



Sycamore

PARK DISTRICT

Established 1923

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Sycamore Park District

Regular Board Meeting

June 27, 2017

6:00 PM

MEETING STARTS AT SWIMMING POOL

Then Moves To

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: May 23, 2017

APPROVAL OF MONTHLY CLAIMS:

9. Claims Paid Since Board Meeting (Roll Call Vote)
20. Claims Presented (Roll Call Vote)

CONSENT AGENDA:

26. Superintendent of Finance Monthly Report
29. Budget Report
46. Superintendent of Golf Operations Monthly Report
49. Superintendent of Parks and Facilities Monthly Report
56. Recreation Report
58. Executive Director Monthly Report

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

June 27, 2017

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CORRESPONDENCE-

61. Jay & Brenda Hunt – Clubhouse rental
62. Sarah Rex – Moment of Truth
63. Amy Doll – Director DeKalb Park District
64. Methodist Church Outing

PUBLIC INPUT

POSITIVE FEEDBACK/REPORTS

MONTHLY REPORT—Jeff

OLD BUSINESS:

65. Construction Management Report – Dan/Ken
 - a. Timeline
 - b. Change Order Update
 - c. Contingency
 - d. Budget StatusSetting Date for Study Session—Dan
Open Meetings Training for Public Officials—Dan/Nettie
69. Policy on Medical Insurance Compensation—Jackie /Dan
72. Sign Policy - Sarah

NEW BUSINESS:

75. Change Meeting Date for July Regular Meeting - Dan
76. Adoption of Prevailing Wage Ordinance - Jackie
100. Annual Review of Board By-Laws – Dan
111. Quarterly Capital Funds Update- Jackie

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:

6. The setting of a price for sale or lease of property owned by the public body.

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, May 25, 2017**

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, May 23, 2017.

Will the recording secretary please call the roll.

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

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

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

Staff members present were Jeanette Freeman, Director Gible, Jackie Hienbuecher, Jeff Donahoe, Kirk Lundbeck, Sarah Rex.

Guests at the Board meeting were:

Jack Votaw, DeKalb, IL

Kari Owen, DeKalb, IL

Zack Duggert,

Regular and Consent Agenda Approval – President Strack noted we are moving Agenda Item “Two Week Plan for Recreation Campus” to before public input.

Motion

Commissioner Tucker moved to approve the Regular Agenda with the changes and the 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 5-0.

Approval of Minutes –

Motion

Commissioner Schulz moved to approve the April 25, 2017 Regular Meeting Minutes. Commissioner Kroeger seconded the Motion.

Voice Vote

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

Motion

Commissioner Schulz moved to approve the April 25, 2017 Executive Session Meeting Minutes but to remain confidential. Commissioner Graves seconded the Motion.

Voice Vote

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

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday May 23, 2017
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Claims and Accounts Approval

Motion

Commissioner Tucker moved to approve and pay the bills in the amount of \$513,872.92.
 Commissioner Kroeger seconded the Motion.

Roll Call

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

Correspondence –

- Lamar Gibble Family
- Dave Smith Family

Public Input –

Zach Duggert – He said he was sorry for his actions and damages caused to the fields and would like to offer to pay for any damages and repairs needed.

Jack Votaw – He said he was sorry for causing damage on the fields.

Two Week Plan for Recreation Campus – Ken with Ringland Johnson gave his update on the Recreation Campus project.

Positive Feedback –

- Commissioner Kroeger noted in a period of time there will be a lot of guys out there. Might be good to show our appreciation and buy lunch. Good moral booster.
- President Strack noted that Jo thought out of the box when she found the shirt for someone and went above and beyond – very positive.
- Commissioner Graves commended Sarah and staff for the letter on the pool. It was done in a professional manner. He also noted excited to see the Weds & Friday night league dinners.

Monthly Report – Supt. of Golf Operations Kirk Lundbeck gave a report on the weather statistics for the season so far including the rain days, etc. He noted the 2 for Tuesday is going very well. The couples league is back again this year. Also on a few Fridays we will be doing a 9 & dine.

Old Business

Annual audit Final Review – Jennifer with Lauterbach & Amen presented the final Audit to the Board.

Motion

Commissioner Tucker moved to approve the Audit as presented. 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 5-0.

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Setting Date for Study Session – None at this time.

Authorize Contract with ERA for Phase II Trail Engineering – Per Director Gibble this was on the agenda in case there were changes on the already approved contract. Nothing has been received yet so there is nothing to approve at this time.

Open Meetings Training for Public Officials – No update at this time.

Status and Issues with the Swimming Pool- Director Gibble noted he sent out an email. Supt. of Parks Donahoe was happy was comfortable with it. We have also received a tentative approval on connection of the two lifts. This will still be tested next week.

Update on Natural Gas Contract -

Motion

Commissioner Graves moved to approve the Natural Gas Contract as presented.
 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 5-0.

New Business

Election Results – Director Gibble noted that he received the information on the election showing that Michelle Schulz received 2359 votes and Ted Strack received 2011 votes. This allows us to do the swearing in. At this time, Ted Strack and Michelle Schulz were both sworn in.

Sycamore Park District Annual Board Meeting and Election of Officers- President Strack called the meeting to order at 6:52 pm. He then turned the meeting over to Director Gibble.

Director Gibble opened the floor for nominations for President.

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

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Director Gibble closed the floor for nominations for President.

Motion

Commissioner Schulz moved to close the nominations for President. Commissioner Tucker seconded the Motion.

Voice Vote

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

Roll Call

Director Gibble called for a roll call to vote on the nomination of Ted Strack for President. All commissioners present voted Aye. Motion carried 5-0.

Director Gibble then turned the balance of the nomination process over to the President Ted Strack.

President Strack opened the floor for nominations for Vice President.

<u>Office:</u>	<u>Nominee:</u>	<u>Nominated by:</u>	<u>Seconded by:</u>	<u>Vote:</u>
Vice President	Michelle Schulz	Daryl Graves	Bill Kroeger	(5) Ayes

President Strack closed the floor for nominations for Vice President for the coming year.

Motion

Commissioner Tucker moved to close the nominations for Vice President. Commissioner Schulz seconded the Motion.

Roll Call

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

President Strack opened the floor for nominations for Treasurer.

<u>Office:</u>	<u>Nominee:</u>	<u>Nominated by:</u>	<u>Seconded by:</u>	<u>Vote:</u>
Treasurer	Jackie Hienbuecher	Ann Tucker	Bill Kroeger	(5) Ayes

President Strack closed the floor for nominations for Treasurer for the coming year.

Motion

Commissioner Tucker moved to close the nominations for Treasurer. Commissioner Schulz seconded the Motion.

Roll Call

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

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The following positions will be filled as follows:

Secretary: Daniel Gible

Recording Secretary: Jeanette Freeman

Legal Services: Ancel Glink

Audit Services: Lauterbach & Amen, LLP

IAPD Legislative Contact: Commissioner Tucker

Board Member Delegate to State Conference: Commissioner Tucker

FOIA Officers: Daniel Gible, Kirk Lundbeck– will remain as indicated/recommended.

Open Meetings Act Official: Board President and Vice President– will remain as indicated/recommended.

ADA Coordinators: Kirk Lundbeck and Dan Gible.

Plan Commission Representative: Commissioner Schulz- will remain as indicated/recommended.

Motion

Commissioner Tucker moved to approve all the appointments. Commissioner Kroeger seconded the Motion.

Roll Call

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

President Strack Closed the Annual Meeting for 2017.

Emergency Expense on Kishwaukee Shoreline – Director Gible noted that with all the rain this year he and Supt. of Parks Donahoe are both concerned about the area south of the 10th tee. From there south to the bridge at 15 erosion on east side is getting very bad. He asked Encap to give us a quote for the same treatment as done in other areas for us. It is a little over \$20,000 and he wanted to make sure the Board is aware of this. He will probably wait till late summer to sign the contract when the river is lower.

Policy on Medical Insurance Compensation – Director Gible wanted to check with the Board before doing more work on this. There are some park districts to allow their employees that are covered by their agencies medical insurance to wave insurance. The sign a release that they are not covered by the park insurance. The Park saves a little over \$10,000 and we give half of it back to the employee in 26 equal payments in their payroll. Before making a formal policy he wanted to let the board know to see if any questions on this. If the Board approves proceeding with this, he will bring back to the board more details and figures.

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Public Input –

President Strack asked about the trees getting replaced the didn't make it and if the company will pay for this. Supt. of Parks Donahoe noted he has come up with a list of the trees to be replaced and he is working on trying to get with the company.

President Strack noted at the last meeting it was talked about the medical coverage on the volunteer medical accident limit of \$5000 per occurrence and if this was checked into. He feels this seems very low and wanted it looked at more.

Commissioner Kroeger noted on the course between 15 and 16 he thought there used to be more of a permanent fence there. He has noticed kids from Youth Baseball going to games pass through between the tee box and the green. Supt. of Parks Donahoe noted he will talk to the commissioner of the leagues and let them know.

Motion

The Board adjourned the Regular Session at 7:10 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Graves.

Voice Vote

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

Respectfully Submitted

Jeanette Freeman
Recording Secretary
Sycamore Park District

DATE: 06/21/2017
 TIME: 13:58:17
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

Interim

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FROM 05/24/2017 TO 06/21/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ACUSHNET	ACUSHNET COMPANY								
	904236193	01 TITLEIST NIU CAPS	501000001301	05/22/17	00001669	57872	06/09/17	1,096.21	587.80
		02 SHIP/DISC	501000001301		00001669				576.00
									11.80
	904286805	01 FOOTJOY #54040 SPECIAL ORDER	501000001305	05/31/17	00002026	57872	06/09/17	1,096.21	163.66
		02 FOOTJOY #54099 SPECIAL ORDER	501000001305		00002026				67.50
		03 SHIP INV 904286805	501000001305		00002026				91.00
									5.16
	904294543	01 TITLEIST 917D2 10.5 SPECIAL	501000001302	06/01/17	00002026	57872	06/09/17	1,096.21	344.75
		02 SHIP INV 904294543	501000001302		00002026				340.00
									4.75
									VENDOR TOTAL: 1,096.21
AFLAC	AFLAC								
	449874	01 PREMIUM	101000002006	05/12/17	00000000	57854	05/25/17	459.50	459.50
									VENDOR TOTAL: 459.50
ANCEL	ANCEL, GLINK - LAW OFFICES OF								
	56278	01 CORPORATE MATTERS	1010000036120	04/11/17	00000000	57873	06/09/17	2,358.09	2,358.09
		02 TAX EXEMPTIONS	1010000036120		00000000				1,501.25
									856.84
									VENDOR TOTAL: 2,358.09
APOLLO	APOLLO SUNGUARD								
	60617	01 SPLASHPAD SHADE	711000207040	06/06/17	00000000	57866	06/08/17	8,104.25	8,104.25
									VENDOR TOTAL: 8,104.25
APPLE	APPLE RIVER STATE BANK								
	071122247-061517	01 INTEREST	601000156900	06/01/17	00000000	57867	06/08/17	15,406.25	15,406.25
									VENDOR TOTAL: 15,406.25
ARTHUR	ARTHUR CLESEN, INC.								
	323643	01 SEED FOR 7 ACRES OF FARM LAND	101500076516	05/12/17	00002021	57874	06/09/17	3,977.86	2,327.00
									2,327.00
	323738			05/15/17		57874	06/09/17	3,977.86	1,650.86

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	121004812								
		01 DIESEL - GOLF	504100076515	05/09/17	00000000	57880	06/09/17	3,448.50	876.48
		02 DIESEL -PARKS	101500076515		00000000				501.40
		03 DIESEL -SC	202100076515		00000000				263.72
									111.36
	121004813								
		01 GASOLINE - GOLF	504100076515	05/09/17	00000000	57880	06/09/17	3,448.50	630.12
		02 GASOLINE - PARKS	101500076515		00000000				30.06
		03 GASOLINE - SC	202100076515		00000000				26.96
		04 GASOLINE - TRUCKS	101500076515		00000000				51.06
									522.04
	121004956								
		01 GASOLINE - GOLF	504100076515	05/24/17	00000000	57880	06/09/17	3,448.50	416.40
		02 GASOLINE - PARKS	101500076515		00000000				30.48
		03 GASOLINE - SC	202100076515		00000000				23.46
		04 GASOLINE TRUCKS	101500076515		00000000				53.50
									308.96
	121004957								
		01 DIESEL - GOLF	504100076515	05/24/17	00000000	57880	06/09/17	3,448.50	900.90
		02 DIESEL - PARKS	101500076515		00000000				397.70
		03 DIESEL - SC	202100076515		00000000				304.51
									198.69
	121004958								
		01 OLD SHOP-GAS - TANK 4	504000076515	05/24/17	00000000	57880	06/09/17	3,448.50	624.60
									624.60
DEKA2		DEKALB IMPLEMENT CO.,						VENDOR TOTAL:	3,448.50
	78193								
		01 PRO GATOR PARTS/WATER PUMP	101500066403	05/18/17	00002006	57881	06/09/17	388.98	388.98
DEKCTYBR		DEKALB COUNTY BROADCASTERS						VENDOR TOTAL:	388.98
	17050794								
		01 MAY RADIO ADS	101200046209	05/31/17	00000000	57902	06/15/17	258.00	258.00
DEKGARD		DEKALB COUNTY COMMUNITY GARDEN						VENDOR TOTAL:	258.00
	5-25-17								
		01 ANNUAL FLOWERS	101500076502	05/25/17	00000000	57882	06/09/17	572.00	572.00
								VENDOR TOTAL:	572.00

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
EUCL		EUCLID BEVERAGE LTD.							
	W-332-682	01 KEG OF BEER	303000086634	05/25/17	00002028	57871	06/08/17	478.50	478.50
		02 MILLER LITE	303000086634		00002028			131.00	131.00
		03 BLUE MOON	303000086634		00002028			149.00	149.00
		04 COORS LIGHT	303000086634		00002028			76.50	76.50
		05 DELIVERY CHARGE	303000086634		00002028			149.00	149.00
		06 KEG RETURN	303000086634		00002028			3.00	3.00
								-30.00	-30.00
	W-332-904	01 MILLER HIGH LIFE	303000086634	06/08/17	00002078	57912	06/19/17	704.20	704.20
		02 MILLER LT	303000086634		00002078			32.20	32.20
		03 COORS LT	303000086634		00002078			149.00	149.00
		04 HEINI	303000086634		00002078			149.00	149.00
		05 BLUE MOON	303000086634		00002078			58.00	58.00
		06 KEG	303000086634		00002078			51.00	51.00
		07 KEG DEP	303000086634		00002078			202.00	202.00
		08 DELIVERY	303000086634		00002078			60.00	60.00
								3.00	3.00
FRONTIER								VENDOR TOTAL:	1,182.70
	052217	01 POOL	518000096700	05/22/17	00000000	57883	06/09/17	178.80	178.80
		02 MAINT BLDG	504100096700		00000000			41.00	41.00
		03 MAINT BLDG	101500096700		00000000			68.90	68.90
								68.90	68.90
GRAI								VENDOR TOTAL:	178.80
	9446051537	01 TRAILER RIVET NUTS	101500066402	05/16/17	00001877	57884	06/09/17	119.61	119.61
		02 WASHER	101500066402		00001877			27.16	27.16
		03 WASHER	101500066402		00001877			58.82	58.82
		04 SPRING LOCK	101500066402		00001877			28.01	28.01
								5.62	5.62
HORN								VENDOR TOTAL:	119.61
	4121912	01 SUPER STROKE PUTTER 3.0 GRIP	501000001303	05/17/17	00002013	57885	06/09/17	20.65	20.65
		02 SHIPPING	501000001303		00002013			14.70	14.70
								5.95	5.95
KUNZ								VENDOR TOTAL:	20.65
	KUNZ, TROY								
	6-16-17 POOL PARTY			06/15/17		57903	06/15/17	200.00	200.00

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	6-16-17	POOL PARTY							
	01	DJ FEE	518000046216	06/15/17	00000000	57903	06/15/17	200.00	200.00
									200.00
									VENDOR TOTAL: 200.00
LE PRINT	LE PRINT EXPRESS								
	24291	01 BLUEPRINTS-CC	101000046203	05/31/17	00000000	57886	06/09/17	17.50	17.50
									17.50
									VENDOR TOTAL: 17.50
MARS	M.A.R.S., INC.								
	561639	01 ALTERNATOR FOR DEERE CART	101500066403	05/19/17	00002012	57887	06/09/17	109.00	109.00
									109.00
									VENDOR TOTAL: 109.00
MENA	MENARDS - SYCAMORE								
	51445	01 POOL PAINT SUPPLIES	701000207006	05/10/17	00002022	57888	06/09/17	328.56	111.93
									111.93
									VENDOR TOTAL: 328.56
	51486	01 WET DRY VAC	202100076500	05/10/17	00002005	57888	06/09/17	328.56	169.00
									169.00
									VENDOR TOTAL: 328.56
	52314	01 LT. BULBS, EXTENTION RINGS	101500076500	05/19/17	00002015	57888	06/09/17	328.56	10.80
									10.80
									VENDOR TOTAL: 328.56
	52497	01 POOL BACKER ROD AND CHAULK	518100066410	05/22/17	00002016	57888	06/09/17	328.56	36.83
									36.83
									VENDOR TOTAL: 328.56
MILLER	MILLER, RON								
	07-06-17	CONCERT							
	01	07-06-17 CONCERT IN THE PARK	206194006128	05/12/17	00000000	57859	05/30/17	1,100.00	1,100.00
									1,100.00
									VENDOR TOTAL: 1,100.00
MROUT	MR OUTHOUSE								
	APRIL 2017								
	01	PORT-O-POTTIES - PARKS	101500056309	06/08/17	00000000	57904	06/15/17	1,235.00	1,235.00
	02	PORT-O-POTTIES-SPORTS	202100056309		00000000				395.00
	03	PORT-O-POTTIES - GOLF	504100056309		00000000				675.00
									165.00
									VENDOR TOTAL: 1,235.00

DATE: 06/21/2017
 TIME: 13:58:17
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
		MYSTIQUE PRODUCTIONS							
	06-29-17	CONCERT		05/12/17	00000000	57860	05/30/17	1,100.00	1,100.00
	01	06-29-17 CONCERT IN THE PARK	206194006128					1,100.00	
PENDL		PENDELTON TURF SUPPLY							
	6011			05/10/17	00002008	57889	06/09/17	47.40	47.40
	01	STAFF WORK GLOVES	101500076514					47.40	
PERFOR		PERFORMANCE FOOD GROUP							
	5338284			05/26/17		57905	06/15/17	504.48	504.48
	01	FRYER OIL	303000086617		00002033			39.68	
	02	POPCORN	303300086621		00002033			21.41	
	03	GATORADE	303000086631		00002033			40.96	
	04	CHIPS	303000086622		00002033			28.85	
	05	SOFT PRETZELS	303300086619		00002033			135.40	
	06	SAUSAGE PATTIES	303000086610		00002033			30.87	
	07	BRATS	303000086615		00002033			135.64	
	08	PORK CHOPS	303300086613		00002033			71.67	
		VENDOR TOTAL:						504.48	
R GANG		R GANG							
	6-01-17	CONCERT		05/12/17	00000000	57861	05/30/17	1,200.00	1,200.00
	01	6-01-17 CONCERT IN THE PARK	206194006128					1,200.00	
RENE		RENE, LISA							
	07-27-17	CONCERT		05/12/17	00000000	57862	05/30/17	1,000.00	1,000.00
	01	07-27-17 CONCERT IN THE PARK	206194006128					1,000.00	
		VENDOR TOTAL:						1,000.00	
RINGLAND		RINGLAND-JOHNSON, INC							
	216095-8			05/25/17	00000000	57868	06/08/17	888,277.00	888,277.00
	01	CAMPUS PROJECT	711000036132					888,277.00	
		VENDOR TOTAL:						888,277.00	
ROSENTHA		ROSENTHAL, BARRY A.							
	07-20-17	CONCERT		05/12/17		57863	05/30/17	1,000.00	1,000.00
		VENDOR TOTAL:						1,000.00	

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
SIGMAN		SIGMAN, MIKE							
	07-20-17	CONCERT							
	01	07-20-17 CONCERT IN THE PARK	206194006128	05/12/17	00000000	57863	05/30/17	1,000.00	1,000.00
								VENDOR TOTAL:	1,000.00
SJOSTROM		SJOSTROM & SONS INC							
	5								
	01	ADA POOL IMPROVEMENTS	221000076500	06/01/17	00000000	57890	06/09/17	58,521.57	58,521.57
								VENDOR TOTAL:	58,521.57
SPEC		SPECIAL FX							
	41501								
	01	SEASONAL APPAREL POOL	518000046215	05/18/17	00000000	57891	06/09/17	872.00	872.00
	02	SEASONAL APPARELMAINT	101500046215		00000000			84.00	84.00
	03	SEASONAL APPAREL-COMC	303000046215		00000000			446.00	446.00
	04	SEASONAL APPAREL-MKTG	101200046215		00000000			246.00	246.00
								96.00	96.00
								VENDOR TOTAL:	872.00
STAPLES		STAPLES ADVANTAGE							
	3339886989								
	01	LAMINATE POUCHES - POOL	518000046200	05/13/17	00000000	57892	06/09/17	104.70	17.58
								17.58	17.58
	3339886990								
	01	CARD STOCK-ENV-CORR TAPE	101000046200	05/13/17	00000000	57892	06/09/17	104.70	87.12
	02	CARD STOCK-ENV-CORR TAPE	201000046200		00000000			24.42	24.42
	03	STAPLES - INK	101000046200		00000000			24.43	24.43
	04	STAPLES - INK	201000046200		00000000			19.13	19.13
								19.14	19.14
								VENDOR TOTAL:	104.70
SUP		SUPERIOR BEVERAGE							
	481349								
	01	BUDWEISER	303000086634	05/24/17	00002027	57893	06/09/17	537.80	537.80
	02	BUD LIGHT	303000086634		00002027			30.70	30.70
	03	KEG OF BEER	303000086634		00002027			153.50	153.50
	04	BUSCH LIGHT	303000086634		00002027			262.00	262.00
								28.10	28.10
								VENDOR TOTAL:	104.70

FROM 05/24/2017 TO 06/21/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	481349	05 312 URBAN BEER	303000086634	05/24/17	00002027	57893	06/09/17	537.80	537.80
		06 ARNIE PALMER	303000086631		00002027			76.50	76.50
		07 DELIVERY CHARGE	303000086634		00002027			44.00	44.00
		08 KEG RETURN	303000086634		00002027			3.00	3.00
								-60.00	-60.00
	481496	01 BUD	303000086634	06/07/17	00002077	57913	06/19/17	514.75	514.75
		02 BUD LT	303000086634		00002077			30.70	30.70
		03 BUSCH LT	303000086634		00002077			153.50	153.50
		04 MICH ULTRA	303000086634		00002077			14.05	14.05
		05 312	303000086634		00002077			35.00	35.00
		06 KEG	303000086634		00002077			76.50	76.50
		07 KEG DEPOSIT	303000086634		00002077			202.00	202.00
		08 DELIVERY	303000086634		00002077			60.00	60.00
		09 RETURNS	303000086634		00002077			3.00	3.00
								-60.00	-60.00
SYC3		SYCAMORE SIGN COMPANY						VENDOR TOTAL:	1,052.55
	104683-DEPOSIT	01 DEPOSIT-EMB WOOD PANELS	701000207008	06/05/17	00000000	57869	06/08/17	3,690.00	3,690.00
								3,690.00	3,690.00
SYCPK2		SYCAMORE PARK DISTRICT						VENDOR TOTAL:	3,690.00
	STORM BANK 2017	01 STORM BANK 2017	301000001010	06/09/17	00000000	57894	06/09/17	3,500.00	3,500.00
								3,500.00	3,500.00
T0000021		DONAHOE, JEFF						VENDOR TOTAL:	3,500.00
	REIMBURSE 5-25-17	01 REIMBURSE FLAG POLE ROPE	101500066404	05/25/17	00000000	57855	05/25/17	126.79	126.79
								126.79	126.79
T0000024		DOBBERSSTEIN, MELISSA						VENDOR TOTAL:	126.79
	061917 REIMB	01 REIMB SAMS PMT STORM	303000086618	06/19/17	00000000	57914	06/19/17	1,690.74	1,690.74
								1,690.74	1,690.74
	REIMB 5-25-17	01 ALDI REIMB 5-11-17	303300086623	05/25/17	00000000	57856	05/25/17	74.46	74.46
		02 ALDI REIMB 5-11-17	303000086613		00000000			9.13	9.13
		03 ALDI REIMB 5-11-17	303000086615		00000000			17.00	17.00
		04 ALDI REIMB 5-11-17	303300086623		00000000			25.50	25.50
								1.47	1.47

FROM 05/24/2017 TO 06/21/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0000230		REIMB 6-6-17							
		01 DOLLAR TREE - REIMB	303300076550	06/06/17	00000000	57895	06/09/17	78.00	78.00
		02 DOLLAR TREE - REIMB	303300076550		00000000			14.00	14.00
		03 SALE REIMB	303300076500		00000000			9.00	9.00
		04 SALE REIMB	303300076500		00000000			20.00	20.00
		05 SALE REIMB	303500086640		00000000			15.00	15.00
		VENDOR TOTAL:						1,843.20	
T0001389		REIMB 6-8-17							
		01 REIMB POSTAGE-CERT LETTERS	101000046202	06/08/17	00000000	57896	06/09/17	19.77	19.77
		VENDOR TOTAL:						19.77	19.77
T0001504		REIMB 6-12-17							
		01 REIMB WALMART SUPPLIES	518000076510	06/12/17	00000000	57906	06/15/17	29.47	29.47
		VENDOR TOTAL:						29.47	29.47
T0001504		LARSEN ALEXANDER							
		BAL OF PAYROLL CHECK							
		01 BAL OF PAYROLL CHECK	101000001001	05/25/17	00000000	57857	05/25/17	23.80	23.80
		VENDOR TOTAL:						23.80	23.80
T0001505		THOMSEN, SHANNON							
		REFUND							
		01 CLASS CANCELLED REFUND	205010396218	05/15/17	00000000	57858	05/25/17	35.00	35.00
		VENDOR TOTAL:						35.00	35.00
T0001506		MCINTYRE, NICOLE							
		REFUND							
		01 REFUND FOR 2 DAYS OF CLASS	205550026218	06/08/17	00000000	57870	06/08/17	38.28	38.28
		VENDOR TOTAL:						38.28	38.28
T0001507		SHAFF, SAUNYA							
		CLASS REFUND							
		VENDOR TOTAL:						45.00	45.00

FROM 05/24/2017 TO 06/21/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	MAY 2017								
		05 STD INS PREM	201000106801	06/01/17	00000000	57900	06/09/17	235.25	235.25
		06 STD INS PREM	202100106801		00000000				50.88
									76.32
									VENDOR TOTAL: 235.25

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
VISIONAR		VISIONARY WEBOOKS							
	VM-061317-10								
		01 WEB HOSTING 2016 Q3 - 2017 Q3	201000036130	06/13/17	00002071	57909	06/15/17	1,125.00	1,125.00
									VENDOR TOTAL: 1,125.00

WASTE	WASTE MANAGEMENT	WASTE MANAGEMENT	WASTE MANAGEMENT	WASTE MANAGEMENT	WASTE MANAGEMENT	WASTE MANAGEMENT	WASTE MANAGEMENT	WASTE MANAGEMENT	WASTE MANAGEMENT
	3531070-2011-0								
		01 REFUSE REM-ADM	101000056302	05/24/17	00000000	57901	06/09/17	461.26	461.26
		02 REFUSE REM-POOL	518100056302		00000000				50.97
		03 REFUSE REM-ADM	101000056302		00000000				124.57
		04 REFUSE REM-OLD SHOP	504100056302		00000000				5.00
		05 REFUSE REM-PARKS	101500056302		00000000				33.93
		06 REFUSE REM-PICNIC	101500056302		00000000				73.50
		07 REFUSE REM-CH	303000056302		00000000				48.83
		08 REFUSE REM-SC MAINT	202100056302		00000000				50.97
									73.49
									VENDOR TOTAL: 461.26

WDKB-FM	WDKB-FM	WDKB-FM	WDKB-FM	WDKB-FM	WDKB-FM	WDKB-FM	WDKB-FM	WDKB-FM	WDKB-FM
	573-00054-0000								
		01 GOLF RADIO ADS MAY	101200046209	05/31/17	00002045	57910	06/15/17	300.00	150.00
									150.00
	573-00055-0000								
		01 RADION ADS POOL	101200046209	05/31/17	00002046	57910	06/15/17	300.00	150.00
									150.00
									VENDOR TOTAL: 300.00

ZEMANEK	ZEMANEK, DAN	ZEMANEK, DAN	ZEMANEK, DAN	ZEMANEK, DAN	ZEMANEK, DAN	ZEMANEK, DAN	ZEMANEK, DAN	ZEMANEK, DAN	ZEMANEK, DAN
	06-08-17	CONCERT							
		01 06-08-17 CONCERT IN THE PARK	206194006128	05/12/17	00000000	57865	05/30/17	350.00	350.00
									350.00
									VENDOR TOTAL: 350.00
									TOTAL --- ALL INVOICES: 1,010,472.91

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

Board

INVOICES DUE ON/BEFORE 06/27/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
10	ADMINISTRATION		
ANCEL	ANCEL, GLINK - LAW OFFICES OF	10,165.21	4,090.00
AT&T2	A T & T	410.40	19.09
CINTA	CINTAS CORPORATION #355	757.79	42.35
DEKAM	DEKALB MECHANICAL INC	11,247.41	489.49
DYNEGY E	DYNEGY ENERGY SERVICES	12,899.46	259.91
ECO	ECOWATER SYSTEMS, INC.	191.71	81.85
ENGIN	ENGINEERING RESOURCE ASSOC	28,251.10	13,335.50
FIRSTMID	FIRST MIDWEST BANK		57.00
FOX1	FOX VALLEY FIRE & SAFETY CO.	2,241.00	55.20
FRONTIER	FRONTIER	4,574.46	307.11
GROUPPL	GROUP PLAN SOLUTIONS	220.00	22.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	1,071.57	183.00
NICOR	NICOR GAS	8,661.36	91.71
PDRMA	PDRMA	131,960.41	4,054.96
PLUNKETT	PLUNKETT'S PEST CONTROL	252.00	79.04
SOFT	SOFT WATER CITY	1,108.80	28.75
SPARKLE	SPARKLE JANITORIAL SERVICE	7,045.00	704.50
SUNDOG	SUN DOG IT	7,351.00	415.69
UNUM	UNUM LIFE INSURANCE	1,171.29	41.63
	ADMINISTRATION		24,358.78
12	MARKETING		
SHAW	SHAW SUBURBAN MEDIA	1,074.48	66.92
	MARKETING		66.92
15	PARKS		
AIRGAS	AIRGAS USA LLC	97.30	25.48
ARCO	ARCO MECHANICAL EQUIP SALES	690.00	690.00
ARTHU	ARTHUR CLESEN, INC.	7,434.57	2,342.22
AT&T2	A T & T	410.40	35.98
CARQ	CARQUEST AUTO PARTS	3,012.93	220.26
CINTA	CINTAS CORPORATION #355	757.79	48.75
COMMO	COMMONWEALTH EDISON	968.10	194.85
CSR	CSR BOBCAT EQUIPMENT CO.	26.88	283.25
DEK1	DEKALB COUNTY AUTO PARTS		5.20
DYNEGY E	DYNEGY ENERGY SERVICES	12,899.46	310.24
ENCAP	ENCAP, INC	1,450.00	2,223.00
FOX1	FOX VALLEY FIRE & SAFETY CO.	2,241.00	2,100.00

INVOICES DUE ON/BEFORE 06/27/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
15	PARKS		
LOWE	LOWE'S	2,410.27	697.86
MAPLE	MAPLE PARK LANDSCAPE-TRUCKING		1,044.00
MAR	ARCH CHEM-MARINE BIOCHEM	2,018.00	5,393.00
MENA	MENARDS - SYCAMORE	2,904.40	314.43
NICOR	NICOR GAS	8,661.36	179.45
PDRMA	PDRMA	131,960.41	582.47
PENDL	PENDELTON TURF SUPPLY	47.40	169.00
RALPHHEL	RALPH HELM LAWN EQUIPMENT CTR	43.61	119.96
REIN	REINDERS, INC.	32,218.32	190.52
RICHM	RICHMOND FISHERIES		1,000.00
SOFT	SOFT WATER CITY	1,108.80	63.25
TRUGR	TRUGREEN	568.56	3,142.07
UNUM	UNUM LIFE INSURANCE	1,171.29	7.22
	PARKS		21,382.46
RECREATION			
10	ADMINISTRATION		
AT&T2	A T & T	410.40	19.09
CINTA	CINTAS CORPORATION #355	757.79	23.65
DYNEGY E	DYNEGY ENERGY SERVICES	12,899.46	259.91
ECO	ECOWATER SYSTEMS, INC.	191.71	81.85
FRONTIER	FRONTIER	4,574.46	307.11
GROUPL	GROUP PLAN SOLUTIONS	220.00	22.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	1,071.57	182.99
KONE	KONE INC.		23.76
NICOR	NICOR GAS	8,661.36	56.05
PDRMA	PDRMA	131,960.41	4,137.86
PLUNKETT	PLUNKETT'S PEST CONTROL	252.00	79.04
SERVICE	SERVICEMASTER RESTORATION	1,500.00	480.00
SPARKLE	SPARKLE JANITORIAL SERVICE	7,045.00	704.50
SUNDOG	SUN DOG IT	7,351.00	415.70
UNUM	UNUM LIFE INSURANCE	1,171.29	50.86
	ADMINISTRATION		6,844.37
RECREATION			
20	SPORTS COMPLEX		
LOWE	LOWE'S	2,410.27	27.52
T0001512	BALLPARK SPORTS BASEBALL		747.00
	SPORTS COMPLEX		774.52

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 06/27/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
21	SPORTS COMPLEX MAINTENANCE		
BSN	BSN SPORTS	4,130.43	754.46
DYNEGY E	DYNEGY ENERGY SERVICES	12,899.46	402.43
GRAI	GRAINGER	944.71	333.60
LOWE	LOWE'S	2,410.27	75.98
MEL	MELIN'S LOCK & KEY	801.50	119.58
MENA	MENARDS - SYCAMORE	2,904.40	40.93
PDRMA	PDRMA	131,960.41	5,329.12
SOFT	SOFT WATER CITY	1,108.80	191.75
UNUM	UNUM LIFE INSURANCE	1,171.29	76.34
	SPORTS COMPLEX MAINTENANCE		7,324.19
25	MIDWEST MUSEUM OF NATURAL HIST		
CINTA3	CINTAS FIRE PROTECTION	5,440.97	215.00
KONE	KONE INC.		1,935.10
MENA	MENARDS - SYCAMORE	2,904.40	13.98
	MIDWEST MUSEUM OF NATURAL HIST		2,164.08
SPECIAL RECREATION			
10	ADMINISTRATION		
DOTY	DOTY & SON CONCRETE PRODUCTS		1,056.00
ELECTRIC	ELECTRIC POWER SYSTEMS		7,890.00
WILL2	WILLIAMS ARCHITECTS/AQUATICS	10,274.96	4,369.79
	ADMINISTRATION		13,315.79
AUDIT			
10	ADMINISTRATION		
LAUTER	LAUTERBACH & AMEN LLP	12,200.00	2,000.00
	ADMINISTRATION		2,000.00
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
AT&T2	A T & T	410.40	4.18

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 06/27/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	12,899.46	111.39
NICOR	NICOR GAS	8,661.36	24.02
T0000024	DOBBERSTEIN, MELISSA	2,269.52	10.56
	CLUBHOUSE CONCESSIONS		150.15
33	SPORTS COMPLEX CONCESSIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	12,899.46	146.17
FOX1	FOX VALLEY FIRE & SAFETY CO.	2,241.00	62.10
	SPORTS COMPLEX CONCESSIONS		208.27
34	POOL CONCESSIONS		
MENA	MENARDS - SYCAMORE	2,904.40	106.59
	POOL CONCESSIONS		106.59
DEVELOPER CONTRIBUTIONS			
10	ADMINISTRATION		
ENGIN	ENGINEERING RESOURCE ASSOC	28,251.10	4,568.20
	ADMINISTRATION		4,568.20
GOLF COURSE			
10	ADMINISTRATION		
HORN	HORNUNG'S PRO GOLF SALES INC.	967.28	137.73
TAYLORMA	TAYLOR MADE GOLF COMPANY INC		130.76
	ADMINISTRATION		268.49
40	GOLF OPERATIONS		
AT&T2	A T & T	410.40	3.08
CHICA	CHICAGO DISTRICT GOLF ASSOC.	1,222.00	220.00
DYNEGY E	DYNEGY ENERGY SERVICES	12,899.46	185.53

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 06/27/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GOLF COURSE			
40	GOLF OPERATIONS		
FRONTIER	FRONTIER	4,574.46	87.01
NICOR	NICOR GAS	8,661.36	24.02
NIV	NIVEL PARTS & MANUFACTURING	2,433.71	29.49
PDRMA	PDRMA	131,960.41	1,968.28
SOFT	SOFT WATER CITY	1,108.80	35.50
UNUM	UNUM LIFE INSURANCE	1,171.29	18.50
	GOLF OPERATIONS		2,571.41
41	GOLF MAINTENANCE		
ARTHU	ARTHUR CLESEN, INC.	7,434.57	3,771.01
CARQ	CARQUEST AUTO PARTS	3,012.93	2.44
CEDAR	CEDAR RAPIDS TIRE	1,341.65	153.54
CINTA	CINTAS CORPORATION #355	757.79	48.75
DYNEGY E	DYNEGY ENERGY SERVICES	12,899.46	772.40
FAULK	FAULKS BROS. CONSTRUCTION		844.24
NICOR	NICOR GAS	8,661.36	179.45
PDRMA	PDRMA	131,960.41	3,639.24
PENDL	PENDELTON TURF SUPPLY	47.40	769.40
REIN	REINDERS, INC.	32,218.32	423.85
SITE ONE	SITE ONE LANDSCAPE SUPPLY		240.00
UNUM	UNUM LIFE INSURANCE	1,171.29	40.70
	GOLF MAINTENANCE		10,885.02
SWIMMING POOL			
80	POOL		
SOFT	SOFT WATER CITY	1,108.80	9.25
	POOL		9.25
81	POOL MAINTENANCE		
CARQ	CARQUEST AUTO PARTS	3,012.93	9.70
DYNEGY E	DYNEGY ENERGY SERVICES	12,899.46	466.84
FINN	FINNEY'S ELECTRIC	920.00	124.10
MEL	MELIN'S LOCK & KEY	801.50	186.88
MENA	MENARDS - SYCAMORE	2,904.40	886.47
SERVICE	SERVICEMASTER RESTORATION	1,500.00	199.00
	POOL MAINTENANCE		1,872.99

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 06/27/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CAPITAL PROJECTS			
10	ADMINISTRATION		
ENGIN	ENGINEERING RESOURCE ASSOC	28,251.10	6,844.35
WEAV	WEAVER CONSTRUCTION		20,025.00
	ADMINISTRATION		26,869.35
ACTION 2020			
10	ADMINISTRATION		
CHAPM	CHAPMAN AND CUTLER	30,000.00	9,000.00
FARNS	FARNSWORTH GROUP INC	230,823.76	10,138.51
	ADMINISTRATION		19,138.51
	TOTAL ALL DEPARTMENTS		144,879.34

Interim \$ 1,010,472.91
New \$ 144,879.34

Total \$ 1,155,352.25

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: June 27, 2017

Administrative Initiatives (6/1/17 – 6/30/17)

- Attended scheduled Superintendent and Board meetings.
- Attended scheduled Safety Committee meeting.
- Finalized annual Comptroller Report with auditors in order to file with the state.
- Continued to review cash flow and transferred funds as needed.
- Updated capital fund spreadsheet.
- Reviewed sign policy with Sarah Rex as it impacts shelter rentals.
- Participated in panel for interviewing Superintendent of Recreation candidates.
- Worked with Sundog to update computers and purchase new equipment for new staff and office reorganization.
- Continued to work with merchant services provider to convert current credit card terminals.
- Continued communication with vendors regarding technology needs for new campus. Provided information as requested.
- Discussed employee recognition ideas with Sarah Rex.
- Reviewed documentation and finalized Prevailing Wage Ordinance. Filed with IL Dept of Labor and published appropriate notice.

- Completed PDRMA annual salary audit for the purposes of updating life insurance information.
- Continued to monitor new household accounts on Rectrac for residency.
- Updated Julie Eggleston, KSRA on real estate tax receipts.
- Continued communications with cleaning company for scheduling purposes.
- Coordinated vendor applications for Storm Dayz. Maintained communication and updated regarding weather concerns.
- Reviewed and approved scholarship requests as needed.
- Reviewed options for tablet to automate POS and credit card availability on beverage cart. Met with Verizon regarding government account as data plan will be needed. Will be functioning by end of month.
- Assisted in gathering information for Health Insurance Opt out policy.
- Staff prepared pool concessions for opening.
- Attended Pumpkin Festival Committee meeting.
- Catering/special events/room rentals: 5 rentals, 4 golf outings, Storm Dayz Softball tournament, Couples League Dinners, 9 & Dine

Administrative Initiatives (7/1/17 – 7/31/17)

- Attend any scheduled “Action 2020” related meetings.
- Attend Superintendent and Board meetings.
- Complete quarterly payroll tax returns.
- Prepare for PDRMA loss control review.

- Review proposals for technology needs.
- Work with Supt of Recreation on financial procedures. Train on MSI (accounting software).
- Continue to evaluate scholarship applications asking for financial assistance as needed.
- Provide staff with current financial statements for their review. Highlight areas of note.
- Continue to review cash flow and opportunities to transfer funds to PFM/IPDLAF to increase earnings.
- Review purchasing card programs for possible implementation.
- Look into purchasing Finepoint software to allow staff to print accounting information to screen.
- Look into ATM options for clubhouse.
- Continue to work with vendors regarding technology for new campus.
- Begin work on updating equipment lifecycle spreadsheets.
- Review outstanding accounts payable checks to determine validity. Review outstanding payroll checks.
- Catering/special events/room rentals: 1 rental, 5 golf outings, Couples League Dinners, 9 & Dine

Sycamore Park District
Summarized Revenue & Expense Report
Period ended May 31, 2017

Corporate Fund (10)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	<u>Variance</u>
Revenues									
Administration	131,662.00	127,363.32	-3.3%	162,628.00	153,947.75	-5.3% (1)	1,307,454.00	176,026.62	-12.5% (1)
Marketing							-	-	
Parks	1,139.00	1,665.27		1,139.00	1,665.27	46.2%	11,389.00	1,440.59	15.6%
Total Revenues	132,801.00	129,028.59	-2.8%	163,767.00	155,613.02	-5.0%	1,318,843.00	177,467.21	-12.3%
Expenses									
Administration	42,036.00	37,247.82	-11.4%	202,877.00	174,444.73	-14.0% (2)	1,032,950.00	589,684.24	-70.4% (3)
Marketing	4,350.00	5,277.84	21.3%	18,125.00	12,872.32	-29.0% (4)	45,575.00	16,690.39	-22.9% (4)
Parks	25,011.00	20,091.46	-19.7%	90,933.00	75,311.22	-17.2% (5)	250,225.00	85,160.84	-11.6% (5)
Total Expenses	71,397.00	62,617.12	-12.3%	311,935.00	262,628.27	-15.8%	1,328,750.00	691,535.47	-62.0%
Total Fund Revenues	132,801.00	129,028.59	-2.8%	163,767.00	155,613.02	-5.0%	1,318,843.00	177,467.21	-12.3%
Total Fund Expenses	71,397.00	62,617.12	-12.3%	311,935.00	262,628.27	-15.8%	1,328,750.00	691,535.47	-62.0%
Surplus (Deficit)	61,404.00	66,411.47	8.2%	(148,168.00)	(107,015.25)	-27.8%	(9,907.00)	(514,068.26)	-79.2%

(1) 2017 Replacement taxes greater than budget, 31.5% \$7,354 and 2016 22.8% \$5,692. No farm income Airport Rd property in 2017 \$5,600 in 2016. Farm income reduced this year 50.1% \$11,737. Real estate tax receipts, ytd 8.21% received, budgeted 10% and in 2016, received 10.27%

(2) Expenses below budget: Professional Services 62.6% \$22,294, Contracted Services 47.2% \$6,480.

(3) 2016 included a transfer of \$444,000 to Action 2020 Fund. Excluding this 2017 expenses exceed 2016 by 19.7% \$28,760. Wages & taxes is greater by 22.3% \$20,120. Training higher in 2017 due to new recreation software 262.9% \$10,559.42

(4) timing of advertising expenses and 2016 began to see expenses for Good Tymes Revival

(5) Primarily due to timing of maintenance expenses

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Recreation Fund (20)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	88,208.00	73,739.53	-16.40%	88,208.00	73,952.19	-16.16% (4)	882,081.00	89,613.09	-17.5% (4)
Sports Complex	600.00	2,732.00	355.33%	5,600.00	10,760.00	92.14% (1)	44,995.00	4,297.00	150.4% (1)
Sports Complex Maintenance	3,922.00	5,831.04	48.68%	3,922.00	5,831.04	48.68%	39,216.00	5,203.10	12.1%
Midwest Museum of Natural Hist	-	-		619.00	618.95	-0.01%	2,476.00	1,250.40	-50.5%
Programs-Youth	1,027.00	2,623.53	155.46%	1,953.00	9,959.81	409.97% (2)	16,767.00	8,541.39	16.6% (2)
Programs-Teens	721.00	125.00	-82.66%	1,191.00	250.00	-79.01% (2)	1,320.00	600.00	-58.3% (2)
Programs-Adult	440.00	24.00	-94.55%	2,429.00	960.00	-60.48% (2)	5,336.00	3,217.69	-70.2% (2)
Programs-Family	-	-	#DIV/0!	-	-	#DIV/0! (2)	-	5,086.77	-100.0% (2)
Programs-Leagues	18.00	35.86	99.22%	18.00	35.86	99.22% (2)	5,181.00	44.63	-19.7% (2)
Programs-Youth Athletics	5,975.00	6,119.50	2.42%	14,141.00	18,270.50	29.20% (2)	24,425.00	15,849.00	15.3% (2)
Programs-Fitness	1,485.00	375.59	-74.71%	5,645.00	4,761.59	-15.65% (2)	9,341.00	5,643.03	-15.6% (2)
Programs-Preschool	101.00	2.26	-97.76%	151.00	207.26	37.26% (2)	311.00	545.00	-62.0% (2)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0! (2)	-	-	#DIV/0! (2)
Programs-Dance	3.00	526.52	17450.67%	533.00	1,605.52	201.22% (2)	1,408.00	2,076.40	-22.7% (2)
Programs-Special Events	2.00	205.25	10162.50%	2,502.00	4,771.25	90.70% (2)	3,623.00	2,698.10	76.8% (2)
Programs-Concerts	2,600.00	2,200.00	-15.38%	4,700.00	3,800.00	-19.15%	8,000.00	2,470.00	53.8%
Programs-Trips	-	640.00	#DIV/0!	-	640.00	#DIV/0! (2)	-	-	#DIV/0! (2)
Brochure	-	-	#DIV/0!	1,200.00	4,650.00	287.50% (3)	8,850.00	500.00	830.0% (3)
Weight Room	-	-	#DIV/0!	-	-	#DIV/0!	-	-	#DIV/0!
Community Center	-	-	#DIV/0!	-	-	#DIV/0!	-	-	#DIV/0!
Total Revenues	105,102.00	95,180.08	-9.44%	132,812.00	141,073.97	6.22%	1,053,330.00	147,635.60	-4.4%

(1) 2017 includes \$3,150 for leaf a legacy donation

(2) Revenue from programs greater than budget by 45.16% \$12,899 and decreased 6.4%, \$2,840 compared to 2016.

(3) timing

(4) Real estate tax receipts, ytd 8.21% received, budgeted 10% and in 2016, received 10.27%

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Expenses											
Administration	32,851.00	32,946.69	0.29%	199,438.00	157,465.64	-21.05%	(1)	579,185.00	120,036.76	31.2%	(2)
Sports Complex	-	-	#DIV/0!	1,250.00	-	-100.00%		1,250.00	1,250.00	-100.0%	
Sports Complex Maintenance	32,879.00	32,036.33	-2.56%	168,403.00	160,546.07	-4.67%		388,336.00	161,317.94	-0.5%	
Midwest Museum of Natural Hist	313.00	703.25	124.68%	2,688.00	10,889.13	305.10%	(3)	8,750.00	2,059.89	428.6%	(3)
Programs-Youth	79.00	644.01	715.20%	1,489.00	2,612.13	75.43%	(4)	11,897.00	1,998.87	30.7%	(4)
Programs-Teens	-	-	#DIV/0!	340.00	-	-100.00%	(4)	1,050.00	-	#DIV/0!	(4)
Programs-Adult	-	-	#DIV/0!	1,280.00	563.96	-55.94%	(4)	3,330.00	1,818.03	-69.0%	(4)
Programs-Family	-	-	#DIV/0!	-	-	#DIV/0!	(4)	-	10,063.57	-100.0%	(4)
Programs-Leagues	-	96.88	#DIV/0!	2,180.00	1,690.23	-22.47%	(4)	2,891.00	2,129.36	-20.6%	(4)
Programs-Youth Athletics	3,213.00	5,322.00	65.64%	3,768.00	7,818.00	107.48%	(4)	16,195.00	5,225.50	49.6%	(4)
Programs-Fitness	447.00	108.99	-75.62%	2,130.00	1,948.41	-8.53%	(4)	4,025.00	2,519.38	-22.7%	(4)
Programs-Preschool	33.00	-	-100.00%	33.00	169.73	414.33%	(4)	151.00	480.00	-64.6%	(4)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0!	(4)	-	-	#DIV/0!	(4)
Programs-Dance	-	270.55	#DIV/0!	409.00	783.29	91.51%	(4)	968.00	823.12	-4.8%	(4)
Programs-Special Events	1,200.00	312.83	-73.93%	3,315.00	3,305.60	-0.28%	(4)	17,328.00	8,196.05	-59.7%	(4)
Programs-Concerts	200.00	6,750.00	3275.00%	7,950.00	6,750.00	-15.09%		8,000.00	7,908.83	-14.7%	
Programs-Trips	-	-	#DIV/0!	-	952.33	#DIV/0!	(4)	-	-	#DIV/0!	(4)
Brochure	-	-	#DIV/0!	7,200.00	6,743.97	-6.33%		21,500.00	6,651.90	1.4%	
Weight Room	-	-	#DIV/0!	-	-	#DIV/0!		-	-	#DIV/0!	
Community Center	-	-	#DIV/0!	-	-	#DIV/0!		-	-	#DIV/0!	
Total Expenses	71,215.00	79,191.53	11.20%	401,873.00	362,238.49	-9.86%		1,064,856.00	332,479.20	9.0%	
Total Fund Revenues	105,102.00	95,180.08	-9.44%	132,812.00	141,073.97	6.22%		1,053,330.00	147,635.60	-4.4%	
Total Fund Expenses	71,215.00	79,191.53	11.20%	401,873.00	362,238.49	-9.86%		1,064,856.00	332,479.20	9.0%	
Surplus (Deficit)	33,887.00	15,988.55	-52.82%	(269,061.00)	(221,164.52)	-17.80%		(11,526.00)	(184,843.60)	19.6%	

(1) Areas below budget include: Contracted Services 50.05% \$6,785, Building Maintenance 75.32% \$35,701. These are primarily timing differences.

(2) 2017 Includes \$13,577 for RecTrac Annual Maint & \$11,699 for new slide in baby pool. Education higher due to Rectrac training.

(3) Installed 2 new heat exchangers

(4) Expenses for programs are higher than budget 32.79% \$4,850 and decreased 40.3%, \$13,410 compared to 2016.

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Donations (21)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	-	4,876.81	#DIV/0!	12,500.00	13,525.19	8.20%	200,000.00	30,509.32	-55.7%
Total Revenues		4,876.81	#DIV/0!	12,500.00	13,525.19	8.20%	200,000.00	30,509.32	-55.7%
Expenses									
Administration	-	-		-	-		300,000.00	197,797.89	-100.0%
Total Expenses	-	-		-	-		300,000.00	197,797.89	-100.0%
Total Fund Revenues	-	4,876.81	#DIV/0!	12,500.00	13,525.19	8.20%	200,000.00	30,509.32	-55.7%
Total Fund Expenses	-	-		-	-		300,000.00	197,797.89	-100.0%
Surplus (Deficit)	-	4,876.81	#DIV/0!	12,500.00	13,525.19	8.20%	(100,000.00)	(167,288.57)	-108.1%

Special Recreation (22)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	16,600.00	13,731.81	-17.28%	16,600.00	13,869.93	-16.45%	166,000.00	15,779.37	-12.1%
Total Revenues	16,600.00	13,731.81	-17.28%	16,600.00	13,869.93	-16.45%	166,000.00	15,779.37	-12.1%
Expenses									
Administration	35,350.00	45,007.86	27.32%	221,850.00	190,096.74	-14.31% (1)	263,350.00	80,059.00	137.4% (1)
Total Expenses	35,350.00	45,007.86	27.32%	221,850.00	190,096.74	-14.31%	263,350.00	80,059.00	137.4%
Total Fund Revenues	16,600.00	13,731.81	-17.28%	16,600.00	13,869.93	-16.45%	166,000.00	15,779.37	-12.1%
Total Fund Expenses	35,350.00	45,007.86	27.32%	221,850.00	190,096.74	-14.31%	263,350.00	80,059.00	137.4%
Surplus (Deficit)	(18,750.00)	(31,276.05)	66.81%	(205,250.00)	(176,226.81)	-14.14%	(97,350.00)	(64,279.63)	174.2%

(1) Pool ADA work in 2017

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Insurance (23)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	6,900.00	5,671.28	-17.81%	6,900.00	5,711.29	-17.23%	69,000.00	8,009.21	-28.7%
Total Revenues	6,900.00	5,671.28	-17.81%	6,900.00	5,711.29	-17.23%	69,000.00	8,009.21	-28.7%
Expenses									
Administration	-	-	#DIV/0!	1,250.00	-	-100.00% (1)	68,670.00	3,837.60	-100.0% (1)
Total Expenses	-	-	#DIV/0!	1,250.00	-	-100.00%	68,670.00	3,837.60	-100.0%
Total Fund Revenues	6,900.00	5,671.28	-17.81%	6,900.00	5,711.29	-17.23%	69,000.00	8,009.21	-28.7%
Total Fund Expenses	-	-	#DIV/0!	1,250.00	-	-100.00%	68,670.00	3,837.60	-100.0%
Surplus (Deficit)	6,900.00	5,671.28	-17.81%	5,650.00	5,711.29	1.08%	330.00	4,171.61	36.9%

(1) Currently credit on unemployment due to recovery from prior year.

Audit (24)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	1,450.00	1,191.54	-17.82%	1,450.00	1,211.94	-16.42%	14,500.00	1,448.20	-16.3%
Total Revenues	1,450.00	1,191.54	-17.82%	1,450.00	1,211.94	-16.42%	14,500.00	1,448.20	-16.3%
Expenses									
Administration	-	-	#DIV/0!	12,800.00	12,200.00	-4.69%	14,200.00	12,800.00	-4.7%
Total Expenses	-	-	#DIV/0!	12,800.00	12,200.00	-4.69%	14,200.00	12,800.00	-4.7%
Total Fund Revenues	1,450.00	1,191.54	-17.82%	1,450.00	1,211.94	-16.42%	14,500.00	1,448.20	-16.3%
Total Fund Expenses	-	-	#DIV/0!	12,800.00	12,200.00	-4.69%	14,200.00	12,800.00	-4.7%
Surplus (Deficit)	1,450.00	1,191.54	-17.82%	(11,350.00)	(10,988.06)	-3.19%	300.00	(11,351.80)	-3.2%

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Paving & Lighting (25)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	10.00	10.07	0.70%	10.00	56.61	466.10%	100.00	10.35	447.0%
Total Revenues	10.00	10.07		10.00	56.61		100.00	10.35	447.0%
Expenses									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	10.00	10.07	0.70%	10.00	56.61	466.10%	100.00	10.35	
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	-	-	
Surplus (Deficit)	10.00	10.07	0.70%	10.00	56.61	466.10%	100.00	10.35	

Park Police (26)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	100.00	100.12	0.12%	100.00	106.71	6.71%	1,000.00	8.83	1108.5%
Total Revenues	100.00	100.12		100.00	106.71		1,000.00	8.83	1108.5%
Expenses									
Administration	500.00	-	-100.00%	1,000.00	-	-100.00%	1,000.00	1,044.50	-100.0%
Total Expenses	500.00	-		1,000.00	-		1,000.00	1,044.50	-100.0%
Total Fund Revenues	100.00	100.12	0.12%	100.00	106.71	6.71%	1,000.00	8.83	1108.5%
Total Fund Expenses	500.00	-	-100.00%	1,000.00	-	-100.00%	1,000.00	1,044.50	
Surplus (Deficit)	(400.00)	100.12	-125.03%	(900.00)	106.71	-111.86%	-	(1,035.67)	-110.3%

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IMRF (27)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	8,300.00	6,817.72	-17.86%	8,300.00	6,817.72	-17.86%	83,000.00	9,305.35	-26.7%
Total Revenues	8,300.00	6,817.72	-17.86%	8,300.00	6,817.72	-17.86%	83,000.00	9,305.35	-26.7%
Expenses									
Administration	13,300.00	11,512.01	-13.44%	13,300.00	11,512.01	-13.44%	88,000.00	9,954.45	15.6%
Total Expenses	13,300.00	11,512.01	-13.44%	13,300.00	11,512.01	-13.44%	88,000.00	9,954.45	15.6%
Total Fund Revenues	8,300.00	6,817.72	-17.86%	8,300.00	6,817.72	-17.86%	83,000.00	9,305.35	-26.7%
Total Fund Expenses	13,300.00	11,512.01	-13.44%	13,300.00	11,512.01	-13.44%	88,000.00	9,954.45	15.6%
Surplus (Deficit)	(5,000.00)	(4,694.29)		(5,000.00)	(4,694.29)		(5,000.00)	(649.10)	

Social Security (28)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	8,300.00	6,852.02	-17.45%	8,300.00	6,852.02	-17.45%	83,000.00	7,925.20	-13.5%
Total Revenues	8,300.00	6,852.02	-17.45%	8,300.00	6,852.02	-17.45%	83,000.00	7,925.20	-13.5%
Expenses									
Administration	12,300.00	10,925.04	-11.18%	12,300.00	10,925.04	-11.18%	87,000.00	10,666.71	2.4%
Total Expenses	12,300.00	10,925.04	-11.18%	12,300.00	10,925.04	-11.18%	87,000.00	10,666.71	2.4%
Total Fund Revenues	8,300.00	6,852.02	-17.45%	8,300.00	6,852.02	-17.45%	83,000.00	7,925.20	-13.5%
Total Fund Expenses	12,300.00	10,925.04	-11.18%	12,300.00	10,925.04	-11.18%	87,000.00	10,666.71	2.4%
Surplus (Deficit)	(4,000.00)	(4,073.02)		(4,000.00)	(4,073.02)		(4,000.00)	(2,741.51)	

Sycamore Park District
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Concessions (30)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Clubhouse Concessions	8,329.00	8,352.96	0.29%	14,219.00	12,555.16	-11.70% (1)	78,065.00	14,810.62	-15.2% (1)
Beverage Cart	2,104.00	220.40	-89.52%	2,104.00	220.40	-89.52% (5)	14,287.00	1,887.01	-88.3% (5)
Sports Complex Concessions	6,382.00	8,119.44	27.22%	6,926.00	11,209.69	61.85% (2)	34,652.00	6,867.51	63.2% (2)
Pool Concessions	301.00	-	-100.00%	301.00	-	-100.00% (6)	8,021.00	291.00	-100.0% (6)
Catering	1,195.00	1,160.37	-2.90%	4,404.00	3,695.37	-16.09% (3)	21,365.00	4,600.17	-19.7% (3)
Total Revenues	18,311.00	17,853.17	-2.50%	27,954.00	27,680.62	-0.98%	156,390.00	28,456.31	-2.7%
Expenses									
Clubhouse Concessions	9,648.00	12,301.97	27.51%	26,598.00	23,757.78	-10.68% (1)	89,715.00	30,397.03	-21.8% (1,4)
Beverage Cart	1,116.00	57.19	-94.88%	1,366.00	57.19	-95.81% (5)	9,862.00	1,012.42	-94.4% (5)
Sports Complex Concessions	4,622.00	3,771.84	-18.39%	5,923.00	8,039.07	35.73% (2)	25,962.00	4,997.92	60.8% (2)
Pool Concessions	608.00	362.01	-40.46%	608.00	362.01	-40.46%	7,131.00	66.11	447.6%
Catering	334.00	348.43	4.32%	846.00	425.76	-49.67%	8,840.00	738.52	-42.3%
Total Expenses	16,328.00	16,841.44	3.14%	35,341.00	32,641.81	-7.64%	141,510.00	37,212.00	-12.3%
Total Fund Revenues	18,311.00	17,853.17	-2.50%	27,954.00	27,680.62	-0.98%	156,390.00	28,456.31	-2.7%
Total Fund Expenses	16,328.00	16,841.44	3.14%	35,341.00	32,641.81	-7.64%	141,510.00	37,212.00	-12.3%
Surplus (Deficit)	1,983.00	1,011.73	-48.98%	(7,387.00)	(4,961.19)	-32.84%	14,880.00	(8,755.69)	-43.3%

(1) In 2017 concessions opened later due to hood installation.

(2) Sports Complex Concessions opened earlier in 2017. Spring Soccer

(3) Room Rental is lower in 2017. Some of this is due to reserving room for classes and KSRA.

(4) Wages higher in 2016 due to excel training by Concessions Manager

(5) Weather conditions delayed appearance of beverage cart for season

(6) Delayed pool opening.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended May 31, 2017

Developer Contributions (32)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	-	4.29	#DIV/0!	10,000.00	5,230.10	-47.70%	40,000.00	11,693.20	-55.3%
Total Revenues	-	4.29		10,000.00	5,230.10		40,000.00	11,693.20	-55.3%
Expenses									
Administration	-	3,359.72	#DIV/0!	100,000.00	91,707.30	-8.29% (1)	100,000.00	-	#DIV/0! (1)
Total Expenses	-	3,359.72		100,000.00	91,707.30		100,000.00	-	#DIV/0!
Total Fund Revenues	-	4.29		10,000.00	5,230.10		40,000.00	11,693.20	-55.3%
Total Fund Expenses	-	3,359.72		100,000.00	91,707.30		100,000.00	-	#DIV/0!
Surplus (Deficit)	-	(3,355.43)		(90,000.00)	(86,477.20)		(60,000.00)	11,693.20	-839.6%

(1) 2017-corner property east town entrance

Sycamore Park District
Summarized Revenue & Expense Report
Period ended May 31, 2017

Golf Course (50)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Golf Operations	66,550.00	35,637.62	-46.4%	174,515.00	154,460.30	-11.5% (1)	505,117.00	167,154.82	-7.6% (2)
Golf Maintenance	2,475.00	2,618.92	5.8%	2,475.00	2,618.92	5.8%	24,748.00	2,841.83	-7.8%
Total Revenues	69,025.00	38,256.54	-44.6%	176,990.00	157,079.22	-11.2%	529,865.00	169,996.65	-7.6%
Expenses									
Golf Operations	19,257.00	17,056.14	-11.4%	75,585.00	68,835.66	-8.9% (3)	228,848.00	81,978.11	-16.0% (3)
Golf Maintenance	22,257.00	20,505.16	-7.9%	106,246.00	87,013.91	-18.1% (4)	300,994.00	99,002.76	-12.1% (4)
Total Expenses	41,514.00	37,561.30	-9.5%	181,831.00	155,849.57	-14.3%	529,842.00	180,980.87	-13.9%
Total Fund Revenues	69,025.00	38,256.54	-44.6%	176,990.00	157,079.22	-11.2%	529,865.00	169,996.65	-7.6%
Total Fund Expenses	41,514.00	37,561.30	-9.5%	181,831.00	155,849.57	-14.3%	529,842.00	180,980.87	-13.9%
Surplus (Deficit)	27,511.00	695.24	-97.5%	(4,841.00)	1,229.65	-125.4%	23.00	(10,984.22)	-111.2%

(1) Daily Greens Fees -39.19% -\$14,510

Golf Events & Misc -9.05% \$906

Carts -16.26% \$2,992

Season passes +2.61% +\$2,360

Pro shop sales -25.61% -\$4,413

(2) Daily Greens Fees -29.51% -\$9,423

Golf Events & Misc -7.81% -\$772

Carts -21.22% -\$4,151

Season passes +6.51% +\$5,669

Pro shop sales -22.61% -\$3,745

(3) Utilities lower than budget 47.9% \$2,688 and 2016 by 50.0% \$2,923. Balance due to timing

(4) In 2017 Golf Maintenance FT is less due to an employee on workers comp and lower part time cost compared to budget 16.0% \$10,023 compared to 2016 14.0% \$6,394. Also Maint Mower/Utility in 2017 is less than budget 50.3% \$5,226 and less than 2016 42.3% \$3,776. Balance due to timing.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended May 31, 2017

Swimming Pool (51)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Pool	10,598.00	5,404.28	-49.0%	14,198.00	8,241.88	-42.0%	76,821.00	10,978.63	-24.9%
Swim Lessons	3,043.00	3,237.10	6.4%	7,243.00	7,423.10	2.5%	13,262.00	7,254.27	2.3%
Total Revenues	13,641.00	8,641.38	-36.7%	21,441.00	15,664.98	-26.9%	90,083.00	18,232.90	-14.1%
Expenses									
Pool	3,584.00	2,553.02	-28.8%	6,206.00	3,783.08	-39.0%	54,846.00	2,780.91	36.0%
Pool Maintenance	2,368.00	3,435.48	45.1%	4,806.00	10,002.86	108.1%	28,350.00	6,898.22	45.0%
Swim Lessons	662.00	74.43	-88.8%	662.00	94.43	-85.7%	6,882.00	148.04	-36.2%
Total Expenses	6,614.00	6,062.93	-8.3%	11,674.00	13,880.37	18.9%	90,078.00	9,827.17	41.2%
Total Fund Revenues	13,641.00	8,641.38	-36.7%	21,441.00	15,664.98	-26.9%	90,083.00	18,232.90	-14.1%
Total Fund Expenses	6,614.00	6,062.93	-8.3%	11,674.00	13,880.37	18.9%	90,078.00	9,827.17	41.2%
Surplus (Deficit)	7,027.00	2,578.45	-63.3%	9,767.00	1,784.61	-81.7%	5.00	8,405.73	-78.8%

(1) Season passes -17.39% -\$1,724

Swim Lessons +2.42% +\$175

(2) Season passes -18.14% -\$1,814

Swim Lessons +2.31% +\$167

(3) Pool roof repairs and chemical injector parts

Sycamore Park District
Summarized Revenue & Expense Report
Period ended May 31, 2017

Debt Service (60)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	59,400.00	48,880.44	-17.7%	59,400.00	48,957.40	-17.6%	594,000.00	60,685.85	-19.3%
Total Revenues	59,400.00	48,880.44	-17.7%	59,400.00	48,957.40	-17.6%	594,000.00	60,685.85	-19.3%
Expenses									
Administration		-	#DIV/0!		-	#DIV/0!	591,443.00	-	#DIV/0!
Total Expenses	-	-		-	-		591,443.00	-	#DIV/0!
Total Fund Revenues	59,400.00	48,880.44	-17.7%	59,400.00	48,957.40	-17.6%	594,000.00	60,685.85	-19.3%
Total Fund Expenses	-	-		-	-		591,443.00	-	#DIV/0!
Surplus (Deficit)	59,400.00	48,880.44	-17.7%	59,400.00	48,957.40	-17.6%	2,557.00	60,685.85	-19.3%

Capital Projects (70)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	-	54.23	#DIV/0!		1,132.39	#DIV/0!	490,000.00	38,511.35	-97.1%
Total Revenues	-	54.23	#DIV/0!	-	1,132.39	#DIV/0!	490,000.00	38,511.35	-97.1%
Expenses									
Administration	22,828.00	117,601.12	415.2%	188,384.00	193,310.67	2.6%	641,775.00	188,818.40	2.4%
Total Expenses	22,828.00	117,601.12	415.2%	188,384.00	193,310.67	2.6%	641,775.00	188,818.40	2.4%
Total Fund Revenues	-	54.23		-	1,132.39	#DIV/0!	490,000.00	38,511.35	-97.1%
Total Fund Expenses	22,828.00	117,601.12	415.2%	188,384.00	193,310.67	2.6%	641,775.00	188,818.40	2.4%
Surplus (Deficit)	(22,828.00)	(117,546.89)	414.9%	(188,384.00)	(192,178.28)	2.0%	(151,775.00)	(150,307.05)	27.9%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended May 31, 2017

Action 2020 (71)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	<u>5,500,500.00</u>	<u>6,950,580.28</u>	26.4%	<u>5,502,500.00</u>	<u>7,091,427.82</u>	28.9%	<u>6,462,500.00</u>	<u>634,828.82</u>	1017.1%
Total Revenues	5,500,500.00	6,950,580.28	26.4%	5,502,500.00	7,091,427.82	28.9%	6,462,500.00	634,828.82	1017.1%
Expenses									
Administration	<u>900,000.00</u>	<u>279,112.04</u>	-69.0%	<u>1,920,000.00</u>	<u>567,604.41</u>	-70.4%	<u>4,840,000.00</u>	<u>501,283.60</u>	13.2%
Total Expenses	900,000.00	279,112.04	-69.0%	1,920,000.00	567,604.41	-70.4%	4,840,000.00	501,283.60	13.2%
Total Fund Revenues	5,500,500.00	6,950,580.28		5,502,500.00	7,091,427.82	28.9%	6,462,500.00	634,828.82	1017.1%
Total Fund Expenses	900,000.00	279,112.04	-69.0%	1,920,000.00	567,604.41	-70.4%	4,840,000.00	501,283.60	13.2%
Surplus (Deficit)	4,600,500.00	6,671,468.24	45.0%	3,582,500.00	6,523,823.41	82.1%	1,622,500.00	133,545.22	4785.1%
Total Fund Revenues	5,940,440.00	7,327,730.37		6,149,024.00	7,692,010.93	25.1%	11,351,611.00	1,360,503.72	
Total Fund Expenses	1,191,346.00	669,792.11	-43.8%	3,413,538.00	1,904,594.68	-44.2%	10,150,474.00	2,258,296.86	
Surplus (Deficit)	4,749,094.00	6,657,938.26	40.2%	2,735,486.00	5,787,416.25	111.6%	1,201,137.00	(897,793.14)	

Sycamore Park District
Fund Balances

	unaudited 1/1/2017	Revenues	Expenses	Unaudited 5/31/2017	5/31/2017 Cash balance
10 Corporate	186,577.65	155,613.02	262,628.27	79,562.40	84,676.62
20 Recreation	217,394.11	141,073.97	362,238.49	(3,770.41)	10,986.34
21 Donations	136,151.66	13,525.19	-	149,676.85	169,676.85
22 Special Recreation	161,363.10	13,869.93	190,096.74	(14,863.71)	(14,863.71)
23 Insurance	18,879.70	5,711.29	-	24,590.99	24,590.99
24 Audit	13,300.51	1,211.94	12,200.00	2,312.45	2,312.45
25 Paving & Lighting	21,957.37	56.61	-	22,013.98	22,013.98
26 Park Police	3,107.62	106.71	-	3,214.33	3,214.33
27 IMRF	4,694.29	6,817.72	11,512.01	-	-
28 Social Security	4,073.02	6,852.02	10,925.04	-	-
30 Concessions	36,390.96	27,680.62	32,641.81	31,429.77	27,533.82
32 Developer Contributions	115,423.79	5,230.10	91,707.30	28,946.59	28,946.59
60 Debt Service	36,301.63	48,957.40	-	85,259.03	85,259.03
70 Capital Projects	558,446.69	1,132.39	193,310.67	366,268.41	366,268.41
71 Action 2020	511,517.49	6,950,580.28	279,112.04	7,182,985.73	7,035,340.90
Total governmental fund balance	2,025,579.59	7,378,419.19	1,446,372.37	7,957,626.41	7,845,956.60
50 Golf Course Net Assets	205,307.30 <u>(255,334.69)</u> (50,027.39)	157,079.22	155,849.57	206,536.95 <u>(255,334.69)</u> (48,797.74)	(46,218.13)
51 Swimming Pool Net Assets	246,957.09 <u>(247,988.11)</u> (1,031.02)	15,664.98	13,880.37	248,741.70 <u>(247,988.11)</u> 753.59	2,768.14
Total proprietary funds	452,264.39	172,744.20	169,729.94	455,278.65	
Net assets	(503,322.80)			(503,322.80)	
Proprietary funds minus net assets	(51,058.41)			(48,044.15)	
	1,974,521.18			7,909,582.26	7,802,506.61

Summary of depository accounts as of 6/22/2017

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First National Bank	15,674.50	0.10	6.48
First Midwest Bank	238,598.17	0.13	99.4
Resource Bank	380,998.16	0.75	1049.92
IPDLAF	7,191,217.40	0.76	3086.3
**DCCF - Action 2020	392,610.14		
*DeKalb Co. Community Foundation	<u>16,407.11</u>		892.36
	8,235,505.48		

* 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 3/31/17.

** As of 2/28/17 per DCCF.

	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	
1/1/2017	207,391	245,525	156,152	167,135	18,880	13,301	21,957	3,108	4,694	4,073	33,572	118,558	0	0	36,302	580,197	674,710	2,285,554	2,285,554	-	
January																					
Receipts																					
Replacement Taxes	7,082			-														7,082	5,851	1,231	
Shelters	50																	50	50	-	
User Fees		7,231									200		86	-				7,517	38,865	(31,348)	
Misc	261	5,246	3,199	72	8	6	10	1				53			16	255	227	9,355	1,200	8,155	
Expenses	(56,735)	(65,924)	-	(4,653)	-	-	-	-	-	-	(449)	-	(26,630)	(739)	-	(6,783)	(163,693)	(325,606)	(256,753)	(68,853)	
1/31/2017	158,049	192,078	159,350	162,554	18,888	13,306	21,967	3,109	4,694	4,073	33,323	118,611	(26,544)	(739)	36,318	573,669	511,245	1,983,953	2,074,767	(90,815)	
February																					
Receipts																					
Replacement Taxes	-																	750	100	650	
Shelters	750																	4,519	5,021	(502)	
User Fees		3,559									250		710	-				2,800	500	2,300	
Misc	590	428	1,172	27	9	7	11	2				53		-	18	252	231	2,800	500	2,300	
Expenses	(52,595)	(85,257)	-	(108,267)	-	-	-	-	-	-	(1,570)	(12,197)	(31,055)	(3,682)	-	(66,438)	(46,807)	(407,868)	(301,620)	(106,248)	
2/28/2017	106,794	110,808	160,522	54,314	18,897	13,313	21,978	3,111	4,694	4,073	32,002	106,467	(56,889)	(4,420)	36,336	507,484	464,669	1,584,154	1,816,199	(232,045)	
March																					
Receipts																					
Replacement Taxes	4,549																	4,549	2,350	2,199	
Shelters	900																	900	650	250	
User Fees		4,589									523	-	54,716	-		-		59,828	58,511	1,317	
Transfer			-															-	-	-	
Misc	594	2,262	1,928	113	10	7	12	2				16			20	262	246	5,472	24,394	(18,922)	
Expenses	(63,272)	(74,105)	-	(1,530)	-	-	-	-	-	-	(3,080)	(77,095)	(38,785)	(2,249)	-	(19,619)	(6,019)	(285,754)	(705,901)	420,147	
3/31/2017	49,565	43,554	162,450	52,897	18,907	13,320	21,990	3,112	4,694	4,073	29,445	29,387	(40,957)	(6,669)	36,355	488,127	458,896	1,369,148	1,193,094	176,054	
April																					
Receipts																					
Replacement Taxes	11,589																	11,589	8,368	3,221	
Shelters	800																	800	1,850	(1,050)	
User Fees		14,103									8,856	5,087	36,472	7,181				71,699	47,316	24,383	
Bond Proceeds																	140,000	140,000		140,000	
Misc	460	2,595	2,180	10	12	1	14	2				17		-	23	309	163	5,787	19,072	(13,285)	
Expenses	(44,057)	(65,369)	-	(36,410)	-	(12,200)	-	-	-	-	(11,475)	(2,165)	(44,082)	(2,336)	-	(4,620)	(235,187)	(457,902)	(957,918)	500,016	
4/30/2017	18,357	(5,117)	164,630	16,497	18,920	1,121	22,004	3,114	4,694	4,073	26,826	32,327	(48,567)	(1,825)	36,379	483,815	363,873	1,141,121	311,782	829,339	

	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
May																				
Receipts																				
Taxes	99,449	69,582		13,732	5,668	1,191	7	100	6,818	6,852					48,868			252,265	305,560	(53,295)
Transfers in/out	7,287	10,100							(11,512)	(10,925)	497		4,494	60				(0)	(5,221)	5,221
Replacement Taxes	7,463																	7,463	6,761	702
Shelters	3,095																	3,095	1,350	1,745
User Fees	-	12,479									17,252	-	33,252	9,061				72,045	102,690	(30,645)
Bond Proceeds																	6,949,539	6,949,539	5,500,000	1,449,539
Misc	12,226	3,183	4,877	-	4	0	3	0				4		-	13	54	1,042	21,406	3,700	17,706
Expenses	(63,205)	(79,236)		(45,008)	-		-	-	-	-	(17,059)	(3,360)	(35,404)	(6,793)	-	(117,601)	(279,112)	(646,778)	(1,165,746)	518,968
5/31/2017	84,671	10,991	169,507	(14,779)	24,591	2,312	22,014	3,214	-	-	27,516	28,972	(46,225)	504	85,259	366,268	7,035,341	7,800,156	5,060,876	2,739,280
June																				
Receipts																				
Taxes	479,600	338,400		66,400	27,600	5,800	40	400	33,200	33,200					237,600			1,222,240	1,222,240	-
transfers in/out	19,159	30,479							(33,200)	(33,200)	2,428		15,806	13,631				15,103	15,103	-
Replacement Taxes	-																	-	-	-
Shelters	2,600																	2,600	2,600	-
User Fees	-	6,981									43,004	10,000	77,512	24,231				161,728	161,728	-
Misc	75	1,869	12,500								-		300	-		-	700	15,444	15,444	-
Expenses	(76,147)	(63,994)	-	-	(1,250)	(1,400)	-	-	-	(28,602)	-	(55,852)	(23,656)	(15,406)	(5,539)	(600,000)		(871,846)	(871,846)	-
6/30/2017	509,958	324,726	182,007	51,621	50,941	6,712	22,054	3,614	-	-	44,346	38,972	(8,459)	14,710	307,453	360,729	6,436,041	8,345,425	5,606,145	2,739,280
July																				
Receipts																				
Taxes	11,990	8,460		1,660	690	145	1	10	830	830					5,940			30,556	30,556	-
transfers in/out	479	762							(830)	(830)	60		396	341				378	378	-
Replacement Taxes	7,350	-																7,350	7,350	-
Shelters	800																	800	800	-
User Fees	-	1,245									31,226	-	78,880	7,966				119,317	119,317	-
Misc	-	9,450	-														1,000	10,450	10,450	-
Expenses	(73,732)	(65,715)	-	(830)	(31,835)				-	(27,113)	-	(57,761)	(25,882)	-	(111,315)	(600,000)		(994,183)	(994,183)	-
7/31/2017	456,845	278,928	182,007	52,451	19,796	6,857	22,055	3,624	-	-	48,519	38,972	13,056	(2,865)	313,393	249,414	5,837,041	7,520,093	4,780,813	2,739,280
August																				
Receipts																				
Taxes	35,970	25,380		4,980	2,070	435	3	30	2,490	2,490					17,820			91,668	91,668	-
transfers in/out	1,437	2,285							(2,490)	(2,490)	182		1,185	1,023				1,132	1,132	-
Replacement Taxes	856																	856	856	-
Shelters	650																	650	650	-
User Fees	-	7,879									21,497	-	64,675	3,275				97,326	97,326	-
Misc	-	17,045	-														1,000	18,045	18,045	-
Expenses	(73,161)	(64,084)	-	(2,490)	-	-	-	-	-	(18,989)	-	(58,267)	(21,094)	-	(1,315)	(600,000)		(839,400)	(839,400)	-
8/31/2017	422,597	267,433	182,007	54,941	21,866	7,292	22,058	3,654	-	-	51,209	38,972	20,649	(19,661)	331,213	248,099	5,238,041	6,890,370	4,151,090	2,739,280

	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
September																				
Receipts																				
Taxes	503,580	355,320		69,720	28,980	6,090	42	420	34,860	34,860					249,480			1,283,352	1,283,352	-
transfers in/out	20,117	32,006							(34,860)	(34,860)	2,549		16,596	14,312				15,860	15,860	-
Replacement Taxes	-																	-	-	-
Shelters	275																	275	275	-
User Fees	-	12,932									14,150	-	46,255	2,500				75,837	75,837	-
Misc	-	15,619	12,500									10,000					700	38,819	38,819	-
Expenses	(84,894)	(104,191)	-	(34,860)	(1,250)	-	-	-	-	-	(15,900)	-	(69,853)	(3,729)	-	(125,540)	(500,000)	(940,217)	(940,217)	-
9/30/2017	861,675	579,119	194,507	89,801	49,596	13,382	22,100	4,074	-	-	52,008	48,972	13,647	(6,578)	580,693	122,559	4,738,741	7,364,296	4,625,016	2,739,280
October																				
Receipts																				
Replacement Taxes	6,685	-																6,685	6,685	-
Shelters	50																	50	50	-
User Fees	-	2,182									10,111	-	24,604	-				36,897	36,897	-
Misc	-	300	-														600	900	900	-
Bond Proceeds																		-	-	-
Expenses	(68,147)	(70,192)	-	-	-	-	-	-	-	-	(8,853)	-	(37,921)	(1,723)	(495,631)	(13,315)	(400,000)	(1,095,782)	(1,095,782)	-
10/31/2017	800,263	511,409	194,507	89,801	49,596	13,382	22,100	4,074	-	-	53,266	48,972	330	(8,301)	85,062	109,244	4,339,341	6,313,046	3,573,766	2,739,280
November																				
Receipts																				
Taxes	47,960	33,840		6,640	2,760	580	4	40	3,320	3,320					23,760			122,224	122,224	-
transfers in/out	1,917	3,049							(3,320)	(3,320)	242		1,580	1,363				1,511	1,511	-
Replacement Taxes	-																	-	-	-
Shelters	-																	-	-	-
User Fees	-	1,227									1,853	-	10,589	-	-			13,669	13,669	-
Misc	11,672	7,000	-														500	19,172	19,172	-
Expenses	(48,114)	(72,065)		(3,320)	-	-	-	-	-	-	(4,609)	-	(36,631)	(465)	-	(179,827)	(200,000)	(545,031)	(545,031)	-
11/30/2017	813,698	484,460	194,507	93,121	52,356	13,962	22,104	4,114	-	-	50,752	48,972	(24,132)	(7,403)	108,822	(70,583)	4,139,841	5,924,591	3,185,311	2,739,280
December																				
Receipts																				
Taxes	-	-																-	-	-
transfer in/out													11,000					11,000	11,000	-
Replacement Taxes	1,779																	1,779	1,779	-
Shelters																		-	-	-
User Fees		375									1,134	-	3,497	-	-			5,006	5,006	-
transfers	-	(151,000)	-	-								-	-				955,500	804,500	804,500	-
Bond Proceeds																490,000		490,000	490,000	-
Misc	75	919	162,500									10,000						173,494	173,494	-
Expenses	(592,620)	(71,742)	(300,000)	-	(33,085)	-	-	-	-	-	(2,103)	-	(31,726)	(1,855)	(80,406)	(16,540)	(20,000)	(1,150,077)	(1,150,077)	-
12/31/2017	222,932	263,012	57,007	93,121	19,271	13,962	22,104	4,114	-	-	49,783	58,972	(41,361)	(9,258)	28,416	402,877	5,075,341	6,260,293	3,521,013	2,739,280
change	15,541	17,487	(99,145)	(74,014)	391	662	147	1,007	(4,694)	(4,073)	16,211	(59,587)	(41,362)	(9,258)	(7,886)	(177,319)	4,400,630	3,974,739	1,202,175	2,772,564

To: Board of Commissioners
From: Kirk T. Lundbeck
Subject: Monthly Report
Date: June 27, 2017

Administrative Initiatives (6/1/17 – 6/30/17)

- Attended weekly Department Head meetings as scheduled.
- Attended Sycamore Chamber of Commerce Ambassador Club meeting.
- Developed June Golf Insight newsletter and updated reader board outside the Pro shop.
- Held Golf Operation staff meeting and PDRMA training
- Continued monthly pro shop merchandise promotions.
- Served on interview committee for Superintendent of Recreation position.
- Began Couples League play on Sunday afternoons.
- Hosted first “Nine and Dine” Friday night event in conjunction with the Caddyshack Grill.
- Began outing season with Four large events including, The Methodist Church, 41 players, Kishwaukee College Foundation, 104 players, The Sycamore Rotary, 36 currently scheduled as of this writing and The Spartan Open, 124 players scheduled as of this writing.
- Contacted Players Golf Cars and finalized rental carts for the outing season.
- Continued to cross-train employees to work in different areas of the golf operation.

- Placed tee signs and sponsor signs on new posts on each tee.
- Placed new course layout sign by 1st tee.
- Continue to add additional inhouse events to boost revenues from losses occurred during early spring rains and golf course closures.
- Monitored GolfNow tee time availability and add additional “Hot Deal” tee time specials during non-peak times.

Administrative Initiatives (7/1/17 – 7/31/17)

- Attend weekly Department Head meetings as scheduled.
- Attend All Staff Meeting as scheduled.
- Attend Sycamore Chamber of Commerce Ambassador Club meeting.
- Develop July Golf Insight newsletter and update reader board outside the Pro shop.
- Continue monthly pro shop merchandise promotions.
- Hold Stars and Stripes Scramble, Saturday, July 1st.
- Hold second “Nine and Dine” event on Friday, July 28th.
- Continue outing season with several large events including, Ski’s All-American Pub, The Alvin Wildenradt Junior Championship, The Genoa Area Chamber of Commerce, The Shriners’ Scramble and the DeKalb County Marine Corps League.
- Continue to cross-train employees to work in different areas of the golf operation.
- Place new bag rack by first tee.

- Begin to sell Season Passes at 50% off for the remainder of the 2017 golf season.
- Begin to add additional “Hot Deals” on GolfNow at non-peak times by monitoring tee sheet.
- Put all remaining pro shop orders on hold, except for special order items.
- Add additional inhouse events to boost revenues from losses occurred during early spring rains and golf course closures.
- Continue to monitor GolfNow tee time availability and add additional “Hot Deal” tee time specials during non-peak times.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: June 27, 2017

Administrative Initiatives (6/1/17-6/30/17)

Golf

- We have had quite the weather roller coaster. After lots of rain days, we had a three-week drought with temperatures in the 90s. Now we are back to receiving almost daily rains with more moderate temperatures. We have also avoided several very heavy rain cells just to our north and south.
- The recent rains have helped recover the turf from the hot weather. Staff spends a lot of time hand watering hot spots on greens, checking and repairing irrigation heads, and watering flowers and pots during the dry times.
- Staff continues the busy mowing, trimming, and weed eating season. They have also been spraying for turf disease and weeds, fertilizing main turf areas, trimming trees, planting new material at the clubhouse, planted annual flowers, and training new staff members.
- The aerating of the greens has been pushed back to the week of the 26th if weather allows. Weather events and outings are the reasons for the delay as we don't like to aerate just before a large event. We received a lot of kudos from the Kishwaukee College fundraiser outing about the course and staff service.
- I have been working with the various contractors as the digital sign project nears completion. The saved stones from the east entrance pillars look great in their new location. We also worked with Sycamore Signs on ordering the

fixed signs that will be located above and below the digital sign. They will be made of High Density Urethane as the cedar needed is in short supply and the quality of the sign would be compromised.

- The three RFQ submittals for a consultant/designer for the new irrigation system were sent out to the irrigation committee for review and their ratings have recently been returned. We are considering the ratings and will be selecting a firm soon.
- I had the crumbling block wall on the south end of the clubhouse rebuilt by Mathey Masonry last week.
- I have been ordering product and materials for the course as needed and meeting with sales reps for pricing and product information.
- Encap was out to spray weeds and cut out noxious weeds on the river bank and the area left of 5 green.

Sports

- Many youth baseball leagues are winding up the regular season and beginning playoffs. Girls softball play continues along with all the adult leagues.
- The weather has been a challenge most of the season with many rain outs and rescheduled games. I have been working with league leaders as they change dates for field prep throughout the season.
- AYSO, Sycamore Sting, and Sycamore Lady Rover soccer games completed spring play on June 17th. The adult Sunday league will continue until September. I will meet with league leaders in July to discuss field sizes and layouts for the fall season which will begin in mid-August.

- Storm Dayz is this weekend, the 23-25th, with 76 teams playing 218 games in three days on 10 fields. We will be busy getting fields ready, concessions planning, prepping fields at the beginning of each day, parking, garbage, and overall help the logistics of the tournament during each day.
- Staff is working on the ball fields as the weather allows. Adding infield mix as needed, leveling fields, removing grass clumps and reshaping the infield/outfield edges are being completed. Painting of the soccer and foul lines has continued along with mowing of all fields and surrounds. Daily dragging and chalking of ball fields occurs daily and weekends as games are scheduled or changed due to weather.
- The pool is up and running with positive feedback from our customers. The changes are appreciated and noticed along with much better bathroom facilities and the new slide is a huge hit with our small swimmers. I will provide more details during the Board Meeting about the changes that took place.
- We continue to work with Sycamore Youth Baseball and our neighbors on addressing the issue of parking and etiquette at Wetzel Park during practices and games. SYB has been communicating well with all parents of t-ball players and the Park District has reached out to the residence. The last games will be played on June 20th. Feedback has been positive on the changes and efforts.

Parks

- I attended staff, board, and Action 20/20 related committee and architect meetings. Frequently visiting construction site to observe work progress.
- Attended pool ADA architect meetings and site visits. Met with City officials and inspectors and worked closely with the construction team during the process and required changes. Now working with Bob as the

pool is running and helping to maintain proper water quality conditions and maintenance of the circulation system.

- Attended the interview selection process with final candidates for new Supt. of Recreation position.
- Staff continues to mow, trim, clean all park areas. Shelter are now heavily rented and cleaned/organized according to demand. Trees are now being trimmed or removed if dying or dead. Mulch has been spread in many landscape beds at various parks and playground mulch added to some areas.
- We are using our till/seeding tractor attachment to seed the 7-acre former square farm lot that separates the soccer field from the Good Tymes Shelter. The seeding was completed about the time the dry spell and heat hit, but now better temperatures and rains should help germination.
- We helped the Dekalb Park District in their time of need by loaning them the above tractor to help repair damaged grass by the Elwood House Museum.
- The new ADA concrete bench for the end of the walk at Black Partridge was installed last week.
- The weeds at the parks and sports fields have been treated by Tru-Green, we have also spot hit several areas in need.
- Continue 2017 PDRMA audit process and requirements. Continue to perform inspections, documentation of facilities. Working on all staff program for annual required training of various safety and procedure topics. New staff are being trained as they begin work on all safety requirements.
- Have added several season staff members in all areas to assist with the work load now that summer is here.

- We are working with the tree installers from last year to replace the 15 or so trees out of 139 that did not survive the winter or transplant. They will most likely wait til fall as they had a very busy spring with weather issues, and maybe spring for some varieties to survive better. We also gave them some flexibility on sizes for better ability to survive the changes.
- We had some work done recently on the museum roof HVAC units to insure they run properly during the heat of summer.
- We hosted our first movie night with several staff staying to install then remove the screen and sound system. The next movie “ELF” will be on July 7th.
- Staff continues to install the stage and cover for the very popular summer concerts on Thursdays with removal Friday mornings.
- Hosted the Kish Health System Party complete with very large tent and carnival rides on the 10th.
- Have been working with the traveling Vietnam Memorial Wall committee as the July 13 date approaches. We will be setting up our stage for the weekend for various events.
- Have been coordinating pond water maintenance with our contractors at the various ponds around town as needed.

Administrative Initiatives (7/1/17-7/31/17)

- Attend staff, board, and study session meetings along with Action 20/20 planning and construction meetings.
- Continue to work with architects and construction managers on the new building complex and attend site visits.

- Work with committee and obtain professional services for the new irrigation system.
- Staff will continue mowing and trimming of all areas, cleaning parks, inspecting and repairing equipment, cleaning and prepping for shelter user groups, planting flowers, mulching landscape beds, and mulching under playground equipment. Weed control will continue at the sports complex and parks around town. Tree pruning and removal in the Good Tymes park area will continue.
- We will be hosting the Kish Health System Employee party on June 10th.
- In-house and travel youth baseball and softball leagues will wrap up their seasons with end of season tournaments the first half of the month. Fall soccer fields will be measured and painted for end of the month practices to begin.
- The golf course will continue to host many events, spray for disease and insects, water and maintain irrigation heads, mow, trim, and prune trees.
- We will continue meeting and planning with the traveling Vietnam Memorial Wall group which is set for mid-July.
- Will meet with Storm tourney organizers after event to discuss needs, improvements, etc.
- Continue concert stage set-up on Thursdays.
- Continue product ordering and vendor meetings for materials and supplies for all maintenance areas.
- Consistently evaluate pond weed growth at park ponds and coordinate control applications with our management group.

- Continue PDRMA safety training of staff and inspections of facilities along with all required paper work. Will organize records as we prepare for this years' audits later this summer.
- Begin to consider Capital needs for next budget cycle and begin pricing of those equipment pieces and projects.

To: Board of Commissioners
From: Lisa Metcalf & Sarah Elm Rex
Subject: Monthly Report
Date: June 27, 2017

Administrative Initiatives (6/1/17 – 6/30/17)

- Attended monthly Board meeting.
- Attended weekly Department Head meetings as scheduled.
- Aided Kirk in promoting events and specials at the golf course: Two for One Tuesdays, Nine and Dine and Couples Leagues. – Sarah
- Kicked off our first Movie in the Park, Moana. – Sarah
- Kicked off our Summer Concert Series in the Park. – Sarah
- Met with the new Midwest Museum of Natural History Executive Director to discuss our program partnership and ideas for the future. – Sarah
- Had a meeting for STORM to make sure we were all set for the tournament. – Lisa
- Had an intern start for the summer, Kevin Gordon, from NIU. – Lisa
- Aided in the interview process for the new Superintendent of Recreation – Sarah
- Opened the pool on our new opening day of June 9. – Lisa
- Held Green Drinks at Fatty's in DeKalb on June 14. NIU Associate Professor Melissa Lenczewski discussed the Flint MI water crisis and water quality in Sycamore-DeKalb. – Sarah

- Had the summer's first Middle School Pool Party, 190 kids attended. – Lisa
- Worked on creating programs and classes for the fall brochure.
- Volunteered at the Sycamore Farmers Market to share information about the Park District and be the onsite contact person/information booth on the Chamber's behalf. – Sarah
- Attended the Kishwaukee Women's Network presentation, The Power of Customer Service. – Sarah
- PDRMA will come out to perform the Loss Control Review of the pool on June 30. – Lisa

Administrative Initiatives (7/1/17 – 7/31/17)

- Will attend monthly Board meeting. – Sarah
- Will attend weekly Department Head meetings as scheduled.
- Will help the Vietnam Memorial Wall event go off smoothly.
- Will attend as a committee member the Sycamore Kiwanis Craft Beer and Brat Festival downtown sycamore on July 1. All proceeds from the event support the District's splashpad. – Sarah
- Will host Movies in the Park on July 7.
- Will initiate a staff rewards program based on themes from the book Moments of Truth. This will serve as a basis for a customer service training program that will be introduced at the beginning of next summer. – Sarah
- Will use the momentum and promotional resources from National Recreation and Park Association's "Park and Recreation Month" (the month of July) to highlight Sycamore parks and staff through a social media campaign. – Sarah

To: Board of Commissioners
From: Daniel Gibble, Executive Director
Subject: Monthly Report
Date: May 23, 2017

Administrative Initiatives (6/1/17 – 6/30/17)

- Finalized Part-Time Personnel Policy.
- Updated Agenda Planner for Staff/Board.
- Attended Meetings/Serve On:
 - KSRA
 - Rotary
 - Chamber
 - DSATS
 - Chamber After Hours
- Continued work on CAMPUS Construction Supervision:
 - Community Center
 - Dog Park
 - Sled Hill
 - Splashpad
- Continued contacting potential donors for Leaf a Legacy.
- Continued supervision of Outdoor Pool construction.
- Worked at pool cleaning and repairs to help ready it for opening.
- Coordinated Rotary Golf Outing.
- Worked with Well Company on well issues at Great Western Trailhead site.

- Conducted and completed interviews for Superintendent of Recreation.
- Began work on Route 64 Lighted Sign.
- Finalized hiring of Superintendent of Recreation.
- Continued ordering OWNER REQUIRED equipment for Recreation Campus install.
- Met with representative for State of Illinois on records retention.
- Continued negotiations with medical provider.
- Worked on PDRMA Loss Control Review items.
-
- DID NOT get my head shaved.

Administrative Initiatives (7/1/17 – 7/31/17)

- Attend CUSD#427 Board Meeting to present on Trail Project.
- Coordinate the long-range planning process for management of the new facilities that will be developed as part of ACTION 2020.
- Meet with Construction Manager. Conduct daily construction site visits.
- Attend Meetings/Serve On:
 - KSRA
 - Rotary
 - Chamber
 - DSATS
- Work on Fundraising and Leaf a Legacy.
- Manage change orders, color selections, design solution supervision on matters related to the Recreation Campus.

- Move office back to Club House.
- Welcome and orient new Superintendent of Recreation.
- Continue Coordinating Route 64 Sign project.
- Let Landscaping work for Recreation Campus.

Sycamore Park District Clubhouse

Post Rental Questionnaire

Name: Jay & Brenda Hunt
 Date of Event: 5/27/17
 Type of Event: Graduation Party

1. How was your event? Fabulous
2. How was the service of the Park District Staff? Super friendly and helpful
3. How was the room rental fee? Very reasonable

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

4. How was your menu/meal/bartending? _____
5. How was the pricing? _____
6. Would you change anything? Some events may require more than 1 hr set up.
7. Would you recommend the Clubhouse to a friend? Absolutely
 Why or Why not I have already recommended it due to the reasonable cost & the excellent staff.
8. How did you hear about us? my daughter had attended a "sweet 16" party here previously.
9. Please note your overall experience. I would not hesitate to host another event here or recommend to others. It was perfect for our event!

A huge thanks again to Melissa & Derek for their help!

Jeanette Freeman

From: Sarah Rex
Sent: Friday, May 19, 2017 9:47 AM
To: Melissa Dobberstein; Daniel Gible; Jackie Hienbuecher; Kirk Lundbeck; Jeff Donahoe; Lisa Metcalf; Steve Tritt; Jeanette Freeman
Subject: #MomentsOfTruth

Two weeks ago, I left Park Pride T-shirts at the Admin Office for a volunteer that could not make it to the lunch. I gave her instructions on the location and hours, but all that stuck in her mind was “clubhouse.”

She came last weekend and Melissa’s staff person Jo, who was working at the Caddyshack Grill, took initiative to find the shirts in the office and save our volunteer from having to come back....made her feel she and her time was important.

This volunteer is a big (and vocal) supporter of the park district, a regular at the concert series and has been a Park Pride volunteer for several years. While she would have been understanding if the shirts were not available, I’m so thankful that Jo and other concessions staff have a “full-service” attitude and seem to take great pride in working for the District.

Thanks Melissa (I already thanked Jo)

Sarah Elm Rex

Sycamore Park District
Recreation Supervisor/Marketing
Office: 815-895-3365 | Cell: 708-567-2543

SycamoreParkDistrict.com

Jackie Hienbuecher

From: Amy Doll <adoll@dekalbparkdistrict.com>
Sent: Wednesday, May 17, 2017 10:09 PM
To: Daniel Gibble; Jackie Hienbuecher
Subject: Thank you!

Dan & Jackie –

Thank you so much for sending us Jeanette today. She was amazing and so helpful! We couldn't have done it without her.

I really appreciate you being so generous and helping us out today.

Amy



Amy Doll, CPRP
 Executive Director
 adoll@dekalbparkdistrict.com
 www.dekalbparkdistrict.com
 Phone: 779-777-7265
 Mobile: 815-751-4899

Total Control Panel

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To: jackieh@sycamoreparkdistrict.com

Message Score: 70

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My Spam Blocking Level: Medium

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Methodist Open

GOLF OUTING

Sponsored by the Sycamore United Methodist Budget Boosters Committee

Friday, June 9, 2017

Thank You!

To: Kirk Lundbeck
SYCAMORE GOLF CLUB
940 East State Street
Sycamore, IL 60178

*Kirk,
Thanks
for all of your
help last Friday.
Debbie*

Dear Kirk,

We can't thank you enough for your donation and support for the 17th Annual SUMC Golf Outing. Your generosity for hosting the hole #8 "Buy-a-drive" & donating 1-foursome with cart helped to make the event a great success. The outing was well attended and a great time was had by all.

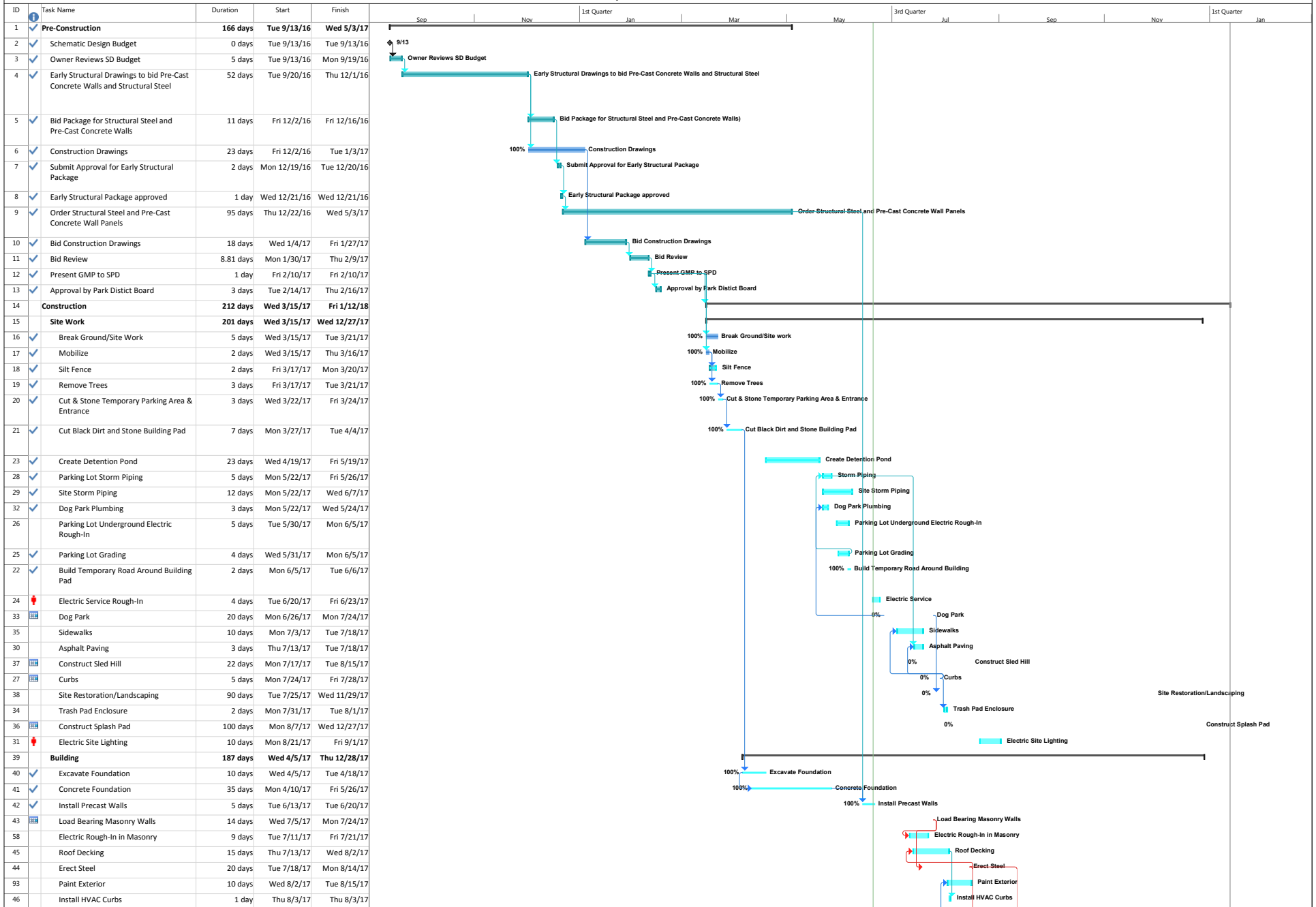
Again, we thank you for making our golf outing such a great event.

Yours in Christ,
The SUMC Budget Boosters Committee

Ed Richter, Chair
Sycamore United Methodist Church
160 Johnson Avenue
Sycamore, Illinois 60178-1649

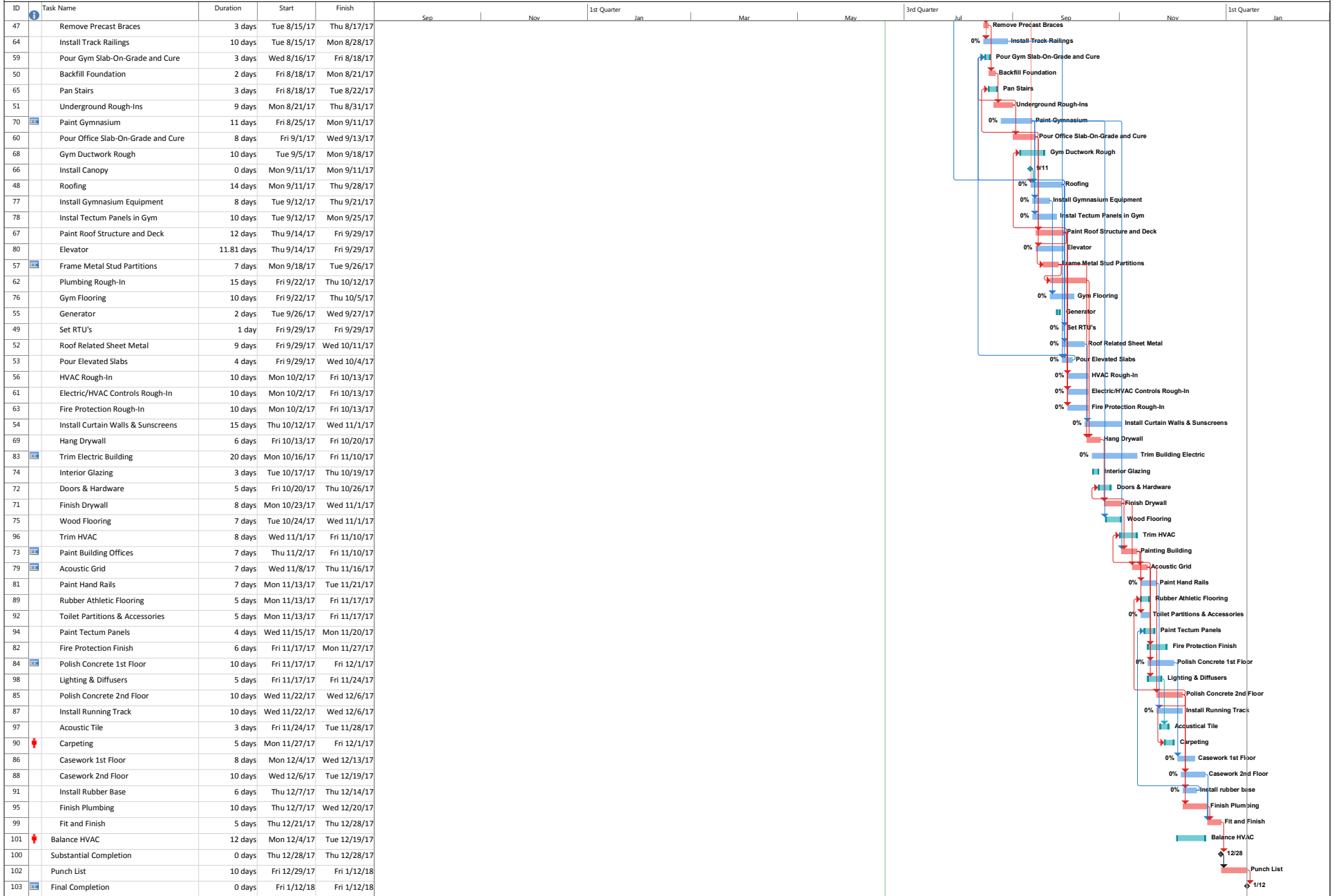


Sycamore Park District
Community Center Campus Project
Project Construction Schedule



Sycamore Park District	Task	Summary	Inactive Milestone	Duration-only	Start-only	External Milestone	Critical Split
	Split	Project Summary	Inactive Summary	Manual Summary Rollup	Finish-only	Deadline	Progress
	Milestone	Inactive Task	Manual Task	Manual Summary	Manual Tasks	Critical	Manual Progress

Sycamore Park District
Community Center Campus Project
Project Construction Schedule



Sycamore Park District	Task	Summary	Inactive Milestone	Duration-only	Start-only	External Milestone	Critical Split
	Split	Project Summary	Inactive Summary	Manual Summary Rollup	Finish-only	Deadline	Progress
	Milestone	Inactive Task	Manual Task	Manual Summary	External Tasks	Critical	Manual Progress



OWNER CHANGE ORDER PROPOSAL LOG

Sycamore Park District - Campus Projects
RJC Job #216-095

RJC COP #	Description	Originator	Applicable Reference #	Submitted Date	Approximate New Items	Pending	Verbally Approved	Approved	Status (Rev., Void, App., Rej. & Date)	RJC C/O #	P/A Month	Subs & Suppliers Cost Itemization	Comments	Cost Code (80-XXX)	Closed
1	RFP 01 - Parking Lighting & Pump Discharges (Permit Drawings)	Farnsworth Group	RFP 01 03/28/17	04/11/17				\$22,925	Approved 04/13/17	1		Joe Bero \$1700; Swedberg Electric \$20,392; RJC \$833	N/A	N/A	C
2	RFP 01 - Water Service & Restroom Changes (Permit Drawings)	Farnsworth Group	RFP 01 3/28/17	04/11/17				\$22,837	Approved 04/13/17	1		Wagner Excavating \$4,854; Swedberg & Associates \$7,393; Joe Bero Plumbing \$9,760; RJC \$830	N/A	N/A	C
3	Precast Thermal Break	Dukane Precast	N/A	04/11/17				\$5,189	Approved 04/13/17	2		Dukane Precast \$5,000; RJC \$189	N/A	N/A	C
4	Flagpole Installation	Sycamore PD	Email 05/09/17	05/24/17				\$2,240	Approved 05/24/17	4		RJC \$2,240	N/A	80-003	C
5	Airport Road Concrete Sidewalk	Sycamore PD	N/A	05/04/17				\$0	Rejected 06/09/17	N/A	N/A	Wagner Excavating \$5,514; Civil Engineering Services \$1,250; RJC \$35,340	N/A	N/A	C
6	Airport Road (5'-0" Wide) Asphalt Sidewalk	Sycamore PD	N/A	05/04/17				\$0	Rejected 06/09/17	N/A	N/A	Wagner Excavating \$8,540; Royer Asphalt Paving \$11,115; Civil Engineering Services \$1,250; RJC \$2,911	SPD requests to have 6'-0" wide asphalt sidewalk	N/A	C
6R1	Airport Road 6'-0" Wide Asphalt Sidewalk	Sycamore PD	N/A	06/14/17		\$26,652						Wagner Excavating \$10,248; Royer Asphalt Paving \$12,800; Civil Engineering Services \$1,250; RJC \$2,354		80-001	
7	RFP 01 - Restroom Countertops (Permit Drawings)	Farnsworth Group	RFP 01 03/28/17	05/04/17				(\$6,704)	Approved 05/05/17	3		Swedberg & Associates (\$6,704)	N/A	N/A	C
8	Splash Pad Sky Ray Sunguards Installation	Sycamore PD	Email 05/03/17	06/05/17				\$4,829	Approved 06/06/17	4		RJC \$4,829	N/A	80-004	C
9	Front Entrance Custom Color	Sycamore PD	Email 05/15/17		\$0							Cardinal Glass \$; Bowne Painting \$1,860; McDermaid Roofing \$0; Swedberg & Associates \$1,276			
10	Door Opening 129	Sycamore PD	5/23/2017	05/25/17				\$1,807	Approved 05/26/17	4		Doors, Inc. \$676; Swedberg & Associates \$865; Bowne Painting \$200; RJC \$66	N/A	N/A	C
11															
12															
					\$0	\$26,652	\$0								

APPROVED CHANGES \$53,123
ORIGINAL CONTRACT AMOUNT \$7,562,724
FINAL CONTRACT AMOUNT \$7,615,847



CONSTRUCTION CONTINGENCY FUND PROPOSAL LOG

Sycamore Park District - Campus Projects
RJC Job #216-095

RJC OCF #	Description	Originator	Applicable Reference #	Submitted Date	Approximate New Items	Pending	Verbally Approved	Approved OCF Amount	Status (Rev., Void, App., Rej. & Date)	Subs & Suppliers Cost Itemization	Comments	Cost Code (80-XXX)	Closed
1	ASI 02 - Beam & Bearing Plates	Farnsworth Group	ASI 02	05/01/17				\$500	Approved 06/22/17	Custom Iron Works \$500	N/A	N/A	C
2	Rolling Grille 110 Modified Jamb	Farnsworth Group	RFI 00013		\$1,422					Swedberg & Associates \$1,422	FWG reviewing for other options with no costs	N/A	
3	Sectional Door 107B Operator	Farnsworth Group	083613-1-0	05/01/17		\$2,860				Swedberg & Associates \$2,860	N/A	N/A	
3R1	Sectional Door 107B High-Lift Track	Farnsworth Group	083613-1-0		\$368					Swedberg & Associates \$368	N/A	N/A	
4	Remove Stained Concrete From Painter's Scope	RJC	N/A	05/23/17				(\$8,520)	Approved 05/23/17	Bowne Painting (\$8,520)	N/A	N/A	C
5	Remove Integral Colored Concrete From Restrooms	Sycamore PD	N/A	06/19/17		(\$6,233)				RJC (\$135); Artlow (\$6,098)	Area outside Restrooms is not included	N/A	
6	Move Generator to Roof	Sycamore PD	N/A	N/A				\$0	Voided 05/16/17	Custom Iron Works \$; Division 5 Metals \$; McDermaid Roofing \$; DeKalb Mechanical \$4,500; Swedberg Electric \$	SPD will develop a fencing detail to hide unit	N/A	C
7	Splash Pad Color Hardener	Sycamore PD	N/A	05/24/17				\$3,053	Approved 05/24/17	RJC \$3,053	N/A	03-500	C
8	Electrical Engineering	RJC	N/A	05/17/17				\$9,000	Approved 05/17/17	Swedberg Electric \$9,000	N/A	N/A	C
9	Course Brick	RJC	N/A	06/12/17				\$5,529	Approved 06/21/17	Burroak Masonry \$5,529; Architectural Metals \$0	Extra weld plate is no cost change	N/A	C
10	Cut Panel 37 Down	RJC	N/A		\$0					Dukane Precast \$			
11	Order (12) Pantone Color Chips	Sycamore PD	05/15/17 Email	05/17/17				\$252	Approved 05/17/17	RJC \$252	N/A	80-002	C
11R1	Order (12) Pantone Color Chips Credit	RJC	N/A	05/19/17				(\$36)	Approved 05/19/17	RJC (\$36)	N/A	80-002	C
12	Buy-Out Savings	RJC	N/A	05/23/17				(\$2,553)	Approved 05/23/17	RJC (\$2,553)	N/A	N/A	C
13	Building Pad Undercutting	TSC	N/A		\$0					Wagner Excavating \$			
14	Helical Anchors in Lieu of Deadman	Dukane Precast	N/A	06/12/17				\$6,330	Approved 06/21/17	Dukane Precast \$6,330	N/A	N/A	C
15	Parking Lot Undercutting	TSC	06/01/17 Report	06/06/17				\$14,900	Approved 06/06/17	Wagner Excavating \$14,900			
16	Enlarging Ditch for Joist Deliveries	RJC	N/A		\$0					Wagner Excavating \$			
17	Dog Park Dirt Work	RJC	N/A		\$0					Wagner Excavating \$			
18	Landscape Restoration for Utility Work	RJC	N/A		\$2,934					Cooling Land Concepts \$2,934	Need breakdown of material & labor		
19	Panel 7 Foundation Wall	RJC	N/A	06/22/17		\$3,044				RJC \$3,044			
20													
					\$4,724								
						(\$329)		\$0					

APPROVED CHANGES \$28,455
 CONSTRUCTION CONTINGENCY AMOUNT \$210,594
 REMAINING CONSTRUCTION CONTINGENCY AMOUNT \$182,139

SYCAMORE PARK DISTRICT
Board of Commissioners

Date of Board Meeting: June 27, 2017

STAFF RECOMMENDATION

**AGENDA ITEM: POLICY on MEDICAL INSURANCE COMPENSATION:
Recommend Approval**

BACKGROUND INFORMATION: At last month's Regular Meeting the Board directed staff to come back with a proposal for employees to OPT OUT of the district's medical insurance benefit in lieu of an increase in pay for some of the savings realized by the district for not having to cover the employee.

Currently all FT employees hired before 2016 have their individual and family medical coverage paid for by the district. After that, new hires were hired with only individual coverage paid for by the district. That new hire could cover their family if they agree to pay the additional premium cost.

Many park districts throughout the State of Illinois allow the employee to OPT OUT of the provided insurance, annually, and receive 50% of that "savings" in 26 equal payments on their paycheck. The remaining savings is realized by the district. Of course, the district must pay approximately 10% of the amount received by the employee to IMRF as our match and 7.65% to social security. AND, the employee must pay their match to IMRF (4.5%), plus state/federal taxes, and social security on their amount. In the end, both the district and the employee "see" a little less than their half of the savings.

In conducting these OPT OUT programs, employers previously required proof of insurance, elsewhere, before allowing the employee to opt out. With the newer HIPAA laws, employers can no longer require this. IT IS NOW THE EMPLOYEE'S SOLE RESPONSIBILITY TO DEAL WITH THE CONSEQUENCES OF THEIR ACTIONS in the opt out process.

It should be noted that the district pays for the dental insurance, short term disability insurance, EAP, and life insurance of the employee, as well. NONE of these are included in the OPT OUT, and the employee must keep these benefits.

Furthermore, it should also be pointed out that if an employee opts out, that means they can't cover their family.

If approved, the employee must sign a "Health Insurance Opt Out Incentive" form (example attached), annually, with the renewal of the district's medical insurance plan.

FISCAL IMPACT:

2017 Annual Cost of Individual Insurance to District = \$9,758.76

2017 Annual Gross Pay Increase for Employee = \$4,867.20

2017 Annual NET Savings to District Per Employee = \$4,032.50

STAFF RECOMMENDATION: Staff recommends approval of the OPT OUT policy for medical insurance, only. If this is approved, staff will bring the Board, next month, a revision in the Personnel Policy language to address this approved change

PREPARED BY: Daniel Gibble, Executive Director



EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:



Health Insurance Opt Out Incentive

This form is to be completed by employees who elect not to participate in the group health insurance plan through the Sycamore Park District.

I have reviewed the health insurance program offered by the Sycamore Park District and elect not to participate. I further understand that I will not have an opportunity to enroll in the program until the next open enrollment period unless I meet the qualifications set forth by the insurance provider companies.

I understand that the health insurance opt out incentive is determined on an annual basis and approved by the Board of Commissioners. By signing this document, I understand that there could be changes to the opt-out incentive effective January 1, 2018.

Signature

Date

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: June 27, 2017

STAFF RECOMMENDATION

AGENDA ITEM: SIGN POLICY: Recommend Approval


BACKGROUND INFORMATION: The Sycamore Park District gets many requests from outside groups to post promotional or directional signs on District property especially at the Sycamore Community Park and Sports Complex. This is understandable as the parks are highly visible and between the two there are six facility rental opportunities – one being a political polling location. This policy helps regulate non-park district signs on all District property by defining who has permission/priority to post and providing guidelines for content and placement. The policy also addresses the soon-to-be installed electronic message board as staff anticipates the District will receive requests from other groups wishing to display a message. It also helps to further detail information tied to the already existing conduct ordinance of the district.

FISCAL IMPACT: None.

STAFF RECOMMENDATION: Staff recommends Approval of the sign policy, attached, addressing signs and displays in parks and facilities.

PREPARED BY: Sarah Elm Rex, Recreation Supervisor

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

SIGNS AND DISPLAYS BY NON-PARK DISTRICT ORGANIZATIONS IN PARKS AND FACILITIES

PROMOTIONAL MATERIAL AND MESSAGES

The District recognizes that the operations of certain governmental entities, community related groups and nonprofit organizations may also further the best interests of our residents' physical health, safety, and well-being; or are directly related to the District's recreational activities. Therefore, the District may approve the following groups to display promotional materials at Park District facilities and in parks. All material must be approved by the Superintendent of Recreation, and approved materials will be posted only at designated areas in Park District facilities and parks as determined by staff.

Park District staff are the only people authorized to post information inside buildings. The item(s) being promoted may not conflict with services provide by the Sycamore Park District or any of its affiliates. It is the requesting organization's responsibility to comply with City of Sycamore and Sycamore Park District Sign and Conduct Ordinances.

Promotional materials may be posted for the following groups, in the following priority. Other signs may be requested for approval by the Superintendent of Recreation and Superintendent of Parks and Facilities.

1. Sycamore Park District
2. Cooperative programs/events agreements between the Sycamore Park District and a community organization
3. Park District Sponsors as specified as a benefit in a current, written sponsorship agreement
4. Sycamore Park District affiliate organizations
5. Governmental entities that service residents within Park District boundaries
6. Nonprofit organizations in which a full-time staff holds membership as a representative of the Park District
7. Other nonprofit organizations as recommended by staff and approved by the Park District Board of Commissioners

There shall be no guarantee that requests received will be displayed, or, if approved, how long they will be displayed. Approved materials will typically remain posted through the conclusion of the publicized event or if a sign a sign has been damaged or defaced.

POLITICAL CAMPAIGN MATERIAL

Political campaign materials will not be accepted by staff for posting. As a polling location, posting signs around the Sycamore Park District Clubhouse must be 100 yards away from the entrance and abide by the following Park District Conduct Ordinance:

§24 SIGNS

Those laws as established by the State of Illinois or the Federal Government as it is related to election signs for polling places and the placement of candidate or issue signs shall apply to Sycamore Park District property. It is requested that those signs which are legally posted be

removed within five (5) working days following the election for which the candidate or issue is voted upon.

DIRECTIONAL SIGNS FOR SHELTER RENTALS

Individuals and groups renting Park District facilities will be permitted to provide directional signage for their guest. Any requests outside of the following guidelines must be approved by the Superintendent of Parks and Facilities.

Noncompliance of the following policies may result in the renter sacrificing all or a portion of their deposit.

1. Signs must be temporary and all remnants removed by the renter at the conclusion of the event.
2. It is the renter's responsibility to comply with the City of Sycamore and Sycamore Park District Sign and Conduct Ordinances.
 1. Signs must be free-standing and not attached to any tree, shrub, post, building, gate, District sign or other District structure or property.
 2. Signs may not obstruct line of site for motorists, pedestrians, bike riders or other park users.
 3. Signs may not cover or distract from existing Park District signs.
 4. Maximum size: 24x18 inches (size of a standard yard sign)
 5. Maximum 4 signs per event
 6. Balloons or other materials used to enhance or enlarge the sign are prohibited.

ELECTRONIC MESSAGE BOARD

The electronic message board located on Rte. 64 is designated for Park District promotion and announcements only. The only exception to this is notices approved by Superintendent of Recreation for other units of local government in DeKalb County, and Sycamore Park District affiliates with whom the district has a current, written Memorandum of Understanding. This includes, but is not limited to, facility information, events and programs and public service announcements and is governed by City of Sycamore sign ordinances. Upon staff's requests, sign content will be regulated and updated by the Recreation Supervisor/Marketing in accordance with the City of Sycamore's Unified Development Ordinance, Article 6.8.

SYCAMORE PARK DISTRICT
Board of Commissioners

Date of Board Meeting: June 27, 2017

STAFF RECOMMENDATION

AGENDA ITEM: CHANGE MEETING DATE for JULY REGULAR MEETING: Discussion and Approval

BACKGROUND INFORMATION: Two staff, myself included, have scheduled a recreational activity for the evening of July 25—the date of our next Regular Board Meeting—and there is currently a short list of items to cover in July:

- Monthly Department Report—Lisa
- Board By-Laws/Operations Manual final approval if needed.
- Bi-annual Review of Executive Session Minutes
- PT Personnel Policy Manual First Review*
- Meeting New Superintendent of Recreation

Regular meetings are required, so cancelling should not be a consideration, but I hope you might consider re-scheduling to the evening of the 18th for a quick meeting—unless something comes up between now and then.

FISCAL IMPACT: NONE.

STAFF RECOMMENDATION: Move the July Regular Meeting to July 18, 2017 at 6:00 PM, with appropriate legal notice to media and public.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 27, 2017

STAFF RECOMMENDATION

AGENDA ITEM: PREVAILING WAGE ORDINANCE:

Recommended Approval

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

FISCAL IMPACT: Not applicable.

STAFF RECOMMENDATION: Recommend approval of Ordinance 06-2017.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance.

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

ORDINANCE NO. 06-2017

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

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

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

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

Section 1: To the extent and as required by the Act, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of the Park District is hereby ascertained to be the same as the prevailing rate of wages for construction work in De Kalb County as determined by the Department of Labor of the State of Illinois (the "Department") which are in effect on June 5, 2017, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department shall supersede the Department's June determination and apply to any and all public works construction undertaken by the Park District. The definition of any terms appearing in this Ordinance which are also used in the Act shall be the same as in the Act.

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

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

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

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

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

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

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

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

PASSED this _____ day of _____, 2017.

AYES:

NAYS:

ABSENT:

PRESIDENT
SYCAMORE PARK DISTRICT

ATTEST

SECRETARY

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

SECRETARY'S CERTIFICATE

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

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of AN ORDINANCE ADOPTING PREVAILING WAGE RATES TO BE PAID TO LABORERS, MECHANICS AND OTHER WORKERS PERFORMING CONSTRUCTION OF PUBLIC WORKS FOR THE PARK DISTRICT adopted at a duly called Regular Meeting of the Board of Commissioners, held at Sycamore, Illinois, at 6:00 p.m. on the 27th day of June, 2017.

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

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said Park District at Sycamore, Illinois, this _____ day of _____, 2017.

SECRETARY
SYCAMORE PARK DISTRICT

[SEAL]

This schedule contains the prevailing wage rates required to be paid for work performed on or after Monday, June 5, 2017 on public works projects in this County. Pursuant to 820 ILCS 130/4, public bodies in this County that have active public works projects are responsible for notifying all contractors and subcontractors working on those public works projects of the change (if any) to rates that were previously in effect. The failure of a public body to provide such notice does not relieve contractors or subcontractors of their obligations under the Prevailing Wage Act, including the duty to pay the relevant prevailing wage in effect at the time work subject to the Act is performed.

DEKALB COUNTY
PREVAILING WAGE
RATES EFFECTIVE JUNE
5, 2017

TradeTitle	Region	Type	Class	Base Wage	Foreman Wage	M-F OT	OSA	OSH	H/W	Pension	Vacation	Training
ASBESTOS ABT-GEN	All	BLD		37.45	38.45	1.5	1.5	2.0	8.42	19.06	0.00	0.80
ASBESTOS ABT-MEC	All	BLD		37.46	39.96	1.5	1.5	2.0	11.62	11.06	0.00	0.72
BOILERMAKER	All	BLD		47.07	51.30	2.0	2.0	2.0	6.97	18.13	0.00	0.40
BRICK MASON	All	BLD		44.88	49.37	1.5	1.5	2.0	10.25	15.30	0.00	0.85
CARPENTER	All	BLD		40.10	44.51	1.5	1.5	2.0	10.36	15.55	0.00	0.60
CARPENTER	All	HWY		39.83	40.68	1.5	1.5	2.0	11.50	15.05	0.00	0.49
CEMENT MASON	All	All		43.95	45.95	2.0	1.5	2.0	10.00	19.66	0.00	0.50
CERAMIC TILE FNSHER	All	BLD		37.81	37.81	1.5	1.5	2.0	10.55	10.12	0.00	0.65
COMMUNICATION TECH	All	BLD		38.50	42.35	1.5	1.5	2.0	11.34	13.54	0.00	0.77
ELECTRIC PWR EQMT OP	All	All		37.89	51.48	1.5	1.5	2.0	5.00	11.75	0.00	0.38
ELECTRIC PWR EQMT OP	All	HWY		40.59	55.15	1.5	1.5	2.0	5.25	12.59	0.00	0.71
ELECTRIC PWR GRNDMAN	All	All		29.30	51.48	1.5	1.5	2.0	5.00	9.09	0.00	0.29
ELECTRIC PWR GRNDMAN	All	HWY		32.50	55.15	1.5	1.5	2.0	5.25	10.09	0.00	0.58
ELECTRIC PWR LINEMAN	All	All		45.36	51.48	1.5	1.5	2.0	5.00	14.06	0.00	0.45

ELECTRIC PWR LINEMAN	All	HWY		48.59	55.15	1.5	1.5	2.0	5.25	15.07	0.00	0.85
ELECTRIC PWR TRK DRV	All	All		30.34	51.48	1.5	1.5	2.0	5.00	9.40	0.00	0.30
ELECTRIC PWR TRK DRV	All	HWY		31.40	53.29	1.5	1.5	2.0	5.00	9.73	0.00	0.31
ELECTRICIAN ELEVATOR CONSTRUCTOR	All	BLD		45.00	49.50	1.5	1.5	2.0	11.34	18.23	0.00	0.90
FENCE ERECTOR	SE	All		45.56	49.20	2.0	2.0	2.0	11.02	21.51	0.00	0.70
GLAZIER	All	BLD		38.53	40.53	1.5	1.5	1.5	10.30	8.20	0.00	1.25
HT/FROST INSULATOR	All	BLD		49.95	52.45	1.5	1.5	2.0	11.62	12.26	0.00	0.72
IRON WORKER	NW	All		36.29	38.10	2.0	2.0	2.0	11.94	23.69	0.00	0.60
IRON WORKER	SE	All		45.56	49.20	2.0	2.0	2.0	11.02	21.51	0.00	0.70
LABORER	All	BLD		32.25	33.25	1.5	1.5	2.0	8.42	16.56	0.00	0.80
LABORER	All	HWY		34.75	38.20	1.5	1.5	2.0	8.42	19.06	0.00	0.80
LABORER, SKILLED	All	HWY		37.45	38.20	1.5	1.5	2.0	8.42	19.06	0.00	0.80
LATHER	All	BLD		39.58	43.93	1.5	1.5	2.0	9.68	15.25	0.00	0.60
MACHINIST	All	BLD		45.35	47.85	1.5	1.5	2.0	7.26	8.95	1.85	0.00
MARBLE MASON	All	BLD		44.13	48.54	1.5	1.5	2.0	10.25	14.97	0.00	0.59
MATERIAL TESTER I	All	All		33.56	0.00	1.5	1.5	2.0	8.24	16.39	0.00	0.80
MATERIALS TESTER II	All	All		33.56	0.00	1.5	1.5	2.0	8.24	16.39	0.00	0.80
MILLWRIGHT	All	BLD		37.72	41.49	1.5	1.5	2.0	10.12	15.25	0.00	0.60
OPERATING ENGINEER	All	BLD	1	44.80	48.80	1.5	1.5	2.0	18.05	12.70	2.35	1.30
OPERATING ENGINEER	All	BLD	2	44.10	48.80	1.5	1.5	2.0	18.05	12.70	2.35	1.30
OPERATING ENGINEER	All	BLD	3	41.65	48.80	1.5	1.5	2.0	18.05	12.70	2.35	1.30
OPERATING ENGINEER	All	BLD	4	39.65	48.80	1.5	1.5	2.0	18.05	12.70	2.35	1.30
OPERATING ENGINEER	All	BLD	5	48.55	48.80	1.5	1.5	2.0	18.05	12.70	2.35	1.30
OPERATING ENGINEER	All	BLD	6	47.80	48.80	1.5	1.5	2.0	18.05	12.70	2.35	1.30
OPERATING ENGINEER	All	BLD	7	44.80	48.80	1.5	1.5	2.0	18.05	12.70	2.35	1.30
OPERATING ENGINEER	All	HWY	1	44.65	48.65	1.5	1.5	2.0	18.05	12.70	2.35	1.30
OPERATING ENGINEER	All	HWY	2	44.10	48.65	1.5	1.5	2.0	18.05	12.70	2.35	1.30

OPERATING ENGINEER	All	HWY	3	42.80	48.65	1.5	1.5	2.0	18.05	12.70	2.35	1.30
OPERATING ENGINEER	All	HWY	4	41.35	48.65	1.5	1.5	2.0	18.05	12.70	2.35	1.30
OPERATING ENGINEER	All	HWY	5	39.90	48.65	1.5	1.5	2.0	18.05	12.70	2.35	1.30
OPERATING ENGINEER	All	HWY	6	47.65	48.65	1.5	1.5	2.0	18.05	12.70	2.35	1.30
OPERATING ENGINEER	All	HWY	7	45.65	48.65	1.5	1.5	2.0	18.05	12.70	2.35	1.30
ORNAMNTL IRON												
WORKER	SE	All		45.06	48.66	2.0	2.0	2.0	10.52	20.76	0.00	0.70
PAINTER	All	All		42.93	44.93	1.5	1.5	1.5	10.30	8.20	0.00	1.35
PAINTER SIGNS	All	BLD		33.92	38.09	1.5	1.5	1.5	2.60	2.71	0.00	0.00
PILEDRIVER	All	BLD		40.60	45.06	1.5	1.5	2.0	10.36	15.55	0.00	0.60
PILEDRIVER	All	HWY		40.83	41.68	1.5	1.5	2.0	11.50	15.05	0.00	0.49
PIPEFITTER	All	BLD		47.50	50.50	1.5	1.5	2.0	9.55	17.85	0.00	2.07
PLASTERER	All	BLD		42.25	44.79	1.5	1.5	2.0	13.65	9.50	5.00	0.65
PLUMBER	All	BLD		48.25	50.25	1.5	1.5	2.0	14.09	12.65	0.00	1.18
ROOFER	All	BLD		41.70	44.70	1.5	1.5	2.0	8.28	11.59	0.00	0.53
SHEETMETAL WORKER	All	BLD		39.76	42.15	1.5	1.5	2.0	6.50	17.85	0.52	0.37
SPRINKLER FITTER	All	BLD		37.12	39.87	1.5	1.5	2.0	8.42	8.50	0.00	0.35
STEEL ERECTOR	SE	All		45.56	49.20	2.0	2.0	2.0	11.02	21.51	0.00	0.70
STONE MASON	All	BLD		44.88	49.37	1.5	1.5	2.0	10.25	15.30	0.00	0.85
TERRAZZO FINISHER	All	BLD		39.54	39.54	1.5	1.5	2.0	10.55	11.79	0.00	0.67
TERRAZZO MASON	All	BLD		43.38	43.38	1.5	1.5	2.0	10.55	13.13	0.00	0.79
TILE LAYER	All	BLD		39.58	43.93	1.5	1.5	2.0	9.68	15.25	0.00	0.60
TILE MASON	All	BLD		43.84	47.84	1.5	1.5	2.0	10.55	11.40	0.00	0.99
TRUCK DRIVER	All	All	1	35.98	36.53	1.5	1.5	2.0	8.25	10.14	0.00	0.15
TRUCK DRIVER	All	All	2	36.13	36.53	1.5	1.5	2.0	8.25	10.14	0.00	0.15
TRUCK DRIVER	All	All	3	36.33	36.53	1.5	1.5	2.0	8.25	10.14	0.00	0.15
TRUCK DRIVER	All	All	4	36.53	36.53	1.5	1.5	2.0	8.25	10.14	0.00	0.15
TUCKPOINTER	All	BLD		44.90	45.90	1.5	1.5	2.0	8.30	14.29	0.00	0.48

Explanations

DEKALB COUNTY

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

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

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems

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

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

CERAMIC TILE FINISHER

The grouting, cleaning, and polishing of all classes of tile, whether for interior or exterior purposes, all burned, glazed or unglazed products; all composition materials, granite tiles, warning detectable tiles, cement tiles, epoxy composite materials, pavers, glass, mosaics, fiberglass, and all substitute materials, for tile made in tile-like units; all mixtures in tile like form of cement, metals, and other materials that are for and intended for use as a finished floor surface, stair treads, promenade roofs, walks, walls, ceilings, swimming pools, and all other places where tile is to form a finished interior or exterior. The mixing of all setting mortars including but

not limited to thin-set mortars, epoxies, wall mud, and any other sand and cement mixtures or adhesives when used in the preparation, installation, repair, or maintenance of tile and/or similar materials.

The handling and unloading of all sand, cement, lime, tile, fixtures, equipment, adhesives, or any other materials to be used in the preparation, installation, repair, or maintenance of tile and/or similar materials. Ceramic Tile Finishers shall fill all joints and voids regardless of method on all tile work, particularly and especially after installation of said tile work. Application of any and all protective coverings to all types of tile installations including, but not be limited to, all soap compounds, paper products, tapes, and all polyethylene coverings, plywood, masonite, cardboard, and any new type of products that may be used to protect tile installations, Blastrac equipment, and all floor scarifying equipment used in preparing floors to receive tile. The clean up and removal of all waste and materials. All demolition of existing tile floors and walls to be re-tiled.

COMMUNICATIONS TECHNICIAN

Installing, manufacturing, assembling and maintaining sound and

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

LABORER, SKILLED - HIGHWAY

Individuals engaged in the following types of work, irrespective of the site of the work: asbestos abatement worker, handling of any materials with any foreign matter harmful to skin or clothing, track laborer, cement handlers, chloride handlers, the unloading and loading with steel workers and re-bars, concrete workers wet, tunnel helpers in free air, batch dumpers, mason tenders, kettle and tar men, tank cleaners, plastic installers, scaffold workers, motorized buggies or

motorized unit used for wet concrete or handling of building materials, laborers with de-watering systems, sewer workers plus depth, rod and chainmen with technical engineers, rod and chainmen with land surveyors, rod and chainmen with surveyors, vibrator operators, cement silica, clay, fly ash, lime and plasters, handlers (bulk or bag), cofferdam workers plus depth, on concrete paving, placing, cutting and tying of reinforcing, deck hand, dredge hand, and shore laborers, bankmen on floating plant, grade checker, power tools, front end man on chip spreaders, cession workers plus depth, gunnite nozzle men, lead man on sewer work, welders, cutters, burners and torchmen, chainsaw operators, jackhammer and drill operators, layout man and/or drainage tile layer, steel form setter - street and highway, air tamping hammermen, signal man on crane, concrete saw operator, screedman on asphalt pavers, laborers tending masons with hot material or where foreign materials are used, mortar mixer operators, multiple concrete duct - leadsman, lumen, asphalt raker, curb asphalt machine operator, ready mix scalemen (permanent, portable or temporary plant), laborers handling masterplate or similar materials, laser beam operator, concrete burning machine operator, coring machine operator, plaster tender, underpinning and shoring of buildings, pump men, manhole and catch basin, dirt and stone tamper,

hose men on concrete pumps, hazardous waste worker, lead base paint abatement worker, lining of pipe, refusing machine, assisting on direct boring machine, the work of laying watermain, fire hydrants, all mechanical joints to watermain work, sewer worker, and tapping water service and forced lift station mechanical worker.

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

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

OPERATING ENGINEERS - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete

Paver (over 27E cu. ft.): Concrete Paver (27 cu. ft. and under);
Concrete Placer; Concrete Pump (Truck Mounted); Concrete Conveyor
(Truck Mounted); Concrete Tower; Cranes, All; GCI and similar types
(required two operators only); Cranes, Hammerhead; Creter Crane;
Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless
Curb and Gutter Machine; Grader, Elevating; Grouting Machines;
Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists,
Elevators, outside type rack and pinion and similar machines; Hoists,
one, two and three Drum; Hoists, Two Tugger One Floor; Hydraulic
Backhoes; Hydraulic Boom Trucks; Hydro Vac (and similar equipment -
excluding hose work and any sewer work); Locomotives, All; Lubrication
Technician; Manipulators; Motor Patrol; Pile Drivers and Skid Rig;
Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump
Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump;
Raised and Blind Hole Drill; Rock Drill (self-propelled); Rock Drill -
Truck Mounted; Roto Mill Grinder; Scoops - Tractor Drawn; Slipform
Paver; Scrapers Prime Movers; Straddle Buggies; Tie Back Machine;
Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Bobcat (over 3/4 cu. yd.); Boilers; Brick Forklift; Broom,
All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over);

Conveyor, Portable; Forklift Trucks; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum; Laser Screed; Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

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

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

Class 5. Assistant Craft Foreman

Class 6. Mechanics; Welders.

Class 7. Gradall

OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Silo Tender; Asphalt Spreader; Autograder; ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Backhoe w/shear attachments; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower of all types; Creter Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Directional Boring Machine over 12"; Dredges; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Mounted; Hoists, One, Two and Three Drum; Hydraulic Backhoes; Hydro Vac, Self Propelled, Truck Mounted (excluding hose work and any sewer work); Lubrication Technician; Manipulators; Pile Drivers and Skid Rig;

Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Snow Melters; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; GCI Crane; Hydraulic Telescoping Form (Tunnel); Tie Back Machine; Tractor Drawn Belt Loader; Tractor Drawn Belt Loader with attached pusher; Tractor with Boom; Tractaire with Attachments; Traffic Barrier Conveyor Machine; Raised or Blind Hole Drills; Trenching Machine (over 12"); Truck Mounted Concrete Pump with Boom; Truck Mounted Concrete Conveyor; Work Boat (no license required - 90 h.p. or above); Underground Boring and/or Mining Machines; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Concrete Wheel Saw (large self-propelled - excluding walk-behinds and hand-held); Conveyor Muck

Cars (Haglund or Similar Type); Drills, all; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro Blaster; All Locomotives, Dinky; Off-Road Hauling Units; Non-Self Loading Dump; Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Scoops - Tractor Drawn; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper; Scraper - Prime Mover in Tandem (Regardless of Size); Tank Car Heater; Tractors, Push, Pulling Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Fireman on Boilers; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper - Form - Motor Driven.

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

Class 5. Oilers and Directional Boring Machine Locator.

Class 6. Field Mechanics and Field Welders

Class 7. Gradall and machines of like nature.

SURVEY WORKER - Operated survey equipment including data collectors, G.P.S. and robotic instruments, as well as conventional levels and transits.

TERRAZZO FINISHER

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

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

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

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards;

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

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

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P.B. and trucks with scoops on the front.

Other Classifications of Work:

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

LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators

(regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

SYCAMORE PARK DISTRICT
Board of Commissioners

Date of Board Meeting: June 27, 2017

STAFF RECOMMENDATION

AGENDA ITEM: ANNUAL REVIEW OF BOARD BY-LAWS (Operations Manual): Discussion and Approval

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

- The Board of Commissioners Operations Manual
- The Board Members Creed
- Basic Expectations of Board Members
- Board Members Do's and Don'ts

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

Therefore, I present the Operations Manual for your Annual Review. I have no recommended changes.

FISCAL IMPACT: NONE.

STAFF RECOMMENDATION: Based upon your preferences:

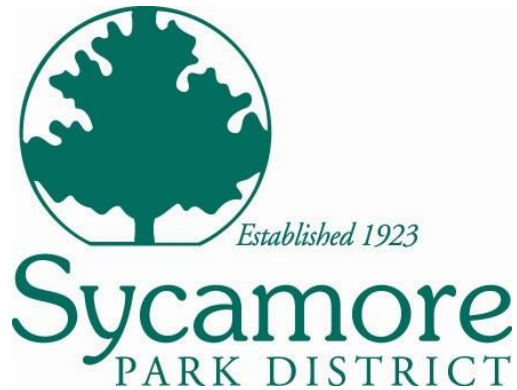
- A. Adopt as is, OR
- B. Make revisions today and adopt.
- C. Defer adoption to next month, but discuss changes this month.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:



Board of Commissioners By-Laws

I. ORGANIZATION

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

II. STATUTORY AUTHORITY

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

III. DEFINITIONS

Sycamore Park District will herein after be referred to as “the District”.

Sycamore Park District Board of Commissioners will herein after be referred to as “the Board”.

Executive Director will herein after be referred to as “the Director”.

IV. APPLICATION OF THE PARK DISTRICT CODE

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

V. PROVISIONS FOR CHANGE OF POLICY

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

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

VI. FISCAL YEAR AND ANNUAL MEETING

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

VII. PREPARATION OF MANUALS AND HANDBOOKS

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

VIII. NAMING OF PARKS, RECREATION AREAS, AND FACILITIES

- A. The Park District Board of Commissioners will be responsible for accepting, reviewing, and acting upon all nominations for public dedication of park district property.
- B. The decision to name a specific property (whether land or structure) in honor or memory of a deserving person or group will be made at a regularly scheduled meeting.
- C. The public will be informed that written nominations will be accepted by the Board.
- D. The requirement that nominations be submitted may be waived if the district has received a property as a donation, or a cash endowment that is earmarked for a specific facility or structure, and the Board has voted to accept that donation/cash endowment.

IX. BOARD OF COMMISSIONERS

A. ELECTIONS

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

B. POWERS AND DUTIES OF THE BOARD

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

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

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

Additionally, the Board shall:

- (A) Select a Director as its chief executive officer and delegate to him/her the commensurate authority to effectively execute responsibilities, enforce the policies of the Board, the rules and regulations of the District, and otherwise insure the effective administration and operation of all District assets, programs, and services. It shall otherwise seek ways to manage the "succession" of the Executive Director, should the position be vacated.
- (B) Provide for the levy of taxes and when appropriate the issuance of bonds in order that sufficient funds may be available to pay the obligations the District incurs for the acquisition, maintenance, development, and beautification of all district property and for the operation of its recreational facilities, programs, and services.
- (C) Adopt a budget to the end that the best possible facilities, programs, and services may be provided.
- (D) Develop parks, facilities, programs and services responsive to the needs and desires of the residents of the District, and to approve ways and means whereby same may be achieved and efficiently administered.
- (E) Appraise the effects of District programs, their execution, and the efficiency of delivery in terms of value rendered to the community.

- (F) Keep the residents of the district informed concerning the purposes, accomplishments, requirements, and financial condition of the park district.
- (G) Study improved park and recreational facilities and practices to assist in presenting pertinent and up to date information of the residents of the District.

C. STANDARDS OF CONDUCT FOR BOARD MEMBERS

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

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

D. OFFICERS OF THE BOARD

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

- (A) Duties of the President – The President shall preside at all meetings of the Board and shall call special meetings thereof of his

own motion or on request of two or more members, and in case of a special meeting shall cause notice to be given to all members as provided by said rule of board. The President shall have the right to vote on all questions coming before the Board and shall be a member thereof, perform such other duties as customarily pertain to this office and are required and prescribed by law. The duty of Board spokesperson shall fall solely to the Board President, unless they are unreachable, at which time the Executive Director may contact the Board Vice President.

- (B) Duties of the Vice President – If the President shall be absent, the Vice President shall preside and perform such duties as usually pertain to the President as prescribed by law.
- (C) Duties of the Secretary – It shall be the duty of the Secretary to be present at all meetings of the Board; to make and preserve an accurate record of the proceedings of the Board; to present at each regular meeting written minutes of the preceding meeting; to prepare and publish such reports as are required by law; to maintain a current compilation of this document and any other policy as directed by the Board. The Secretary shall have the right to administer oaths and affirmations. The Secretary of the Board shall be the Executive Director, unless otherwise designated by the Board.
- (D) Duties of the Treasurer – The Treasurer shall keep true and accurate records of all receipts and disbursements of District funds. The Treasurer shall make no disbursement of District funds except upon order of the Board and shall cause to keep on file proper vouchers at the Districts administration office for same. In addition, the Treasurer shall perform such other duties as the Board may, by rule or regulation, prescribe. The Treasurer of the Board shall be the Superintendent of Finance, unless otherwise designated by the Board.

E. ELECTION AND APPOINTMENT OF OFFICERS AND COUNSEL

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

F. VACANCIES OF THE BOARD

Whenever any member of the Board shall (1) die, (2) resign, (3) become under legal disability, (4) cease to become a legal voter, (5) be convicted of any infamous crime, (6) refuse or neglect to take his oath of office, (7) not reside in, or moves from the District, or (8) fail to attend to the duties of his office or neglect to attend regular and special meetings for a period of three consecutive calendar months, or neglect to attend a minimum of six regular or special meetings in a twelve month period, said office shall be declared vacant by the Board, unless the Board by a 4/5 vote rule that the absence is excusable. If the Board shall find the position to be vacant, the vacancy may be filled by appointment by a majority vote of the Board in accordance with the Park District Code.

G. RECOGNITION OF SERVICE

Recognizing that service as a Commissioner is voluntary, the Sycamore Park District will allow for Commissioners to receive the same "Miscellaneous Benefits" (see Personnel Policy 4-15) as a full-time employee.

X. MEETINGS

A. DAY AND LOCATION OF REGULAR MEETING

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

B. SPECIAL MEETINGS

Special meetings may be called by the President or any two members of the Board. Notice of such meetings stating the time, place, and purpose for which the meeting has been called shall be served to the members through the Secretary of the Board, and by the current obligations of the Open Meetings Act.

C. QUORUM

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

D. AGENDA

The agenda shall follow substantially the following form:

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

E. ROBERT'S RULES OF ORDER

Unless provided for otherwise herein, Robert's Rules of Order--most recent edition at time of action--shall govern all deliberations of this Board.

F. VOTING

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

G. PUBLIC MEETING LAW

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

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

- employee of the public body or against legal counsel for the public body to determine its validity.
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.
 3. The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.
 4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in this Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning.
 5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
 6. The setting of a price for sale or lease of property owned by the public body.
 7. The sale or purchase of securities, investments, or investment contracts.
 8. Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.
 9. Student disciplinary cases.
 10. The placement of individual students in special education programs and other matters relating to individual students.
 11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
 12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self-insurance pool of which the public body is a member.
 13. Conciliation of complaints of discrimination in the sale or rental of housing, when closed meetings are authorized by the law or ordinance prescribing fair housing practices and creating a commission or administrative agency of their enforcement.

14. Informant sources, the hiring or assignment of undercover personnel or equipment, or ongoing, prior or future criminal investigations, when discussed by a public body with criminal investigatory responsibilities.
15. Professional ethics or performance when considered by an advisory body appointed to advise a licensing or regulatory agency on matters germane to the advisory body's field of competence.
16. Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member.
17. The recruitment, credentialing, discipline or formal peer review of physicians or other health care professionals for a hospital, or other institution providing medical care, that is operated by the public body.
18. Deliberations for decisions of the Prisoner Review Board.
19. Review or discussion of applications received under the Experimental Organ Transplantation Procedures Act.
20. The classification and discussion of matters classified as confidential or continued confidential by the State Employees Suggestion Award Board.
21. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.
22. Deliberations for decisions of the State Emergency Medical Services Disciplinary Review Board.
23. The operation by a municipality of a municipal utility or the operation of a municipal power agency or municipal natural gas agency when the discussion involves (i) contracts relating to the purchase, sale, or delivery of electricity or natural gas or (ii) the results or conclusions of load forecast studies.

H. NOTICE OF MEETINGS

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

notice of the change must be published in a newspaper of general circulation which services the residents of the District.

I. PUBLIC MEETING LAW - Notice of Meetings

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

J. RECORD RETENTION POLICY

It is the policy of the Sycamore Park District to retain and dispose of public records in accordance with the Illinois Local Records Act, 50 ILCS 205/1 et seq. and the regulations prescribed in the Illinois Administrative Code at 44 Ill. Admin. Code C/I-4000.

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

The District will maintain procedures that comply with the Illinois Local Records Act and the Illinois Administrative Code regarding the retention and destruction of records.

Revised 9/2013

Reviewed 6/2014

Reviewed 6/2015

Revised 8/25/2015

Revised 10/27/2015

Reviewed 6/28/2016

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 27, 2017

STAFF RECOMMENDATION

AGENDA ITEM: QUARTERLY CAPITAL FUNDS UPDATE: Information Only

BACKGROUND INFORMATION: As previously requested, on a quarterly basis you will be provided with the attached report that details the information in the Capital Fund. The report is intended to make clear:

- Where money has been spent thus far.
- Where money will be spent yet this year.
- How much is yet to be spent.
- Estimated completion dates for work in progress or yet to be done.
- Projects that, due to their complexity or timing must be moved to next year, but funds are committed.

Attached is that report.

FISCAL IMPACT: Part of Capital Projects. Dollar amounts shown in report.

STAFF RECOMMENDATION: Information only.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:
BOARD ACTION:



PROJECT	2017	YTD	YTD	Add.'l	Net	Estimated
	BUDGET	SPENT	SPENT	COMMITTED	SAVINGS	Finish Date
		In Progress	Completed	Still to Be Spent	Project Done	
Contingency	\$16,899					
Brickville Rd 40 Acres			\$2,450			
PC Replacement/Upgrades	\$13,150	\$2,669		\$10,481		December
Vermont Systems	\$53,101	\$42,732		\$10,369		December
Phone System	\$27,000					December
Beverage Cart	\$12,000		\$15,396		-\$3,396	completed
Range Hood	\$17,000		\$21,275		-\$4,275	completed
Small Dump Truck with snow plow enclosed trailer	\$45,000					July
blade sharpener	\$8,000		\$8,379		-\$379	completed
Replace south wall at clubhouse	\$11,000		\$9,985		\$1,015	completed
Golf Carts (10)	\$3,600					April
Golf Bridges	\$30,000		\$28,850		\$1,150	completed
pond fountains	\$120,000					October
mower deck	\$1,968		\$2,018		-\$50	completed
pool basin paint	\$3,532		\$3,532		\$0	completed
Electronic Sign	\$9,000		\$8,727		\$273	completed
Residence - Basement Drainage Pump	\$65,000	\$29,206		\$35,794		July
Concessions Garage - Siding/Trim/Doors/Roof	\$8,500		\$7,236		\$1,264	completed
	\$12,000					October
	\$456,750	\$77,057	\$105,398	\$56,644	-\$4,398	