		 <hr/> <i>For the National Institute of Standards and Technology</i>

**NESHAP Asbestos Containing Materials Inspection
23942 Airport Road
Sycamore, Illinois 60178**

APPENDIX C

Photograph Documentation

NESHAP Asbestos Containing Materials Inspection
23942 Airport Road
Sycamore, Illinois 60178



Photo #1: Exterior House, Window Glazing



Photo #2: Exterior House, Window Glazing



Photo #3: House Interior, Drywall/Mud/Tape



Photo #4: House Interior, Duct Tape (Mainly Basement)



Photo #5: House Interior, Duct Tape (Mainly Basement)



Photo #6: House Interior, Plaster (in Basement Walls)

NESHAP Asbestos Containing Materials Inspection
23942 Airport Road
Sycamore, Illinois 60178



Photo #7: House Interior, 9" x 9" Gray Vinyl Floor Tile and Mastic (2nd Floor)



Photo #8: House Exterior, Flat Roof Layers



Photo # 9: House Exterior, Roof Shingle Layers



Photo # 10: House Exterior, Roof Tar



Photo # 11: Garage Exterior, Roof Shingle Layers



Photo # 12: Southeast Workshop, Exterior Roof Shingle Layers, Window Glazing, and Interior Drywall/Mud/Tape

NESHAP Asbestos Containing Materials Inspection
23942 Airport Road
Sycamore, Illinois 60178



Photo # 13	Northeast Annex, Exterior Roof Shingle Layers and Interior Drywall/Mud/ Tape
------------	--



Photo # 14:	Barn, Exterior Roof Shingle Layers, Window Glazing, and Door Caulk
-------------	--

APPENDIX B

Plat of Site: Buildings Highlighted

ALTA/ACSM LAND TITLE SURVEY

STATE STREET

LEGAL DESCRIPTION PROVIDED BY CLIENT:

PART OF SECTION 3, TOWNSHIP 40 NORTH, RANGE 5 EAST OF THE THIRD PRINCIPAL MERIDIAN, AND PART OF SECTION 34, TOWNSHIP 41 NORTH, RANGE 5 EAST OF THE THIRD PRINCIPAL MERIDIAN, BOUNDED AND DESCRIBED AS FOLLOWS, BEGINNING AT THE SOUTHWEST CORNER OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 3, TOWNSHIP 40 NORTH, RANGE 5 EAST OF THE THIRD PRINCIPAL MERIDIAN, BEING IN THE CENTER OF NORTH AND SOUTH ROAD, THENCE NORTH 07°17' EAST ALONG THE WEST LINE OF SAID SECTION 3 AND THE CENTER LINE OF SAID ROAD, 678.6 FEET, THENCE NORTH 53°0' EAST ALONG THE CENTERLINE OF SAID NORTH AND SOUTH ROAD, A DISTANCE OF 1700.4 FEET TO A POINT WHICH IS SOUTH 5°0' WEST, A DISTANCE OF 308.83 FEET FROM THE CENTERLINE OF THE HIGHWAY KNOWN AS STATE ROUTE #84, THENCE SOUTH 84°34' EAST, 105.8 FEET MORE OR LESS TO THE INTERSECTION WITH THE EAST LINE OF LOT 23 IN SECTION 34 APPROXIMATE AT A POINT 250 FEET SOUTH OF THE SOUTH LINE OF STATE ROUTE #84, THENCE SOUTH 51°2' WEST, 218.83 FEET, THENCE NORTH 89°56' WEST, 448.24 FEET MORE OR LESS TO THE POINT OF BEGINNING, SITUATED IN THE COUNTY OF DEKALB, IN THE STATE OF ILLINOIS.

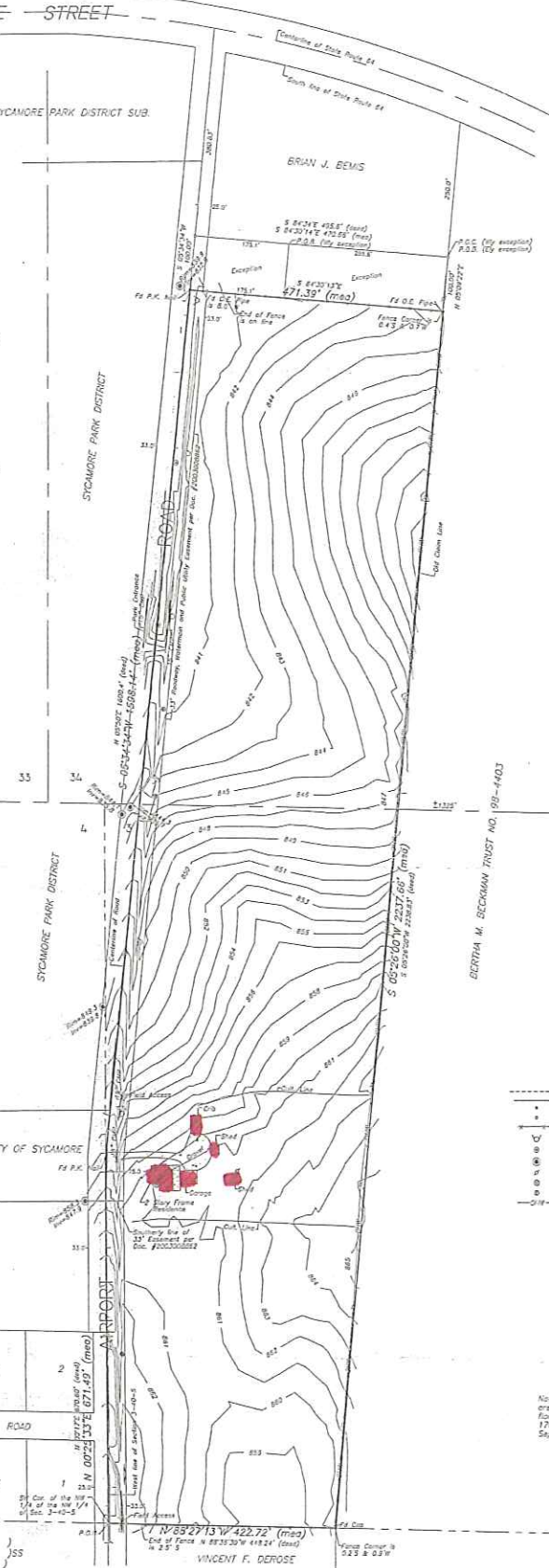
EXCEPTING THEREFROM THE FOLLOWING, THAT PART OF ASSESSORS LOT 23 IN SECTION 34, TOWNSHIP 41 NORTH, RANGE 5 EAST OF THE THIRD PRINCIPAL MERIDIAN, BOUNDED AND DESCRIBED AS FOLLOWS, COMMENCING AT A POINT ON THE EAST LINE OF SAID LOT 23, 250 FEET SOUTH OF THE SOUTH LINE OF STATE ROUTE #84, AS NOW LOCATED, LOT 23, 1814, WHICH IS THE PLACE OF BEGINNING, THENCE NORTH 84°34' WEST, 255.60 FEET TO A POINT, THENCE SOUTH ALONG A LINE WHICH IS PARALLEL TO THE EAST LINE OF LOT 23, APPROXIMATE, FOR A DISTANCE OF 100 FEET TO A POINT, THENCE SOUTH 84°34' EAST TO A POINT ON A LINE RUNNING SOUTH 52° WEST FROM THE POINT OF BEGINNING, THENCE NORTH 52° EAST TO THE POINT OF BEGINNING, SITUATED IN DEKALB COUNTY, ILLINOIS.

ALSO EXCEPTING THEREFROM THE FOLLOWING, THAT PART OF LOT 23 IN SECTION 34, TOWNSHIP 41 NORTH, RANGE 5 EAST OF THE THIRD PRINCIPAL MERIDIAN, BOUNDED AND DESCRIBED AS FOLLOWS, COMMENCING AT A POINT IN THE EAST LINE OF SAID LOT 23, 250 FEET SOUTH OF THE SOUTH LINE OF STATE ROUTE #84, AS NOW LOCATED, THENCE NORTH 84° WEST, 255.60 FEET TO A POINT, WHICH IS THE POINT OF BEGINNING FOR THIS DESCRIPTION, THENCE CONTINUE NORTH 84° WEST, 200 FEET, MORE OR LESS, TO THE CENTER OF THE NORTH AND SOUTH GRAVEL ROAD, THENCE SOUTH 53° WEST, 100 FEET, THENCE SOUTH 84° EAST, 200 FEET TO A POINT WHICH IS 100 FEET SOUTHWEST OF THE POINT OF BEGINNING, AS MEASURED ALONG A LINE WHICH IS PARALLEL TO THE EAST LINE OF LOT 23 APPROXIMATE, THENCE NORTHEAST ON SAID PARALLEL LINE, 100 FEET TO THE POINT OF BEGINNING, SITUATED IN DEKALB COUNTY, ILLINOIS.

AREA SUMMARY

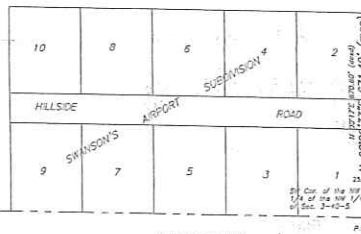
TOTAL AREA	25.39	ACRES
EXCEPTED R-O-W	1.22	ACRES
NET AREA	23.67	ACRES

Surveyor's Note: William E. Hanna Surveyors has determined the East line of the subject property is an old claim line called out in the deed to Harry and Jennie Vandenburg, in Document No. 312589 recorded September 3, 1895. The reference to the East line of Assessor's Lot 23 of Section 34-41-5 in the legal description provided to William E. Hanna Surveyors appears to be from the Book of Maps for Sycamore Township by Hanna W. Fox, dated March 5, 1859, said book being located in the Sycamore office of Chicago Title Insurance Company. The location of the said "old claim line" has been re-established using a 1948 plat of survey by Simon M. Pass, P.L.S., No. 82; the deed bearing for said claim line has been held as recorded. The bearings of all other lines other than those called for in the deed, but have been determined by running the present road centerline and adjoining property lines.



- (E)--- Boundary of property surveyed
- (S)--- Indicates found survey marker
- (O)--- Indicates not open end pipe
- (F)--- Indicates fence line
- (V)--- Indicates fire hydrant
- (V)--- Indicates fire hydrant valve
- (M)--- Indicates storm manhole
- (P)--- Indicates utility pole
- (W)--- Indicates well
- (T)--- Indicates traffic sign
- (A)--- Indicates overhead wires

Note: This property is located in Zone "X", area determined to be outside the 100 year flood plain, as set forth by the FIRM 17030C002D, having an effective date of September 21st, 2004.



STATE OF ILLINOIS)
COUNTY OF DEKALB)

THIS IS TO CERTIFY THAT THE ATTACHED PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE (1) IN ACCORDANCE WITH "MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/ACSM LAND TITLE SURVEYS", JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND ACSM IN 1999, AND INCLUDES ITEMS 1, 3, 4, 5, 8, 10 & 11(A) OF TABLE A THEREOF; AND (2) PURSUANT TO THE ACCURACY STANDARDS (AS ADOPTED BY ALTA AND ACSM AND IN EFFECT ON THE DATE OF THIS CERTIFICATION) OF A SUBURBAN SURVEY.

THIS SURVEY ADDRESSES ONLY THOSE MATTERS OF RECORD AS DISCLOSED IN CHICAGO TITLE INSURANCE COMPANY COMMITMENT NO. 1410 000145398 HAVING AN EFFECTIVE DATE OF NOVEMBER 10TH, 2004.
WITNESS MY HAND AND SEAL AT DEKALB, ILLINOIS THIS 23RD DAY OF NOVEMBER, 2005.
REVISED THIS 10TH DAY OF JANUARY, 2005.

Shawn R. VonKampen
SHAWN R. VONKAMPEN
ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 2710
LICENSE EXPIRATION DATE: NOVEMBER 30TH, 2008



Prepared by:
William E. Hanna Surveyors
License No. 1842807
503 Pine Street
DeKalb, Illinois 60115
(815) 756-2169
Fax: 748-2532
info@hannasurveyors.com

APPENDIX C

**Soil Boring Findings:
Testing Service Corporation
DeKalb, Illinois**

February 12, 2016

L-84,631

PRELIMINARY SOILS EXPLORATION
PROPOSED COMMUNITY BUILDING
AIRPORT ROAD
SYCAMORE, ILLINOIS

PREPARED FOR:
SYCAMORE PARK DISTRICT
940 EAST STATE STREET
SYCAMORE, ILLINOIS 60178

PREPARED BY:
TESTING SERVICE CORPORATION
650 D PEACE ROAD
DEKALB, ILLINOIS 60115
815.748.2100

February 12, 2016
L-84,631

PRELIMINARY SOILS EXPLORATION
PROPOSED COMMUNITY BUILDING
AIRPORT ROAD
SYCAMORE, ILLINOIS

1.0 INTRODUCTION

This report presents results of the Preliminary Soils Exploration performed for the proposed Sycamore Park District Community Building in Sycamore, Illinois. These geotechnical services are provided in general accordance with Testing Service Corporation (TSC) Proposal Number 56,161 dated January 8, 2016 and the attached General Conditions, incorporated herein by reference.

The project site is located on the east side of Airport Road and south of State Street. It is in the general area of a vacant farmstead with an address of 23942 Airport Road. According to a topographic plan prepared by William E. Hanna Surveyors, it appears that the ground surface generally slopes away from relatively high ground at the southeastern part of the farmstead area. Ground surface elevations range from 860 to 865 in the general vicinity that the borings were performed.

It is understood that the project will include the construction of a community building with associated parking lots and drives. A site plan was not available at the time this report was prepared. Per information obtained from the Farnsworth Group, it is understood that the community building will be primarily gymnasium space with an upper perimeter track. Some two-story building portions will also be provided. A slab on grade building and precast concrete construction is preliminarily assumed.

Proposed Community Building - Sycamore, Illinois
L-84,631 - February 12, 2016

Per information contained in the Request For Proposal (RFP), individual column and wall loads are not expected to exceed 140 kips and 8 klf, respectively. Floor slab on grade loadings are not expected to exceed 150 psf. Cuts/fills are not expected to exceed 2 feet. With regard to future pavements, 18 kip ESAL loadings of 30,000 and 60,000 are expected over a 15 year design life for light and heavy-duty pavements, respectively.

The results of field and laboratory testing and preliminary recommendations based upon these data are included in this report. Addressed are building foundations, mass-grading and floor slabs as well as pavement design and construction.

2.0 FIELD EXPLORATION AND LAB TESTING

A total of six (6) soil borings were performed as part of this soils exploration. The borings were generally drilled at the approximate locations selected by the design team, with slight modifications made to avoid conflicts with overhead wires. The borings were staked in the field by TSC technicians using conventional taping procedures. Reference is made to the Boring Location Plan in the Appendix for the approximate drilling layout, ground surface elevations at the borings also being shown. The elevations were interpolated to the nearest ½-foot based upon the Hanna Surveyors topographic plan.

Each of the borings was drilled to a depth of 30 feet below existing grade. The borings were drilled and samples tested according to currently recommended American Society for Testing and Materials specifications. Soil sampling was performed at 2½ foot intervals to a depth of 15 feet, and at 5-foot intervals thereafter. The samples were taken in conjunction with the Standard Penetration Test (SPT), for which driving resistance to a 2" split-spoon sampler (N value in blows per foot) provides an indication of the relative density of granular materials and consistency of cohesive soils. Water level readings were taken during and following completion of drilling operations.

Soil samples were examined in the laboratory to verify field descriptions and to classify them in accordance with the Unified Soil Classification System. Laboratory testing included moisture content determinations for all cohesive and intermediate (silt or loamy) soil types. An estimate of unconfined compressive strength was obtained for all inorganic native clay soils using a calibrated pocket penetrometer, with a direct measurement of unconfined compressive strength performed on representative cohesive samples.

Proposed Community Building - Sycamore, Illinois
 L-84,631 - February 12, 2016

Reference is made to the boring logs in the Appendix which indicate approximate subsurface stratigraphy and soil descriptions, results of field and laboratory tests, as well as water level observations. Definitions of descriptive terminology are also included. While strata changes are shown as a definite line on the boring logs, the actual transition between soil layers will probably be more gradual. It should be noted that in the absence of foreign substances it is often very difficult or nearly impossible to distinguish samples of disturbed native soils from fill materials.

3.0 DISCUSSION OF TEST DATA

A layer of clayey topsoil was found at the surface of all of the borings, ranging from 15 to 18 inches in thickness. Stiff to tough silty clays of medium to relatively high plasticity were found below the topsoil in all of the borings, generally extending 3 feet below existing grade. These CL/CH clays (Unified classification) exhibited unconfined compressive strengths ranging from 0.75 to 2.0 tons per square foot (tsf) at relatively high moisture contents which ranged from 27 to 32 percent.

High moisture content and/or soft clays of low to medium plasticity were found below the CL/CH clay crust in Borings 1, 4 and 5, extending to depths ranging from 5.5 to 10.5 feet. These "wash" type deposits were typified by an unconfined strength of 0.5 tsf at moisture contents of 18 to 29 percent.

Stiff to tough silty to sandy clay deposits of low plasticity exhibiting low moisture contents were found below the afore-mentioned materials, extending to the bottom of the borings. These clays were typified by unconfined compressive strengths ranging from 0.75 to 1.75 tsf at moisture contents of 11 to 16 percent. Occasional silt and sand seams were noted within these clays.

An Atterberg Limits determination was made for a sample of the low plasticity, low moisture content, stiff sandy clay collected between 8.5 and 10.0 feet in Boring 1. The test results are shown on the boring log in the Appendix of this report and in the table below.

Boring, Depth Sampled:	B-1, 8.5-10.0'
Liquid Limit, %	19
Plastic Limit, %	13

Proposed Community Building - Sycamore, Illinois
L-84,631 - February 12, 2016

Plasticity Index	6
In-place Moisture Content, %	14.0
Unified Classification	CL-ML

A combined sieve/hydrometer grain size analysis was performed upon a similar sample of stiff to tough sandy clay sampled from 6.0 to 7.5 feet below existing grade in Boring 5, yielding the following results.

Boring, Depth Sampled:	B-5, 6.0-7.5'
% Gravel	2
% Sand	36
% Silt	42
% Clay (<0.005mm)	20

Free water was encountered in all of the borings both during and upon completion of drilling at depths typically ranging from 3 to 13 feet below existing grade. After an extended, 24 hour time period after drilling, water levels at the borings ranged from 2 to 3 feet below existing grade.

4.0 ANALYSIS AND PRELIMINARY RECOMMENDATIONS

4.1 Executive Summary

A topsoil layer about 15 to 18 inches in thickness was observed in the borings, underlain by relatively high moisture content and/or soft clay deposits which extend to depths ranging from 3.0 to 8.0 feet below existing grade. Stiff to tough sandy to silty clays exhibiting low moisture contents were generally found below these deposits. Groundwater was generally observed at shallow depths of 2 to 3 feet 24 hours after drilling.

Spread footings proportioned for 2500 pounds per square foot (psf) are preliminarily recommended for support of the proposed building. It is recommended that foundations excavations extend through the uppermost high moisture content and/or soft clays until the underlying stiff to tough, low moisture content

Proposed Community Building - Sycamore, Illinois
 L-84,631 - February 12, 2016

silty to sandy clays are reached. These soils were first encountered at depths of 3.0 to 8.0 feet in the borings. Since these soils exhibited marginal foundation support and stability characteristics, it is recommended that they be undercut so that they will bear upon a minimum of 2 feet in thickness of coarse aggregate structural fill.

4.2 Building Foundations

It is recommended that vegetation and topsoil be removed from beneath structure areas. It is also recommended that foundation excavations extend through the relatively high moisture content and soft clays. Spread footings may be proportioned to exert a maximum net allowable soil pressure of 2500 psf. Summarized in the following table is the shallowest depth and corresponding elevation at which native soils considered suitable for 2500 psf bearing were encountered in the borings. Ground surface elevations and topsoil depths at the borings are also shown. An added note related to presence of marginal strength and stability soils present at the bearing depths shown (M).

Boring	Ground Surface Elevation	Depth of Topsoil, feet	2500 psf bearing	
			Depth in Feet	Elevation
1	861.5	1.3	8.0M	853.5
2	864.0	1.3	3.0M	861.0
3	861.5	1.4	4.5M	857.0
4	864.0	1.5	5.5M	858.5
5	861.0	1.4	5.5M	855.5
6	863.5	1.3	3.0M	860.5

M Marginal bearing soils found at depth shown - undercut footings a minimum of 2.0 feet and replace with coarse aggregate "structural fill".

As can be seen in the above table, foundations excavations to depths of 3.0 to 8.0 feet below existing grade are recommended at the borings in order to remove the uppermost high moisture content and/or soft soil types from beneath foundations. The soils encountered in the borings at the base of the recommended foundation excavation generally consisted of loamy, stiff to tough silty and sandy clay soils exhibiting low

moisture contents. However, these deeper soils generally exhibited marginal strength and stability characteristics, represented by unconfined compressive strengths of 0.75 to 1.25 tsf. Such loamy soil types tend to become unstable when exposed by excavation and subjected to construction activities in the presence of free moisture. In light of these marginal strength and stability characteristics, it is recommended that the foundations be overexcavated a minimum of 2.0 feet.

The base of the overexcavations should exceed footing dimensions by at least 6 inches along each side for every foot in thickness of undercut. Replacement materials should consist of crushed stone or crushed gravel between 1/4 to 3 inches in size and containing no fines; IDOT gradations CA-1 and CA-7 meet these criteria. This "structural" fill should be spread in 12-inch layers loose thickness, each lift to be densified using vibratory compaction equipment or by tamping with a backhoe bucket. Foundations bearing upon the coarse aggregate or "structural" backfill may be proportioned for 2500 psf bearing.

Conventional spread footings would be expected to bear at depths on the order of 2 to 4 feet below Finished Floor (FF) elevation. Assuming that FF would be within a few feet of existing grade, it can be anticipated that relatively thick foundation undercuts would be needed to extend through the high moisture content and/or soft soils at Borings 1, 4 and 5, as these poor soils extended 5.5 to 8.0 feet below existing grade at these locations.

Spread footings may also be supported upon engineered fill placed as part of a mass-grading operation. The new fill would need to bear upon the native soils considered suitable for 2500 psf bearing. Spread footings bearing upon new engineered fill placed in lifts and compacted to 95 percent Modified Proctor density in accordance with the mass-grading recommendations contained in the following section of this report may also be proportioned for 2500 psf bearing. The new fill also will provide an adequate surface for support of the floor slab on grade.

In order to preclude disproportionately small footing sizes, it is recommended that all continuous wall footings be made at least 24 inches wide and isolated foundations at least 3.0 feet square, regardless of calculated dimensions. For frost considerations, all exterior footings should be constructed at least 3.5 feet below outside finished grade and 4.0 feet for foundations located outside of heated building limits. It is recommended that the foundation walls be reinforced. An IBC site seismic classification of "D" is recommended, which is the default classification.

4.3 Mass-Grading/Floor Slab Support

It is recommended that the proposed building and pavement areas be cleared of any vegetation prior to mass-grading. Stripping operations should also generally include the removal of any exposed topsoil, any highly organic fill and other decomposable plant matter. Approximately 15 to 18 inches of topsoil was found at the surface of the borings.

Prior to placement of any new fill or base/subbase materials, the proposed building and pavement areas should be proof-rolled in order to detect the presence of unsuitable or unstable soil types. The proof-roll should be performed using a loaded dump truck or other approved piece of heavy construction equipment. All soft or unsuitable materials determined by proof-rolling should be removed and replaced.

Silty clay soils exhibiting marginal unconfined strengths with respect to subgrade stability were generally encountered at shallow depths in the borings. Clay subgrade soils with an unconfined compressive strength below 1.5 tsf (or below 2.0 tsf in pavement areas), and loose or very moist to wet silts, silty sands and sandy clays, tend to exhibit instability during construction. Solutions to instability problems will likely involve discing, drying and recompacting, or placement of 1 to 2 feet of coarse granular material, possibly in conjunction with an undercut.

New fill should consist of approved granular materials or inorganic silty clays, preferably of medium plasticity. It is recommended that compaction for the floor slab and pavement areas be to a minimum of 95 or 90 percent, respectively, of maximum dry density as determined by the Modified Proctor test (ASTM D 1557). However, 95 percent compaction is recommended for the uppermost 2.0 feet of fill in pavement areas. The fill should be placed in approximate 9 inch lifts loose measure for cohesive soils and up to 12 inches for granular materials, each lift to be compacted to the specified density prior to the placement of additional fill.

Moisture control is important in the compaction of most soil types, and it is recommended that the water content of new fill be within one (1) percentage point below and three (3) percentage points above optimum moisture as established by its laboratory compaction curve. If the soil is compacted too dry, it will have an apparent stability which will be lost if it later becomes saturated. If the soil is too wet, the Contractor will not be able to achieve proper compaction.

Proposed Community Building - Sycamore, Illinois
 L-84,631 - February 12, 2016

With regard to floor slab (and pavement) design, a modulus of subgrade reaction (k) of 140 pci is recommended. This is based upon the clay soils predominating at the site, and assumes that the subgrades are properly prepared and evaluated per the recommendations given in this report.

4.4 Pavement Design and Construction

Pavement subgrade preparation may be in general accordance with previous recommendations for mass-grading, i.e., strip any vegetation and exposed topsoil, proof-roll and evaluate. If unstable areas are discovered during proofrolling, it is recommended that these areas be undercut 1 to 2 feet and replaced with coarse aggregate. Actual determinations of areal extent and depth of undercut would need to be determined in the field at the time of construction. Based upon the low unconfined compressive strengths often observed, subgrade instability can be anticipated for pavements in many areas, especially if the work is performed in the wetter times of the year and/or grades are lowered.

Very low plasticity "loamy" clay deposits such as sandy clay and very silty clay were typically encountered at depths below 3 to 5.5 in the borings. These intermediate soil types are classified as frost susceptible per IDOT guidelines on gradation and plasticity, especially when groundwater is present at shallow depths such as was observed at this site. Due to their potential for frost heave, they should ideally be removed and replaced to a depth of about 4 feet below top of pavement. Alternately, the use of a drained subbase layer consisting of open-graded crushed stone with underdrains can be considered to reduce the potential for frost heave. The use of a full-depth type Bituminous or P.C. Concrete pavement can also be considered - such pavements tend to suffer less distress when frost heave and spring thaw occur.

TSC has been asked to provide pavement section recommendations. The pavement recommendations provided below assume the 18-kip ESAL loadings of 30,000 and 60,000 will take place over a 15-year design period for light and heavy duty pavements, respectively. The following Portland Cement Concrete (P.C. Concrete) and Bituminous Concrete (Asphalt) pavement sections are recommended.

	<u>P.C. Concrete Pavement</u>	
	Light Duty	Heavy Duty
P.C. Concrete	6"	6½"
CA-6 Subbase	4"	4"

Proposed Community Building - Sycamore, Illinois
 L-84,631 - February 12, 2016

Light Duty = Parking lot areas with only car traffic

Heavy Duty = Entrance/exit drives and areas to experience truck or bus traffic

The following are Bituminous Concrete (Asphalt) pavement sections recommended for light duty and heavy duty pavements.

Asphalt Pavement

	Light Duty	Heavy Duty
Bituminous Surface	1½"	1½"
Bituminous Binder	2¼"	3½"
CA-6 Base Course	10"	10"

Light Duty = Parking lot areas with only car traffic

Heavy Duty = Entrance/exit drives and areas to receive truck or bus traffic.

It is recommended that a nominal Illinois or California Bearing Ratio (IBR or CBR) value of 2.5 be used in the design of pavements. Base course materials should be compacted to 95 percent Modified Proctor density or 100 percent of the Standard Proctor (ASTM D 698) maximum density value. Bituminous materials should conform to an approved IDOT Superpave minimum design as well as Standard Specifications for Road and Bridge Construction, Section 406 and 1032. They should be compacted to between 93 and 97 percent of their theoretical maximum density, the "Big D" as determined by the asphalt supplier. P.C. Concrete should comply with requirements for IDOT Class "PV", with 5 to 8 percent entrained air content.

As mentioned previously, the soil types encountered in the borings often exhibited low unconfined compressive strengths with respect to paving stability. In addition, the soils generally encountered below about 3 to 5 feet in the borings were typically very low plasticity, loamy soils considered to be very frost susceptible. It is likely that the subgrade soils will be unstable in many areas when exposed by excavation and subjected to construction activities, and typically an undercut and replacement with coarse aggregate

Proposed Community Building - Sycamore, Illinois
L-84,631 - February 12, 2016

in the range of 1.0 to 1.5 feet in thickness is performed in such a situation in order to provide sufficient subgrade stability to pave. Consideration could be given to providing a free-draining granular subbase layer below the pavement sections in order to provide stability. If this layer were to be drained through the use of frost-depth underdrains, it would also greatly reduce the potential risk for excessive frost heave. Please contact the undersigned if it is desired to further discuss methods to reduce the potential for distress due to frost heave.

4.5 Groundwater Management

Free water was observed at shallow depths of 2 to 3 feet below existing grade in the borings after a time period of 24 hours after drilling. The accumulation of run-off water or seepage at the base of excavations should therefore be expected to occur during foundation construction and site work. The Contractor should be prepared to remove these accumulations by dewatering procedures, as a minimum to include pumping from strategically placed sumps.

5.0 CLOSURE

It is recommended that full-time testing and observation be provided by Testing Service Corporation personnel during foundation construction, so that the soils at undercut and foundation levels can be observed and tested. In addition, building materials, stripping and undercutting, fill placement and compaction as well as slab-on-grade and any pavement construction should be observed and tested to verify compliance with the recommended procedures and specifications.

This report is considered preliminary, as it has been prepared without benefit of building or grading plans. It is therefore suggested that Testing Service Corporation review these plans when available, to check the accuracy of this report as it may be affected, to verify the correct interpretation of recommendations contained herein and to modify the findings accordingly. Additional borings may be suggested at that time, to delineate potential problem areas as well as to help fill in any gaps in information.

Proposed Community Building - Sycamore, Illinois
L-84.631 - February 12, 2016

The analysis and preliminary recommendations submitted in this report are based upon the data obtained from the six (6) soil borings performed at the locations indicated on the Boring Location Plan. This report does not reflect any variations which may occur between these borings, the nature and extent of which may not become evident until during the course of construction. If variations are then identified, recommendations contained in this report should be re-evaluated after performing on-site observations.

We are available to review this report with you at your convenience.

Prepared by:


Jeffrey L. Martin, P.E.
Rockford Branch Manager

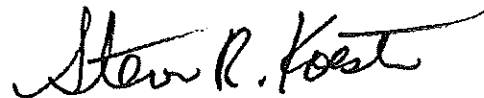

Steven R. Koester
Registered Professional Engineer
Illinois No. 062-049549

TABLE OF CONTENTS

Section		Page
I.	TEXT	
1.0	Introduction	2
2.0	Field Exploration and Laboratory Testing	3
3.0	Discussion of Test Data	4
4.0	Analysis and Recommendations	5
4.1	Executive Summary	5
4.2	Building Foundations	6
4.3	Mass-Grading/Floor Slab Support	8
4.4	Pavement Design and Construction	9
4.5	Groundwater Management	11
6.0	Closure	11
II.	APPENDIX	



TESTING SERVICE CORPORATION

GENERAL CONDITIONS

Geotechnical and Construction Services

1. PARTIES AND SCOPE OF WORK: If Client is ordering the services on behalf of another, Client represents and warrants that Client is the duly authorized agent of said party for the purpose of ordering and directing said services, and in such case the term "Client" shall also include the principal for whom the services are being performed. Prices quoted and charged by TSC for its services are predicated on the conditions and the allocations of risks and obligations expressed in these General Conditions. Unless otherwise stated in writing, Client assumes sole responsibility for determining whether the quantity and the nature of the services ordered by Client are adequate and sufficient for Client's intended purpose. Unless otherwise expressly assumed in writing, TSC's services are provided exclusively for client. TSC shall have no duty or obligation other than those duties and obligations expressly set forth in this Agreement. TSC shall have no duty to any third party. Client shall communicate these General Conditions to each and every party to whom the Client transmits any report prepared by TSC. Ordering services from TSC shall constitute acceptance of TSC's proposal and these General Conditions.

2. SCHEDULING OF SERVICES: The services set forth in this Agreement will be accomplished in a timely and workmanlike manner. If TSC is required to delay any part of its services to accommodate the requests or requirements of Client, regulatory agencies, or third parties, or due to any cause beyond its reasonable control, Client agrees to pay such additional charges, if any, as may be applicable.

3. ACCESS TO SITE: TSC shall take reasonable measures and precautions to minimize damage to the site and any improvements located thereon as a result of its services or the use of its equipment; however, TSC has not included in its fee the cost of restoration of damage which may occur. If Client desires or requires TSC to restore the site to its former condition, TSC will, upon written request, perform such additional work as is necessary to do so and Client agrees to pay to TSC the cost thereof plus TSC's normal markup for overhead and profit.

4. CLIENT'S DUTY TO NOTIFY ENGINEER: Client represents and warrants that Client has advised TSC of any known or suspected hazardous materials, utility lines and underground structures at any site at which TSC is to perform services under this agreement.

5. DISCOVERY OF POLLUTANTS: TSC's services shall not include investigation for hazardous materials as defined by the Resource Conservation Recovery Act, 42 U.S.C. § 6901, et seq., as amended ("RCRA") or by any state or Federal statute or regulation. In the event that hazardous materials are discovered and identified by TSC, TSC's sole duty shall be to notify Client.

6. MONITORING: If this Agreement includes testing construction materials or observing any aspect of construction of improvements, Client's construction personnel will verify that the pad is properly located and sized to meet Client's projected building loads. Client shall cause all tests and inspections of the site, materials and work to be timely and properly performed in accordance with the plans, specifications, contract documents, and TSC's recommendations. No claims for loss, damage or injury shall be brought against TSC unless all tests and inspections have been so performed and unless TSC's recommendations have been followed.

TSC's services shall not include determining or implementing the means, methods, techniques or procedures of work done by the contractor(s) being monitored or whose work is being tested. TSC's services shall not include the authority to accept or reject work or to in any manner supervise the work of any contractor. TSC's services or failure to perform same shall not in any way operate or excuse any contractor from the performance of its work in accordance

with its contract. "Contractor" as used herein shall include subcontractors, suppliers, architects, engineers and construction managers.

Information obtained from borings, observations and analyses of sample materials shall be reported in formats considered appropriate by TSC unless directed otherwise by Client. Such information is considered evidence, but any inference or conclusion based thereon is, necessarily, an opinion also based on engineering judgment and shall not be construed as a representation of fact. Subsurface conditions may not be uniform throughout an entire site and ground water levels may fluctuate due to climatic and other variations. Construction materials may vary from the samples taken. Unless otherwise agreed in writing, the procedures employed by TSC are not designed to detect intentional concealment or misrepresentation of facts by others.

7. DOCUMENTS AND SAMPLES: Client is granted an exclusive license to use findings and reports prepared and issued by TSC and any sub-consultants pursuant to this Agreement for the purpose set forth in TSC's proposal provided that TSC has received payment in full for its services. TSC and, if applicable, its sub-consultant, retain all copyright and ownership interests in the reports, boring logs, maps, field data, field notes, laboratory test data and similar documents, and the ownership and freedom to use all data generated by it for any purpose. Unless otherwise agreed in writing, test specimens or samples will be disposed immediately upon completion of the test. All drilling samples or specimens will be disposed sixty (60) days after submission of TSC's report.

8. TERMINATION: TSC's obligation to provide services may be terminated by either party upon (7) seven days prior written notice. In the event of termination of TSC's services, TSC shall be compensated by Client for all services performed up to and including the termination date, including reimbursable expenses. The terms and conditions of these General Conditions shall survive the termination of TSC's obligation to provide services.

9. PAYMENT: Client shall be invoiced periodically for services performed. Client agrees to pay each invoice within thirty (30) days of its receipt. Client further agrees to pay interest on all amounts invoiced and not paid or objected to in writing for valid cause within sixty (60) days at the rate of twelve (12%) per annum (or the maximum interest rate permitted by applicable law, whichever is the lesser) until paid and TSC's costs of collection of such accounts, including court costs and reasonable attorney's fees.

10. WARRANTY: TSC's professional services will be performed, its findings obtained and its reports prepared in accordance with these General Conditions and with generally accepted principles and practices. In performing its professional services, TSC will use that degree of care and skill ordinarily exercised under similar circumstances by members of its profession. In performing physical work in pursuit of its professional services, TSC will use that degree of care and skill ordinarily used under similar circumstances. This warranty is in lieu of all other warranties or representations, either express or implied. Statements made in TSC reports are opinions based upon engineering judgment and are not to be construed as representations of fact.

Should TSC or any of its employees be found to have been negligent in performing professional services or to have made and breached any express or implied warranty, representation or contract, Client, all parties claiming through Client and all parties claiming to have in any way relied upon TSC's services or work agree that the maximum aggregate amount of damages for which TSC, its officers, employees and agents shall be liable is limited to \$50,000 or the total amount of the fee paid to TSC for its services performed with respect to the project, whichever amount is greater.

In the event Client is unwilling or unable to limit the damages for which TSC may be liable in accordance with the provisions set forth in the preceding paragraph, upon written request of Client received within five days of Client's acceptance of TSC's proposal together with payment of an additional fee in the amount of 5% of TSC's estimated cost for its services (to be adjusted to 5% of the amount actually billed by TSC for its services on the project at time of completion), the limit on damages shall be increased to \$500,000 or the amount of TSC's fee, whichever is the greater. This charge is not to be construed as being a charge for insurance of any type, but is increased consideration for the exposure to an award of greater damages.

11. INDEMNITY: Subject to the provisions set forth herein, TSC and Client hereby agree to indemnify and hold harmless each other and their respective shareholders, directors, officers, partners, employees, agents, subsidiaries and division (and each of their heirs, successors, and assigns) from any and all claims, demands, liabilities, suits, causes of action, judgments, costs and expenses, including reasonable attorneys' fees, arising, or allegedly arising, from personal injury, including death, property damage, including loss of use thereof, due in any manner to the negligence of either of them or their agents or employees or independent contractors. In the event both TSC and Client are found to be negligent or at fault, then any liability shall be apportioned between them pursuant to their pro rata share of negligence or fault. TSC and Client further agree that their liability to any third party shall, to the extent permitted by law, be several and not joint. The liability of TSC under this provision shall not exceed the policy limits of insurance carried by TSC. Neither TSC nor Client shall be bound under this indemnity agreement to liability determined in a proceeding in which it did not participate represented by its own independent counsel. The indemnities provided hereunder shall not terminate upon the termination or expiration of this Agreement, but may be modified to the extent of any waiver of subrogation agreed to by TSC and paid for by Client.

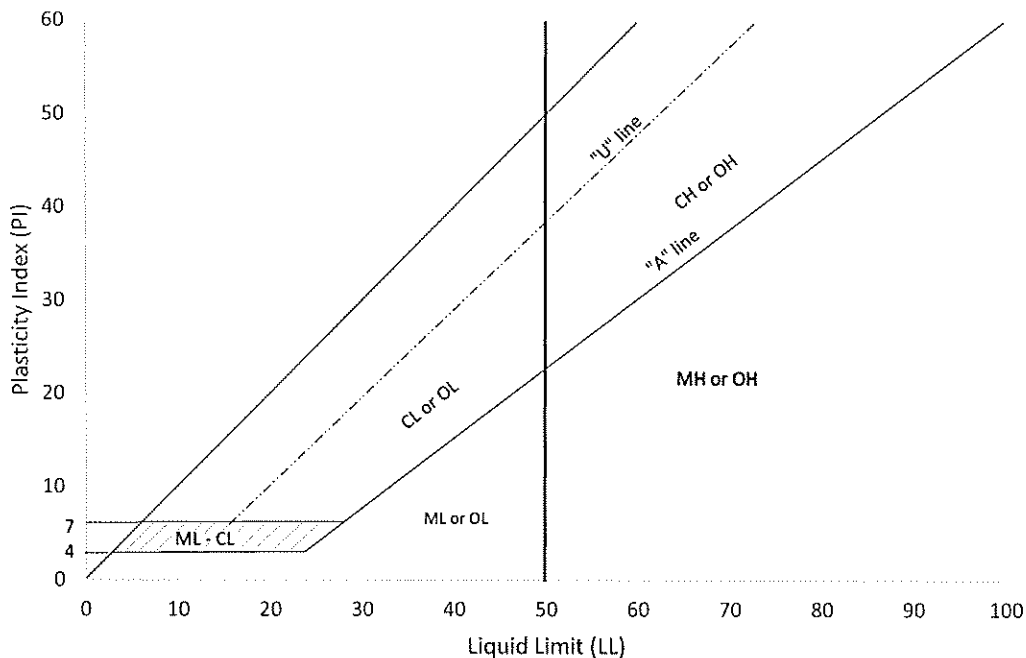
12. SUBPOENAS: TSC's employees shall not be retained as expert witnesses except by separate, written agreement. Client agrees to pay TSC pursuant to TSC's then current fee schedule for any TSC employee(s) subpoenaed by any party as an occurrence witness as a result of TSC's services.

13. OTHER AGREEMENTS: TSC shall not be bound by any provision or agreement (i) requiring or providing for arbitration of disputes or controversies arising out of this Agreement or its performance, (ii) wherein TSC waives any rights to a mechanics lien or surety bond claim; (iii) that conditions TSC's right to receive payment for its services upon payment to Client by any third party or (iv) that requires TSC to indemnify any party beyond its own negligence. These General Conditions are notice, where required, that TSC shall file a lien whenever necessary to collect past due amounts. This Agreement contains the entire understanding between the parties. Unless expressly accepted by TSC in writing prior to delivery of TSC's services, Client shall not add any conditions or impose conditions which are in conflict with those contained herein, and no such additional or conflicting terms shall be binding upon TSC. The unenforceability or invalidity of any provision or provisions shall not render any other provision or provisions unenforceable or invalid. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois. In the event of a dispute arising out of or relating to the performance of this Agreement, the breach thereof or TSC's services, the parties agree to try in good faith to settle the dispute by mediation under the Construction Industry Mediation Rules of the American Arbitration Association as a condition precedent to filing any demand for arbitration, or any petition or complaint with any court. Paragraph headings are for convenience only and shall not be construed as limiting the meaning of the provisions contained in these General Conditions.

CRITERIA FOR ASSIGNING GROUP SYMBOLS AND GROUP NAMES USING LABORATORY TEST ^a				SOIL CLASSIFICATION	
				Group Symbol	GROUP NAME ^b
COARSE - GRAINED SOILS more than 50% retained on No. 200 sieve	GRAVELS More than 50% of coarse fraction retained on No. 4 sieve	CLEAN GRAVELS less than 5% fines ^c	$c_u \geq 4$ and $1 \leq c_c \leq 3$ ^e	GW	Well-graded gravel ^f
			$c_u < 4$ and/or $1 > c_c > 3$ ^e	GP	Poorly-graded gravel ^f
		GRAVELS WITH FINES more than 12% fines ^c	Fines classify as ML or MH	GM	Silty gravel ^{g, h}
			Fines classify as CL or CH	GC	Clayey gravel ^{g, h}
	SANDS 50% or more of coarse fraction passes No. 4 sieve	CLEAN SANDS less than 5% fines ^d	$c_u \geq 6$ and $1 \leq c_c \leq 3$ ^e	SW	Well-graded sand ^f
			$c_u < 6$ and/or $1 > c_c > 3$ ^e	SP	Poorly-graded sand ^f
		SANDS WITH FINES more than 12% fines ^d	Fines classify as ML or MH	SM	Silty sand ^{g, h, i}
			Fines classify as CL or CH	SC	Clayey sand ^{g, h, i}
FINE - GRAINED SOILS 50% or more passed the No. 200 sieve	SILTS & CLAYS Liquid limit less than 50%	Inorganic	$PI > 7$ or plots on or above "A" line ^j	CL	Lean clay ^{k, l, m}
			$PI < 4$ or plots below "A" line ^j	ML	Silt ^{k, l, m}
		Organic	$\frac{\text{Liquid limit} - \text{oven dried}}{\text{Liquid limit} - \text{not dried}} < 0.75$	OL	Organic clay ^{k, l, m, n} Organic silt ^{k, l, m, o}
	SILTS & CLAYS Liquid limit 50% or more	Inorganic	PI plots on or above "A" line	CH	Fat clay ^{k, l, n}
			PI plots below "A" line	MH	Elastic silt ^{k, l, m}
		Organic	$\frac{\text{Liquid limit} - \text{oven dried}}{\text{Liquid limit} - \text{not dried}} < 0.75$	OH	Organic clay ^{k, l, m, p} Organic silt ^{k, l, m, q}
Highly organic soils	Primarily organic matter, dark in color, and organic odor		PT	Peat	

- a. Based on the material passing the 3-inch (75-mm) sieve.
- b. If field sample contained cobbles and/or boulders, add "with cobbles and/or boulders" to group name
- c. Gravels with 5 to 12% fines required dual symbols
GW-GM well graded gravel with silt
GW-GC well graded gravel with clay
GP-GM poorly graded gravel with silt
GP-GC poorly graded gravel with clay
- d. Sands with 5 to 12% fines require dual symbols
SW-SM well graded sand with silt
SW-SC well graded sand with clay
SP-SM poorly graded sand with silt
SP-SC poorly graded sand with clay
- e. $c_u = D_{60}/D_{10}$ $c_c = \frac{(D_{30})^2}{D_{10} \times D_{60}}$

- f. If soils contains $\geq 15\%$ sand, add "with sand" to group name.
- g. If fines classify as CL-ML, use dual symbol GC-GM, SC-SM
- h. If fines are organic, add "with organic fines" to group name
- i. If soils contains $\geq 15\%$ gravel, add "with gravel" to group name
- j. If Atterberg Limits plot in hatched area, soil is a CL - ML, silty clay
- k. If soils contains 15 to 29% plus No. 200, add "with sand" or "with gravel" whichever is predominant
- l. If soil contains $\geq 30\%$ plus No. 200, predominantly sand, add "sandy" to group name.
- m. If soils contains $\geq 30\%$ plus No. 200, predominantly gravel, add "gravelly" to group name
- n. $PI \geq 4$ and plots on or above "A" line
- o. $PI \geq 4$ and plots below "A" line
- p. PI plots on or above "A" line
- q. PI plots below "A" line





TESTING SERVICE CORPORATION

LEGEND FOR BORING LOGS



FILL



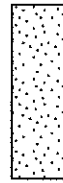
TOPSOIL



PEAT



GRAVEL



SAND



SILT



CLAY



DOLOMITE

SAMPLE TYPE

SS = Split Spoon
 ST = Thin-Walled Tube
 A = Auger
 MC = Macro-Core (Geo Probe)

WATER LEVELS:

▼ While Drilling
 ▼ End of Boring
 ▼ 24 Hours

FIELD AND LABORATORY TEST DATA

N = Standard Penetration Resistance in Blows per Foot
 WC = In-Situ Water Content
 Qu = Unconfined Compressive Strength in Tons per Square Foot
 * Pocket Penetrometer Measurement: Maximum Reading = 4.5 tsf
 Y_{DRY} = Dry Unit Weight in Pounds per Cubic Foot

SOIL DESCRIPTION

MATERIAL

BOULDER
 COBBLE
 Coarse GRAVEL
 Small GRAVEL
 Coarse SAND
 Medium SAND
 Fine SAND
 SILT and CLAY

PARTICLE SIZE RANGE

Over 12 inches
 12 inches to 3 inches
 3 inches to ¾ inch
 ¾ inch to No. 4 Sieve
 No. 4 Sieve to No. 10 Sieve
 No. 10 Sieve to No. 40 Sieve
 No. 40 Sieve to No. 200 Sieve
 Passing No. 200 Sieve

COHESIVE SOILS

<u>CONSISTENCY</u>	<u>Qu (tsf)</u>
Very Soft	Less than 0.3
Soft	0.3 to 0.6
Stiff	0.6 to 1.0
Tough	1.0 to 2.0
Very Tough	2.0 to 4.0
Hard	4.0 and over

COHESIONLESS SOILS

<u>RELATIVE DENSITY</u>	<u>N (bpf)</u>
Very Loose	0 - 4
Loose	4 - 10
Firm	10 - 30
Dense	30 - 50
Very Dense	50 and over

MODIFYING TERM

Trace
 Little
 Some

PERCENT BY WEIGHT

1 - 10
 10 - 20
 20 - 35

PROJECT Proposed Community Building, Airport Road, Sycamore, Illinois

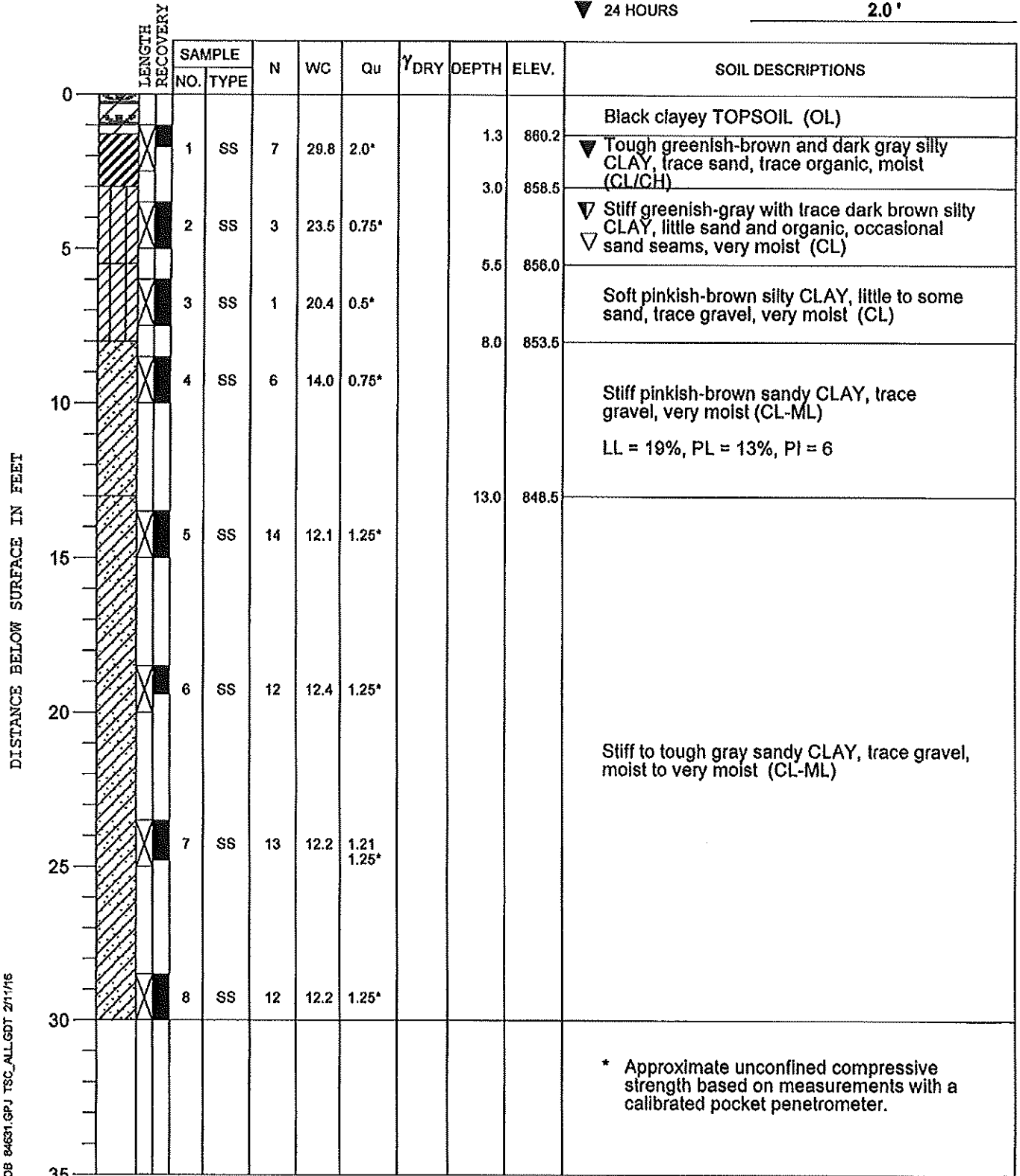
CLIENT Sycamore Park District, Sycamore, Illinois



BORING 1 DATE STARTED 1-27-16 DATE COMPLETED 1-27-16 JOB L-84,631

ELEVATIONS
 GROUND SURFACE 861.5
 END OF BORING 831.5

WATER LEVEL OBSERVATIONS
 ▽ WHILE DRILLING 4.0'
 ▽ AT END OF BORING 5.0'
 ▽ 24 HOURS 2.0'



TSC_EOB 84631.GPJ TSC_ALL.GDT 2/11/16

DRILL RIG NO. 334

Division lines between deposits represent approximate boundaries between soil types; In-situ, the transition may be gradual.

End of Boring at 30.0'

* Approximate unconfined compressive strength based on measurements with a calibrated pocket penetrometer.

PROJECT Proposed Community Building, Airport Road, Sycamore, Illinois

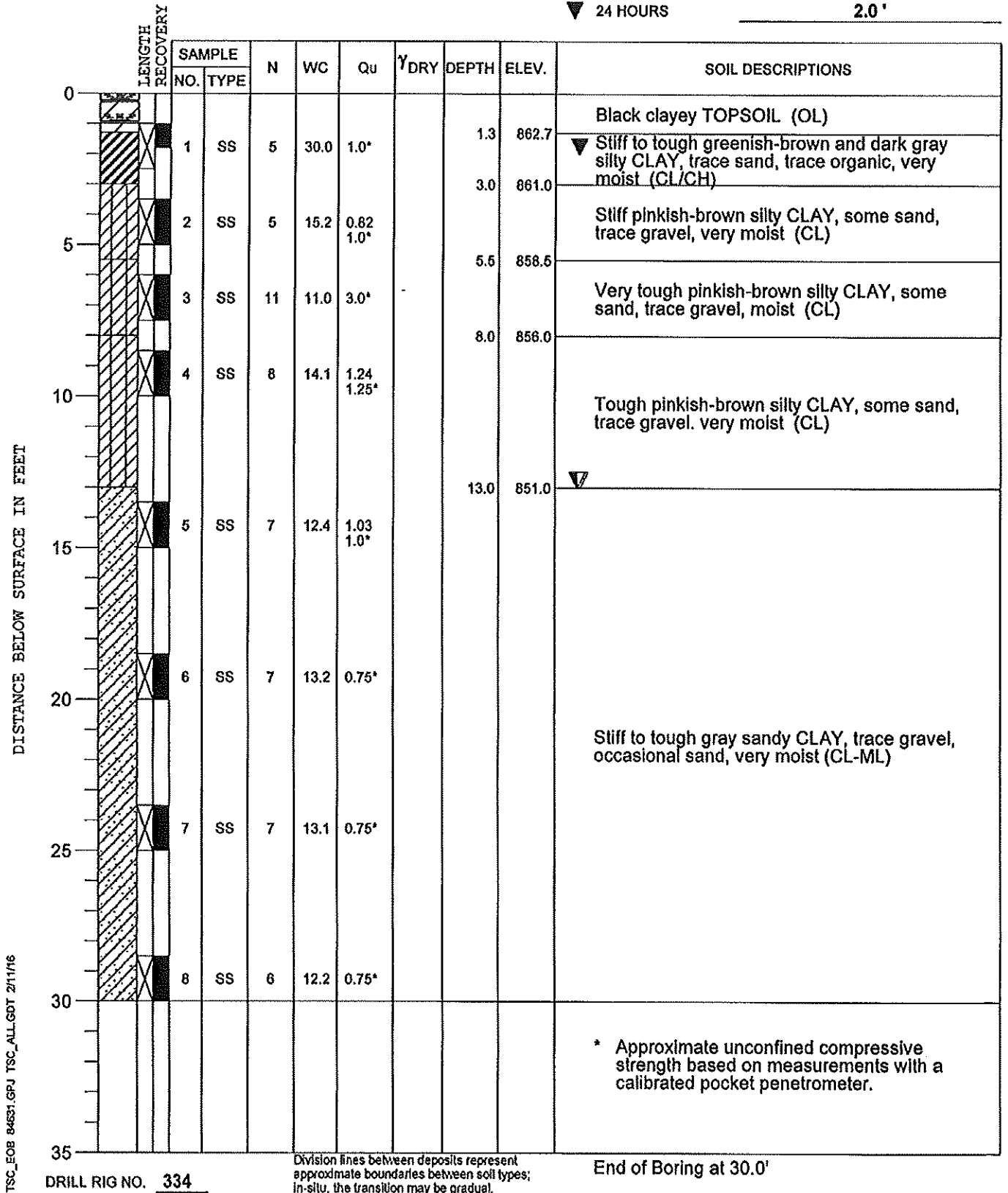
CLIENT Sycamore Park District, Sycamore, Illinois



BORING 2 DATE STARTED 1-27-16 DATE COMPLETED 1-27-16 JOB L-84,631

ELEVATIONS
 GROUND SURFACE 864.0
 END OF BORING 834.0

WATER LEVEL OBSERVATIONS
 ▼ WHILE DRILLING 13.0'
 ▼ AT END OF BORING 13.0'
 ▼ 24 HOURS 2.0'



TSC_FOB 84631.GPJ TSC_ALL.GDT 2/11/16

PROJECT Proposed Community Building, Airport Road, Sycamore, Illinois

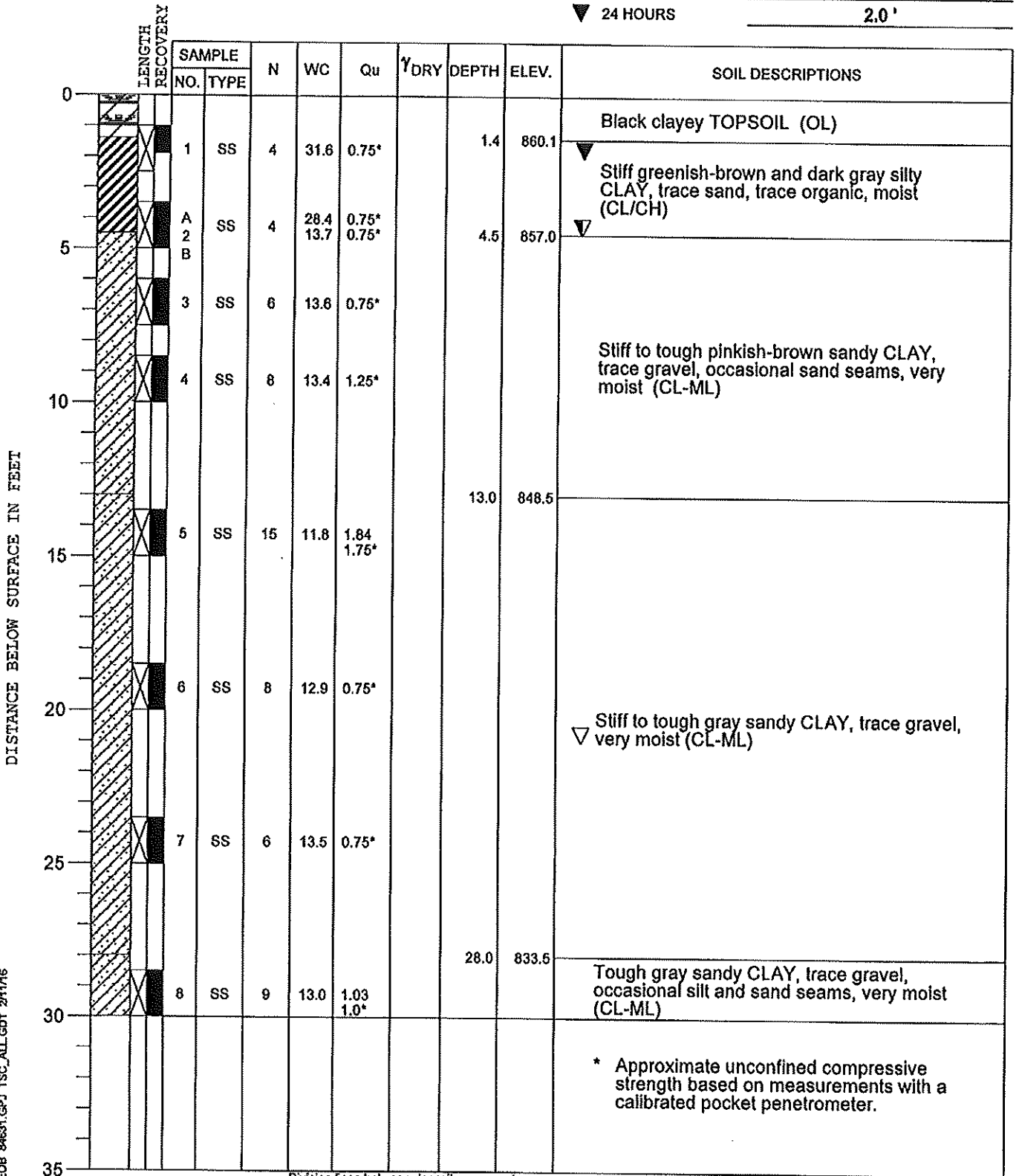
CLIENT Sycamore Park District, Sycamore, Illinois



BORING 3 DATE STARTED 1-27-16 DATE COMPLETED 1-27-16 JOB L-84,631

ELEVATIONS
 GROUND SURFACE 861.5
 END OF BORING 831.5

WATER LEVEL OBSERVATIONS
 ▽ WHILE DRILLING 4.5'
 ▽ AT END OF BORING 21.0'
 ▽ 24 HOURS 2.0'



TSC_EOB 84631.GPJ TSC_ALL.GDT 2/11/16

DRILL RIG NO. 334

Division lines between deposits represent approximate boundaries between soil types; In-situ, the transition may be gradual.

End of Boring at 30.0'

* Approximate unconfined compressive strength based on measurements with a calibrated pocket penetrometer.

PROJECT Proposed Community Building, Airport Road, Sycamore, Illinois

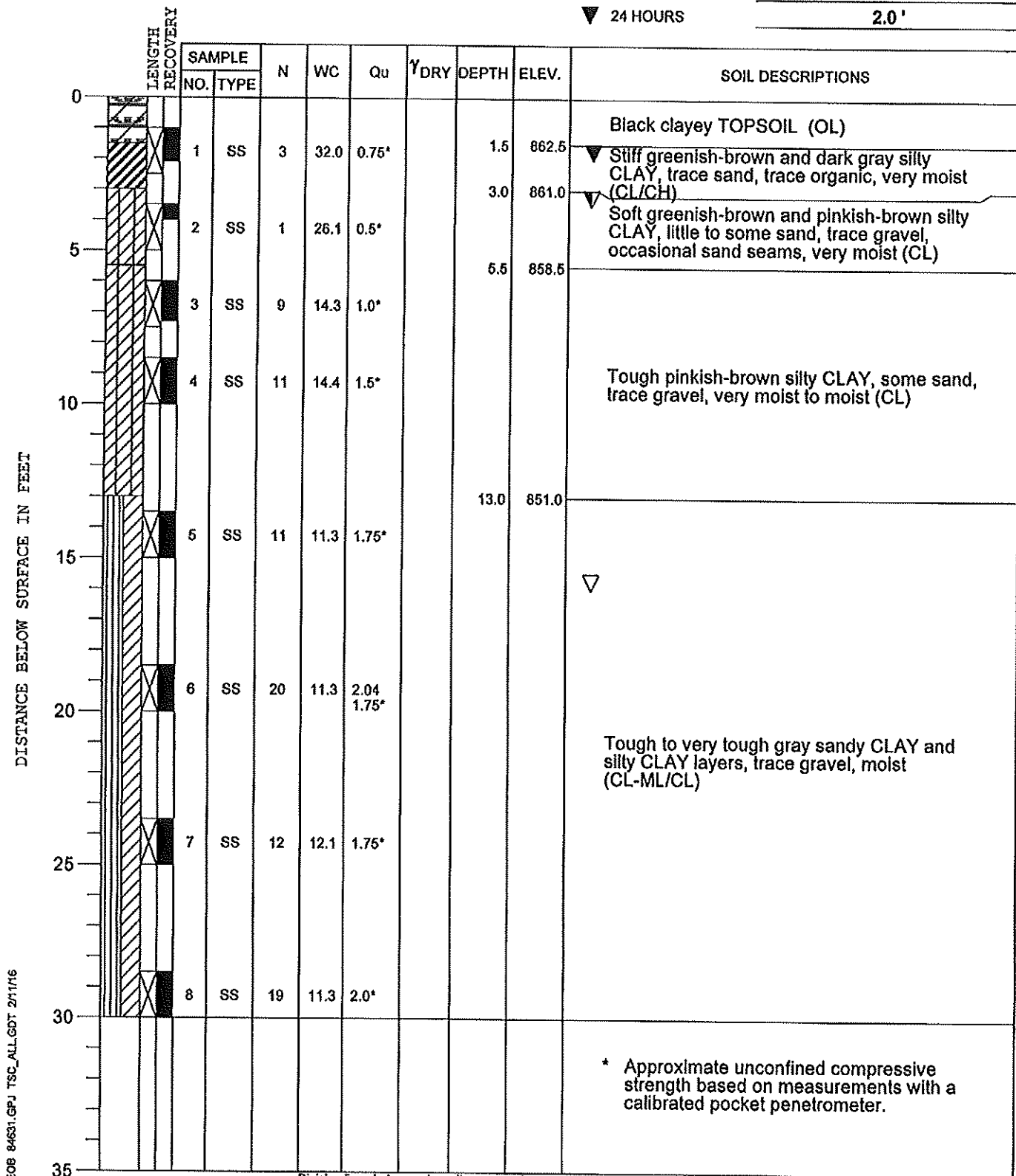
CLIENT Sycamore Park District, Sycamore, Illinois



BORING 4 DATE STARTED 1-27-16 DATE COMPLETED 1-27-16 JOB L-84,631

ELEVATIONS
 GROUND SURFACE 864.0
 END OF BORING 834.0

WATER LEVEL OBSERVATIONS
 ▼ WHILE DRILLING 3.5'
 ▼ AT END OF BORING 16.0'
 ▼ 24 HOURS 2.0'



TSC_EOB 84631.GPJ TSC_ALL.GDT 2/11/16

DRILL RIG NO. 334

Division lines between deposits represent approximate boundaries between soil types; in-situ, the transition may be gradual.

End of Boring at 30.0'

* Approximate unconfined compressive strength based on measurements with a calibrated pocket penetrometer.

PROJECT Proposed Community Building, Airport Road, Sycamore, Illinois

CLIENT Sycamore Park District, Sycamore, Illinois



BORING 5 DATE STARTED 1-27-16 DATE COMPLETED 1-27-16 JOB L-84,631

ELEVATIONS
 GROUND SURFACE 861.0
 END OF BORING 831.0

WATER LEVEL OBSERVATIONS
 ▽ WHILE DRILLING 8.0'
 ▽ AT END OF BORING 8.0'
 ▽ 24 HOURS 2.0'

DISTANCE BELOW SURFACE IN FEET	LENGTH RECOVERY	SAMPLE		N	WC	Qu	γ _{DRY}	DEPTH	ELEV.	SOIL DESCRIPTIONS
		NO.	TYPE							
0										Black clayey TOPSOIL (OL)
1.4		1	SS	7	29.5	1.5*			859.6	▽ Tough greenish-brown and dark gray silty CLAY, trace sand, trace organic, moist (CL/CH)
3.0		A	SS	4	29.4	0.5*			858.0	Soft greenish-brown and pinkish-brown silty CLAY, trace sand, very moist (CL)
4.5		2			17.8	0.5*			858.5	Soft pinkish-brown silty CLAY, some sand, trace gravel, very moist (Cl)
5.5		B							855.5	
		3	SS	7	14.3	0.93 1.0*				▽ Stiff to tough pinkish-brown sandy CLAY, trace gravel, occasional sand seams, very moist (CL-ML)
		4	SS	9	13.9	1.0*				Sample 3: 2% Gravel, 36% Sand, 42% Silt and 20% Clay
10								13.0	848.0	
		5	SS	8	13.1	0.75*				
15										
		6	SS	8	12.7	1.0*				Stiff to tough gray sandy CLAY, trace gravel, very moist to moist (CL-ML)
20										
		7	SS	11	12.0	1.32 1.25*				
25										
		8	SS	12	11.6	1.5*				
30										* Approximate unconfined compressive strength based on measurements with a calibrated pocket penetrometer.
35										

TSC_EOB 84631.GPJ TSC_ALL.GDT 2/11/16

DRILL RIG NO. 334

Division lines between deposits represent approximate boundaries between soil types; in-situ, the transition may be gradual.

End of Boring at 30.0'

PROJECT Proposed Community Building, Airport Road, Sycamore, Illinois

CLIENT Sycamore Park District, Sycamore, Illinois



BORING 6 DATE STARTED 1-27-16 DATE COMPLETED 1-27-16 JOB L-84,631

ELEVATIONS
 GROUND SURFACE 863.5
 END OF BORING 833.5

WATER LEVEL OBSERVATIONS
 ▽ WHILE DRILLING 3.0'
 ▽ AT END OF BORING 16.0'
 ▽ 24 HOURS 3.0'

DISTANCE BELOW SURFACE IN FEET	LENGTH RECOVERY	SAMPLE		N	WC	Qu	γ _{DRY}	DEPTH	ELEV.	SOIL DESCRIPTIONS
		NO.	TYPE							
0										Black clayey TOPSOIL (OL)
1.3		1	SS	7	27.4	1.25*		1.3	862.2	Tough greenish-brown and dark gray silty CLAY, trace sand, trace organic, very moist (CL/CH)
3.0								3.0	860.5	
5		2	SS	3	16.6	1.25*				Tough pinkish-brown silty CLAY, some sand, trace gravel, occasional sand seams, very moist (CL)
6.5		3	SS	4	15.6	0.75*				Stiff to tough pinkish-brown silty CLAY, some sand, trace gravel, very moist (CL)
10		4	SS	6	14.7	1.23 1.25*				
13.0								13.0	850.5	Tough brown and gray sandy CLAY, trace gravel, very moist (CL-ML)
15		5	SS	12	14.0	1.25*				
16.0								16.0	847.5	
20		6	SS	8	12.4	1.0*				Tough gray sandy CLAY, trace gravel, very moist to moist (CL-ML)
25		7	SS	7	13.0	1.0*				
30		8	SS	12	11.6	1.75*				

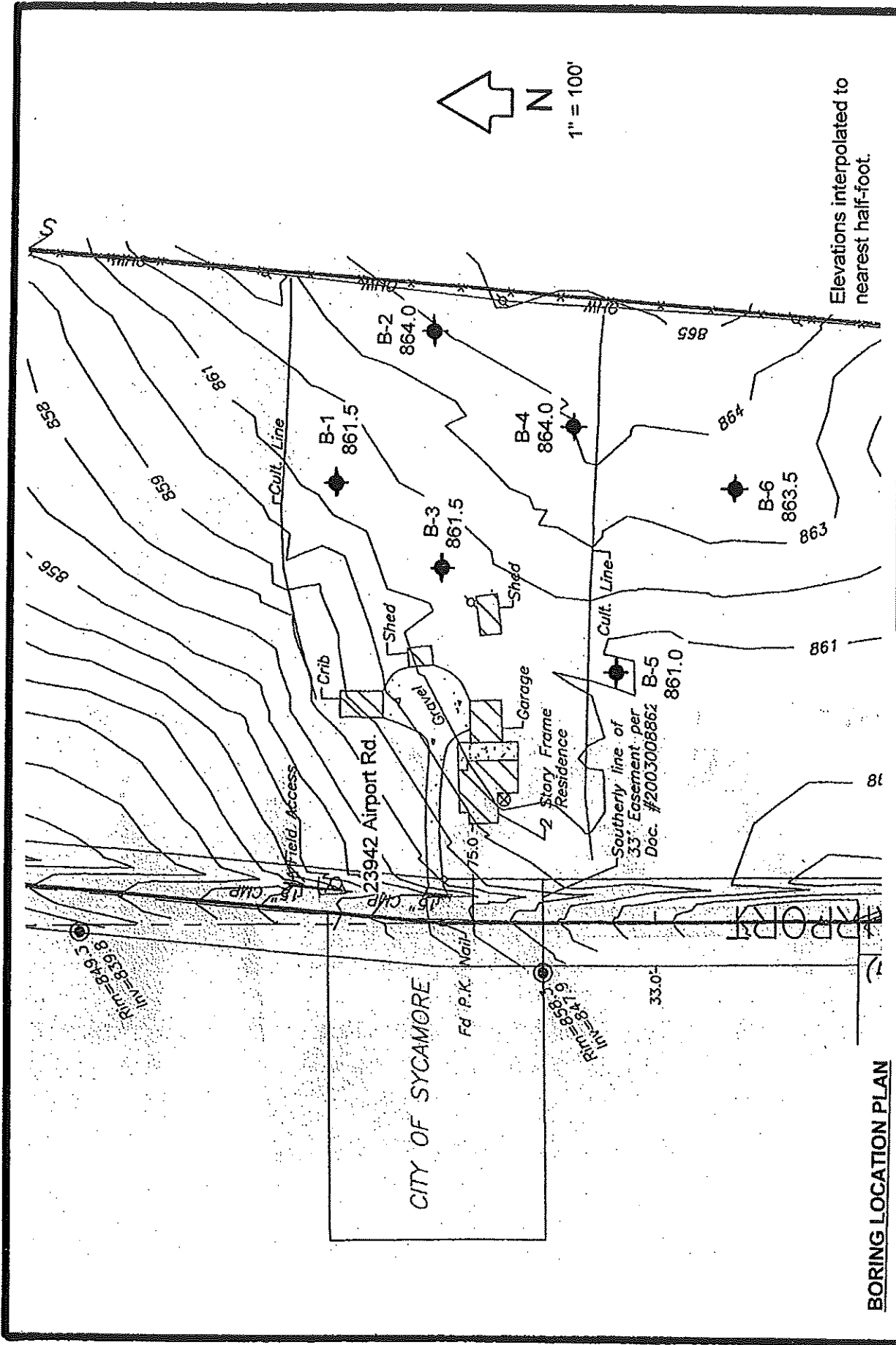
TSC_E08 84631.GPJ TSC_ALL.GDT 2/1/16

DRILL RIG NO. 334

Division lines between deposits represent approximate boundaries between soil types; In-situ, the transition may be gradual.

End of Boring at 30.0'

* Approximate unconfined compressive strength based on measurements with a calibrated pocket penetrometer.



Elevations interpolated to nearest half-foot.

DRAWN BY: SIK	PAGE NO.
CHECKED BY:	
JOB NO. L-84.631	1/1
DATE: January 2016	

TESTING SERVICE CORPORATION
 650 PEACE ROAD, SUITE D
 DeKALB, ILLINOIS 60115

BORING LOCATION PLAN

Proposed Community Building
 Airport Road
 Sycamore, Illinois

APPENDIX D

Independent Contractors Agreement

INDEPENDENT CONTRACTORS AGREEMENT

THIS AGREEMENT entered into by and between _____ (hereafter the "Contractor") and the SYCAMORE PARK DISTRICT (hereafter "Agency").

WHEREAS, Contractor will be performing services and work for the Agency as set forth in the BID PROPOSAL dated _____ which incorporates by express reference the following documents: list _____ (collectively the "Project Documents")—and which is attached hereto and incorporated herein as Exhibit A; and

WHEREAS, Contractor may have subcontractors, material suppliers and one or more employees engaged in the performance of said work; and

WHEREAS, the Project Documents, and this Agreement comprise the terms of the engagement of the Contractor by the Agency and are hereby incorporated into this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, and other good and valuable consideration received and to be received, the Contractor hereby agrees:

1. To comply with all applicable laws, regulations, and rules promulgated by any Federal, State, County, Municipal and or other governmental unit or regulatory body now in effect during the performance of the work. By way of example, the following are included within the scope of the laws, regulations and rules referred to in this paragraph, but in no way to operate as a limitation on the laws, regulations and rules with which Contractor must comply, are all forms of Workers Compensation Laws, all terms of the Equal Employment Opportunity Clause of the Illinois Fair Employment Practices Commission, the Illinois Preference Act, the Social Security Act, Statutes relating to contracts let by units of government, all applicable Civil Rights and Anti-Discrimination Laws and Regulations, and traffic and public utility regulations.
2. To the fullest extent permitted by law, to waive any and all rights of contribution against the Agency and to indemnify and hold harmless the Agency and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including, but not limited to, legal fees (attorney's and paralegal's fees, expert fees and court costs) arising out of or resulting from the performance of the Contractor's work, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of property, other than the work itself, including the loss of use resulting therefrom, or is attributable to misuse or improper use of trademark or copyright protected material or otherwise protected intellectual property, to the extent it is caused in whole or in part by any wrongful or negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right to indemnity which

the Agency would otherwise have. The Contractor shall similarly, protect, indemnify and hold and save harmless, the Agency, its officers, officials, employee, 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 Contractor's breach of any of its obligations under, or Contractor's default of any provisions of the Contract. The indemnification obligations under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor or any subcontractor under Workers' Compensation or Disability Benefit Acts or Employee Benefit Acts.

3. To keep in force, to the satisfaction of the Agency, at all times during the performance of any work referred to above, Workers Compensation and Employer's Liability Insurance, Commercial General Liability Insurance, and Automobile Insurance in at least the type and amounts as follows:
 1. Workers' Compensation:
 - a. State: Statutory
 - b. Applicable Federal (e.g., Longshoremen's): Statutory
 - c. Employer's Liability

\$500,000.00	Per Accident
\$500,000.00	Disease, Policy Limit
\$500,000.00	Disease, Each Employee
 2. Commercial General Liability:
 1. \$2,000,000.00 General Aggregate
 2. \$1,000,000.00 Products Completed Operations Aggregate
 3. \$1,000,000.00 Personal and Advertising Injury
 4. \$1,000,000.00 Each Occurrence
 5. \$ 50,000.00 Fire Damage (any one fire)
 6. \$ 5,000.00 Medical Expense (any one person)
 3. Business Automobile Liability (including owned, non-owned and hired vehicles):
 - a. Bodily Injury:

\$1,000,000.00	Per Person
\$1,000,000.00	Per Accident
 - b. Property Damage:

\$1,000,000.00	Per Occurrence
----------------	----------------
 4. Umbrella Excess Liability:

\$2,000,000.00	over Primary Insurance
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4. To have all policies of insurance purchased or maintained in fulfillment hereof name the Agency as an additional insured thereunder and the Contractor shall provide Certificates of Insurance and Policy Endorsements evidencing the coverages and the addition of the Agency as an insured. No such policy of insurance shall have a deductible or self-insurance retention amount in excess of \$5,000.00 per occurrence.

All insurance shall be written on an "occurrence" basis rather than a "claims-made" basis. Failure of Agency to demand any certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Agency to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance. The Contractor agrees that the obligation to provide the insurance required by these documents is solely its responsibility and that this is a requirement which cannot be waived by any conduct, action, inaction or omission by the Agency. Upon request, the Contractor will provide copies of any or all policies of insurance maintained in fulfillment hereof.

5. To agree that nothing contained in the insurance requirements of the Contract Documents is to be construed as limiting the liability of the Contractor, the liability of any Subcontractor or any tier or either of their respective insurance carriers. All the insurance required of the Contractor shall state that the coverage afforded to the additional insureds shall be primary insurance of the additional insureds with respect to claims arising out of operations performed by or on their behalf. If the "additional insureds" have other insurance or self-insured coverage which is applicable to the loss, it shall be on an excess or contingent basis.
6. To furnish any affidavit or Certificate in connection with the work covered by this agreement as required by law.
7. To the extent that the Prevailing Wage Act applies, to pay and require every Subcontractor to pay prevailing wages as established by the Illinois Department of Labor for each craft or type of work needed to execute the contract in accordance with 820 ILCS 130/.01 et seq. Contractor shall prominently post the current schedule of prevailing wages at the Contract site and shall notify immediately in writing all of its Subcontractors, of all changes in the schedule of prevailing wages. Any increases in costs to Contractor due to changes in the prevailing rate of wage during the terms of any contract shall be at the expense of Contractor and not at the expense of the Agency. The change order shall be computed using the prevailing wage rates applicable at the time the change order work is scheduled to be performed. Contractor shall be solely responsible to maintain accurate records as required by the prevailing wage statute and to obtain and furnish all such certified records to Agency as required by Statute. Contractor shall be solely liable for paying the difference between prevailing wages and any wages actually received by laborers, workmen and/or mechanics engaged in the Work and in every way defend and indemnify Agency against any claims arising under or related to the payment of wages in accordance with the Prevailing Wage Act. The Illinois Department of Labor publishes the prevailing wage rates on its website at <http://www.state.il.us/agency/idol/rates/rates.HTM>. The Department revises the prevailing wage rates and the Contractor/subcontractor has an obligation to check the Department's web site for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website.

8. In the case of work exceeding \$49,999.99, the Contractor, before commencing the Work, shall furnish a Performance Bond and a Labor and Material Payment Bond. The Performance Bond shall be in an amount equal to 100% of the full amount of the Contract Sum as security for the faithful performance of the obligation of the Contract Documents, and the Labor and Material Payment Bond shall be in an amount equal to 100% of the full amount of the Contract Sum as security for the payment of all persons performing labor and furnishing materials in connection with the Contract Documents. Such bonds shall be on standard AIA Documents, shall be issued by a surety satisfactory to the Owner, and shall name the Owner as a primary co-obligee. The cost of the bonds is to be included in the Bid Proposal. The Performance Bond and Labor and Material Payment Bond will become a part of the Contract. The failure of the successful Bidder to enter into a Contract and supply the required Bonds within ten (10) days after the Notice of Award or within such extended period as the Owner may grant if the forms do not meet its approval shall constitute a default, and the Owner may either award the Contract to the next responsible, responsive Bidder or re-advertise for bids. A charge against the defaulting Bidder may be made for the difference between the amount of the bid and the amount for which a contract for the work is subsequently executed, irrespective of whether the amount thus due exceeds the amount of the bid guarantee.

9. Contractor agrees to maintain, without charge to the Owner, all records and documents for projects of the Owner in compliance with the Freedom of Information Act, 5 ILCS 140/1 et seq. In addition, Contractor shall produce records which are responsive to a request received by the Owner under the Freedom of Information Act so that the Owner may provide records to those requesting them within the time frames required. If additional time is necessary to compile records in response to a request, then Contractor shall so notify the Owner and if possible, the Owner shall request an extension so as to comply with the Act. In the event that the Owner is found to have not complied with the Freedom of Information Act due to Contractor's failure to produce documents or otherwise appropriately respond to a request under the Act, then Contractor shall indemnify and hold the Owner harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorneys' fees and penalties.

/SIGNATURE PAGE TO FOLLOW/

IT IS MUTUALLY UNDERSTOOD AND AGREED that the Contractor shall have the full control of the ways and means of performing the work referred to above and that the Contractor or its employees, representatives or subcontractors are in no sense employees of the Agency, it being specifically agreed that the Contractor bears the relationship of an independent Contractor to the Agency.

This agreement shall be in full force and effect from the _____ day of _____, 20____ until such time as it is terminated by the Agency.

IN WITNESS WHEREOF, THE PARTIES have executed this Agreement this _____ day of _____, 20_____.

SYCAMORE PARK DISTRICT

CONTRACTOR

Name
