



Sycamore

PARK DISTRICT

Established 1923

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Sycamore, IL 60178
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**Sycamore Park District
Regular Board Meeting**

August 22, 2017

6:00 PM

Maintenance Building, 435 Airport Road

AGENDA

CALL TO ORDER (Roll Call Vote)

APPROVAL OF REGULAR AND CONSENT AGENDA (Voice Vote)

FORMAL INTRODUCTION OF SUPERINTENDENT OF RECREATION: Meghan Jourden-Messerich

APPROVAL OF MINUTES: (Voice Vote)

3. **Regular Minutes: July 18, 2017**
Executive Session Minutes: June 27, 2017
July 18, 2017

APPROVAL OF MONTHLY CLAIMS:

8. **Claims Paid Since Board Meeting (Roll Call Vote)**
31. **Claims Presented (Roll Call Vote)**

CONSENT AGENDA:

36. **Superintendent of Finance Monthly Report**
40. **Budget Report**
57. **Superintendent of Recreation Monthly Report**
62. **Superintendent of Golf Operations Monthly Report**
65. **Superintendent of Parks and Facilities Monthly Report**
72. **Executive Director Monthly Report**

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

August 22, 2017

PG 2

CORRESPONDENCE-

75. Sycamore Public Library

76. Bethel Assembly

PUBLIC INPUT

POSITIVE FEEDBACK/REPORTS

MONTHLY REPORT—Meghan/Sarah

OLD BUSINESS:

77. Renew IGA with DeKalb Park District—Dan
Resolution 03-2017: Support for Development by Brian
Grainger—Ted
Update on Letter of Intent for Fitness—Meghan and Dan
Update on Golf Course Bridge Bidding Process—Dan
Construction Management Report – Ken
Setting Date for September Study Session—Dan
- Branding
 - Naming
 - Future of Pool

NEW BUSINESS:

80. Sign Concept for Airport Road/Old State Road Site - Sarah
First Review: Changes to Part-Time Personnel Manual - Dan
81. Professional Services Agreement: Golf Course Irrigation – Jeff
94. Policy on Fees - Meghan
103. Professional Services: Phase I Engineering-Old Mill Park to Forest
Preserve—Dan
144. Professional Services: Grant Writing and Coordination Old Mill to
Forest Preserve—Ted

PUBLIC INPUT

EXECUTIVE SESSION (Roll Call Vote):

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

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, July 18, 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, July 18, 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, Schulz Tucker 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 Gibble, Jackie Hienbuecher, Jeff Donahoe, Meg Jourden-Messerich, Kirk Lundbeck, Lisa Metcalf and Intern Kevin Gordon.

Guests at the Board meeting were:

Terri Gibble, Sycamore, IL
Brian Grainger, DeKalb, IL

**Regular and Consent Agenda Approval –
Motion**

Commissioner Schulz moved to approve the Regular Agenda 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.

Formal Introduction of Supt. of Recreation – Meghan Jourden-Messerich – Director Gibble introduced Meg and passed around a schedule of what is being covered with her each day. Meg then talked about herself a little. She noted she was from Michigan originally, went to school in Pennsylvania. She did her internship in FL and then headed to Illinois to start a position with the Hinsdale Community House. Then went to Carol Stream and St. Charles and now Sycamore. She loves to cycle, walk, camp, and yoga. She has a dog and cat and loves to take walks with her husband and dog.

**Approval of Minutes –
Motion**

Commissioner Schulz moved to approve the June 27, 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.

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
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Claims and Accounts Approval

Motion

Commissioner Tucker moved to approve and pay the bills in the amount of \$828,484.34.
 Commissioner Graves seconded the Motion.

Roll Call

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

Correspondence –

- Jeff – Moment of Truth – MMNH – Malwina Bardoni
- Clubhouse Rental – Paula Rader

Public Input –

Brian Grainger – He noted he came to give the Board an update on the Old Mill Project. He brought a new layout and noted they are close to moving forward. The county has not signed off on it yet, so wanted to let the Park know why it has started yet. Director Gibble commented that we need to make sure the drafts are all good between the Park and Brian so it shows the Park is all good with it. Commissioner Graves asked if there would be a traffic signal on Mt. Hunger Road since there would be more people coming off that road. Director Gibble noted that he, Brian Grainger, and Brian Gregory with the City started discussions on this since part of our trail will be there also. Brian Grainger noted they are going to facilitate a traffic signal there.

Positive Feedback –

- Commissioner Schulz noted she heard great things about the Wall.
- Director Gibble thanked all the staff and all who were involved with it. He also heard great things about it.
- Supt. of Donahoe noted they were a great group to deal with.
- Commissioner Schulz noted some of the older veterans that work on this are concerned about the Wall when they are no longer able to help on it. She asked that we keep this on our horizon and help them facilitate it.
- Commissioner Graves commented on Storm Days – Jeff and staff (Bounie, Tyler and Chris) did an awesome job with 76 teams.
- Supt. of Parks Donahoe noted another great group to work with and we had great weather.
- Director Gibble noted Storm has a waiting list of 25 to 30 teams.

Monthly Report – Program Supervisor – Lisa Metcalf – Lisa went over the pool pass sales comparing 2016 to 2017. They wanted to do this to see what effect the delays with the changes had on our pool pass sales. For the 10% we sold 89 in 2016 and 95 in 2017. For the 5% we sold 35 in 2016 and 112 in 2017. We extended the 5% to June 8th because the pool wasn't open yet. In the end, the total was 558 in 2016 to 522 in 2017. Lisa noted she has heard a lot of positive things about the ADA work and the new slide.

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Old Business

Construction Management Report – Nothing at this time.

Setting Date for Study Session – None needed at this time.

Open Meetings Training – President Strack and Commissioner Schulz both have theirs done and turned in.

Changes to Personnel Policy on Medical Insurance Compensation – Supt. of Finance Hienbuecher noted the Board expressed their approval at the last board meeting making an opt out option for our health insurance coverage. She has revised our personnel policy in our manual to include the language so staff is aware of this opportunity.

Motion

Commissioner Schulz moved to approve the Policy Change as recommended.
 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.

Tree Replacement - - Supt. of Parks Donahoe noted this is information about the trees that the company is going to replace.

New Business

Bi-Annual Review of Executive Session Minutes – Director Gible noted if there are specific minutes the board wants to discuss the Board would need to do this in Executive Session. Otherwise he recommends releasing none at this point and allowing the deletion of recordings of anything older than 18 months.

Motion

Commissioner Tucker moved to approve as recommended. 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.

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Recreation Campus Landscape Bid Award – Terri Gible noted this went out for bid last month and the bid opening was today. The low bid was for \$56,819.00. The alternate on the bid was \$200.00 per watering for a max of \$1200.00. The total award would be for \$58,019.00 from Strans so she recommends the bid of \$56,819.00 plus alternate.

Motion

Commissioner Tucker moved to accept the low bid of \$56,819.00 from Strans with alternate of \$200.00 per watering event. 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.

Public Input

- Kevin Gordon-Intern introduced himself to Commissioners Graves and Tucker. He noted he has been interning since June of this year. He has worked with staff on numerous things including working on golf course maintenance and golf outings. Also, he has worked with just about everyone and everything in the Park. He is very glad to be here and very appreciative and has gained valuable experience here. He is in the Graduate Master's Program for Sports Management and he is looking to go into something like Parks and Rec as well as campus recreation with a University. He said thank you for the opportunity he has had here.

Motion

The Board adjourned the Regular Session to go into Executive Session at 6:45 pm on a motion made by Commissioner Graves for the reasons listed below. The motion was seconded by Commissioner Tucker.

Roll Call

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

#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.

Minutes of the Regular Meeting of the Board of Commissioners
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The Board convened to Executive Session at 6:45 pm. The roll was called with Commissioners Graves, Kroeger, Schulz, Tucker and Strack present along with Recording Secretary Jeanette Freeman and Director Gibble.

Motion

The Board adjourned the Executive Session at 6:51 p.m. and reconvened to Regular Session on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Kroeger.

Voice Vote

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

Motion

The Board adjourned the Regular Session at 6:51 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Kroeger.

Voice Vote

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

Respectfully Submitted

Jeanette Freeman
Recording Secretary
Sycamore Park District

DATE: 08/17/2017
 TIME: 10:15:20
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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

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FROM 07/19/2017 TO 08/17/2017

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

ACUSHNET ACUSHNET COMPANY

ITEM #	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
903623586								
01	TITLEIST 917 DEMO DRIVER	501000001302	02/10/17	00002202	58086	07/28/17	2,651.22	2,071.20
02	TITLEIST 917 DEMO FAIRWAY	501000001302		00002202				408.00
03	TITLEIST 816 DEMO HYBRID	501000001302		00002202				252.00
04	TITLEIST 716 API DEMO	501000001302		00002202				297.00
05	TITLEIST 716 AP2 DEMO	501000001302		00002202				360.00
06	TITLEIST VOKEY WEDGE DEMO	501000001302		00002202				424.20
07	SHIPPING	501000001302		00002202				300.00
								30.00

904472718								
01	SHRINERS SPECIAL ORDER PRO-VI	501000001300	07/11/17	00002167	58086	07/28/17	2,651.22	580.02
02	CUSTOM/SHIPPING CHARGES	501000001300		00002167				532.00
								48.02

AFLAC	AFLAC							
308311								
01	PREMIUM	101000002006	07/12/17	00000000	58087	07/28/17	459.50	459.50
								459.50

AIRGAS	AIRGAS USA LLC							
9945705392								
01	SHOP WELDING GAS TANKS	101500066401	06/30/17	00000000	58171	08/04/17	24.74	24.74
								24.74

AMER	AMERIGAS							
100731715								
01	CONC GRILL FUEL	303300066401	06/20/17	00000000	58088	07/28/17	213.87	53.70
								53.70

100844333								
01	CONC GRILL FUEL	303300066401	06/23/17	00000000	58088	07/28/17	213.87	53.70
								53.70

101177460								
01	CONC GRILL FUEL	303300066401	06/30/17	00000000	58088	07/28/17	213.87	71.29
								71.29

201432304								
01	CONC GRILL FUEL	303300066401	06/22/17	00000000	58088	07/28/17	213.87	35.18
								35.18

ARCHER	ARCHER ALIGNMENT INC							
72197								
			07/07/17		58089	07/28/17	149.90	74.95
								213.87

VENDOR TOTAL:

213.87

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	72197	01 FORD TRUCK ALIGNMENT	101500066402	07/07/17	00002139	58089	07/28/17	149.90	74.95
	72386	01 F350 TRUCK ALIGNMENT	101500066402	07/26/17	00002193	58089	07/28/17	149.90	74.95
								VENDOR TOTAL:	149.90
ARTHUR		ARTHUR CIESEN, INC.							
	325402	01 GOLF TURE PYTHIUM CONTROL	504100076507	06/22/17	00000000	58090	07/28/17	2,218.98	610.00
	326102	01 GOLF FUNGICIDE	504100076507	07/10/17	00002150	58090	07/28/17	2,218.98	366.00
	326224	01 TURE DISEASE CONTROL	504100076507	07/12/17	00002153	58090	07/28/17	2,218.98	366.00
	326505	01 PARK ROUNDUP	101500076506	07/18/17	00002191	58090	07/28/17	2,218.98	379.30
	326660	01 GOLF FUNGICIDE	504100076507	07/21/17	00002178	58090	07/28/17	2,218.98	497.68
	326823	01 COURSE FUNGICIDES	504100076507	07/27/17	00002208	58166	08/02/17	2,185.00	2,185.00
								VENDOR TOTAL:	4,403.98
BEACO		BEACON ATHLETICS							
	0478259-IN	01 BALLFIELD CHALK	202100076523	06/15/17	00000000	58091	07/28/17	342.16	342.16
								VENDOR TOTAL:	342.16
BOBRID		BOB RIDINGS FLEET SALES							
	F16677	01 2017 FORD F350 DUMP TRUCK	701000207001	08/01/17	00001896	58187	08/09/17	44,993.00	44,993.00
								VENDOR TOTAL:	44,993.00
BRIAN		BRIAN BEMIS AUTOMOTIVE GROUP							
	5505918	01 TRUCK OIL	101500066402	07/10/17	00002143	58092	07/28/17	154.92	33.42
								VENDOR TOTAL:	33.42

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	5506025	01 TRUCK OIL SEAL	101500066402	07/21/17	00002187	58092	07/28/17	154.92	33.42
	5506029	01 TRUCK OIL SEAL ASSY	101500066402	07/21/17	00002192	58092	07/28/17	154.92	88.08
								VENDOR TOTAL:	154.92
BURKE	BURKE'S HAULING INC								
	4155	01 TOP SOIL PARKS	101500076508	06/22/17	00000000	58172	08/04/17	45.00	45.00
								VENDOR TOTAL:	45.00
BURRI	BURRIS EQUIPMENT CO.								
	PS11270	01 ROUGH MOWER PTO SWITCH	101500066402	07/31/17	00002205	58167	08/02/17	56.40	56.40
								VENDOR TOTAL:	56.40
CARD	CARDQUEST AUTO PARTS								
	2454-352440	01 BRAKE ROTORS AND PADS TRUCK	101500066402	07/05/17	00002125	58175	08/04/17	1,349.02	175.47
	2454-352454	01 FORD TRUCK BRAKE CALIPER	101500066402	07/05/17	00002140	58175	08/04/17	1,349.02	101.14
	2454-352507	01 RETURN - BRAKE CALIPER	101500066402	07/06/17	00002141	58175	08/04/17	1,349.02	-55.00
	2454-352511	01 TRUCK TIE RODS	101500066402	07/06/17	00002142	58175	08/04/17	1,349.02	153.16
	2454-352588	01 TRUCK BALL JOINTS	101500066402	07/07/17	00002144	58175	08/04/17	1,349.02	112.03
	2454-352731	01 ORING	101500066402	07/10/17	00000000	58175	08/04/17	1,349.02	8.78
	2454-352734	01 RETURN-O-RING	101500066402	07/10/17	00000000	58175	08/04/17	1,349.02	-8.78
	2454-352800	01 CREDIT TIE ROD ENDS	101500066402	07/11/17	00002145	58175	08/04/17	1,349.02	-42.91
	2454-352840			07/11/17		58175	08/04/17	1,349.02	12.63

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
355415731		01 RAG & RUG SERVICE	101000056301	07/07/17	00000000	58094	07/28/17	98.10	8.86
		02 RAG & RUG SERVICE	201000056301		00000000				6.30
355415732		01 RAG & RUG SERVICE	101500056301	07/07/17	00000000	58094	07/28/17	98.10	23.84
		02 RAG & RUG SERVICE	504100056301		00000000				9.75
		03 RAG & RUG SERVICE	201000056301		00000000				9.75
		04 RAG & RUG SERVICE	101000056301		00000000				2.17
355418695		01 RAG & RUG SERVICE	101000056301	07/14/17	00000000	58094	07/28/17	98.10	8.86
		02 RAG & RUG SERVICE	201000056301		00000000				6.30
355418696		01 RAG & RUG SERVICE	101500056301	07/14/17	00000000	58094	07/28/17	98.10	23.84
		02 RAG & RUG SERVICE	504100056301		00000000				9.75
		03 RAG & RUG SERVICE	201000056301		00000000				9.75
		04 RAG & RUG SERVICE	101000056301		00000000				2.17
355421633		01 RAG & RUG SERVICE	101000056301	07/21/17	00000000	58094	07/28/17	98.10	8.86
		02 RAG & RUG SERVICE	201000056301		00000000				6.30
355421634		01 RAG & RUG SERVICE	101500056301	07/21/17	00000000	58094	07/28/17	98.10	23.84
		02 RAG & RUG SERVICE	504100056301		00000000				9.75
		03 RAG & RUG SERVICE	201000056301		00000000				9.75
		04 RAG & RUG SERVICE	101000056301		00000000				2.17
355421635		01 STAFF SHIRTS	504000046215	07/21/17	00000000	58161	08/01/17	1,261.72	937.08
									937.08
355424612		01 STAFF SHIRTS	504000046215	07/28/17	00000000	58161	08/01/17	1,261.72	324.64
									324.64
CINPTA2		CINPTAS CORP		VENDOR TOTAL:				1,359.82	
840323570		01 SHOP 1ST AID CABINET SERVICE	202100076514	06/16/17	00000000	58095	07/28/17	41.97	41.97
									41.97
CITY OF SYCAMORE		VENDOR TOTAL:						41.97	
JUNE 17								749.00	
								749.00	

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

JUNE 17
 01 CITY SALES TAX - CLUBHOUSE 303000116852 07/20/17 00000000 58085 07/20/17 749.00 749.00
 02 CITY SALES TAX - BEV CART 303100116852 00000000 238.00
 03 CITY SALES TAX - BB CONC 303300116852 00000000 48.00
 04 CITY SALES TAX - POOL CONC 303400116852 00000000 371.00
 05 CITY SALES TAX - CATERING 303500116852 00000000 42.00
 50.00
 VENDOR TOTAL: 749.00

CLASSC CLASS C SOLUTIONS GROUP
 1356568001 01 NUTS-BOLTS-WASHERS-STOCK 101500076511 07/12/17 00000000 58176 08/04/17 153.04 153.04
 153.04
 VENDOR TOTAL: 153.04

COMCA COMCAST
 071917 01 INTERNET 101000096706 07/19/17 00000000 58096 07/28/17 346.85 346.85
 02 INTERNET 201000096706 00000000 119.93
 03 CABLE 303000096705 00000000 119.92
 04 CABLE 504000096705 00000000 53.50
 53.50
 VENDOR TOTAL: 346.85

COMMO COMMONWEALTH EDISON
 071117 01 FOUNDERS PARK 101500096702 07/11/17 00000000 58097 07/28/17 81.80 81.80
 02 GOOD TYMES SHELTER 101500096702 00000000 23.11
 03 WETZEL PARK 101500096702 00000000 37.37
 21.32
 VENDOR TOTAL: 81.80

CONSERV FS
 121005410 01 DIESEL-GOLF 504100076515 07/21/17 00000000 58098 07/28/17 1,917.68 782.04
 02 DIESEL-PARKS 101500076515 00000000 424.75
 03 DIESEL-SC 202100076515 00000000 272.85
 84.44
 VENDOR TOTAL: 1,917.68

121005411 01 GASOLINE-GOLF 504100076515 07/21/17 00000000 58098 07/28/17 1,917.68 351.36
 02 GASOLINE-PARKS 101500076515 00000000 88.69
 03 GASOLINE-SC 202100076515 00000000 15.80
 04 GASOLINE-TRUCKS 101500076515 00000000 64.99
 181.88
 121005412 07/21/17 58098 07/28/17 1,917.68 370.88

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
CSR	121005412	01 OLD SHOP -GASOLINE TANK 4	504000076515	07/21/17	00000000	58098	07/28/17	1,917.68	370.88
		01 BALL FIELD QUICK DRY	202100076533	06/24/17	00000000	58098	07/28/17	1,917.68	370.88
		01 GREASE TUBES	202100076515	07/06/17	00000000	58098	07/28/17	1,917.68	358.40
						VENDOR TOTAL:		1,917.68	55.00
DEKA3	203687	01 HARDWARE - BOBCAT	101500066402	07/27/17	00002210	58168	08/02/17	6.70	6.70
		01 ANGLE IRON-SHOP USE	101500066402	06/22/17	00000000	58099	07/28/17	96.86	6.70
						VENDOR TOTAL:		96.86	96.86
DEKAM	69927	01 CH HVAC REPAIR & SERVICE	101000056300	06/28/17	00000000	58100	07/28/17	2,145.58	853.00
		01 MUSEUM HVAC ROOF UNIT REPAIRS	202500056300	06/29/17	00000000	58100	07/28/17	2,145.58	853.00
								VENDOR TOTAL:	
DEKTYBR	17060738	01 WLBK JUNE	101200046209	07/27/17	00002197	58101	07/28/17	258.00	258.00
								VENDOR TOTAL:	
DOTYNUR	170752	01 TREE DONATION MEMORIAL-LEFT 9F	101500076501	06/29/17	00000000	58102	07/28/17	205.00	205.00
								VENDOR TOTAL:	
ECO	130856-0717	ECOWATER SYSTEMS, INC.		07/15/17		58103	07/28/17	191.45	191.45
								VENDOR TOTAL:	

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

130856-0717 01 SALT-HYDROGEN PEROX 101000056300 07/15/17 00000000 58103 07/28/17 191.45 191.45

VENDOR TOTAL: 191.45

EUCLID BEVERAGE LTD.

W-332-1460
 01 MILLER HIGH LIFE 303000086634 07/13/17 00002170 58104 07/28/17 731.40 731.40
 02 MILLER LITE 303000086634 00002170 32.20
 03 HEINEKEN 303000086634 00002170 149.00
 04 BLUE MOON 303000086634 00002170 125.00
 05 COORS LIGHT 303000086634 00002170 127.50
 06 KEG BEER 303000086634 00002170 193.70
 07 BEER RETURN 303000086634 00002170 131.00
 08 DEPOSIT 303000086634 00002170 -30.00
 3.00

W-332-1562 01 BEER 303000086634 07/20/17 00000000 58084 07/20/17 374.80 374.80

VENDOR TOTAL: 1,106.20

EZGO E-Z-GO A TEXTRON COMPANY

91058030 01 GOLF CART BRAKE SHOES 101500066403 04/15/17 00000000 58177 08/04/17 22.74 114.45
 91108007 01 BRAKE SHOE PARTS 101500066403 06/09/17 00000000 58177 08/04/17 22.74 241.89
 91120018 01 BRAKE SHOE RETURN 101500066403 06/26/17 00000000 58177 08/04/17 22.74 -98.80
 91120019 01 BRAKE SHOE RETURN CARTS 101500066403 06/20/17 00000000 58177 08/04/17 22.74 -234.80

VENDOR TOTAL: 22.74

FARNS FARNSWORTH GROUP INC

191959 01 CONSTRUCTION PHASE 711000036125 07/13/17 00000000 58105 07/28/17 10,147.74 9,024.24
 191963 01 ADDED SERVICE 711000036125 07/13/17 00000000 58105 07/28/17 10,147.74 1,123.50

VENDOR TOTAL: 10,147.74

FROM 07/19/2017 TO 08/17/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	418385	11 NEW DECADE BLUE/BLACK	501000001303	07/20/17	00002169	58111	07/28/17	678.57	678.57
		12 GOLF PRIDE TOUR WRAP 2G	501000001303		00002169				81.50
		13 GOLF PRIDE TOUR WRAP MID	501000001303		00002169				95.28
		14 SHIPPING/DISCOUNT	501000001303		00002169				50.28
									5.03
		VENDOR TOTAL:						678.57	
HYVEE		HY-VEE ACCOUNTS RECEIVABLE							
	5800900362	01 GARLIC BREAD AND COOKIES	303500086640	06/15/17	00002091	58112	07/28/17	41.89	41.89
		VENDOR TOTAL:						41.89	
ILLDNR		IDNR/OFFICE OF WATER RESOURCES							
	S20170159	01 APPL REVIEW FEE - BRIDGES	701000207005	07/12/17	00000000	58080	07/19/17	2,570.00	2,570.00
		VENDOR TOTAL:						2,570.00	
INTEG		INTEGRA BUSINESS SYSTEMS, INC.							
	INV780935	01 COPIER-PRINTER MAINT	101000056304	07/05/17	00000000	58113	07/28/17	215.99	67.50
		02 COPIER-PRINTER MAINT	201000056304		00000000				33.75
	INV780936	01 COPIER-PRINTER-ADMIN	101000056304	07/05/17	00000000	58113	07/28/17	215.99	148.49
		02 COPIER-PRINTER-ADMIN	201000056304		00000000				74.24
		VENDOR TOTAL:						215.99	74.25
JOHN		JOHNSON SEAT & CANVAS SHOP							
	36935	01 POOL UMBRELLA COVER REPAIR	518100066410	07/11/17	00002154	58114	07/28/17	150.00	150.00
		VENDOR TOTAL:						150.00	
KISH		KISHWAUKEE SPECIAL RECREATION							
	08-293	01 2017 CONTRIBUTION	221000116855	07/26/17	00000000	58115	07/28/17	712.47	712.47
		VENDOR TOTAL:						712.47	
MAR		ARCH CHEM-MARINE BIOCHEM							
	92929097	01 POND TREATMENT	101500076504	06/19/17	00000000	58116	07/28/17	1,640.00	425.00
		VENDOR TOTAL:						712.47	425.00

FROM 07/19/2017 TO 08/17/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	92941379	01 POND TREATMENT-OLD MILL	101500076504	06/23/17	00000000	58116	07/28/17	1,640.00	425.00
	92941380	01 KRYPAN NORTH POND TREATMENT	101500076504	06/13/17	00000000	58116	07/28/17	1,640.00	475.00
	92957751	01 MERRY OAKS WEST POND TREATMENT	101500076504	06/29/17	00000000	58116	07/28/17	1,640.00	315.00
	93003893	01 OLD MILL POND TREATMENT	101500076504	07/26/17	00000000	58182	08/04/17	425.00	425.00
						VENDOR TOTAL:		2,065.00	
MATHEMYA	MATHEY MASONRY, INC.								
	6-12-17	01 CH RETAINING WALL	701000207003	06/12/17	00000000	58081	07/19/17	3,360.00	3,360.00
MEL	MELIN'S LOCK & KEY								
	20099	01 KEY COPIES	101000066401	07/06/17	00002156	58117	07/28/17	13.06	13.06
						VENDOR TOTAL:		13.06	
MENA	MENARDS - SYCAMORE								
	56378	01 GRILL FUEL GVAGE	303300076500	07/05/17	00002101	58118	07/28/17	181.44	12.97
	56404	01 POTHOLE PATCH	101500066406	07/05/17	00002126	58118	07/28/17	181.44	34.83
	56470	01 POOL CONCESSIONS SINK PART	303400066401	07/06/17	00002148	58118	07/28/17	181.44	7.49
	56747	01 TRUCK PARTS	101500076500	07/10/17	00002151	58118	07/28/17	181.44	16.68
	57279	01 NEW GFI OUTLETS S. MAIN SHELTE	101500066404	07/17/17	00002166	58118	07/28/17	181.44	68.94
	57405	01 SINK REPAIR PARTS	101000066401	07/18/17	00002179	58118	07/28/17	181.44	40.53
						VENDOR TOTAL:		181.44	

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FROM 07/19/2017 TO 08/17/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
MROUT	MR OUTHOUSE								
	MAY 2017								
	01	PORT-O-POTTIES-GOLF	504100056309	05/31/17	00000000	58119	07/28/17	1,485.00	1,485.00
	02	PORT-O-POTTIES-SPORTS	202100056309		00000000			165.00	165.00
	03	PORT-O-POTTIES-PARKS	101500056309		00000000			830.00	830.00
								490.00	490.00
								VENDOR TOTAL:	1,485.00
NEVCO	NEVCO INC								
	165904								
	01	FIELD SCOREBD UNIT REPAIRS	202100076500	06/26/17	00000000	58120	07/28/17	141.81	141.81
								141.81	141.81
								VENDOR TOTAL:	141.81
NEWV	NEW VALUES MAGAZINE								
	3470								
	01	MAY GOLF AD	101200046208	05/04/17	00002158	58082	07/19/17	250.00	250.00
								250.00	250.00
								VENDOR TOTAL:	250.00
	3554								
	01	AUG AD - FIREWORKS	101200046208	07/25/17	00002198	58121	07/28/17	350.00	350.00
								350.00	350.00
								VENDOR TOTAL:	350.00
NICOR	NICOR GAS								
	071017								
	01	MAINT BLDG	101500096703	07/10/17	00000000	58122	07/28/17	1,447.98	1,447.98
	02	MAINT BLDG	504100096703		00000000			32.70	32.70
	03	MAINT BLDG	518100096703		00000000			1,382.58	1,382.58
								1,447.98	1,447.98
								VENDOR TOTAL:	600.00
NIV	NIVEL PARTS & MANUFACTURING								
	72557488								
	01	GOLF CART BRAKE SHOES	504000066409	06/15/17	00000000	58123	07/28/17	67.99	67.99
								67.99	67.99
								VENDOR TOTAL:	67.99
	72585742								
	01	THROTTLE CABLE - CART	504000066409	06/27/17	00002113	58169	08/02/17	283.87	283.87
								72.00	72.00
								283.87	283.87
								VENDOR TOTAL:	72.00
	72639809								
	01	GOLF CART BRUSH SET	504000066409	07/21/17	00002211	58169	08/02/17	283.87	283.87
	02	SHIPPING	504000066409		00000000			191.88	191.88
								19.99	19.99
								283.87	283.87
								VENDOR TOTAL:	283.87
	72662373								
	01	BRUSH SET	504000066409	08/02/17	00000000	58183	08/04/17	202.27	202.27
								202.27	202.27
								VENDOR TOTAL:	202.27
								VENDOR TOTAL:	554.13

FROM 07/19/2017 TO 08/17/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
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NUTOYS	46313	01 SHELTER WITH BENCH	711000207033	07/10/17	00001895	58124	07/28/17	14,127.00	14,127.00
		02 LARGE SHELTER	711000207033		00001895			10,527.00	3,600.00
						VENDOR TOTAL:		14,127.00	

OLTMKTG	OLT MARKETING, INC.	17-025	01 LEAF A LEG. BAG AND CUP REORDE	101200046214	03/02/17	00002160	58125	07/28/17	813.68	635.68
		17-264	01 GOLF CAMP HATS	101200046214	07/10/17	00002159	58125	07/28/17	813.68	178.00
						VENDOR TOTAL:		1,354.19	178.00	

PEKIN	PEKIN INSURANCE	AUGUST 2017	01 DENTAL INSURANCE PREMIUM	101000106801	07/28/17	00000000	58159	07/28/17	1,354.19	1,354.19
		02 DENTAL INSURANCE PREMIUM	101500106801	00000000				275.88	56.20	
		03 DENTAL INSURANCE PREMIUM	504100106801	00000000					252.55	353.86
		04 DENTAL INSURANCE PREMIUM	202100106801	00000000					271.59	271.59
		05 DENTAL INSURANCE PREMIUM	201000106801	00000000					144.11	144.11
		06 DENTAL INSURANCE PREMIUM	504000106801	00000000						
						VENDOR TOTAL:		813.68	813.68	

PENDL	PENDELTON TURF SUPPLY	6448	01 1" WATER HOSE	504100076500	07/12/17	00002147	58126	07/28/17	474.80	474.80
		02 TURF GROWTH REGULATOR	504100076507	00002157				249.80	225.00	
						VENDOR TOTAL:		474.80	474.80	

PERFOR	PERFORMANCE FOOD GROUP	5395052	01 MAYONNAISE	303300086629	07/13/17	00002173	58127	07/28/17	682.16	682.16
		02 MAYONNAISE	303000086629	00002173				12.47	12.47	
		03 BACON	303000086613	00002173					41.16	41.16
		04 GROUND B EEF	303500086640	00002173					72.48	72.48
		05 GROUND BEEF	303000086613	00002173					120.58	120.58
		06 POPCORN CHICKEN	303000086616	00002173					37.97	37.97
		07 POPCORN CHICKEN	303000086616	00002173					35.63	35.63
		08 SAUSAGE Patties	303000086610	00002173					30.87	30.87
		09 HAMBURGERS	303000086613	00002173					113.58	113.58
						VENDOR TOTAL:		474.80	474.80	

DATE: 08/17/2017
 TIME: 10:15:20
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

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FROM 07/19/2017 TO 08/17/2017

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

8038 01 CLEAN MAINT OFFICE 101000056303 07/18/17 00000000 58132 07/28/17 337.50 337.50
 02 CLEAN MAINT OFFICE 201000056303 00000000 168.75 168.75
 VENDOR TOTAL: 337.50

SITE ONE SITE ONE LANDSCAPE SUPPLY
 81512376 01 GOLF FUNGICIDE AND INSECTICIDE 504100076507 07/11/17 00002137 58133 07/28/17 2,122.00 2,122.00
 VENDOR TOTAL: 2,122.00

SJOSTROM SJOSTROM & SONS INC
 7 01 ADA POOL IMPROVEMENT 221000076500 07/01/17 00000000 58134 07/28/17 4,537.31 4,537.31
 VENDOR TOTAL: 4,537.31

SPEC SPECIAL FX
 41567 01 SEASONAL APPAREL POOL 518000046215 07/05/17 00002164 58135 07/28/17 94.00 94.00
 02 SEASONAL APPAREL MAINT 101500046215 00002164 58.00 58.00
 03 SEASONAL APPAREL MKT 101200046215 00002164 30.00 30.00
 VENDOR TOTAL: 94.00

STAPLES STAPLES ADVANTAGE
 3345032571 01 MARKERS-CALCULATOR 101000046200 07/01/17 00000000 58137 07/28/17 578.32 578.32
 02 CARD STOCK-CLIPBD-BATTERIES 101000046200 00000000 19.38 19.38
 03 MARKERS-CALCULATOR 201000046200 00000000 30.51 30.51
 04 CARD STOCK-CLIPBD-BATTERIES 201000046200 00000000 19.39 19.39
 VENDOR TOTAL: 30.51

3345032574 01 PAPER CLIPS 101000046200 07/01/17 00000000 58137 07/28/17 578.32 578.32
 02 PAPER CLIPS 201000046200 00000000 2.58 2.58
 VENDOR TOTAL: 2.58

3345032575 01 CALLIGRAPHY MARKERS 101000046200 07/01/17 00000000 58137 07/28/17 578.32 578.32
 02 CALLIGRAPHY MARKERS 201000046200 00000000 16.49 16.49
 VENDOR TOTAL: 16.50

3345670303 01 CHAIR 101000046200 07/08/17 00000000 58137 07/28/17 578.32 578.32
 02 CHAIR 201000046200 00000000 274.95 274.95
 VENDOR TOTAL: 137.48
 137.47

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FROM 07/19/2017 TO 08/17/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
3345670305		01 TAPE DISP-TAPE-STAPLER	1010000046200	07/08/17	00000000	58137	07/28/17	578.32	63.13
		02 TAPE DISP-TAPE-STAPLER	201000046200		00000000				12.50
		03 STAPLER REMOVER-PAINT MARKERS	201000046200		00000000				12.50
		04 STAPLER REMOVER-PAINT MARKERS	101000046200		00000000				19.07
3346214701		01 STAPLERS-POST ITS	1010000046200	07/15/17	00000000	58137	07/28/17	578.32	102.30
		02 STAPLERS-POST ITS	201000046200		00000000				25.86
		03 INK-RIBBON-STAPLES	201000046200		00000000				25.86
		04 INK-RIBBON-STAPLES	101000046200		00000000				25.29
3346808377		01 HANG FILES-FOLDERS	1010000046200	07/22/17	00000000	58184	08/04/17	94.03	29.27
		02 HANG FILES-FOLDERS	201000046200		00000000				14.63
3346808382		01 WASTE CAN-SCISSORS	1010000046200	07/22/17	00000000	58184	08/04/17	94.03	64.76
		02 WASTE CAN-SCISSORS	201000046200		00000000				8.14
		03 HANG FILES-PAPER	201000046200		00000000				8.14
		04 HANG FILES-PAPER	1010000046200		00000000				24.24
SUNDOG	SUN DOG IT							VENDOR TOTAL:	672.35
CW39570	01 LABOR	701000207004	07/15/17	00002087	58138	07/28/17	3,634.91	120.00	120.00
CW39575	01 LAPTOP	701000207004	07/18/17	00002085	58138	07/28/17	3,634.91	1,415.46	1,390.46
	02 FREIGHT	701000207004		00002085				25.00	25.00
CW39576	01 TOUCHSCREEN LAPTOP	701000207004	07/18/17	00002087	58138	07/28/17	3,634.91	2,099.45	1,896.29
	02 DOCKING STATION	701000207004		00002087				10.00	193.16
	03 FREIGHT	701000207004		00002087					10.00
SUP	SUPERIOR BEVERAGE							VENDOR TOTAL:	3,634.91
481934	01 BUDWEISER	303000086634	07/19/17	00002171	58139	07/28/17	382.60	382.60	61.40
	02 BUD LIGHT	303000086634		00002171					199.55
	03 BUSCH LIGHT	303000086634		00002171					42.15
	04 312 URBAN	303000086634		00002171					76.50

FROM 07/19/2017 TO 08/17/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	481934	05 DELIVERY	303000086634	07/19/17	00002171	58139	07/28/17	382.60	382.60 3.00
									VENDOR TOTAL: 382.60
SYC		SYCAMORE CHAMBER OF COMMERCE							
	24985	01 GOLF & CORP SPONSOR	101200046214	07/21/17	00000000	58140	07/28/17	1,650.00	1,650.00 1,650.00
									VENDOR TOTAL: 1,650.00
SYC3		SYCAMORE SIGN COMPANY							
	104691	01 BAL ELECTRONIC MESS BOARD	701000207008	07/31/17	00000000	58162	08/01/17	3,083.00	3,083.00 3,083.00
									VENDOR TOTAL: 3,083.00
SYCASP		SYCAMORE SPORTS BOOSTERS							
	2017 CHALLENGE	01 CHALLENGE SPONSOR	101200046208	07/01/17	00000000	58142	07/28/17	500.00	500.00 500.00
									VENDOR TOTAL: 500.00
SYCPUMP		SYCAMORE PUMPKIN FESTIVAL COMM							
	PUMPKIN FEST FEE	01 PUMPKIN FEST VENDOR FEE	101200046214	08/01/17	00000000	58185	08/04/17	50.00	50.00 50.00
									VENDOR TOTAL: 50.00
T0000024		DOBBERSTEIN, MELISSA							
	REIMB 7-27-17	01 WALMART REIMB 7-7-17	518000076510	07/25/17	00000000	58143	07/28/17	153.46	153.46 12.53 3.84 10.84 4.06 5.52 6.16 2.96 17.81 30.80 37.46 21.48
		02 WALMART REIMB 7-7-17	101000076510						
		03 WALMART REIMB 7-7-17	303000086636						
		04 WALMART REIMB 7-7-17	303000086612						
		05 WALMART REIMB 7-7-17	303000086632						
		06 WALMART REIMB 7-7-17	303000086610						
		07 WALMART REIMB 7-7-17	303000086629						
		08 WALMART REIMB 7-7-17	303500086640						
		09 WALMART REIMB 7-7-17	303000086615						
		10 WALMART REIMB 7-7-17	303000086631						
		11 SAMS REIMB 7-5-17	303000086623						
	REIMB 8-1-17	01 ALDI REIMB 7-19-17	303000086612	08/01/17	00000000	58163	08/01/17	28.20	28.20 6.02 21.37
		02 ALDI REIMB 7-16-17	303500086640						

FROM 07/19/2017 TO 08/17/2017

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

UNIT2 UNITED STATES POSTAL SERVICE

POSTAGE 01 POSTAGE 206500046202 07/21/17 00000000 58147 07/28/17 1,446.74 1,446.74

UNUM UNUM LIFE INSURANCE 07/25/17 58148 07/28/17 235.25 235.25

JULY 2017
 01 STD INS PREMIUM 101000106801 00000000
 02 STD INS PREMIUM 101500106801 00000000
 03 STD INS PREMIUM 504100106801 00000000
 04 STD INS PREMIUM 504000106801 00000000
 05 STD INS PREMIUM 201000106801 00000000
 06 STD INS PREMIUM 202100106801 00000000

USFOODS US FOODS INC 07/11/17 58165 08/01/17 319.00 319.00

0574556
 01 ICE CREAM 303300086626 00002203
 02 CHEDDAR NUGGETS 303000086617 00002203
 03 ONION RINGS 303000086617 00002203
 04 LIDS 303000076550 00002203
 05 PAPER TOWELS 518000076510 00002203
 06 LIDS 303000076550 00002203

VERIZON VERIZON 06/15/17 58149 07/28/17 423.00 423.00

9789319244
 01 2-TABLETS 701000207004 00000000
 02 DATA PLAN 303000096700 00000000

VISACA VISA CARDMEMBER SERVICE 07/11/17 58151 07/28/17 5,704.82 5,704.82

071117
 01 HEALTH DEPARTMENT PERMIT 303000046210 00000000
 02 HEALTH DEPARTMENT PERMIT 303300046210 00000000
 03 HEALTH DEPARTMENT PERMIT 303400046210 00000000
 04 SPORTS COMPLEX CABLE TIES 201000076500 00000000
 05 CHAMBER PROGRAM KWN 201000046207 00000000
 06 CONCERT SUPPLIES 206194006216 00000000
 07 STAFF RECOGNITION 101000046213 00000000
 08 STAFF RECOGNITION 201000046213 00000000

VENDOR TOTAL: 423.00
 VENDOR TOTAL: 235.25
 VENDOR TOTAL: 319.00
 VENDOR TOTAL: 5,704.82

FROM 07/19/2017 TO 08/17/2017

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

ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
09	BMI LICENSE FEE	206194006210	07/11/17	00000000	58151	07/28/17	5,704.82	5,704.82
10	UNIFORMS	101200046215		00000000				250.50
11	OFFICE SUPPLIES	101000046200		00000000				399.75
12	OFFICE SUPPLIES	201000046200		00000000				27.77
13	SURVEY MONKEY	101000046204		00000000				27.76
14	SURVEY MONKEY	201000046204		00000000				150.00
15	ASCAP-LICENSE FEE	206194006210		00000000				150.00
16	DETAIL JEEP	101500066402		00000000				350.51
17	CHAMBER OUTING	101200046214		00000000				135.00
18	ADOBE CREATIVE CLOUD	101000046206		00000000				125.00
19	ADOBE CREATIVE CLOUD	201000046206		00000000				299.94
20	PGA DUES	101000046206		00000000				299.94
21	MUSEUM BREAKERS	202500066401		00000000				734.00
22	POSTAGE	202100076500		00000000				79.50
23	CREDIT CARD PROCESSING FEE	201000056310		00000000				84.93
24	FIRST AID GLOVES	518000076513		00000000				25.00
25	FOOD & SUPPLIES FOR MEETINGS	101000046212		00000000				86.90
26	FOOD & SUPPLIES FOR MEETINGS	201000046212		00000000				156.86
27	SUPPLIES	101200046214		00000000				156.87
28	FACEBOOK/MARKETING	101200046214		00000000				2.39
								89.92

WAGNER WAGNER AGGREGATE, INC. VENDOR TOTAL: 5,704.82

19997	01	BALLFIELD AGLIME	202100076533	06/17/17	00000000	58152	07/28/17	401.80	203.48
20056	01	BALLFIELD AGLIME	202100076533	06/14/17	00000000	58152	07/28/17	401.80	203.48

WALMART WALMART COMMUNITY/RFCSLLC VENDOR TOTAL: 401.80

071617	01	CHICKEN BREAST	303500086640	07/16/17	00002090	58154	07/28/17	450.83	450.83
	02	CARROTS, LETTUCE, OIL	303500086640		00002090			21.54	21.54
	03	TEA BAGS	303300086630		00002089			20.78	20.78
	04	EGGS	303000086610		00002089			1.98	1.98
	05	LETTUCE	303500086640		00002089			0.96	0.96
	06	HOT DOG BUNS	303500086640		00002089			3.56	3.56
	07	HAMBURGER BUNS	303500086640		00002089			4.40	4.40
	08	SESG, STFNQ, GRL, DRSSG, CRT, CUC, LE	303500086640		00002089			31.40	31.40
	09	LETTUCE	303300086629		00002089			2.96	2.96
	10	LETTUCE	303500086640		00002089			5.34	5.34
	11	HAMBURGER BUNS	303000086613		00002089			8.80	8.80

DATE: 08/17/2017
 TIME: 10:15:20
 ID: AP450000.WOM

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

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FROM 07/19/2017 TO 08/17/2017

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

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
071617		12 HOT DOG BUNS	303000086615	07/16/17	00002089	58154	07/28/17	450.83	450.83
		13 SWIM LESSON POPSICLES	518200046216		00002076				7.04
		14 POP FOR POOL PARTY	518000046216		00002076				22.32
		15 ARTS AND CRAFTS SUPPLIES	205010156216		00002076				29.92
		16 BAGELS	303000086610		00002175				3.51
		17 ENGLISH MUFFINS	303000086610		00002175				13.86
		18 CELERY SALT	303000086636		00002175				4.56
		19 TOMATO JUICE	303000086636		00002175				4.94
		20 MARINARA SAUCE	303000086629		00002175				15.80
		21 SOAP PUMPS/REFILLS	303300076510		00002175				3.00
		22 SOAP REFILL	303400076510		00002175				6.09
		23 WATERMELON	303500086640		00002175				3.93
		24 HAMBURGER BUNS	303000086613		00002176				9.74
		25 HOT DOG BUNS	303000086615		00002176				88.00
									132.00
									VENDOR TOTAL: 450.83

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
3535957-2011-4		01 WASTE - ADMTN	101000056302	07/26/17	00000000	58186	08/04/17	373.82	373.82
		02 WASTE - CH	303000056302		00000000				51.75
		03 WASTE - ADM	101000056302		00000000				51.76
		04 WASTE -OLD SHOP	504100056302		00000000				5.00
		05 WASTE -SC	202100056302		00000000				33.93
		06 WASTE -PARK	101500056302		00000000				66.45
		07 WASTE -POOL	518100056302		00000000				66.46
		08 WASTE -PICNIC	101500056302		00000000				49.74
									48.73
									VENDOR TOTAL: 373.82

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
573-00056-0000		01 GOLF RADIO ADS JUNE 17	101200046209	06/30/17	00002162	58155	07/28/17	275.00	150.00
									150.00
573-00057-0000		01 POOL RADIO ADS JUN 17	101200046209	06/30/17	00002163	58155	07/28/17	275.00	125.00
									125.00
									VENDOR TOTAL: 275.00

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
17-8182		01 STONE WORK ELEC SIGN	701000207008	07/13/17	00000000	58156	07/28/17	9,500.00	9,500.00
									9,500.00
									VENDOR TOTAL: 9,500.00

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
0017856		WILLIAMS ARCHITECTS/AQUATICS		07/18/17		58157	07/28/17	203.56	203.56
									VENDOR TOTAL: 203.56

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 07/19/2017 TO 08/17/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
0017856	01	POOL ADA IMPROVEMENTS	221000036125	07/18/17	00000000	58157	07/28/17	203.56	203.56
TOTAL --- ALL INVOICES: 203.56 628,220.20									

Interim
 \$ 628,220.20

New
 \$ 108,099.14

Total
 \$ 736,319.34

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

Board

INVOICES DUE ON/BEFORE 08/22/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
CORPORATE			
10	ADMINISTRATION		
AFLAC	AFLAC	3,446.25	459.50
CINTA	CINTAS CORPORATION #355	2,346.51	25.41
DYNEGY E	DYNEGY ENERGY SERVICES	15,814.28	737.66
ENGIN	ENGINEERING RESOURCE ASSOC	52,999.15	2,008.45
FP	FP MAILING SOLUTIONS	500.28	143.78
FRONTIER	FRONTIER	6,149.09	309.14
IL2	IL STATE POLICE SERVICES FUND		500.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	1,653.55	79.56
NATREC	NATIONAL RECREATION AND PARK		425.00
NICOR	NICOR GAS	10,948.30	46.52
PDRMA	PDRMA	203,219.01	4,056.11
PLUNKETT	PLUNKETT'S PEST CONTROL	497.44	122.72
RSIDES	RSI DESIGN		520.00
SHAW	SHAW SUBURBAN MEDIA	1,601.20	40.20
SOFT	SOFT WATER CITY	1,656.69	49.25
SPARKLE	SPARKLE JANITORIAL SERVICE	9,999.00	704.50
STAPLES	STAPLES ADVANTAGE	2,663.98	97.45
SUNDOG	SUN DOG IT	12,756.69	419.79
SYCROT	SYCAMORE ROTARY CLUB	585.00	175.00
	ADMINISTRATION		10,920.04
12	MARKETING		
KAR	KAR-FRE FLOWERS	440.95	62.95
SHAW	SHAW SUBURBAN MEDIA	1,601.20	566.00
	MARKETING		628.95
15	PARKS		
AIRGAS	AIRGAS USA LLC	147.52	24.74
CINTA	CINTAS CORPORATION #355	2,346.51	29.25
COMMO	COMMONWEALTH EDISON	1,343.70	287.79
CONS	CONSERV FS	14,620.65	780.71
CSR	CSR BOBCAT EQUIPMENT CO.	316.83	108.44
DEEGANS	DEEGANS GARAGE INC	216.00	238.50
DEK3	DEKALB COUNTY COLLECTOR	3,285.29	3,285.29
DEKA2	DEKALB IMPLEMENT CO.,	7,437.35	13.98
DYNEGY E	DYNEGY ENERGY SERVICES	15,814.28	550.45
ENCAP	ENCAP, INC	8,383.00	5,383.00
FRONTIER	FRONTIER	6,149.09	74.88

INVOICES DUE ON/BEFORE 08/22/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
15	PARKS		
MART	MARTENSON TURF PRODUCTS		543.75
MEL	MELIN'S LOCK & KEY	1,121.02	238.29
MENA	MENARDS - SYCAMORE	5,209.80	105.50
NICOR	NICOR GAS	10,948.30	47.88
PDRMA	PDRMA	203,219.01	767.34
PENDL	PENDELTON TURF SUPPLY	1,460.60	289.40
SOFT	SOFT WATER CITY	1,656.69	63.25
	PARKS		12,832.44
RECREATION			
10	ADMINISTRATION		
CINTA	CINTAS CORPORATION #355	2,346.51	14.19
DYNEGY E	DYNEGY ENERGY SERVICES	15,814.28	737.66
FP	FP MAILING SOLUTIONS	500.28	143.77
FRONTIER	FRONTIER	6,149.09	309.15
IL2	IL STATE POLICE SERVICES FUND		500.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	1,653.55	79.56
NATREC	NATIONAL RECREATION AND PARK		425.00
NICOR	NICOR GAS	10,948.30	42.63
PDRMA	PDRMA	203,219.01	4,139.23
PLUNKETT	PLUNKETT'S PEST CONTROL	497.44	122.72
SHAW	SHAW SUBURBAN MEDIA	1,601.20	40.20
SPARKLE	SPARKLE JANITORIAL SERVICE	9,999.00	704.50
STAPLES	STAPLES ADVANTAGE	2,663.98	97.47
SUNDOG	SUN DOG IT	12,756.69	419.79
SYCROT	SYCAMORE ROTARY CLUB	585.00	175.00
T0001170	METCALF, LISA	621.67	31.51
	ADMINISTRATION		7,982.38
21	SPORTS COMPLEX MAINTENANCE		
BURRI	BURRIS EQUIPMENT CO.	1,100.57	131.59
CARR	CARROT-TOP INDUSTRIES		662.80
CONS	CONSERV FS	14,620.65	144.98
COUR	COURSIGNS, INC.	194.18	400.00
DYNEGY E	DYNEGY ENERGY SERVICES	15,814.28	729.38
PDRMA	PDRMA	203,219.01	5,884.97
WAGN	WAGNER AGGREGATE, INC.	818.90	222.59
	SPORTS COMPLEX MAINTENANCE		8,176.31

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 08/22/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

RECREATION			
55	PROGRAMS - YOUTH ATHLETICS		
ALL	ALL STAR SPORTS INSTRUCTION	13,017.97	560.00
	PROGRAMS - YOUTH ATHLETICS		560.00
60	PROGRAMS - SPECIAL EVENTS		
CASHMAN	CASHMAN, JAMES T.		3,900.00
CITY	CITY OF SYCAMORE	3,081.00	250.00
MARTIN	MARTIN, JAMIE		1,000.00
RLC	RLC SOUND AND LIGHTING		1,000.00
	PROGRAMS - SPECIAL EVENTS		6,150.00
65	BROCHURE		
SWIFT	JOHN S SWIFT COMPANY	4,717.56	4,399.24
	BROCHURE		4,399.24
SPECIAL RECREATION			
10	ADMINISTRATION		
ELECTRIC	ELECTRIC POWER SYSTEMS	7,890.00	744.00
KISH	KISHWAUKEE SPECIAL RECREATION	44,682.20	25.98
	ADMINISTRATION		769.98
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	15,814.28	316.13
NICOR	NICOR GAS	10,948.30	18.27
	CLUBHOUSE CONCESSIONS		334.40
33	SPORTS COMPLEX CONCESSIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	15,814.28	350.70
	SPORTS COMPLEX CONCESSIONS		350.70

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 08/22/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GOLF COURSE			
10	ADMINISTRATION		
ACUSHNET	ACUSHNET COMPANY	26,885.43	2,182.22
HORN	HORNUNG'S PRO GOLF SALES INC.	1,961.31	150.89
	ADMINISTRATION		2,333.11
40	GOLF OPERATIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	15,814.28	339.17
FRONTIER	FRONTIER	6,149.09	87.31
HIRS	HIRSCHBIEN TROPHIES	48.00	428.00
NICOR	NICOR GAS	10,948.30	18.27
PDRMA	PDRMA	203,219.01	1,968.42
PLAY	PLAYERS GOLF CARS	2,440.00	3,015.00
SOFT	SOFT WATER CITY	1,656.69	55.75
	GOLF OPERATIONS		5,911.92
41	GOLF MAINTENANCE		
ARTHU	ARTHUR CLESEN, INC.	20,515.86	709.50
CINTA	CINTAS CORPORATION #355	2,346.51	29.25
CONS	CONSERV FS	14,620.65	427.46
COUR	COURSIGNS, INC.	194.18	650.00
DEKA2	DEKALB IMPLEMENT CO.,	7,437.35	15.00
DYNEGY E	DYNEGY ENERGY SERVICES	15,814.28	2,234.94
FRONTIER	FRONTIER	6,149.09	74.88
MAPLE	MAPLE PARK LANDSCAPE-TRUCKING	1,044.00	62.00
NICOR	NICOR GAS	10,948.30	77.55
PDRMA	PDRMA	203,219.01	3,824.71
PENDL	PENDELTON TURF SUPPLY	1,460.60	265.00
REED	REED IRRIGATION		268.00
SITE ONE	SITE ONE LANDSCAPE SUPPLY	2,362.00	459.00
	GOLF MAINTENANCE		9,097.29
SWIMMING POOL			
80	POOL		
FRONTIER	FRONTIER	6,149.09	51.34
SOFT	SOFT WATER CITY	1,656.69	76.75
	POOL		128.09

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 08/22/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

SWIMMING POOL			
81	POOL MAINTENANCE		
CITY2	CITY OF SYCAMORE	1,405.24	1,807.75
DYNEGY E	DYNEGY ENERGY SERVICES	15,814.28	2,753.14
HALO	HALOGEN SUPPLY COMPANY, INC.	2,150.37	3,520.08
NICOR	NICOR GAS	10,948.30	1,569.32
	POOL MAINTENANCE		9,650.29
CAPITAL PROJECTS			
10	ADMINISTRATION		
ENGIN	ENGINEERING RESOURCE ASSOC	52,999.15	302.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	1,653.55	2,675.00
RSIDES	RSI DESIGN		24,822.00
	ADMINISTRATION		27,799.00
ACTION 2020			
10	ADMINISTRATION		
LE PRINT	LE PRINT EXPRESS	131.67	75.00
	ADMINISTRATION		75.00
	TOTAL ALL DEPARTMENTS		108,099.14

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: August 22, 2017

Administrative Initiatives (8/1/17 – 8/31/17)

- Attended scheduled Superintendent and Board meetings.
- Attended scheduled Safety Committee meeting.
- Continued to review cash flow and transferred funds as needed.
- Continued communication with vendors regarding technology needs for new campus. Provided information as requested. Reviewed proposals and follow up.
- Continued to monitor new household accounts on Rectrac for residency.
- Updated Julie Eggleston, KSRA on real estate tax receipts and pay balance due.
- Continued communications with cleaning company for scheduling purposes.
- Gathered data and submitted to Charitee for current billing.
- Worked on setting up table for concessions using RecTrac. Contacted Vermont Systems several times for assistance.
- Performed criminal background check on any new hires.
- Provide staff with current financial statements for their review. Highlight areas of note.

- Attended Pumpkin Festival Committee meeting.
- Transferred cost of goods sold to concessions (sports, pool, cart and catering).
- Completed PCI compliance as required for merchant services/credit card processing.
- Reviewed POS transactions for errors and corrected in order to post to accounting system.
- Provided instruction to administrative staff regarding volleyball registration.
- Assist patrons with registering online for recreation programs.
- Coordinated part-time staff annual recognition.
- Set up new general ledger codes for programs in the Fall brochure.
- Participated in annual Chamber Day Golf Classic.
- Prepared documents to distribute to staff in preparation of the 2018 FY budget process.
- Provided Supt of Recreation data for Fee Policy.
- Reviewed and provided some input on the recreation campus launch/timeline.
- Participated in brainstorming meeting regarding fitness center/services branding.
- Participated in Superintendent POWWOW: reviewed timelines, staffing plan, Moments of Truth training, professional development, and 2018 budget process.
- Met with Supt of Recreation to discuss Community Center Customer Service Team.

- Met with Executive Director and Supt of Recreation regarding options for structuring Recreation Campus financial statements.
- Met with Swedberg Electric and Executive Director regarding Recreation Campus Technology.
- Filed for Unclaimed Property with State of Illinois.
- Catering/special events/room rentals: 1 rentals, 4 golf outings, Couples League Dinners, Club Championship

Administrative Initiatives (9/1/17 – 9/30/17)

- Attend any scheduled “Action 2020” related meetings.
- Attend Superintendent and Board meetings.
- Prepare for PDRMA loss control review.
- Research employee time reporting options.
- Gather information for FF&E budget for Recreation Campus.
- Work with staff to complete first draft of 2017 year-end projection and 2018 FY operating and capital budgets.
- Assist with Fireworks & Fun event.
- Work with Supt of Recreation and Executive Director to finalize Recreation Campus budget structure. Create new accounts as needed.
- Develop policy for Drivers Abstract.
- Finalize review of proposals for technology needs and make recommendation.
- Provide staff with current financial statements for their review. Highlight areas of note.

- Perform criminal background check on any new hires.
- Transfer cost of goods sold to concessions (sports, pool, cart and catering).
- Continue to review cash flow and opportunities to transfer funds to PFM/IPDLAF to increase earnings.
- Review IMRF NPO pay-off and calculate amount able to pay in 2017.
- 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.
- Begin work on updating equipment lifecycle spreadsheets.
- Review outstanding accounts payable checks to determine validity. Review outstanding payroll checks.
- Catering/special events/room rentals: 2 golf outings, Men's League dinners

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

Corporate Fund (10)

Department	July Budget	July Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2016 YTD Actual	Variance
Revenues									
Administration	20,505.00	21,206.05	3.4%	680,012.00	726,611.55	6.9% (1)	1,307,454.00	696,210.77	4.4% (1)
Marketing	-	-		-	-		-	100.00	
Parks	114.00	997.16	774.7%	5,808.00	6,654.16	14.6%	11,389.00	6,368.94	4.5%
Total Revenues	20,619.00	22,203.21	7.7%	685,820.00	733,265.71	6.9%	1,318,843.00	702,679.71	4.4%
Expenses									
Administration	42,672.00	30,630.06	-28.2%	288,941.00	252,822.93	-12.5% (2)	1,032,950.00	220,029.01	14.9% (3)
Marketing	4,000.00	5,348.24	33.7%	27,725.00	19,044.13	-31.3% (4)	45,575.00	23,772.58	-19.9% (4)
Parks	27,060.00	21,068.32	-22.1%	145,148.00	134,869.25	-7.1% (5)	250,225.00	132,562.91	1.7%
Total Expenses	73,732.00	57,046.62	-22.6%	461,814.00	406,736.31	-11.9%	1,328,750.00	376,364.50	8.1%
Total Fund Revenues	20,619.00	22,203.21	7.7%	685,820.00	733,265.71	6.9%	1,318,843.00	702,679.71	4.4%
Total Fund Expenses	73,732.00	57,046.62	-22.6%	461,814.00	406,736.31	-11.9%	1,328,750.00	376,364.50	8.1%
Surplus (Deficit)	(53,113.00)	(34,843.41)	-34.4%	224,006.00	326,529.40	45.8%	(9,907.00)	326,315.21	0.1%

(1) 2017 Replacement taxes greater than budget, 24.9% \$7,636 and 2016 16.6% \$5,450. 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 53.41% received compared to budget 51% +\$35,329 and to 2016 52.8% +\$34,403.70

(2) Expenses below budget: Professional Services 48.8% \$31,510, Contracted Services 37.6% \$6,686.

(3) 2016 included a transfer of \$444,000 to Action 2020 Fund. Excluding this, 2017 expenses exceed 2016 by 14.9% \$32,794. Wages & taxes is greater by 21.4% \$26,645. Training higher in 2017 due to new recreation software 244.8% \$10,334

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

(5) Wages and related taxes are below budget 17.2% \$11,015 due to part-time staffing.

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

Recreation Fund (20)

<u>Department</u>	<u>July Budget</u>	<u>July 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	8,821.00	9,342.68	5.91%	449,861.00	468,577.95	4.16% (4)	882,081.00	460,323.26	1.8% (4)
Sports Complex	8,350.00	(697.49)	-108.35%	14,100.00	10,001.51	-29.07% (1)	44,995.00	4,421.00	126.2% (1)
Sports Complex Maintenance	392.00	3,122.09	696.45%	20,000.00	22,458.35	12.29%	39,216.00	22,342.64	0.5%
Midwest Museum of Natural Hist	-	-		1,238.00	1,167.62	-5.68%	2,476.00	1,869.35	-37.5%
Programs-Youth	403.00	(26.63)	-106.61%	9,202.00	10,469.39	13.77% (2)	16,767.00	10,498.14	-0.3% (2)
Programs-Teens	-	-	#DIV/0!	1,315.00	-	-100.00% (2)	1,320.00	700.00	-100.0% (2)
Programs-Adult	1.00	-	-100.00%	2,723.00	1,149.56	-57.78% (2)	5,336.00	3,799.02	-69.7% (2)
Programs-Family	-	-	#DIV/0!	-	-	#DIV/0! (2)	-	5,381.00	-100.0% (2)
Programs-Leagues	2.00	-	-100.00%	92.00	95.23	3.51% (2)	5,181.00	118.47	-19.6% (2)
Programs-Youth Athletics	591.00	814.00	37.73%	18,729.00	22,146.50	18.25% (2)	24,425.00	20,495.00	8.1% (2)
Programs-Fitness	257.00	208.11	-19.02%	6,452.00	5,076.73	-21.32% (2)	9,341.00	6,305.50	-19.5% (2)
Programs-Preschool	-	-	#DIV/0!	155.00	210.98	36.12% (2)	311.00	545.00	-61.3% (2)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0! (2)	-	-	#DIV/0! (2)
Programs-Dance	-	(22.26)	#DIV/0!	544.00	1,748.76	221.46% (2)	1,408.00	2,490.29	-29.8% (2)
Programs-Special Events	-	-	#DIV/0!	3,461.00	4,784.64	38.24% (2)	3,623.00	2,715.26	76.2% (2)
Programs-Concerts	1,100.00	-	-100.00%	6,900.00	4,900.00	-28.99%	8,000.00	3,570.00	37.3%
Programs-Trips	-	160.00	#DIV/0!	-	800.00	#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	19,917.00	12,900.50	-35.23%	535,972.00	558,237.22	4.15%	1,053,330.00	546,073.93	2.2%

(1) 2017 includes \$2,850 for leaf a legacy donation. Timing, have not received Storm Dayz payment.

(2) Revenue from programs greater than budget by 8.93% \$3,809 and decreased 12.4%, \$6,566 (primarily due to MTO \$5,002) compared to 2016.

(3) timing

(4) Real estate tax receipts, ytd 53.41% received \$21,106, budgeted 51% and in 2016, received 52.8%

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

Expenses											
Administration	23,722.00	23,523.86	-0.84%	246,580.00	238,640.63	-3.22%	(1)	579,185.00	163,548.85	45.9%	(2)
Sports Complex	-	-	#DIV/0!	1,250.00	27.52	-97.80%		1,250.00	1,250.00	-97.8%	
Sports Complex Maintenance	32,262.00	31,840.62	-1.31%	234,709.00	223,695.41	-4.69%	(5)	388,336.00	226,209.38	-1.1%	
Midwest Museum of Natural Hist	313.00	1,372.08	338.36%	4,273.00	14,425.29	237.59%	(3)	8,750.00	4,094.00	252.4%	(3)
Programs-Youth	738.00	1,566.01	112.20%	5,807.00	5,627.37	-3.09%	(4)	11,897.00	6,716.09	-16.2%	(4)
Programs-Teens	210.00	-	-100.00%	1,050.00	-	-100.00%	(4)	1,050.00	560.00	-100.0%	(4)
Programs-Adult	72.00	-	-100.00%	1,524.00	574.52	-62.30%	(4)	3,330.00	1,991.42	-71.2%	(4)
Programs-Family	-	-	#DIV/0!	-	-	#DIV/0!	(4)	-	10,088.57	-100.0%	(4)
Programs-Leagues	-	-	#DIV/0!	2,180.00	1,690.23	-22.47%	(4)	2,891.00	2,129.36	-20.6%	(4)
Programs-Youth Athletics	7,147.00	7,835.97	9.64%	11,565.00	15,962.25	38.02%	(4)	16,195.00	14,839.50	7.6%	(4)
Programs-Fitness	240.00	143.86	-40.06%	2,645.00	2,257.59	-14.65%	(4)	4,025.00	3,334.38	-32.3%	(4)
Programs-Preschool	11.00	-	-100.00%	75.00	169.73	126.31%	(4)	151.00	480.00	-64.6%	(4)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0!	(4)	-	-	#DIV/0!	(4)
Programs-Dance	-	170.74	#DIV/0!	409.00	1,023.26	150.19%	(4)	968.00	1,230.22	-16.8%	(4)
Programs-Special Events	1,000.00	(20.00)	-102.00%	4,315.00	3,361.31	-22.10%	(4)	17,328.00	8,381.55	-59.9%	(4)
Programs-Concerts	-	703.95	#DIV/0!	8,000.00	7,453.95	-6.83%		8,000.00	7,903.20	-5.7%	
Programs-Trips	-	-	#DIV/0!	-	952.33	#DIV/0!	(4)	-	-	#DIV/0!	(4)
Brochure	-	1,446.74	#DIV/0!	7,200.00	8,190.71	13.76%	(5)	21,500.00	6,651.90	23.1%	(5)
Weight Room	-	-	#DIV/0!	-	-	#DIV/0!		-	-	#DIV/0!	
Community Center	-	-	#DIV/0!	-	-	#DIV/0!		-	-	#DIV/0!	
Total Expenses	65,715.00	68,583.83	4.37%	531,582.00	524,052.10	-1.42%		1,064,856.00	459,408.42	14.1%	
Total Fund Revenues	19,917.00	12,900.50	-35.23%	535,972.00	558,237.22	4.15%		1,053,330.00	546,073.93	2.2%	
Total Fund Expenses	65,715.00	68,583.83	4.37%	531,582.00	524,052.10	-1.42%		1,064,856.00	459,408.42	14.1%	
Surplus (Deficit)	(45,798.00)	(55,683.33)	21.58%	4,390.00	34,185.12	678.70%		(11,526.00)	86,665.51	-60.6%	

(1) Areas below budget include: Contracted Services 42.2% \$7,394, primarily timing difference.

(2) 2017 Includes \$13,577 for RecTrac Annual Maint & \$45,400 for new slide in baby pool and painting of pool. Education higher due to Rectrac training.

(3) Installed 2 new heat exchangers

(4) Expenses for programs are higher than budget 6.93% \$2,049 and decreased 36.4%, \$18,133 (MTO \$10,089) compared to 2016.

(5) Timing

Sycamore Park District
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Donations (21)

<u>Department</u>	<u>July Budget</u>	<u>July 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	-	-	#DIV/0!	25,000.00	16,125.19	-35.50%	200,000.00	36,610.41	-56.0%
Total Revenues	-	-	#DIV/0!	25,000.00	16,125.19	-35.50%	200,000.00	36,610.41	-56.0%
Expenses									
Administration	-	-		-	-		300,000.00	200,226.32	-100.0%
Total Expenses	-	-		-	-		300,000.00	200,226.32	-100.0%
Total Fund Revenues	-	-	#DIV/0!	25,000.00	16,125.19	-35.50%	200,000.00	36,610.41	-56.0%
Total Fund Expenses	-	-		-	-		300,000.00	200,226.32	-100.0%
Surplus (Deficit)	-	-	#DIV/0!	25,000.00	16,125.19	-35.50%	(100,000.00)	(163,615.91)	-109.9%

Special Recreation (22)

<u>Department</u>	<u>July Budget</u>	<u>July 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	1,660.00	1,424.93	-14.16%	84,660.00	89,450.57	5.66%	166,000.00	81,636.97	9.6%
Total Revenues	1,660.00	1,424.93	-14.16%	84,660.00	89,450.57	5.66%	166,000.00	81,636.97	9.6%
Expenses									
Administration	830.00	15,549.07	1773.38%	222,680.00	243,950.22	9.55% (1)	263,350.00	80,059.00	204.7% (1)
Total Expenses	830.00	15,549.07	1773.38%	222,680.00	243,950.22	9.55%	263,350.00	80,059.00	204.7%
Total Fund Revenues	1,660.00	1,424.93	-14.16%	84,660.00	89,450.57	5.66%	166,000.00	81,636.97	9.6%
Total Fund Expenses	830.00	15,549.07	1773.38%	222,680.00	243,950.22	9.55%	263,350.00	80,059.00	204.7%
Surplus (Deficit)	830.00	(14,124.14)	-1801.70%	(138,020.00)	(154,499.65)	11.94%	(97,350.00)	1,577.97	-9891.0%

(1) Pool ADA work in 2017

Sycamore Park District
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Insurance (23)

<u>Department</u>	<u>July Budget</u>	<u>July 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	690.00	588.13	-14.76%	35,190.00	37,029.94	5.23%	69,000.00	41,445.32	-10.7%
Total Revenues	690.00	588.13	-14.76%	35,190.00	37,029.94	5.23%	69,000.00	41,445.32	-10.7%
Expenses									
Administration	31,835.00	31,834.74	0.00%	34,335.00	31,834.74	-7.28% (1)	68,670.00	37,121.10	-14.2% (1)
Total Expenses	31,835.00	31,834.74	0.00%	34,335.00	31,834.74	-7.28%	68,670.00	37,121.10	-14.2%
Total Fund Revenues	690.00	588.13	-14.76%	35,190.00	37,029.94	5.23%	69,000.00	41,445.32	-10.7%
Total Fund Expenses	31,835.00	31,834.74	0.00%	34,335.00	31,834.74	-7.28%	68,670.00	37,121.10	-14.2%
Surplus (Deficit)	(31,145.00)	(31,246.61)	0.33%	855.00	5,195.20	507.63%	330.00	4,324.22	20.1%

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

Audit (24)

<u>Department</u>	<u>July Budget</u>	<u>July 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	145.00	123.61	-14.75%	7,395.00	7,644.75	3.38%	14,500.00	7,490.82	2.1%
Total Revenues	145.00	123.61	-14.75%	7,395.00	7,644.75	3.38%	14,500.00	7,490.82	2.1%
Expenses									
Administration	-	-	#DIV/0!	14,200.00	14,200.00	0.00%	14,200.00	13,900.00	2.2%
Total Expenses	-	-	#DIV/0!	14,200.00	14,200.00	0.00%	14,200.00	13,900.00	2.2%
Total Fund Revenues	145.00	123.61	-14.75%	7,395.00	7,644.75	3.38%	14,500.00	7,490.82	2.1%
Total Fund Expenses	-	-	#DIV/0!	14,200.00	14,200.00	0.00%	14,200.00	13,900.00	2.2%
Surplus (Deficit)	145.00	123.61	-14.75%	(6,805.00)	(6,555.25)	-3.67%	300.00	(6,409.18)	2.3%

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Paving & Lighting (25)

<u>Department</u>	<u>July Budget</u>	<u>July 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	1.00	0.71	-29.00%	91.00	94.10	3.41%	100.00	45.63	106.2%
Total Revenues	1.00	0.71		91.00	94.10		100.00	45.63	106.2%
Expenses									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	1.00	0.71	-29.00%	91.00	94.10	3.41%	100.00	45.63	
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	-	-	
Surplus (Deficit)	1.00	0.71	-29.00%	91.00	94.10	3.41%	100.00	45.63	

Park Police (26)

<u>Department</u>	<u>July Budget</u>	<u>July 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	10.34	3.40%	510.00	655.16	28.46%	1,000.00	42.47	1442.6%
Total Revenues	10.00	10.34		510.00	655.16		1,000.00	42.47	1442.6%
Expenses									
Administration	-	-	#DIV/0!	1,000.00	-	-100.00%	1,000.00	5,044.50	-100.0%
Total Expenses	-	-		1,000.00	-		1,000.00	5,044.50	-100.0%
Total Fund Revenues	10.00	10.34	3.40%	510.00	655.16	28.46%	1,000.00	42.47	1442.6%
Total Fund Expenses	-	-	#DIV/0!	1,000.00	-	-100.00%	1,000.00	5,044.50	
Surplus (Deficit)	10.00	10.34	3.40%	(490.00)	655.16	-233.71%	-	(5,002.03)	-113.1%

Sycamore Park District
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IMRF (27)

<u>Department</u>	<u>July Budget</u>	<u>July 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	830.00	707.47	-14.76%	42,330.00	44,342.84	4.76%	83,000.00	48,155.67	-7.9%
Total Revenues	830.00	707.47	-14.76%	42,330.00	44,342.84	4.76%	83,000.00	48,155.67	-7.9%
Expenses									
Administration	830.00	6,177.51	644.28%	47,330.00	45,745.33	-3.35%	88,000.00	48,804.77	-6.3%
Total Expenses	830.00	6,177.51	644.28%	47,330.00	45,745.33	-3.35%	88,000.00	48,804.77	-6.3%
Total Fund Revenues	830.00	707.47	-14.76%	42,330.00	44,342.84	4.76%	83,000.00	48,155.67	-7.9%
Total Fund Expenses	830.00	6,177.51	644.28%	47,330.00	45,745.33	-3.35%	88,000.00	48,804.77	-6.3%
Surplus (Deficit)	-	(5,470.04)		(5,000.00)	(1,402.49)		(5,000.00)	(649.10)	

Social Security (28)

<u>Department</u>	<u>July Budget</u>	<u>July 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	830.00	711.03	-14.33%	42,330.00	44,565.97	5.28%	83,000.00	41,013.31	8.7%
Total Revenues	830.00	711.03	-14.33%	42,330.00	44,565.97	5.28%	83,000.00	41,013.31	8.7%
Expenses									
Administration	830.00	8,520.91	926.62%	46,330.00	44,968.04	-2.94%	87,000.00	43,754.82	2.8%
Total Expenses	830.00	8,520.91	926.62%	46,330.00	44,968.04	-2.94%	87,000.00	43,754.82	2.8%
Total Fund Revenues	830.00	711.03	-14.33%	42,330.00	44,565.97	5.28%	83,000.00	41,013.31	8.7%
Total Fund Expenses	830.00	8,520.91	926.62%	46,330.00	44,968.04	-2.94%	87,000.00	43,754.82	2.8%
Surplus (Deficit)	-	(7,809.88)		(4,000.00)	(402.07)		(4,000.00)	(2,741.51)	

Sycamore Park District
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Concessions (30)

<u>Department</u>	<u>July Budget</u>	<u>July 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	15,315.00	11,972.70	-21.82%	43,991.00	39,037.27	-11.26% (1,6)	78,065.00	46,070.11	-15.3% (1,6)
Beverage Cart	3,733.00	2,616.93	-29.90%	9,252.00	5,581.82	-39.67% (4,6)	14,287.00	8,619.96	-35.2% (4,6)
Sports Complex Concessions	5,224.00	4,647.82	-11.03%	32,587.00	36,866.09	13.13% (2)	34,652.00	33,940.80	8.6% (2)
Pool Concessions	2,130.00	3,311.08	55.45%	6,895.00	5,672.83	-17.73% (5)	8,021.00	7,142.13	-20.6% (5)
Catering	4,884.00	5,212.59	6.73%	11,947.00	12,422.02	3.98%	21,365.00	13,086.50	-5.1%
Total Revenues	31,286.00	27,761.12	-11.27%	104,672.00	99,580.03	-4.86%	156,390.00	108,859.50	-8.5%
Expenses									
Clubhouse Concessions	13,006.00	20,274.59	55.89%	52,482.00	49,826.01	-5.06% (1)	89,715.00	58,934.37	-15.5% (1,3)
Beverage Cart	2,632.00	1,942.85	-26.18%	6,071.00	3,448.31	-43.20% (4,6)	9,862.00	5,137.53	-32.9% (4,6)
Sports Complex Concessions	6,904.00	10,271.77	48.78%	22,456.00	26,690.71	18.86% (2)	25,962.00	19,502.20	36.9% (2)
Pool Concessions	2,209.00	2,386.40	8.03%	5,634.00	4,131.10	-26.68% (5)	7,131.00	4,683.55	-11.8% (5)
Catering	2,362.00	2,175.67	-7.89%	4,413.00	3,927.78	-11.00%	8,840.00	3,394.97	15.7%
Total Expenses	27,113.00	37,051.28	36.66%	91,056.00	88,023.91	-3.33%	141,510.00	91,652.62	-4.0%
Total Fund Revenues	31,286.00	27,761.12	-11.27%	104,672.00	99,580.03	-4.86%	156,390.00	108,859.50	-8.5%
Total Fund Expenses	27,113.00	37,051.28	36.66%	91,056.00	88,023.91	-3.33%	141,510.00	91,652.62	-4.0%
Surplus (Deficit)	4,173.00	(9,290.16)	-322.63%	13,616.00	11,556.12	-15.13%	14,880.00	17,206.88	-32.8%

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

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

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

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

(5) Delayed pool opening.

(6) Direct correlation to golf operation. July 2017 10 days of rain, 5 of them were in a row and only 9 holes open. July 2016, 6 days of rain fairly spaced out.

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Developer Contributions (32)

<u>Department</u>	<u>July Budget</u>	<u>July 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	-	3,688.00	#DIV/0!	20,000.00	8,918.10	-55.41%	40,000.00	22,996.32	-61.2%
Total Revenues	-	3,688.00		20,000.00	8,918.10		40,000.00	22,996.32	-61.2%
Expenses									
Administration	-	3,313.91	#DIV/0!	100,000.00	99,589.41	-0.41% (1)	100,000.00	-	#DIV/0! (1)
Total Expenses	-	3,313.91		100,000.00	99,589.41		100,000.00	-	#DIV/0!
Total Fund Revenues	-	3,688.00		20,000.00	8,918.10		40,000.00	22,996.32	-61.2%
Total Fund Expenses	-	3,313.91		100,000.00	99,589.41		100,000.00	-	#DIV/0!
Surplus (Deficit)	-	374.09		(80,000.00)	(90,671.31)		(60,000.00)	22,996.32	-494.3%

(1) 2017-corner property east town entrance

Sycamore Park District
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Golf Course (50)

<u>Department</u>	<u>July Budget</u>	<u>July 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	79,028.00	58,699.85	-25.7%	337,262.00	286,493.90	-15.1% (1)	505,117.00	317,933.08	-9.9% (2)
Golf Maintenance	248.00	1,854.47	647.8%	12,622.00	10,943.75	-13.3%	24,748.00	12,893.20	-15.1%
Total Revenues	79,276.00	60,554.32	-23.6%	349,884.00	297,437.65	-15.0%	529,865.00	330,826.28	-10.1%
Expenses									
Golf Operations	28,992.00	25,572.68	-11.8%	126,827.00	118,884.96	-6.3% (3)	228,848.00	135,498.79	-12.3% (3)
Golf Maintenance	28,769.00	28,606.99	-0.6%	168,617.00	145,247.01	-13.9% (4)	300,994.00	158,843.21	-8.6% (4)
Total Expenses	57,761.00	54,179.67	-6.2%	295,444.00	264,131.97	-10.6%	529,842.00	294,342.00	-10.3%
Total Fund Revenues	79,276.00	60,554.32	-23.6%	349,884.00	297,437.65	-15.0%	529,865.00	330,826.28	-10.1%
Total Fund Expenses	57,761.00	54,179.67	-6.2%	295,444.00	264,131.97	-10.6%	529,842.00	294,342.00	-10.3%
Surplus (Deficit)	21,515.00	6,374.65	-70.4%	54,440.00	33,305.68	-38.8%	23.00	36,484.28	-8.7%

(1) Daily Greens Fees -32.03% -\$37,459 July 2017 10 rain days of which 5 were in a row. 5 days 9 holes only.
 Golf Events & Misc -18.68% -\$3,535
 Carts -14.02% -\$9,344
 Season passes +4.24% +\$3,896
 Pro shop sales -13.62% -\$4,759

(2) Daily Greens Fees -20.73% -\$20,786 July 2016 6 rain days
 Golf Events & Misc -18.26% -\$3,439
 Carts -12.93% -\$8,512
 Season passes +8.22% +\$7,276
 Pro shop sales -12.16% -\$4,179

(3) Utilities lower than budget 50.1% \$3,503 and 2016 by 48.2% \$3,239. Balance due to timing

(4) In 2017 Golf Maintenance wages and related taxes are less due to a FT employee on workers comp and lower part time cost. Compared to budget 13.4% \$12,817 compared to 2016 8.2% \$7,385. Also Maint Mower/Utility in 2017 is less than budget 41.8% \$4,676 and less than 2016 33.8% \$3,329. Balance due to timing.

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Period ended July 31, 2017

Swimming Pool (51)

<u>Department</u>	<u>July Budget</u>	<u>July 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	7,057.00	9,304.43	31.8%	55,064.00	37,822.50	-31.3%	(3) 76,821.00	40,523.63	-6.7%	(3)
Swim Lessons	1,250.00	1,229.89	-1.6%	12,546.00	12,172.97	-3.0%	13,262.00	11,895.20	2.3%	
Total Revenues	8,307.00	10,534.32	26.8%	67,610.00	49,995.47	-26.1%	(1) 90,083.00	52,418.83	-4.6%	(2)
Expenses										
Pool	17,169.00	15,973.81	-7.0%	38,388.00	26,999.10	-29.7%	(3) 54,846.00	32,726.57	-17.5%	(3)
Pool Maintenance	6,314.00	1,660.57	-73.7%	16,186.00	15,335.85	-5.3%	28,350.00	15,613.27	-1.8%	
Swim Lessons	2,399.00	3,032.78	26.4%	6,638.00	3,913.31	-41.0%	(4) 6,882.00	4,197.56	-6.8%	
Total Expenses	25,882.00	20,667.16	-20.1%	61,212.00	46,248.26	-24.4%	90,078.00	52,537.40	-12.0%	
Total Fund Revenues	8,307.00	10,534.32	26.8%	67,610.00	49,995.47	-26.1%	90,083.00	52,418.83	-4.6%	
Total Fund Expenses	25,882.00	20,667.16	-20.1%	61,212.00	46,248.26	-24.4%	90,078.00	52,537.40	-12.0%	
Surplus (Deficit)	(17,575.00)	(10,132.84)	-42.3%	6,398.00	3,747.21	-41.4%	5.00	(118.57)	-3260.3%	

- (1) Daily Fees -14.36% \$1,998
 Season passes -9.33% -\$2,109
 Misc income (includes oscar, pool rentals and middle school pool party) +81.56% \$1,754
 Swim Lessons -3.29% -\$405
- (2) Daily Fees -15.53% -\$2,190
 Season passes -9.88% -\$2,246
 Misc income (includes oscar, pool rentals and middle school pool party) +72.26% \$1,638
 Swim Lessons +2.38% +\$276
- (3) Pool opened later. Reduced revenues and expenses.
- (4) Timing

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

Debt Service (60)

<u>Department</u>	<u>July Budget</u>	<u>July 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	5,940.00	5,070.96	-14.6%	302,940.00	317,928.63	4.9%	594,000.00	314,065.19	1.2%
Total Revenues	5,940.00	5,070.96	-14.6%	302,940.00	317,928.63	4.9%	594,000.00	314,065.19	1.2%
Expenses									
Administration	-	-	#DIV/0!	15,406.00	15,406.25	0.0%	591,443.00	16,868.75	-8.7%
Total Expenses	-	-		15,406.00	15,406.25		591,443.00	16,868.75	-8.7%
Total Fund Revenues	5,940.00	5,070.96	-14.6%	302,940.00	317,928.63	4.9%	594,000.00	314,065.19	1.2%
Total Fund Expenses	-	-		15,406.00	15,406.25		591,443.00	16,868.75	-8.7%
Surplus (Deficit)	5,940.00	5,070.96	-14.6%	287,534.00	302,522.38	5.2%	2,557.00	297,196.44	1.8%

Capital Projects (70)

<u>Department</u>	<u>July Budget</u>	<u>July 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	-	-	#DIV/0!		1,132.39	#DIV/0!	490,000.00	38,637.77	-97.1%
Total Revenues	-	-	#DIV/0!	-	1,132.39	#DIV/0!	490,000.00	38,637.77	-97.1%
Expenses									
Administration	111,315.00	23,041.07	-79.3%	305,238.00	247,773.02	-18.8%	641,775.00	272,353.98	-9.0%
Total Expenses	111,315.00	23,041.07	-79.3%	305,238.00	247,773.02	-18.8%	641,775.00	272,353.98	-9.0%
Total Fund Revenues	-	-		-	1,132.39	#DIV/0!	490,000.00	38,637.77	-97.1%
Total Fund Expenses	111,315.00	23,041.07	-79.3%	305,238.00	247,773.02	-18.8%	641,775.00	272,353.98	-9.0%
Surplus (Deficit)	(111,315.00)	(23,041.07)	-79.3%	(305,238.00)	(246,640.63)	-19.2%	(151,775.00)	(233,716.21)	5.5%

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

Action 2020 (71)

<u>Department</u>	<u>July Budget</u>	<u>July 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	1,000.00	-	-100.0%	5,504,200.00	7,091,427.82	28.8%	6,462,500.00	634,862.17	1017.0%
Total Revenues	1,000.00	-	-100.0%	5,504,200.00	7,091,427.82	28.8%	6,462,500.00	634,862.17	1017.0%
Expenses									
Administration	600,000.00	711,658.94	18.6%	3,120,000.00	2,213,004.91	-29.1%	4,840,000.00	548,450.31	303.5%
Total Expenses	600,000.00	711,658.94	18.6%	3,120,000.00	2,213,004.91	-29.1%	4,840,000.00	548,450.31	303.5%
Total Fund Revenues	1,000.00	-		5,504,200.00	7,091,427.82	28.8%	6,462,500.00	634,862.17	1017.0%
Total Fund Expenses	600,000.00	711,658.94	18.6%	3,120,000.00	2,213,004.91	-29.1%	4,840,000.00	548,450.31	303.5%
Surplus (Deficit)	(599,000.00)	(711,658.94)	18.8%	2,384,200.00	4,878,422.91	104.6%	1,622,500.00	86,411.86	5545.5%
Total Fund Revenues	170,511.00	146,278.65		7,808,604.00	9,397,831.54	20.4%	11,351,611.00	3,007,860.30	
Total Fund Expenses	995,843.00	1,037,624.71	4.2%	5,347,627.00	4,285,664.47	-19.9%	10,150,474.00	2,540,888.49	
Surplus (Deficit)	(825,332.00)	(891,346.06)	8.0%	2,460,977.00	5,112,167.07	107.7%	1,201,137.00	466,971.81	

Sycamore Park District
Fund Balances

	1/1/2017	Revenues	Expenses	7/31/2017	7/31/2017 Cash balance
10 Corporate	186,577.65	733,265.71	406,736.31	513,107.05	519,701.27
20 Recreation	217,394.11	558,237.22	524,052.10	251,579.23	266,310.60
21 Donations	136,151.66	16,125.19	-	152,276.85	172,276.85
22 Special Recreation	161,363.10	89,450.57	243,950.22	6,863.45	6,863.45
23 Insurance	18,879.70	37,029.94	31,834.74	24,074.90	24,074.90
24 Audit	13,300.51	7,644.75	14,200.00	6,745.26	6,745.26
25 Paving & Lighting	21,957.37	94.10	-	22,051.47	22,051.47
26 Park Police	3,107.62	655.16	-	3,762.78	3,762.78
27 IMRF	4,694.29	44,342.84	45,745.33	3,291.80	3,291.80
28 Social Security	4,073.02	44,565.97	44,968.04	3,670.95	3,670.95
30 Concessions	36,390.96	99,580.03	88,023.91	47,947.08	44,271.38
32 Developer Contributions	115,423.79	8,918.10	99,589.41	24,752.48	24,752.48
60 Debt Service	36,301.63	317,928.63	15,406.25	338,824.01	338,824.01
70 Capital Projects	558,446.69	1,132.39	247,773.02	311,806.06	311,806.06
71 Action 2020	511,517.49	7,091,427.82	2,213,004.91	5,389,940.40	5,389,940.40
Total governmental fund balance	2,025,579.59	9,050,398.42	3,975,284.24	7,100,693.77	7,138,343.66
50 Golf Course	205,307.30	297,437.65	264,131.97	238,612.98	
Net Assets	<u>(255,334.69)</u>			<u>(255,334.69)</u>	
	(50,027.39)			(16,721.71)	(11,154.22)
51 Swimming Pool	246,957.09	49,995.47	46,248.26	250,704.30	
Net Assets	<u>(247,988.11)</u>			<u>(247,988.11)</u>	
	(1,031.02)			2,716.19	2,466.19
Total proprietary funds	452,264.39	347,433.12	310,380.23	489,317.28	
Net assets	<u>(503,322.80)</u>			<u>(503,322.80)</u>	
Proprietary funds minus net assets	(51,058.41)			(14,005.52)	
	1,974,521.18			7,086,688.25	7,129,655.63

Summary of depository accounts as of **8/17/2017**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First National Bank	15,677.12	0.10	9.1
First Midwest Bank	250,878.73	0.13	229.43
Resource Bank	381,398.31	0.43	1450.07
IPDLAF	6,419,251.35	5228.28	3086.3
**DCCF - Action 2020	388,396.60		
*DeKalb Co. Community Foundation	<u>16,714.39</u>		1,199.64
	7,472,316.50		

* 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 6/30/17.

** As of 6/30/17 per DCCF.

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	71		Original Projection	Difference
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital	action 2020	total		
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	(56,729)	(65,928)	-	(4,653)	-	-	-	-	-	-	(449)	-	(26,622)	(739)	-	(6,783)	(163,693)	(325,596)	(256,753)	(68,843)
1/31/2017	158,055	192,075	159,350	162,554	18,888	13,306	21,967	3,109	4,694	4,073	33,323	118,611	(26,536)	(739)	36,318	573,669	511,245	1,983,963	2,074,767	(90,805)
February																				
Receipts																				
Replacement Taxes	-																	750	100	650
Shelters	750																	4,587	5,021	(434)
User Fees		3,627									250		710	-				2,885	500	2,385
Misc	590	428	1,257	27	9	7	11	2				53		-	18	252	231	2,885	500	2,385
Expenses	(52,502)	(85,350)	-	(108,267)	-	-	-	-	-	-	(1,570)	(94,222)	(31,055)	(3,682)	-	(66,438)	(46,807)	(489,893)	(301,620)	(188,273)
2/28/2017	106,893	110,779	160,607	54,314	18,897	13,313	21,978	3,111	4,694	4,073	32,002	24,442	(56,881)	(4,420)	36,336	507,484	464,669	1,502,291	1,816,199	(313,908)
March																				
Receipts																				
Replacement Taxes	4,549																	4,549	2,350	2,199
Shelters	900																	900	650	250
User Fees		4,622									523	-	54,716	-		-		59,861	58,511	1,350
Transfer			-															-	-	-
Misc	594	2,262	2,013	28	10	7	12	2				16			20	262	246	5,472	24,394	(18,922)
Expenses	(63,272)	(74,105)	-	(1,530)	-	-	-	-	-	-	(3,080)	4,905	(38,785)	(2,249)	-	(19,619)	(6,019)	(203,754)	(705,901)	502,147
3/31/2017	49,665	43,558	162,620	52,812	18,907	13,320	21,990	3,112	4,694	4,073	29,445	29,362	(40,950)	(6,669)	36,355	488,127	458,896	1,369,319	1,193,094	176,225
April																				
Receipts																				
Replacement Taxes	11,589																	11,589	8,368	3,221
Shelters	800																	800	1,850	(1,050)
User Fees		14,118									8,856	5,087	36,472	7,181				71,714	47,316	24,398
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	18,457	(5,097)	164,800	16,412	18,920	1,121	22,004	3,114	4,694	4,073	26,826	32,302	(48,560)	(1,825)	36,379	483,815	363,873	1,141,307	311,782	829,525

	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	-	12,467									17,252	-	33,252	9,061				72,033	102,690	(30,657)
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	(62,955)	(79,668)		(45,008)	-		-	-	-	-	(16,966)	(3,360)	(35,404)	(6,793)	-	(117,601)	(279,112)	(646,866)	(1,165,746)	518,880
5/31/2017	85,020	10,567	169,677	(14,864)	24,591	2,312	22,014	3,214	-	-	27,609	28,947	(46,218)	504	85,259	366,268	7,035,341	7,800,242	5,060,876	2,739,366
June																				
Receipts																				
Taxes	537,051	375,763		74,156	30,607	6,433	37	538	36,818	37,003					263,900			1,362,305	1,222,240	140,065
transfers in/out	16,829	23,258							(28,056)	(25,522)	1,690		11,171	630				-	15,103	(15,103)
Replacement Taxes	-																	-	-	-
Shelters	1,370																	1,370	2,600	(1,230)
User Fees	-	4,735									42,483		70,507	23,397				141,123	161,728	(20,605)
Misc	200	1,424	2,600								-			-		-		4,224	15,444	(11,220)
Expenses	(86,665)	(93,753)	-	(38,304)	-	(2,000)	-	-	-	(22,081)	(4,568)	(53,768)	(11,931)	(15,406)	(31,421)	(933,742)	(1,293,640)	(871,846)	(421,794)	
6/30/2017	553,805	321,994	172,277	20,988	55,198	6,745	22,051	3,752	8,762	11,481	49,702	24,378	(18,308)	12,599	333,753	334,847	6,101,599	8,015,624	5,606,145	2,409,479
July																				
Receipts																				
Taxes	10,320	7,220		1,425	712	-	1	10	707	711					5,071			26,177	30,556	(4,379)
transfers in/out	3,784	5,332							(6,178)	(8,521)	967		3,312	1,304				-	378	(378)
Replacement Taxes	7,632	-																7,632	7,350	282
Shelters	131																	131	800	(669)
User Fees	-	1,516									31,090	-	57,200	9,634				99,439	119,317	(19,878)
Misc	975	-	-									3,688						4,663	10,450	(5,787)
Expenses	(56,945)	(69,751)	-	(15,549)	(31,835)					(37,488)	(3,314)	(53,358)	(21,071)	-	(23,041)	(711,659)	(1,024,011)	(994,183)	(29,828)	
7/31/2017	519,701	266,311	172,277	6,863	24,075	6,745	22,051	3,763	3,292	3,671	44,271	24,752	(11,154)	2,466	338,824	311,806	5,389,940	7,129,656	4,780,813	2,348,843
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)	(839,400)	-
8/31/2017	485,453	254,816	172,277	9,353	26,145	7,180	22,054	3,793	3,292	3,671	46,961	24,752	(3,561)	(14,330)	356,644	310,491	4,790,940	6,499,933	4,151,090	2,348,843

	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	924,531	566,502	184,777	44,213	53,875	13,270	22,096	4,213	3,292	3,671	47,760	34,752	(10,563)	(1,247)	606,124	184,951	4,291,640	6,973,859	4,625,016	2,348,843
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	863,119	498,792	184,777	44,213	53,875	13,270	22,096	4,213	3,292	3,671	49,018	34,752	(23,880)	(2,970)	110,493	171,636	3,892,240	5,922,609	3,573,766	2,348,843
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	876,554	471,843	184,777	47,533	56,635	13,850	22,100	4,253	3,292	3,671	46,504	34,752	(48,342)	(2,072)	134,253	(8,191)	3,692,740	5,534,154	3,185,311	2,348,843
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	285,788	250,395	47,277	47,533	23,550	13,850	22,100	4,253	3,292	3,671	45,535	44,752	(65,571)	(3,927)	53,847	465,269	4,628,240	5,869,856	3,521,013	2,348,843
change	78,397	4,870	(108,875)	(119,602)	4,670	550	143	1,145	(1,402)	(402)	11,963	(73,806)	(65,571)	(3,927)	17,545	(114,928)	3,953,530	3,584,301	1,202,175	2,382,127

To: Board of Commissioners
From: Meg Jourden-Messerich
Subject: Monthly Report
Date: August 22, 2017

Administrative Initiatives (8/1/17 – 8/31/17)

- Attended monthly Board meeting. – Meg and Sarah
- Attended weekly Department Head meetings as scheduled. – Meg, Sarah & Lisa
- Participated in group and individual meetings with peer Superintendents. - Meg
- Held one-on-on meetings with Recreation Supervisors. - Meg
- Attended Fireworks and Fun planning meeting with Jeff, Sarah and Lisa.
- Wrapped up the Movies in the Park series August 4. Lego Batman Movie was shown with 80-90 in attendance. – Sarah
- Prepared and submitted entries for the IAPD *Best of the Best Awards Gala*. – Sarah
- Discussed developing a simple staff website with Visionary Webworks, the District's website provider, to be implemented next year. - Sarah
- Researched six other park district's Fee Policy, worked on recommendation for update and revisions to current district policy, involved Sarah and Lisa on exercise for proposal and outline of recommendation. - Meg

- Created a Community Center Launch Timeline as a centralize start for staff to collect and identify a timeline, tasks, project/task leaders and forces to help all stay on track for a smooth launch and opening of the Community Center. - Meg
- Reviewed and submitted revised job description for the Fitness Center External Assistant position. – Meg
- Met with the Steve Howell, NIU Associate Professor to review NIU MOU, concern with resumes received for graduate assistantship position, current path of position being shared and opportunities to expand awareness, being a guest speaker at NIU to promote opportunities at Sycamore Park District.
- Extended four graduate assistantship interviews. Received response from three of the four. Two declined due to interest and accepting on other positions and conducted one interview. – Meg & Lisa
- Worked with Sarah to create an agenda and exercises for the fitness center/health and wellness services branding meeting. recreation staff, peer supt. and asst. supt. attended. - Meg
- Met with Jeff and Lisa to review fitness center and program research completed; secret shopper information, pricing competition, and information received from fitness equipment. - Meg
- Attended Superintendents meeting led by Dan; review of staffing plan, MOT integration concept into training of park district staff, professional development worksheet, and 2018 budget process review. - Meg
- Met with Superintendents and Dan to discuss the next steps to further develop a customer service training based on Moments of Truth. – Sarah
- Began looking at scenarios for promoting the opening of the facility and initial program offerings as related to the current brochure schedule and the possible need for a supplemental mailer(s). – Sarah
- Along with Dan, continued working with the City and Forest Preserve District to finalize the entrance sign for the new “gateway” park on Rte. 64 and Airport Road. - Sarah

- Met with Mike Kokott, Northwestern Medicine Project Manager to review and discuss logistics and roles of SPD & NWKH partnership as outlined in the working Letter of Intent (LOI) document. - Meg
- Kevin Gordon, NIU graduate program student completed his summer internship. – Lisa
- Held Green Drinks at Eduardo’s in DeKalb on August 9 with 32 in attendance. – Sarah
- Registration being accepted for Touch-a-Truck, included in Fireworks and Fun event September 9. To date, nine trucks/vehicles are registered. – Lisa
- 2017 summer field usage invoices sent to the affiliates and user groups. – Lisa
- Met with Jackie to begin discussion and outline of the Community Center Service Team role and supporting of recreation and fitness customer service (internal and external) needs. - Meg
- Met with Dan and Jackie to discuss and draw out options for laying out the new Recreation Campus (Community Center, Fitness Center, Splash Pad, Sled Hill, and Dog Park) budget. - Meg
- Held fitness center equipment follow-up meetings with Midwest Commercial Fitness, Direct Fitness Solutions, Life Fitness, and Integrity Fitness. – Meg & Lisa
- Met with Elliot Bortner, Facility Manager of Persinger Recreation Center, Geneva Park District for a tour of their fitness center. – Lisa & Meg
- Collecting information from IPRA Fitness Committee network for recommendations and practice of purchase and leasing experiences for fitness equipment, equipment maintenance, and equipment recommendations. - Lisa
- Submitted application for consideration for IPRA Pro Connect professional mentor program. - Lisa

- The pool closed on August 13, three days early, for the season due to mechanical issues. Staff helped clean and put things away for the season. – Lisa
- Met with Julie Halloran at the Library to discuss joint programming opportunity. – Lisa
- Registration for 2017 fall programming opened August 14.

Administrative Initiatives (9/1/17 – 9/30/17)

- Will attend monthly Board meeting. - Meg
- Will attend weekly Department Head meetings as scheduled. Meg, Lisa & Sarah
- Will meet with the event leader of the Superhero Challenge to ensure we are set for the kids run on September 17. - Lisa
- Once ComEd makes the electrical connection, will work with Watchfire, the electronic message board software company, to install and learn the system. - Sarah
- Work with Lisa in developing a proposal recommendation for fitness center layout recommendation with equipment cost. - Meg
- Will continue to have group and individual meeting with Recreation Supervisors. - Meg
- Will work with staff in development of 2018 program area budgets. - Meg
- Will work with Supt. of Finance in development of new community center and campus amenity budget under directives from Dan. - Meg
- Will work with Recreation Supervisors to put together initial facility schedule with current programs and putting together new program lists to fill open program space. - Meg

- Continue to work with staff in development of a membership package and daily user fee proposal including fitness center, track, group exercise programs and open gym. - Meg
- Begin review, update, writing of part-time program staff job descriptions. - Meg
- Will review current group fitness instructor pay scale and compare with park district and fitness industry pay scales to see where we rest and submit recommendation for revision accordingly. – Meg & Lisa
- Continue to learn Vermont System. Work with Jackie and Lisa in follow up with trainings and discussion of timeline for introduction and setting up of additional software modules. - Meg
- Begin working on 2018 budgets. – Meg, Lisa, & Sarah
- Meet with Recreation Supervisor to review status of 2017 Goals and Objectives and begin thinking about 2018 Goals and Objectives. - Meg

To: Board of Commissioners

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: August 22, 2017

Administrative Initiatives (8/1/17 – 8/31/17)

- Attended weekly Department Head meetings as scheduled.
- Attended All Staff Meeting as scheduled.
- Attended Superintendent “Pow Wow” at DeKalb County Community Foundation.
- Attended Sycamore Chamber of Commerce Ambassador Club meeting.
- Developed August Golf Insight newsletter and updated reader board outside the Pro shop.
- Created a minimum participant requirement for each flight of the annual club championship.
- Helped Superintendent of Recreation familiarize herself with golf operations, golf maintenance and golf programming.
- Continued monthly pro shop merchandise promotions.
- Held third “Nine and Dine” event on Friday, August 18th.
- Continued outing season with several large events including, Sycamore Chamber of Commerce, 116 players, The FOP Scramble, 82 players, The Opportunity House Chip into Charity, 76 players PJ’s Courthouse Scramble, 120 players and the Club Championship, 70 to 90 players expected.
- Held Sycamore High School Frosh/Soph Invite. 76 players

- Due to weather rescheduled the Shriner's Scramble to September 1st.
- Continued to cross-train employees to work in different areas of the golf operation.
- Began work on fall season staffing and reducing part-time payroll staffing hours.
- Continued to sell Season Passes at 50% off for the remainder of the 2017 golf season.
- Continued to add additional "Hot Deals" on GolfNow at non-peak times by monitoring tee sheet.
- Began high school golf team schedule including, Sycamore Boys and Burlington Central Boys and Girls.

Administrative Initiatives (9/1/17 – 9/30/17)

- Attend weekly Department Head meetings as scheduled.
- Attend All Staff Meeting as scheduled.
- Attend Sycamore Chamber of Commerce Ambassador Club meeting.
- Develop September Golf Insight newsletter and update reader board outside the Pro shop.
- Continue monthly pro shop merchandise promotions.
- Hold final "Nine and Dine" event on Friday, September 15th.
- Conclude summer golf league schedules for both in house leagues. Corporate leagues and service club leagues.
- Conclude summer outing season with three large events. The Shriner's Scramble, Auto-Meter and DeKalb Elks.

- Begin Fall rates to attract more fall golf play.
- Finalize fall season staffing and reducing part-time payroll staffing hours.
- Begin to contact outing representatives for 2018 outing bookings.
- Reduce golf course and pro shop hours of operation due to daylight restrictions. Move golf course opening time to 7:00am, 7 days a week beginning Labor Day Weekend.
- Monitor and administrate high school golf team schedule including, Sycamore Boys and Burlington Central Boys and Girls.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: August 22, 2017

Administrative Initiatives (8/1/17-8/31/17)

Golf

- July 21-23, we received 5” of rain which is more than an average month. As of August 16, we have not had any rain in the three weeks since then. Forecasts do show some on the way. We have been using the irrigation system almost every night to make up for the lack of rain.
- The big rains in July caused the river to just go over the banks in spots and the creek from 10 tee to 13 tee did flood over causing standing water for several days until river levels lowered. Staff pumped out the low-lying spots but due to the time of year and the water getting hot, we lost some turf in these low areas mostly by 12 green and the beginning of 13 fairway along with some low rough areas meant to store water. We have already seeded these areas and are seeing some germination this week. We will be adding soil to some of the lowest areas and then seeding those spots this week and next. Temperatures since the rains have been ideal for recovery and the rest of the course has stayed lush despite being the middle of summer.
- Staff continues the busy mowing, trimming, and weed eating season. They have also been spraying for turf disease on a regular basis. They also have cut out several tree stumps, pruned low hanging trees, cleaned out landscape beds, mulched beds and entrance trees, watered new trees, replaced old tee sign posts with new, constantly checked and cleaned out or replaced bad irrigation heads, and hand watered hot spots on greens.

- The digital sign is close to completion. Com Ed should have their hook-up complete in the next week. Also, Bob is working on the aluminum frame that will sit on top of the top cap stone that will be the support for the two 13.5-foot signs required. This should be completed in a week or so.
- The irrigation committee has selected EC Design to be the firm to design and manage the project to install our new golf course system. I am awaiting final contract requirements we requested from EC Design at the moment and will have more information at the board meeting along with a request for approval.
- We just completed a stretch of four large events in five days at the course. We continue to be busy leading up to the start of school with two high school teams practicing daily along with regular play. Thanks to staff for keeping up with the adjustments to still maintain the course around all the play.
- Encap was out to spray weeds and cut out noxious weeds on the river bank and the area left of 5 green. They did mow down a section of the 5-green area to promote better germination of desired plant material and to eliminate invasive species.

Sports

- AYSO soccer started last weekend on 12 fields and 5 mini fields. I worked with AYSO to set up field and goal box sizes for the fall and staff has measured all the different field size needs and paint stripes the lines weekly.
- All youth ball field leagues are complete and now I have been working with Sycamore Girls Softball as they are preparing for their fall league. We will also have some Sycamore boys' baseball teams using fields for practice and a few games as they participate in the Wasco fall baseball league.

- Adult softball leagues will be completed by the 19th of August as the men's 16" softball wraps up behind the pool. Adult soccer on Sundays will continue until the end of September.
- I have been preparing and submitting our per field prep charge billing to Lisa for each league and age level for the spring/early summer leagues.
- Staff continues to mow and trim soccer and ball fields regularly. All soccer goals have been placed and properly anchored for the season. Lines are painted weekly on soccer and still used ball fields. Ball fields are still dragged as needed for scheduled games. Staff has been pruning trees and shrubs and has removed two large dead pine trees in the complex.
- The pool had to be closed for the year three days short of the August 15th planned last day. The main motor that runs the circulation pump for the pool had an electrical short and the windings inside the motor burned out. We are looking to replace the 6-7-year-old motor early next year and will be collecting pricing on doing so during the next few weeks. We have already begun to drain the pool for now but will fill again just before winter to eliminate any heaving and substructure issues.

Parks

- I attended staff, board, and Action 20/20 related committee and architect meetings. Frequently visiting construction site to observe work progress and meet with Ken of Ringland Johnson to get update on the project.
- Attended landscape planning meeting this week with Terri Gible, Encap, Cooling Landscape, and Stran's Landscape along with Ringland Johnson to begin the coordination of landscaping the site.

- Working with City of Sycamore and Tyrell Well Co. on preserving the city entrance land site. Work is scheduled to begin on August 21st on demo of the existing buildings for the land next to the Great Western Trail entrance.
- Also working with the City as they have begun underground pipe work for the new path to run along Airport Rd. to the Sports Complex entrance. The path portion will begin in earnest after Labor Day.
- One more project I am working with the City engineer on is a cover option for the spillway cage located between the two ponds in Parkside Preserve. Mark will soon be sending me the options we discussed to make to access into the pipe system more difficult for children. Looks like we will be able to add poles across the lower bars of the current barrier to make this happen but I am waiting for the City approval in writing.
- Staff continues to mow, trim, clean all park areas. Shelter are now heavily rented and cleaned/organized according to demand. Two trees were removed recently next to the playground by the Good Tymes shelter and others are being pruned of dead limbs based on a priority scale. The new trees are once again being watered regularly. Staff has been addressing equipment issues and some vandalism repairs. A new slide is being installed on the play unit at the Good Tymes shelter after the twist slide was damaged by users. They have also been concentrating on keeping the mulched play areas clean of weeds.
- The small mound on Parkside Drive future park and the field between the community center site and the Forge buildings have been mowed down and round up applied. We have also fertilized and sprayed fungicide on the newly seeded seven-acre former farm site between the soccer fields and park area south of the Good Tymes Shelter. This area has been rolled and mowed a few times which has helped eliminate most of the old farm field weeds.
- 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. We will be having our PDRMA audits the last week of September. This allows a month to make corrections before the final grading date at the end of October.

- We had some work done recently on the museum fire sprinkler system as a pipe in the storage area had a small leak which required the pipe to be replaced. No damage was done to structure or animals.
- I continue to work closely with Marine Biochemists to keep the pond surface growth levels down around town. The pond at the end of Merry Oaks Drive has been a challenge this year with duckweed and water meal growth but progress is being made with proper applications. I remind concerned neighbors that it takes some time after an application for results for these floating type weeds.
- We set up for and hosted our last concert and movie of the summer recently. Lego Batman drew a large crowd on August 4th. Thanks to staff for staying late on movie nights to take down the screen and sound system.
- The traveling Vietnam Wall went extremely well and we were thanked many times by the committee for our assistance and prep work for them.
- I met with Cintas First Aid as they updated all our current AED units with new software and updated pads. They will also be sending information for options for new units for the Community Center as we will most likely need one or two additional units once the whole complex is operating.
- Working with Meg and Lisa on presented ideas for layout and equipment for the new workout facility at the Community Center.
- Met with Sarah, Lisa, and Meg along with Upstaging to plan our large Sept. 9th Fireworks and Fun day. Also contacting sport user groups to keep them away from set up areas the day of the event.

Administrative Initiatives (9/1/17-9/30/17)

- 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, and will be involved in landscape installation.
- Meet with irrigation design firm to begin planning process for new system.
- Staff will continue mowing and trimming of all areas, cleaning parks, inspecting and repairing equipment, cleaning and prepping for shelter user groups, mulching/weeding landscape beds, and mulching under playground equipment. Tree trimming and removal will continue in all areas.
- Set up for and aid in parking/logistics for Fireworks, touch-a-truck, corvette show, band day on Sept. 9th.
- Adult ball field leagues will wrap up their seasons with tournaments, will continue soccer seasons into fall and a few youth fall bball games.
- The golf course will continue to host events and school golf team practices and meets, spray for disease and insects, water and maintain irrigation heads, mow, trim, and prune trees. Remaining thin turf areas will be seeded with soil added to low areas. Main areas will all be fertilized as well.
- Will meet with Lisa and Storm tourney organizers along with other user groups to discuss needs, improvements, etc. for next year.

- Our PDRMA audit is now set for September 26th and 27th. Will be busy finalizing training records, inspection sheets, repair documents, etc. for the audits.
- Continue product ordering and vendor meetings for materials and supplies for all maintenance areas.
- Continue to gather Capital needs for next budget cycle and obtain pricing of those equipment pieces and projects.
- Work with Alaniz tree company on planning of replacing dying trees from last year's plantings for this fall.
- Will finalize pool pump motor replacement options and pricing for next spring. Will also price any other possible pool replacement items for the deck or mechanical room.
- Will finalize estimates to replace roof and fascia on clubhouse garage for this fall and repair on the support beam.
- We will be hosting four cross-country meets in the park off Airport Rd. this fall, three from the Middle School and one from St. Mary's Sycamore.
- Will work with City and Forest Preserve District as our town entrance property at rt. 64 and Airport Rd. gets developed.
- Will work with City on new path installation in sports complex along Airport Rd.
- Will continue to work with and attend staff meetings on plans to occupy new building and all that is involved.

To: Board of Commissioners
From: Daniel Gibble, Executive Director
Subject: Monthly Report
Date: August 22, 2017

Administrative Initiatives (8/1/17 – 8/31/17)

- 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
- Stopped contacting potential donors for Leaf a Legacy.
- Worked with Well Company on well issues at Great Western Trailhead site. Well has been capped until after demolition of the site, which is scheduled by the City of Sycamore for August 21, 2017.
- Coordinated demolition of Great Western Trailhead site.
- Began working with Dekalb County Forest Preserve District on Landscape Plan for the Airport/Old State Road site.
- Finalized Sign Concepts.

- Finished Superintendent of Recreation orientation.
- Finished Route 64 Sign Project.
- Continued ordering OWNER REQUIRED equipment for Recreation Campus install.
- Continued negotiations with medical provider.
- Worked on PDRMA Loss Control Review items.
- DID NOT get my head shaved.
- Attended CUSD#427 Board Meeting to present on Trail Project.
- Held several planning meetings with Supt. Of Recreation about the long-range planning process for management of the new facilities.
- Met with Construction Manager nearly every day.
- Moved Office back to Club House.

Administrative Initiatives (9/1/17 – 9/31/17)

- Attend Meetings/Serve On:
 - KSRA
 - Rotary
 - Chamber
 - DSATS
- Manage change orders, color selections, design solution supervision on matters related to the Recreation Campus.
- Begin Landscaping at Recreation Campus. Coordinate install of shelters and shade sails for the site.
- Troubleshoot VORTEX issues.

- Continue to troubleshoot steel issues.
- Begin working on a framework for beginning Sycamore Park District's next long-range plan.
- Prepare and carry out a Study Session regarding naming of facilities that do not have a major donor. Also, to begin to finalize "branding" for the Fitness Facility.
- Begin developing data regarding on-going pool costs for upkeep to hold future discussion on pool closure(s).
- Finish revised annexation ordinance caused by City error in a past annexation.
- Finalize golf course bidding for two small bridges, OR carry it over to next year and bid them with the bridge at 15 tee in 2018.
- Finalize agreement with Health Provider.
- Continue work on Old Mill to Forest Preserve (new).

Dear Sycamore Park District,⁷⁵

Thank you so much for your contribution to the Sycamore Public Library's 2017 Summer Reading Challenge! The pool passes that you provided offered a wonderful incentive to keep youth in the community reading all summer long! With your help, 576 kids in the community read over 15,000 books and met their summer reading goals.

We sincerely appreciate all you do to help build a community of readers.

Kind Regards,

Tim Hannon

Emily DeLegatto

Cathy Waller

Megan Lewis

Alan Hoffman

Youth and Teen Services

Sycamore Public Library

Jeanette Freeman

Subject: FW: Thank You

Just passing along a big thank you from Bethel Assembly. Today was their last day at the Lions shelter and I assume our guys were taking down a tree near there. He said they took our guys some Gatorade, etc to them. I guess the guys stopped working on it and came back later to finish the tree. The pastor said it would have been ok if they would have stayed, but he wanted to let us know they appreciated them coming back later when they didn't have to really do that.

After I sent the above email to jeff, I received this from Sarah.

Per Sarah and Jeff:

Brent, Reed and Antwoine rearranged their schedule so not to disrupt Bethel Assembly's event by taking down a nearby tree.

Nettie

Jeanette Freeman
Office Manager
Office: 815-895-3365
SycamoreParkDistrict.com



SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Special Meeting: May 26, 2015

STAFF RECOMMENDATION

AGENDA ITEM: RESOLUTION 02-2017 Authorizing an Intergovernmental Cooperative Agreement: Recommend Approval

BACKGROUND INFORMATION: You will recall that Sycamore Park District had, due to actions it took in 2015 related to ACTION 2020, closed its Community Center after 8 years leasing their Fair Street location.

To mitigate that closing, the Board approved cooperative agreements with DeKalb Park District and Genoa Park District to allow our residents access to some of their programming until we opened our new facility.

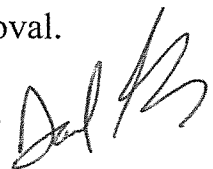
Those agreements are now expiring. Therefore I recommend adoption of a renewed agreement with DeKalb. Genoa's may come at future meetings.

The attached RESOLUTION is intended to formalize the extension with DeKalb Park District. Their kind cooperation will help us continue to serve our customers, while transitioning to the "new" Sycamore Park District community center that will be open NEXT YEAR !

FISCAL IMPACT: None at this time.

STAFF RECOMMENDATION: Recommend Approval.

PREPARED BY: Daniel Gible, Executive Director.



RESOLUTION NO. 02-2017**AUTHORIZING AN INTERGOVERNMENTAL COOPERATIVE EFFORT**

WHEREAS, the DeKalb Park District, DeKalb County, IL serves the recreational needs of its citizens, and provides quality programs and services for that purpose; and

WHEREAS, the Illinois Governmental Cooperation Act (5 ILCS 220/3 *et seq.*) contains provisions specifically authorizing units of local government to enter into intergovernmental agreements and that *Any power or powers, privileges, functions, or authority exercised or which may be exercised by a public agency of this State may be exercised, combined, transferred, and enjoyed jointly with any other public agency of this State;* and

WHEREAS, the Sycamore Park District, DeKalb County, IL, will, for a short time, be without a community center until it completes construction on a new facility supported by its residents in a November 4, 2014 referenda;

NOW BE IT RESOLVED by the Board of Commissioners of the DeKalb Park District and Sycamore Park District, County of DeKalb, and State of Illinois, as follows:

1. That the DeKalb Park District will, in good faith and through its cooperative nature, permit those individuals who are residents of the Sycamore Park District to participate in the Recreation Programs provided by the DeKalb Park District in the recreation program areas of fitness, gymnastics, cheer, marital arts, early childhood, and cultural arts for a period beginning on August 21, 2017 and concluding on August 1, 2019; and

2. That this Resolution shall not apply to athletics, outdoor pool use or golf course use, as those facilities will remain open in Sycamore; and

3. That this Resolution may be modified by mutual amendment; and

4. That this Resolution may be discontinued with 60 days' notice by either party;and

5. That this Resolution will be in full force and effect from and after its passage and approval.

PASSED by DeKalb Park District this _____ day of _____, 20__.

AYES: _____
NAYS: _____
ABSENT: _____

President: DeKalb Park District

ATTEST: _____
Secretary: DeKalb Park District

PASSED by Sycamore Park District this _____ day of _____, 20__.

AYES: _____
NAYS: _____
ABSENT: _____

President: Sycamore Park District

ATTEST: _____
Secretary: Sycamore Park District

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: August 22, 2017

STAFF RECOMMENDATION

AGENDA ITEM: FIRST REVIEW OF UPDATED PART-TIME PERSONNEL POLICY: Discussion and Comment Only

BACKGROUND INFORMATION: As most of you may recall, in 2013 a “new” full-time personnel policy was adopted by the Board of Commissioners. It was the first time it had been reviewed since 2003.

Then, in 2014, the Board of Commissioners adopted the FIRST-EVER part-time personnel policy manual.

As part of our “risk assessment” we are scored on a number of matters, including the frequency with which we review and update our personnel policies. PDRMA recommends a minimum of every three years. THEREFORE, we reviewed it and approved the changes in 2016. Now the PART-TIME POLICIES are three years old and in need of review.

Attached you will find the manual marked with the recommended changes based upon review by our COUNSEL. This is for your first review and questions. Next month, we will bring you the final updated version for your approval.

FISCAL IMPACT: None

STAFF RECOMMENDATION: Staff recommends that the Board ask any questions and recommend changes, this month, so we can bring you the final at next month’s meeting.

PREPARED BY: Daniel Gibble, Executive Director



EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: August 22, 2017

STAFF RECOMMENDATION

AGENDA ITEM: Professional Services Agreement: Golf Course Irrigation: Recommend Approval

BACKGROUND INFORMATION: One of the seven items included in the Action 20/20 and passed referendum is a new irrigation system for the golf course. The steps in the process to complete this project include designing the layout of the pipe system based on our course configuration, the sprinkler heads location, type, and size throughout the course; the electrical wiring pattern to connect the heads to a central controller computer; pump station selection which includes where to pull water from and best types and brands of pumps and water flow control systems for optimum efficiency; selection of a brand of irrigation system controller and heads; selection of a qualified irrigation contractor to install the new system and pump station; follow-up service to learn the software to run the system and provide as-built GPS mapping of the entire layout; and permitting needed from several state and local agencies to approve all the work.

To help with this process, an irrigation committee was formed consisting of Jeff Donahoe, Steve Tritt, Kirk Lundbeck, Bill Kroeger, John Owens, and Tom Doty to select an experienced professional golf course irrigation consultant and design firm. The committee received submittals from three companies nationwide and selected EC Design Group based in Iowa and Chicago with the lead consultant based in Bartlett, Illinois. The committee evaluated the proposals using common criteria and determined that EC Design Group was the most qualified and experienced to lead this project. They have installed many irrigation systems around the country and in Illinois as well as several municipal courses. They will be able to design and run the project installation and selection options along with permitting help and final mapping and running of the system.

Attached is the professional services contract signed by EC Design Group along with their proposal for scope of service presented as Exhibit A.

FISCAL IMPACT: The total amount for professional services from EC Design equals \$39,350.

STAFF RECOMMENDATION: Recommend approval for EC Design Group, LTD. As Irrigation Consultant and Attached Fees For \$39,350.

PREPARED BY: Jeff Donahoe, Superintendent of Parks and Facilities

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

INDEPENDENT CONTRACTORS AGREEMENT
FOR PROFESSIONAL AND OTHER SERVICES

THIS AGREEMENT entered into by and between Erik Christiansen Design Group, Ltd. (hereafter the "Contractor") and THE SYCAMORE PARK DISTRICT (hereafter "DISTRICT").

WHEREAS, Contractor will be performing work and providing services for DISTRICT (hereafter, "Work") as set forth in the proposal dated July 19, 2017, which is attached hereto as Exhibit A; and

WHEREAS, this Agreement, together with the documents attached as Exhibit A, constitute the Contract Documents setting forth the rights, duties and obligations of the parties; and

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

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

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

4. To keep in force, to the satisfaction of DISTRICT, at all times during the performance of any work referred to above, the following insurance coverage:

Professional Liability Insurance

CONTRACTOR shall obtain and maintain, at his own expense, CONTRACTOR's professional liability insurance in the amount of Five Hundred Thousand Dollars (\$500,000.00) (including a broad form contractual liability coverage with all coverage retroactive to the earlier date of this Agreement of the commencement of CONTRACTOR's services in relation to the project) for each claim with respect to negligent acts, errors and omissions in connection with professional services to be provided under the contract with a deductible not to exceed \$50,000 without prior written approval. Said coverage shall be maintained for a period of three (3) years after the date of final payment.

Liability Insurance

A. Commercial General and Umbrella Liability Insurance

CONTRACTOR shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location. CGL insurance shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract *(including the tort liability of another assumed in a business contract).

DISTRICT shall be included as an insured under the CGL. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to DISTRICT. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

B. Business Auto (if applicable) and Umbrella Liability Insurance

CONTRACTOR shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

C. Workers Compensation Insurance

CONTRACTOR shall maintain workers' compensation as required by statute and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$500,000 each accident for bodily injury by accident or \$500,000 each employee for bodily injury by disease.

D. General Insurance Provisions

1. Evidence of Insurance

Prior to beginning work, CONTRACTOR shall furnish DISTRICT with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized

representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to DISTRICT prior to the cancellation or material change of any insurance referred to therein. Written notice to DISTRICT shall be by certified mail, return receipt requested.

Failure of DISTRICT to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of DISTRICT to identify a deficiency from evidence that is provided shall not be construed as a waiver of CONTRACTOR's obligation to maintain such insurance.

DISTRICT shall have the right, but not the obligation, of prohibiting CONTRACTOR from entering the project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by DISTRICT.

Failure to maintain the required insurance may result in termination of this contract at DISTRICT's option.

CONTRACTOR shall provide certified copies of all insurance policies required above within 10 days of DISTRICT's written request for said copies.

2. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to the DISTRICT. At the option of the DISTRICT, CONTRACTOR may be asked to eliminate such deductibles or self-insured retentions as respects the DISTRICT, its officers, officials and employees or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

3. Subcontractors/Consultant

CONTRACTOR shall cause each consultant employed by CONTRACTOR to purchase and maintain insurance of the type specified above. When requested by the DISTRICT, CONTRACTOR shall furnish copies of certificates of insurance evidencing coverage for each consultant.

Miscellaneous Insurance Provisions

Under no circumstances shall the DISTRICT be deemed to have waived any of the insurance requirements of this Contract by any action or omission, including but not limited to:

- (a) allowing any work to commence by CONTRACTOR before receipt of certificates of insurance;
- (b) failing to review any certificates of insurance received from CONTRACTOR;

harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorneys' fees and penalties.

This agreement shall be in full force and effect from the 1st day of August, 2017 until such time as it is terminated by DISTRICT.

IN WITNESS WHEREOF, THE PARTIES have executed this Agreement this 1st day of August, 2017.

SYCAMORE PARK DISTRICT

CONTRACTOR

Print Name

Erik Christansen

Print Name

Signature

[Signature]

Signature

Title

President

Title

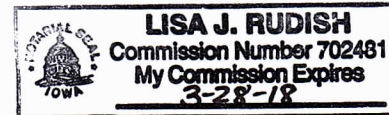
Notary Signature

[Signature]

Notary Signature

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ERIK CHRISTIANSEN DESIGN GROUP, LTD.

SERVICES AGREEMENT

THIS AGREEMENT between **Erik Christiansen Design Group, Ltd.**, 400 – 5th Street, West Des Moines, Iowa 50265 ("Irrigation Consultant") and **Sycamore Park District Golf Club** ("Owner and/or Client") and is entered into on the date signed by Irrigation Consultant. The parties agree as follows:

1. **Irrigation Consultant's Services.**

- a. Irrigation Consultant agrees to provide Client professional services for the irrigation improvement of the project described on Exhibit A attached hereto (the "Project"). The services to be provided are itemized on Exhibit A ("Services"). Client has reviewed the Services and agrees that the Services represent the scope of work Irrigation Consultant is to perform.
- b. Additional Services beyond the foregoing services may be provided if confirmed in writing by Client.
- c. Irrigation Consultant agrees to provide its professional services in accordance with generally accepted standards of its profession. Irrigation Consultant agrees to put forth reasonable efforts to comply with codes, laws and regulations in effect as of the date of this Agreement.
- d. Notwithstanding any other term in this Agreement, Irrigation Consultant shall not control or be responsible for another's means, methods, techniques, schedules, sequences or procedures, or for construction safety or any other related programs, or for another's failure to complete the work in accordance with the plans and specifications.
- e. Any construction-phase services will only be provided to determine the general progress of the work, but will not include supervision of the contractors, or of their means, methods, techniques, schedules, sequences or procedures, or for construction safety or any other related programs. Irrigation Consultant maintains the right but not the duty to recommend that Client reject work that does not appear to conform generally to the plans and specifications. Irrigation Consultant shall not have any liability for recommendations made in good faith.
- f. The Irrigation Consultant's diagrammatic plans and specifications contain a design build element and are not intended to contain all detailed information requested and necessary for the installation of the work. The plans and specifications may be changed for modification throughout the Project. Any changes after final design shall be Additional Services.

- g. Irrigation Consultant shall render its services as expeditiously as is consistent with professional skill and care. During the course of the Project, anticipated and unanticipated events may impact any Project schedule.

2. **Client's Responsibilities**

- a. Client agrees to provide Irrigation Consultant with all information, plans, drawings, surveys, reports, documentation, and professional recommendations requested by Irrigation Consultant to provide its professional services. Irrigation Consultant shall rely solely on the accuracy and completeness of these items.
- b. Client agrees to advise Irrigation Consultant of any known or suspected contaminants at the Project site. Client shall be solely responsible for all subsurface soil conditions unless otherwise agreed to in writing.
- c. Client will obtain and pay for all necessary permits from authorities having jurisdiction over the project. Irrigation Consultant can assist Client with this obligation by assisting in completing and submitting appropriate paperwork and forms to governing authorities.
- d. Client agrees to provide the items described in this Agreement and to render decisions in a timely manner so as not to delay the orderly and sequential progress of Irrigation Consultant services.

3. **Compensation and Payments**

- a. Client agrees to pay Irrigation Consultant for Services and Additional Services as set forth on Exhibit A.
- b. Client agrees to pay Irrigation Consultant Reimbursable Expenses including but not limited to the following: blue printing, duplicating, plotting of documents for reproduction, mileage, airfare, postage and long distance calls.
- c. Irrigation Consultant shall bill Client for Services and Reimbursable Expenses once a month. All payments are due upon receipt of invoice. A service charge of 1.5% per month will be charged on all amounts due more than 30 days after the date of invoice.

4. **Termination**

- a. Either Client or Irrigation Consultant may terminate this Agreement upon thirty days written notice.
- b. If terminated, Client agrees to pay Irrigation Consultant for all Services rendered and Reimbursable Expenses incurred up to the date of termination.
- c. Irrigation Consultant may suspend the performance of its services if Client fails to pay Irrigation Consultant in full for services rendered or expenses incurred. Irrigation Consultant shall have no liability because of such suspension of service or termination due to nonpayment.

5. **Ownership of Documents**

- a. All instruments of professional services prepared by Irrigation Consultant including but not limited to, drawings and specifications are the property of Irrigation Consultant, and these documents shall not be reused on other projects without an Irrigation Consultant's written permission. Irrigation Consultants retain all rights, including the copyright in its documents. Client or others cannot use Irrigation Consultant's documents to complete this Project with others unless Irrigation Consultant is found to have materially breached this Agreement.
- b. Irrigation Consultant reserves the right to include representations of the Project in its promotional and professional materials.

6. **Governing Law**

- a. This Agreement is governed by the law of the state of Illinois.

7. **Entire Agreement and Severability**

- a. This Agreement is the entire and integrated agreement between Client and Irrigation Consultant and supersedes all prior negotiations, statements or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Client and Irrigation Consultant.
- b. In the event that any term or provision of this Agreement is found to be void, invalid or unenforceable for any reason, that term or provision shall be deemed to be stricken from this Agreement, and the balance of this Agreement shall survive and remain enforceable.

8. **No Assignment**

- a. Neither party can assign this Agreement without the other party's written permission.

9. **Indemnification**

- a. Client agrees to indemnify, defend and hold Irrigation Consultant harmless from and against any and all claims, liabilities, suits, demands, losses, costs and expenses, including, but not limited to, reasonable attorneys' fees and all legal expenses and fees incurred on appeal, and all interest thereon, accruing or resulting to any and all persons, firms or any other legal entities on account of any damages or losses to property or persons, including injury or death, or economic losses, arising out of the Project and/or the performance or non-performance of obligations under this Agreement, except to the extent such damages or losses are found by a court or forum of competent jurisdiction to be caused by Irrigation Consultant's negligent errors or omissions.

10. **Attorneys' Fees**

- a. Should any legal proceeding be commenced between the parties to this Agreement seeking to enforce any of its provisions, including, but not limited to, fee provisions, the predominantly prevailing party in such proceeding shall be entitled, in addition to such other relief as may be granted, to a reasonable sum for attorneys' and expert witnesses' fees, which shall be determined by the court or forum in such a proceeding or in a separate action brought for that purpose. For purposes of this provision, "prevailing party" shall include a party which dismisses an action for recovery hereunder in exchange for payment of the sum allegedly due, performance of covenants allegedly breached, or consideration substantially equal to the relief sought in the action or proceeding.

11. **Waivers of Consequential Damages and Subrogation**

- a. Client and Irrigation Consultant waive all claims to consequential damages for any claims or disputes arising out of or relating to this Agreement.
- b. In addition, Client and Irrigation Consultant waive all claims against each other to the extent covered by any applicable insurance during design or construction, including but not limited to claims for subrogation.

12. **No Third Party Beneficiaries**

- a. Nothing in this Agreement is intended to create a contractual relationship for the benefit of any third party. There are no intended beneficiaries of this Agreement except Irrigation Consultant and Client.

13. **Expiration of Proposal**

- a. If this Agreement is not accepted within thirty (30) day, the offer to perform the described services is withdrawn and shall be null and void.

IRRIGATION CONSULTANT

Name:

Erik Christiansen Design Group, Ltd.

By


Erik Christiansen, President

Dated:

8.7.17

CLIENT

Print Name: _____

Signature: _____

Address: _____

Dated: _____

EXHIBIT A

July 19, 2017

Jeff Donahoe
Sycamore Park District
940 East State Street
Sycamore, IL 60178

ARTICLE 1: PROJECT

That the Client does hereby consider employing the Irrigation Consultant to render professional services for irrigation improvements at "Sycamore Park District Golf Club - Irrigation Project" to the extent and kind defined in Article 2, below.

ARTICLE 2: SERVICES

The professional service of the Irrigation Consultant shall be as follows:

PHASE 1- IRRIGATION DESIGN DEVELOPMENT – CONSTRUCTION DOCUMENTS

- ◆ Review Existing Documentation & As-Builts (Owner, Engineer &/Or Architect)
- ◆ Compile Computer Generated Data Base
- ◆ Pump Station & Water Source Analysis
- ◆ Irrigation Demands & Hydraulic Piping Calculations
- ◆ Irrigation Product Application & Analysis
- ◆ Preliminary Irrigation Budgetary Estimate
- ◆ Revise Preliminary Design & Cost Estimating
- ◆ Outline Specification
- ◆ Final Diagrammatic Construction Documents & Specifications (Project Manual)
- ◆ Pump Plant(s) With Technical Drawings**
- ◆ Final Irrigation Design

LUMP SUM TOTAL PROFESSIONAL SERVICES & ASSOCIATED FEES.....\$17,250.00*

**All travel expenses included in lump sum fee.*

***Consulting fee includes golf irrigation related pump plans and specifications. Owner's Engineer will be responsible for all structural and electrical/mechanical engineering if required.*

PHASE 2 - IRRIGATION BIDDING ADMINISTRATION

- ◆ Answer Bidder Questions in Writing
- ◆ Prepare and Distribute Irrigation Addendum (if required)
- ◆ Review and Evaluate Bids
- ◆ Contractor Recommendations and Selection or Rejection of Project

LUMP SUM PROFESSIONAL SERVICES & ASSOCIATED FEES.....\$1,500.00*

PHASE 3 - CONSTRUCTION SUPPORT

- ◆ Irrigation Construction Staking
- ◆ Project Meetings & Inspections
- ◆ Follow Up site Observation & Memos
- ◆ Final Walk through, Punch Sheet & Exception of Project.....**\$9,600.00***

PHASE 4 - GIS/GPS MAPPING SERVICE (utilizing mapping grade equipment) & CENTRAL PROGRAMMING

Precision Mapping and Square Footage Calculations of the Following Areas – as available:

- ◆ Greens
- ◆ Tees
- ◆ Fairways
- ◆ Bunkers
- ◆ Lakes

Precision Mapping and Linear Distance Calculations of the Following:

- ◆ Creek Edges*
- ◆ Cart Path Center Lines

Precision Mapping of the following General Locations – as available:

- ◆ Club House Grounds
- ◆ Maintenance Compound
- ◆ Pump House
- ◆ Bridges

Provide GPS Information in the following Formats:

- ◆ 1 full color mechanical feature drawing on white bonded paper
- ◆ 1 black-line reproducible sepia drawing
- ◆ 1 full color square footage designation drawing
- ◆ 2 printed copies of area square footage listing in table format
- ◆ Complete listing of GPS point positions and area square footages in Excel format
- ◆ Copy of drawing files in both AutoCAD and .dxf format on digital media

*Only water features that are easily accessible and either in-play or integral part of the Irrigation System shall be mapped.

GPS MAPPING SERVICE – IRRIGATION COMPONENTS

Precision Mapping of the following Points*:

- ◆ Power Supplies
- ◆ Central Location
- ◆ Satellite Controllers
- ◆ Sprinkler Heads
- ◆ Quick Coupling Valves
- ◆ Isolation Valves

*All locations must be located and flagged by Owner prior to collection of those points by EC Design Group Ltd. Total number of point features collected not to exceed 1200.

Add GPS information for Points to All Formats Listed under Base Features

- ◆ All points to be indicated with standard irrigation industry symbols
- ◆ All valves to be dimensioned to at least 2 fixed points

GPS MAPPING SERVICE – IRRIGATION PIPING & WIRING

AutoCAD Generation of the following Irrigation Items (Based on contractor "as-built" field notes)

- ◆ Irrigation main line pipe routing
- ◆ Irrigation lateral line pipe routing
- ◆ Irrigation power wiring routing
- ◆ Irrigation communication cable routing – as applicable

Add GPS Information to All Formats Listed under Base Features

- ◆ All piping to have size indicated at each change from one size to another
- ◆ All power wire to have size indicated at each change from one size to another
- ◆ Communication wire routing to be identified separately from other wiring – as applicable

Post Construction Services

- ◆ Project Close Out
- ◆ Maintenance Procedures
- ◆ Central Mapping & Programming

LUMP SUM GPS MAPPING SERVICE & CENTRAL PROGRAMMING\$11,000.00*

ARTICLE 3: ADDITIONAL SERVICES & PAYMENT

The Client agrees to pay the Irrigation Consultant for professional services as follows:

1. Coordination with Engineering Resource Associates that is not part of irrigation scope shall be billed at a rate of \$125.00 per hour.
2. All work shall be billed on a monthly basis after completion of the Items described in Article 2. The Client agrees to pay the Irrigation Consultant for professional services as follows (lump sum fee plus approved additional services and expenses):

Hourly rates shall be as follows:

Principal	\$125.00 per hour
Project Manager	\$125.00 per hour
Senior CADD Operator	\$100.00 per hour
Administration	\$ 95.00 per hour

Additional expenses include; printing and reproduction costs, and other miscellaneous items shall be invoiced at cost. Any mileage in excess of that covered by the base scope of services shall be invoiced at additional \$.55 per mile.

SYCAMORE PARK DISTRICT
Board of Commissioners

Date of Board Meeting: August 22, 2017

STAFF RECOMMENDATION

AGENDA ITEM: RECREATION PROGRAM FEE POLICY: Recommend Approval

BACKGROUND INFORMATION:

The budget philosophy of the District is to provide a balanced budget that meets the overall recreational and leisure needs of the community. This is accomplished by a combination of user fees, tax dollars, donations, and other miscellaneous income.

A review of the District's current Fee Policy was conducted along with research of other park district's policies and proposal for revision in efforts to increase revenue generated through user fees to assist with

- Financial support and sustainability of on current and on coming facilities, programs, services and amenities.
- Generate additional funds for expansion and program development.
- Generate additional funds to support increase of indirect costs (utilities, equipment, support new staff positions with expansion of recreation programs and services, etc.)

Currently the goal for setting the user fee for recreation programs shall cover all direct program costs (salaries, supplies, transportation, food, admission fees, and room usage fees) plus a 15% contribution margin to help offset indirect costs. These programs must meet the minimum enrollment requirements established at the time the program budget is developed.

Of the six park districts researched, contribution margin ranges from 15%-40% dependent on individual program financial benchmarks, program classification, and programs with associated large indirect cost (see attached). In addition, research revealed variances in

- Park District Non-Resident Differential Policy
- Refund and Transfer Policy
- Administrative Fee Policy
- Wait List Policy

Attached is the

- Recreation Program Fee Policy
 - Current Policy/Practice: standard font
 - Recommendation for revision: *italic font*
 - Current Policy/Practice for reconsideration under stated circumstances: purple font
- Recreation Program Fee Policy Comparison
- Recreation Fee Policy exercise completed with Recreation Staff to determine and develop revision to the current Recreation Program Fee practice

FISCAL IMPACT:

- 2016 Actual: 90.13% of its revenues from tax dollars, 7.74% from recreation program and miscellaneous income.
- 2017 Budgeted: 90.74% of its revenues from tax dollars, 7.08% from recreation program and miscellaneous income.

Using 2016 fiscal year, a projected additional \$11,000 profit may have been generated with the proposed revision of the Recreation Program Fee Policy.

Initially, the Superintendent plans to:

- Use a new form of budget writing with her Recreation Staff.
- Reinforce the need to make revenue-oriented decisions.
- Re-structuring the form of the budget and re-categorizing areas of the budget.

Upon approval of this policy, the Superintendent of Recreation will work with the Recreation Staff on an on-going, quarterly, and annual basis to:

- Review their revenue positions in relation to budget.
- Assure that we are adhering to our policy.
- Conduct annual reviews of the policy to drive higher revenue contributions to overhead where feasible.
- To create a policy for the Fitness Operation at the new community center.
AND,
- To establish the first, full-year operating budget for the Recreation Campus.

Breakdown of revenue contribution does not include field rental revenue generated from affiliate and other user groups.

STAFF RECOMMENDATION:

Staff recommend approval of change to the Recreation Program Fee Policy, attached, addressing user fees, non-resident differential, refund and transfer, administrative fee, and waitlist policy.

PREPARED BY: Meg Jourden-Messerich, Superintendent of Recreation

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

The budget philosophy of the District is to provide a balanced budget that meets the overall recreational and leisure needs of the community. This is accomplished by a combination of user fees, tax dollars, donations, interest income and other miscellaneous income.

Fees & Charges for Recreation Program Definitions

User fees and charges may be established based on consideration of:

Salaries: *The actual hourly rate paid each employee. Fringe benefits include paid vacation, medical, life and disability insurance premium contributions paid by the District, retirement plan contributions paid by the District, FICA payments by the District, and Worker's Compensation insurance payments by the District.*

Facility Expense: *The sum of the hourly fixed and variable cost to the District to own and operate a facility. Fixed facility costs are made up of maintenance and utility costs plus an allowance for capital replacement. Variable facility costs include rental or lease costs and custodial costs.*

Program Expense: *The costs for materials and services directly attributable to a program or project. Examples include program supplies, athletic field maintenance and lighting cost, postage for special mailings, specific promotional costs, specific vehicle or equipment cost, etc.*

Administrative Cost: *These are not attributed to any specific program or facility. Examples of these expenses are as follows: administrative and supervisory salaries; office support staff; general utilities; general postage; brochure costs; general registration costs; and promotions (fliers, display ads, etc.). Capital development costs are not included as a program expense.*

Full Cost Recovery: *User fees and charges for program will be based on the sum of the components (where applicable) as outlined above.*

Reasonable user fees and charges for some programs may not generate enough revenue to cover both direct and indirect costs. For some programs or activities, it is unrealistic to collect fees or have program registration. The following categories are recommended to determine the extent to which programs will be financially supported or subsidized from other program revenues.

- **Tax Program Revenue Supported:** *Programs from which the community may potentially benefit. Examples of this category include programs like the concerts, movies in the park, Fireworks & Fun, Park Pride Day, etc. There will be no user fee charged for these programs.*

Program revenue supported programs requiring advance registration must meet the minimum enrollment requirements, if any, established at the time of the program budget is developed.

- **Partially Subsidized:** *Programs where, if the total cost of the program or event were passed along to the user without a subsidy, the fee would be such that it would restrict or eliminate individuals or families from participating. These programs will be subsidized because of their benefit to the community. Partially subsidized programs requiring advance registration must meet the minimal enrollment the time the program budget is developed.*
- **No Tax Support:** *Programs where the individual participant directly benefits. The user fees and charges for these programs will cover all direct program expenses and direct facility operational costs plus an additional percentage to cover indirect expenses.*

User Fee

The goal for setting the user fee for these programs shall cover all direct program costs (salaries, supplies, transportation, food, admission fees, and room usage fees) plus a 15% contribution margin to help offset indirect costs. These programs must meet the minimum enrollment requirements established at the time the program budget is developed.

Recommendation:

The Recreation Department offers a variety of recreational opportunities for the various age groups of the community. The objectives and content of these programs vary, and therefore have been classified into various categories to achieve consistency in establishing fees and charges. Each recreation program is classified as one of the following so that the appropriate fee can be determined.

Service Programs: Programs and services that are primarily considered a community service. The participant usually pays no fee, or a nominal fee, which is less than the direct cost of providing the program. Staff may continue to offer these programs as long as funds remain available.

Specialty Programs: Programs or events offered once per season or year created to foster and promote enjoyment and social connectivity to a targeted age group or audience. The goal for setting the user fee for these programs shall cover all direct program costs plus a 40% contribution margin to help offset indirect costs.

General Programs: Recreational, fitness or team base programs and services that create, foster and promote enjoyment, healthy lifestyle, and social connectivity. Program and services may have large indirect costs; maintenance, equipment replacement and utilities. The goal for setting the user fee for these programs shall cover all direct program costs plus a 40% contribution margin to help offset indirect costs.

Enrichment Programs: Programs and services provide opportunity to enhance individual knowledge, skills and social connection; geared toward a specific need and interest of the participant. The goal for setting the user fee for these programs shall cover all direct program costs plus a 30% contribution margin to help offset indirect costs.

Cooperative Programs: Programs and services that are geared to the specific needs and interests of the participants and are provided by the District through an independent contractor at our location. The goal for setting the user fee shall cover all direct costs plus a 20%-30% contribution margin to help offset indirect costs. Those programs offered at offsite locations have a 20% contribution margin.

Non-Resident Differential

It is recognized that non-residents participate in programs and activities offered by the District. In some cases non-resident participation may mean the difference as to whether a class is held or cancelled.

Non-resident fees are intended to apportion an equalizing charge to participants who are not residents of the District, so that they contribute to the overall financing of the District on an equitable basis with the resident. Non-residents pay a higher fee than the resident rate, not to exceed \$10 per person per program.

Recommendation:

Non-residents pay a higher fee, on a program to program basis, than the resident rate, 50% of the resident rate, not to exceed \$10 per person per program. The following programs and activities may have fees that vary from above:

- *Programs held outside park district boundaries*
- *Cooperative programs*
- *Special Events*

Currently there is no regulation in place that grants residents a timeframe to register before non-residents. It is staff's recommendation to maintain this practice and revisit in future should there be a

- *substantial shift in resident versus non-resident registration*
- *pattern is identified where residents are unable to register for a program due to maximum registration is met with majority non-resident registrants*

Refund and Transfer Policy**General Programs**

The Sycamore Park District is committed to providing quality recreation programs and facilities and to meet or exceed the expectations of our residents. From time to time, however, circumstances arise where participants may request a refund.

Classes are based on a minimum number of participants needed to make the program run. Therefore, refund requests made after the start of the program will be issued as a class credit, instead of cash, if the class minimum is affected upon their withdrawal.

Requests for cash refunds will not be accepted.

Refunds are given for illness. Requests must be made in writing to the Director, with a doctor's note. Refunds will be based on the number of days left in the program on the date the letter is received.

100% refund if program is cancelled by the Park District.

Recommendation:**Program Capacity**

All programs have minimum and maximum enrollments. If the minimum enrollment is not met one week prior to the program date, the Park District may have to cancel, postpone or consolidate the program with another program. If the program is cancelled, full credits will be issued.

Program Refund and Transfer Requests

1. *Transfers will be granted in the following cases:*
 - *The transfer is requested no later than seven (7) working days prior to the start of the program.*
 - *There is space available in the class into which the registrant request to be transferred.*
2. *A refund request/cancellation form must be filled out and turned in no later than seven (7) working days prior to the start of the program.*

3. *Prorated refunds –When a refund is granted it is calculated as of the date the written request is received.*
4. *No refunds or household credits are given for classes missed/forgotten or for changes in personal schedules by the participant.*
5. *After a program/event has started, a refund may be issued for medical or other circumstances (relocation, death in the family) as approved by the Superintendent of Recreation. Proof will be required in writing prior to the refund being issued. The refund will be prorated for the services used.*
6. *Trips:*
 - *Full refunds will be issued if your spot can be filled*
 - *Partial refunds will be granted if your spot cannot be filled (if trip tickets have been purchased, you are responsible for the cost of admission and transportation, if your spot cannot be filled)*
7. *In the event program is cancelled by the Park District, a refund will be made to all registrants.*
8. *The Park District reserves the right to review and make the final decision on all refunds.*

Service/Administrative Fee Policy

Currently a service/administrative fee is not charged for program withdrawal and transfer requests. A service/administrative fee may be implemented to assist in minimizing

- frequency and volume of program withdrawal and transfer requests that may have a direct impact on the program run status
- holding program spot(s) for popularly ran/attended programs and withdrawing prior to or during the program prohibiting opportunity for additional registration or spots to be filled
- contribution to coverage of processing expenses incurred by the organization (credit card and check processing fees)
- contribution of coverage for staff time spent tending to and processing frequent requests

It is staff's recommendation to not implement a Service/Administrative Charge for withdrawal or transfer requests and revisit in future as needed.

Wait List Policy

Once the maximum enrollment is met for a program, a waiting list may be formed. No payment is required at time of placement on a program waitlist. Full payment will be due upon accommodation into program prior to participation.

Recommendation:

Add statement: Additional classes may be created, when feasible, to accommodate program requests if unable to accommodate registrants in the originally scheduled program.

Additional programs created must meet minimum registration set at time of budget to run.

Sycamore Park District - Recreation Program Fee Policy Comparison

8/14/2017

Policy	Sycamore PD	Dekalb PD	Genoa PD	St. Charles PD	Geneva PD	Batavia PD	Bartlett PD	Carol Stream PD	Comments
Contribution Margin:									
Park District ran in-house	15%	40%	30%	30%-40%	30%		30%-40%	40%	
Contractual Service	15%	40%	30%	30%	30%		25%-35%	40%	
Trips	15%	N/A	30%	20%	10%		30%	20%	
Enrichment/Special Interest	15%	40%	30%	20%	Wide range of profit margins due to several events are offered for free and depend on sponsorship support.		30%	40%	
Athletic	15%	40%	30%-40%	45%	30%		40%	40%	
Cooperative Programs (Host Site/Part.)	N/A	N/A	N/A	80/20	90/10		80/20	80/20	Genoa Park Dist. expressed interest GPD, DPD, SPD, BPD develop & mutually agreed upon practice for cooperative programs
Non-Resident Differential:	Res rate + \$10	Res rate + \$10	Res rate + \$10	50% of Res rate, not to exceed \$50	50% of Res rate, not to exceed \$20	The non-resident fees are divided into two categories: BNR: Batavia city or school district resident, but not a resident within the Batavia Park District boundaries. NR: Persons residing outside of Batavia and also outside the Batavia Park District boundaries.	50% of resident rate. Differential may be decrease with Exec approval	50% of resident rate, not to exceed \$20	
Program Cancellation:	Min. 7 days, Max. 3 days prior to first day of program	5 days prior to first day of program	One week out prior to first day of program	7 days prior to first day of program	One week prior to program start date	7 days prior to first day of program	5 days prior to first day of program		
Program Refunds:									
Before Program	Full refund	Request form must be submitted at least 24 hours before the 2nd class	Full refund	Full refund minus administrative fee	Request must be submitted at least 10 days prior to the first class meeting date	Request must be submitted at least 5 days prior to start minus \$5 service fee.	Full refund minus administrative fee	Full refund minus administrative fee	
During/Conclusion of Program	Refund requests made after the start of the program will be issued a class credit if the class minimum is affected upon their withdrawal. Refund requests received after the first week of a program will be honored if the request is due to a medical condition and accompanied by a physician's note. Refunds will be pro-rated based on participation	After the first week of a program/class no refunds will be granted unless the program/class is cancelled. Refund requests received after the first week of a program will be honored if the request is due to a medical condition and accompanied by a physician's note. Refunds will be pro-rated based on participation and assessed the administrative fee.	No refunds after a program has ended	A prorated refund for classes held plus administrative charge Refund requests received after the first week of a program will be honored if the request is due to a medical condition and accompanied by a physician's note. Refunds will be pro-rated based on participation and assessed the administrative fee.	A prorated withdraw refund will be made for participants who decide, for whatever personal reason (including illness or injury), that an ongoing program is not right for them.	A prorated refund for classes Medical excuses will result in a prorated refund based upon the number of classes held prior to the date listed on the physicians excuse. If program falls below the minimum number of required participants and the spot cannot be filled, no refund will be given. All refunds are subject to an administrative charge.	Prorated refund for classes past plus administrative fee. 100% refund for remaining classes attended due to medical reasons.	No refunds after 2nd meeting of class/program.	
Trips (Adm., Transportation, Etc.)	No formal policy - full refund if seat can be filled	Request form must be submitted at least one week prior to the day of the program; refunds will be prorated based on the program costs incurred prior to receipt of the request.	No formal policy - full refund if seat can be filled	Refund minus \$4 service fee issued only if spot is filled. Refund minus admission cost if spot is not filled.	Trips are nonrefundable unless the Park District is able to resell tickets;				Trips are nonrefundable unless the Park District is able to resell tickets
PD Cancelled Program	full refund issued	full refund issued	full refund issued	full refund issued	full refund issued	full refund issued	full refund issued	full refund issued	
Administrative/Service Fee:	N/A	\$3 administrative fee if they are dissatisfied with the program after the 1st class meeting. Private lessons are exempt and must be cancelled five (5) days before the start of the class to be eligible for a refund.	N/A	\$4 per program and transfer withdrawal	\$3 or 10% whichever is less with a min charge of \$1	\$5 service fee applied/request	\$7 administrative fee per program, per person	10% of the original, total registration fee - \$5 minimum / \$50 maximum No refunds under \$5; credit will be placed on account	

Operating Margins	Contribution Margin Recommended	Early Childhood (age 0-5)	Youth (age 6-12)	Teen (age 12-19)	Adult (age 16+)	Seniors (age 65+)	Family
Certification Program	20%-30%			X	X	X	
Continued Education	30%			X	X	X	
Cooperative - offsite	20%	X	X	X	X	X	X
Cooperative - onsite	30%	X	X	X	X	X	X
Enrichment	20%-30%	X	X	X	X	X	
General Program	30%-40%	X	X	X	X	X	
New Programs	15%-35%	X	X	X	X	X	X
Service Program	Tax/Misc. Income	X	X	X	X	X	X
Specialty Program	30%-40%	X	X				X

Definitions	Staffing	M&S	Equip.	Add'l Op. Cost	Audience
Certification Program Programs and services an individual receives information and/or training in a specialized subject matter or skill and may result in receiving a certificate of completion. Certification programs are often supervised by a certified trainer or professional association. Example: CPR, First Aid, Lifeguard, babysitting, seminars including topics health and wellness, lifestyles, home organization, life skills, etc.	\$\$ - PD & Cont'l	\$\$	\$	\$	Teen, Ad
Continued Education Programs and services where an individual acquires new or updated knowledge and other pertinent information that will help attain broader understanding of chosen subject. Examples: computer classes, foreign language, photography, dog obedience, etc.	\$\$ - Cont'l	0-\$	0-\$	0-\$	Teen, Ad., Sen.
Cooperative Programs and services that provide by the Park District through an independent contractor. Programs and services are geared toward a specific need or interest of the participant. Programs may be held onsite at a park district facility or park, or offsite at a business or different park district.	\$	\$	0-\$	\$	Everyone
Enrichment Programs and services provide opportunity to enhance individual knowledge, skills and social connection; geared toward a specific need and interest of the participant. Example: sewing, visual arts (drawing, painting, sculptures), photography, horseback riding, trips, interpretive, nature, camp, etc.	\$-PD & Cont'l	\$\$	0-\$	\$/\$\$	Everyone
General Program Recreational, fitness or team base activities that create, foster and promote enjoyment, healthy lifestyle, and social connectivity. Program and services may have large indirect costs; maintenance, equipment replacement and utilities. Examples: group fitness, athletic instructional, dance, leagues, martial arts, camps, etc.	\$ - PD & Cont'l	\$\$	\$\$	0-\$	Everyone
New Program New or trial programs offered for a specific period of time (usually one fiscal year). At the end of this time period, these programs are moved to another classification or retired from the program offerings.	\$-PD & Cont'l	\$\$	0-\$	0	Everyone
Service Program Non-paying or small fee activity that is performed by a group of people or organization for the benefit of the public. Example: Park Pride Day, Fireworks and Fun, Concerts in the Park, Movies in the Park	\$ - PD	\$\$\$	\$\$\$	\$\$\$	Everyone
Specialty Program Program or event offered once per season or per year created to foster and promote enjoyment and social connectivity to a targeted age group or audience. Example: Daddy Daughter Dance, Flashlight Egg Hunt, Cookies with Santa, Breakfast with the Bunny, Ghost Stories in the Park.	\$ - PD & Vol	\$\$	0-\$	\$	EC, Yth & Fam

Staffing	Add'l Operation Cost
In-House	Transportation
Contractual	Admission
Inst. Cert. required	RM Rental Fee
Volunteers	Entertainment
Materials & Supplies	Audience
Low Unit Cost	Early Childhood
Medium Unit Cost	Youth
High Unit Cost	Teen
One Time Purchase	Adult/Senior
Equipment	Family
Maintenance	Large Niche
Replacement	Small Niche

Dollar Key	
\$	0-300
\$\$	300-1000
\$\$\$	1000+

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: August 22, 2017

STAFF RECOMMENDATION

AGENDA ITEM: RECOMMENDATION TO RETAIN ENGINEERS for PHASE I Trail Engineering Old Mill to Forest Preserve: Recommend Approval

BACKGROUND INFORMATION: This past week, the Federal Government released our funds for Phase II Engineering and Construction of the trail segment from Route 23/Middle School to Brickville Road. The week before that, we discovered that IDOT had opened the application process for the next round of trail grants—much earlier than expected—with a deadline of December 2017 for those applications. ALL GOOD NEWS in terms of Action 2020, however it does mean we need to move ups some of those actions that we were assuming we wouldn't be taking until next year.

This is one of those items:

The Board may recall that IDOT finds it “easier” to award construction grants for trails IF the Phase I Engineering is already complete.

THEREFORE, this recommendation requests formal approval for retaining Engineering Resource Associates to complete Phase I Engineering for the trail segment that connects Old Mill Park to the new Forest Preserve.

FISCAL IMPACT: The cost, as outlined in the attached proposal from ERA, would be: \$146,518.92. This is higher than we had planned, but the now estimated cost of the entire trail segment—from the east end of the new preserve to Old Mill Park (including two bridges)—and not including land acquisition, has risen to \$2,500,000. I have asked the Forest Preserve District to consider contributing to this cost based upon the percentage of linear trail footage for the entire project which will be produced on forest preserve property. I do not think we should wait for them to decide, one-way-or-the-other, to approve this work.

STAFF RECOMMENDATION: Staff Recommends approval to enter into this agreement with ERA in a fee-not-to-exceed amount of \$146,518.92.

PREPARED BY: Daniel Gibble, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

A handwritten signature in black ink, appearing to read "D. Gibble", is written over the "EXECUTIVE DIRECTOR REVIEW/APPROVAL:" line.

BOARD ACTION:



ENGINEERING
RESOURCE ASSOCIATES



Proposal for:
Great Western Trail Extension - Phase 1 Engineering

Prepared for:
Sycamore Park District
ATTN: Dan Gibble
Executive Director
940 E. State Street
Sycamore, IL 60178

Due: August 2, 2017

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Primary Contact:

John Mayer, PE, CFM
Principal/Project Manager
3S701 West Avenue, Suite 150
Warrenville, IL 60555
P: 630-393-3060
F: 630-393-2152
jmayer@eraconsultants.com

August 2, 2017

Daniel Gibble
Executive Director
Sycamore Park District
940 E State Street
Sycamore, IL 60178

Subject: Proposal for Great Western Trail Extension – Phase I Engineering

Dear Dan:

Engineering Resource Associates, Inc. (ERA) is pleased to submit this proposal for the Phase I Engineering of the Great Western Trail Extension project. This proposal has been prepared in accordance with the request for proposal, our previous work on the preliminary alignment study for the trail, and our experience on similar assignments.

Our project team will be led by John Mayer, PE, CFM, serving as Project Manager and will act as the primary contact for the Sycamore Park District. He has over 29 years of experience on federally funded and IDOT administered projects, John has recently served in a similar role on several bike trail projects for the Forest Preserve Districts of DuPage, Will and Kane Counties, City of Warrenville, Plainfield Park District, Naperville Park District, DuPage County Division of Transportation, and the City of West Chicago. The project team who would be assigned to this project has also served the same role in other recent projects. Additionally, ERA has gone on to provide Phase II and Phase III engineering services for many of these projects. Therefore, the Sycamore Park District can benefit from the wealth of knowledge, experience, and foresight our team has gained on these projects to ensure that the project conforms to the funding requirements, maintains the anticipated schedule and project budget.

ERA is the firm best suited for this project because:

- Our project team is currently working with IDOT staff on several federally funded recreational and transportation related projects. Our project team has a strong knowledge of federal standards and procedures. We have an excellent working relationship with IDOT staff including the Bureau of Local Roads and Streets members.
- ERA has been working directly with the Sycamore Park District staff on a number of transportation, infrastructure, and recreational projects, including the Phase I and II design services for the trail connection from Brickville Road to Route 23. ERA has fostered an approach of mutual collaboration and teamwork between the Park District staff and the other agencies on these projects.

- ERA has recently completed and is currently working on projects with identical design elements and funding sources. For example, ERA is currently providing Phase 3 construction engineering services for the Forest Preserve District of DuPage County on the ITEP funded West Branch Regional Trail project after successfully completing Phase 1 and Phase 2 engineering services. The project also included coordination with the Winfield Township Highway Commissioner. ERA also provided Phase 1, 2 and 3 engineering services for the City of West Chicago bike trail using STP funds to connect a City trail to the DuPage County trail system.
- Lastly, ERA has the resources, expertise and staff in-house and locally from our Warrenville office to provide the civil engineering, structural engineering, traffic signal design, land surveying, and environmental services required for this project.

We greatly appreciate the opportunity to provide this proposal and we look forward to working with the Sycamore Park District on this important project. Please contact me at (630) 393-3060 or by email at jmayer@eraconsultants.com if you have any questions or comments.

Sincerely,
ENGINEERING RESOURCE ASSOCIATES, INC.

John Mayer, P.E., C.F.M.
Principal/Project Manager



Company Profile

Engineering Resource Associates, Inc. (ERA) is a consulting firm providing civil engineering, structural engineering, environmental science and surveying services to clients throughout Illinois, Indiana and Wisconsin. Our diverse clientele includes municipalities, park districts, forest preserves, sanitary districts, county agencies and state agencies. We have more than 27 years of experience identifying and working with a wide variety of local, state and federal funding sources. Our staff of 34 professionals includes licensed engineers, structural engineers, surveyors, environmental scientists, certified floodplain managers and CAD/GIS specialists.

Our firm specializes in providing comprehensive services throughout the planning, design and construction phases of engineering and environmental assignments. The following is a partial listing of the primary types of projects that have been successfully completed by our firm.

- **Recreational Projects** - Riverwalks, Golf Courses, Regional Trails/ Paths, Community Parks, Dog Parks, and Sports Fields
- **Environmental Projects** - Wetland Facilities, Stream Bank Stabilization, Best Management Practices and Natural Area Restoration
- **Transportation Projects** - Roadways, Intersections, Utility Relocation /Designs, Permitting, Traffic Signals, Lighting, Streetscape, and Parking Facilities
- **Surveying and Mapping Projects** - Topographic Surveys, Boundary Surveys and GIS Services
- **Water Resource Projects** - Hydraulics/Hydrology Analysis, Master Plans, Watershed Studies, Ordinance/Guidance Manuals, Storm/Sanitary Modeling, Floodplain Mapping, Stream Restoration and CRS Services
- **Structural Projects** - Bridges, Retaining Walls, Dams, Levees, Buildings and Forensics
- **Construction** - Bidding Assistance, Construction Layout, Observation, IDOT Documentation and Construction Administration
- **Infrastructure Projects** - Sanitary Sewers, Storm Sewers, Water Mains and Pumping Stations

Our Firm Officers Include: Jon Green, President; John Mayer, Vice President; Jake Wolf, Principal; and Marty Michalisko, Principal



Office Locations

Warrenville

3s701 West Avenue, Suite 150
Warrenville, IL 60555
Phone: (630) 393-3060

Chicago

10 S. Riverside Plaza
Suite 875
Chicago, IL 60606
Phone: (312) 474-7841

Champaign

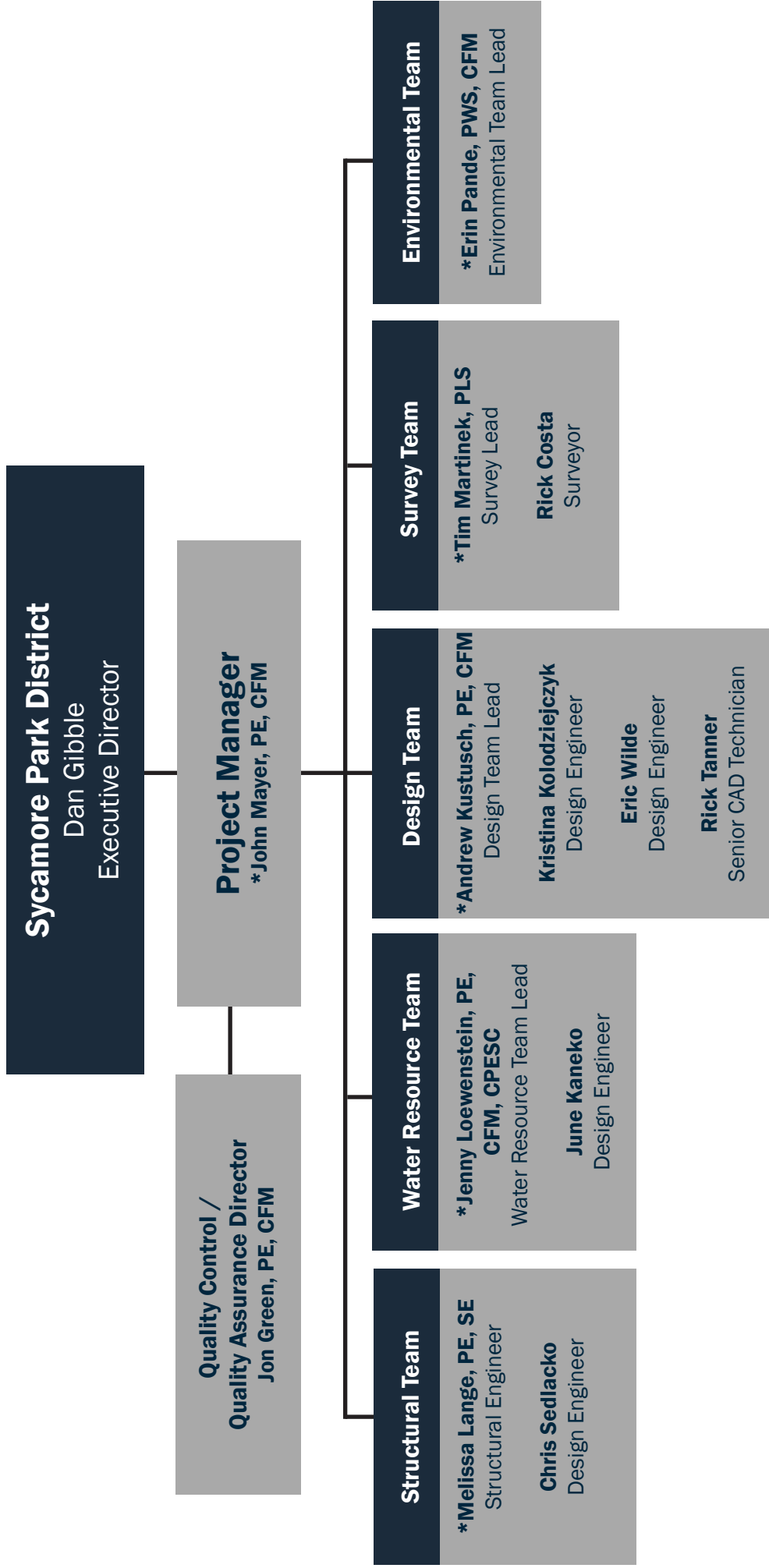
2416 Galen Drive
Champaign, IL 61821
Phone: (217) 351-6268

Primary Contact

John Mayer, PE, CFM
Principal/ Project Manager
Phone: (630) 393-3060
Fax: (630) 393-2152
Email: jmayer@eraconsultants.com

TEAM CHART

Great Western Trail Extension - Phase 1 Engineering Project





John Mayer, PE, CFM

Principal/Project Manager

Project Role:

As **Project Manager, John Mayer** will bring more than 29 years of professional engineering experience to the Great Western Trail Extension Project. His resume includes diverse solutions for a wide range of recreational improvements including park master planning and development, sports and athletic field improvements, aquatic facilities, and bicycle/walking trail design and construction. In order to transform the vision of each project to reality, John encourages his team to search for innovative and cost-effective solutions. He has extensive experience with various funding sources including: OSLAD, ARRA, ITEP, SAFETEA-LU, STP, CMAQ, and TCM funds.

Project Experience:

Illinois Prairie Path Geneva Spur and Great Western Trail Connector, West Chicago IL – Project Director for surveying, planning, design engineering, and permitting assistance services for the design and construction of a 1.25 mile shared use asphalt trail connecting the Illinois Prairie Path's Geneva Spur to the Great Western Trail. The trail incorporates the 89 acre Reed-Keppler Park, and continues adjacent to a cemetery and numerous multi-family residential units. Project was funded with federal STP funds.

West Branch DuPage Regional Trail, Forest Preserve District of DuPage County, IL – Project Manager for the land surveying, Phase I, II and III engineering for the design of a 17,500-foot bicycle trail to connect the Geneva Spur of the Illinois Prairie Path in Winfield Mounds Forest Preserve through downtown Winfield and to existing trails in West DuPage Woods Forest Preserve. The project included the installation of crushed aggregate and bituminous multi-use trail section, a prefabricated bridge, and three sections and 600 ft of boardwalk, retaining walls, signage, compensatory floodplain storage and native restoration. ERA assisted the District in securing 80% CMAQ funding for the \$2.2 million project.

Sycamore Trail Improvements- Phase I, Sycamore Park District, IL – Project Manager provided Phase I Engineering for 5,000 linear feet of improvements to existing trails and new trail design. 2,500 linear feet of trail will be widened along Illinois Route 23 (Main Street) between the South Branch of the Kishwaukee River to Maplewood Road. Another 2,500 linear feet of new trail will connect an existing trail west of Brickville Road to the Main Street trail. The trail is part of an overall trail plan for the park district, the city of Sycamore, and DeKalb County. The new section of trail provides a safe route for Sycamore Middle School students to walk to school. Portions of the trail are within floodway, IDOT ROW, and farmed wetlands.

Phase I Salt Creek Greenway Trail FEQ, DuPage County, IL – Project Engineer provided an FEQ analysis for a 23-mile reach of Salt Creek within DuPage County. Project involved updating the regulatory FEQ Model with six new bridge structures and updated topography. A floodplain and floodway analysis was prepared for permitting.



Education/Certifications:

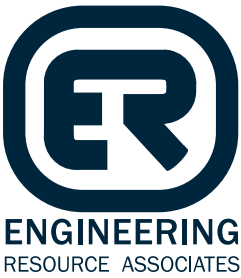
- Bachelor of Science
Civil Engineering
University of Wisconsin–
Milwaukee – 1986
- PE – IL – 062-047345
- PE – IN – PE10708044
- PE – WI – E27723-6
- Certified Floodplain Manager
IL-06-00257
- Kane County Qualified Review
Specialist – E-063
- Private pilot license

Areas of Expertise:

- Lead projects with various funding sources including: ARRA, ITEP, MFT, 319(h), IGIG, SAFETEA-LU, AASHTO, CMAP, STP, CMAQ, TCM and OSLAD
- Lead Designer for recreational trails, watershed management, transportation, street lighting, downtown streetscape, stormwater and infrastructure projects
- Hydraulics and hydrology design, permitting, and modeling knowledge
- VillageEngineer Review Consultant

Years of Experience:

- 30 years, 19 with ERA



John Mayer, PE, CFM

Principal/Project Manager

Project Experience Continued:

DuPage River Trail Phase I, II, and III, Plainfield, IL – Project Manager that assisted in preparing for the ITEP funding for the project and in the preparation of the cost estimate and with the preliminary engineering plans for the two sections of a two mile section of the DuPage River Trail in the downtown Plainfield area. ERA provided Phase II and III engineering for the 0.75 mile trail and a 150 feet bridge crossing over the DuPage River and engineering for the three section box culvert crossing at the West Norman Drain. The project involved extensive permitting for floodplain, floodway, and wetland impacts. Funding was provided through local, state, and federal programs including HPP, ITEP, SAFETEA-LU, and ARRA.

Oak Brook Pedestrian Circulation Project, Oak Brook Pedestrian Access Area C and BEG, Oak Brook, IL – Project Manager for the survey, design, and preparation of construction documents for sidewalk, crosswalk and pedestrian signal modifications to improve accessibility for the Oak Brook Mall. The project included the installation of actuated pedestrian warning flasher signals. ERA also provided construction observation, and construction administration services including scheduling meetings, coordination, close out and material testing for this project.

Butterfield Road (IL Route 56) Streetscape Enhancement and Lighting Project, Warrenville, IL – John provided Phase I engineering services for the street beautification project along IL Route 56 Butterfield Road and Batavia Road, 3800ft. John worked together with Hitchcock Design Group completing project elements including gateway features, median landscape planters, way finding, LED roadway lighting and LED decorative post top lighting. The project was funded with ITEP funds requiring federal compliance and IDOT review and letting procedures.

Rock Run Corridor Trail Bike Path, Joliet, IL – Project Engineer worked on the construction of a new 4.0 mile bike path extending under an I-80 underpass, through Joliet Junior College property, a CSX railroad crossing and the Joliet Municipal Airport property. The project included the construction of a 100-foot pedestrian bridge requiring floodplain and floodway modeling and compensatory storage.

Old Town Roundabout (Warrenville-Batavia-River Intersection) / Phase I and II, Warrenville, IL – Project Manager of Phase I engineering services for an STP-funded decorative streetscape roundabout in conjunction with the Warrenville Road improvements. Engineering performed in accordance with FHWA and IDOT procedures and contract documents. Project requires coordination between the City of Warrenville, DuPage County and Warrenville Fire Protection District. Signal

Areas of Expertise Cont'd:

- Actively involved in various watershed groups: DRSCWC, LDRWC, LDGP.
- 10 years experience with traffic signal and street lighting operations and design for over 100 signalized intersections and numerous interconnect systems.

Professional Experience:

- Engineering Resource Associates
Principal / Project Manager
(1998-Present)
- City of Joliet
Civil Engineer/Traffic Engineer
(1987-1998)

Professional Affiliations:

- American Public Works Association
Past President - Southwest Branch
- Association of State Floodplain Managers
- Institute of Transportation Engineers
- Illinois Association for Floodplain and Stormwater Management
- Lower Des Plaines Ecological Partnership
- Conservation Plainfield
- Lower DuPage River Watershed Coalition
- USGBC- US Green Building Council-
Founding Chairman for South Suburban Branch
- DeKalb County Soil and Conservation District



Andrew Kustus, PE, CFM

Design Team Lead

Project Role:

Andrew Kustus, PE, CFM, will serve as the **Design Team Lead**. He is responsible for coordinating all services with the Project Manager and the other team leaders for the Great Western Trail Extension Project. Drew has experience in civil and environmental engineering. He has completed a wide-range of projects for various park districts, county forest preserve districts, municipality, county, and state agencies throughout Illinois including Plainfield Park District, DuPage County, Forest Preserve District of DuPage County, City of Warrenville, and Sycamore Park District.

Project Experience:

West Branch Regional Trail, Forest Preserve District of DuPage County, Winfield, IL – Project Engineer for Phase I and Phase II engineering design of a 17,500-foot bicycle trail to connect that connects the Geneva Spur of the Illinois Prairie Path to the West Dupage Woods Forest Preserve. The trail traverses through the Winfield Mounds Forest Preserve and downtown Winfield. This project received CMAQ funding. Project responsibilities included data collection, topographic survey, environmental studies, drainage studies, preliminary design, public involvement, cost estimation, preparation of a Project Development Report, right of way acquisition, and preparation of final plans, specifications, and estimates.

DuPage River Trail Phase II / III, Plainfield Park District, IL – Project Engineer for Phase II and III engineering for a 0.75 mile trail and a 150 feet bridge crossing over the DuPage River. The project involved extensive permitting for floodplain, floodway, and wetland impacts, as well as IEPA SWPPP permitting. Andrew also developed the IDOT Preliminary Bridge Design and Hydraulic Report. Funding was provided through local, state, and federal programs including HPP, ITEP, SAFETEA-LU, and ARRA.

Sycamore Trail Improvements - Phase I, Sycamore Park District, IL – Project Engineer provided Phase I Engineering for 5,000 linear feet of improvements to existing trails and new trail design. 2,500 linear feet of trail will be widened along Illinois Route 23 (Main Street) between the South Branch of the Kishwaukee River to Maplewood Road. Another 2,500 linear feet of new trail will connect an existing trail west of Brickville Road to the Main Street trail. The trail is part of an overall trail plan for the park district, the city of Sycamore, and DeKalb County. The new section of trail provides a safe route for Sycamore Middle School students to walk to school. Portions of the trail are within floodway, IDOT ROW, and farmed wetlands.

Carol Stream Klein Creek Assessment, Carol Stream, IL – Environmental Engineer for the completion of an assessment of Klein Creek and identified debris jams to be removed, large woody debris to remain for micro invertebrate habitat and areas of erosion. Data from the site investigation was prepared using an exhibit for the contractor to utilize in identifying log jam removals.



Education/Certifications:

- Master of Science
Environmental Engineering
University of California
Berkeley-2012
- Bachelor of Science Civil and
Environmental Engineering
University of Illinois – 2011
- PE – IL 062-067858 - 2015
- EI – IL – 061036000
September 2011
- Certified Floodplain Manger
IL-14-00657
- Wetland Plant Identification Course,
DuPage County Stormwater
Mangement

Areas of Expertise:

- Wetland Delineation Course,
Institute for Wetland and
Environmental Education
- IEPA Field Sampling Methods
- Beyond the Basics Stormwater BMP
Seminar
- Developing and implementing dam
removal projects, ASFPM

Years of Experience:

- 5 years, 5 with ERA



Andrew Kustus, PE, CFM

Design Team Lead

Project Experience Continued:

Fox River Stabilization Project, Batavia, IL – Environmental Engineer provided preliminary and final engineering design services for the Fox River Bank Restoration and Stabilization Project. The limits of the project would be PEACE Bridge north of Wilson Street as the North Limit and Clark Island as the South Limit. Other tasks included plans, specifications, and construction cost estimates, complete and ready for solicitation of construction bids. ERA completed the design and report through detailed coordination with the City of Batavia and in compliance with all applicable laws, regulations, policies, and the project management plan.

Williams Road Bridge, Warrenville, IL – Environmental Engineer for permitting of the Williams Road Bridge replacement. He aided with permitting to demonstrate conformance to the DuPage County West Branch addendum and floodplain / floodway regulations. He was in charge of acquiring approvals and permits from Army Corps, Kane/DuPage Soil and Water Conservation District, and City of Warrenville.

Laramie Park Engineering and Permitting Services, Cicero, IL – Project Engineer provided engineering and permitting services for the park development project involving the construction of new park amenities on an empty remediated site just north of the existing Laramie Park. Amenities included additional parking, fenced dog park, skate board park, running/walking path, playground area, two basketball courts, workout area, volleyball courts, animal welfare building, and access road connection. He provided the engineering support documentation required for permit application for MWRD and designed the volume control best management practice to meet MWRD requirements.

Oak Meadows Golf Course Preserve Master Plan, Forest Preserve District of DuPage County, IL – Project Engineer that provided environmental and civil engineering services to design water quality, wetland expansion, and stormwater management. Andrew developed the Salt Creek by modifying existing and proposed HEC-RAS hydraulic model and the floodplain compensatory storage areas for permitting. Andrew also aided the design of the native wetland and upland restoration and creation areas onsite, which comprise of 130 acres of the project area. He designed the hydrology control system for 24.6 acres of wetland mitigation as well as 21 best management practice rain gardens and swales throughout the site to treat golf course-related stormwater runoff. Andrew also designed the stormwater management pollution prevention plan for the site.

Warrenville Road Bridge Phase I, DuPage County DOT, IL – Project Engineer for the Warrenville Road Bridge Replacement over the West Branch of the DuPage River for Phase I (preliminary design) design services. The tasks involved were FEQ analysis, HEC-RAS analysis, Environmental Survey Request (ESR), Preliminary Environmental Site Assessment (PESA), preliminary design assistance, wetland/ riparian impacts, mitigation, permitting assistance including Army Corps individual permit, 401 water quality certification, and IDNR/OWR.

Professional Experience:

- Engineering Resource Associates
Environmental Engineer
(2012-Present)
- Illinois Environmental Protection Agency, Governor's Environmental Corps Intern, (Summer 2011)
- MWH Americas, Inc.
Energy and Resource Sustainability Intern, (Summer 2008, 2010)

Professional Affiliations:

- American Public Works Association
- Illinois Association of Floodplain and Stormwater Management
- DuPage River Salt Creek Workgroup



ENGINEERING
RESOURCE ASSOCIATES

Project Role:

Melissa Lange, PE, SE will serve as the **Lead Structural Engineer** for the Great Western Trail Extension Project. She possesses 18 years of professional experience as a Structural Engineer. Her portfolio includes a wide range of structures including pedestrian and roadway bridge/culvert design projects, for park districts, forest preserve districts, municipalities, county highway departments, and state agencies throughout Illinois. She has recently completed projects from Sycamore Park District, Forest Preserve District of DuPage / Lake County, and City of Warrenville.

Project Experience:

Millennium Trail Underpass – Grand Avenue, Illinois Route 132, Lake County Forest Preserve District – Structural Engineer responsible for the design of a reinforced concrete underpass that allows trail users to safely pass under Grand Avenue. The underpass is a three-sided structure that is 18 feet wide and 11 feet in height and has concrete wingwalls with a simulated stone finish.

Lake Carina Trail and Bridge improvements, Lake County Forest Preserve District - Structural Engineer responsible for the design of the new 150 ft pedestrian bridge crossing over the Des Plaines River with 140 ft boardwalk approaches and 70 ft boardwalk on the west side.

Sycamore Golf Course, Sycamore, IL – Structural Engineer responsible for the design of two culverts located along the Kishwaukee River west tributary. Construction documents included plans and specifications for the replacement of deteriorated bridges with new single-span culverts.

West Branch Regional Trail Connection to Mack Road Bike Path, Warrenville, IL – Structural Engineer for Phase I, II and III engineering services for the .36-mile section of a 10-foot-wide bike trail/ multi-use path connection along Mack Road located just west of Illinois Route 59 to the DuPage County Regional Bike Trail network via the West Branch Regional Trail. Improvements for Illinois Route 59 include crosswalk alignments, and traffic signal modifications. The crossing at the West Branch River includes an existing bridge extension.

West Branch DuPage Regional Trail, Forest Preserve District of DuPage County, IL – Senior Structural Engineer for the Phase I, II and III engineering services for the design and construction of a 17,500 ft bicycle trail. The trail connects to the Geneva Spur of the Illinois Prairie Path in the Winfield Mounds Forest Preserve. It traverses through downtown Winfield and the West DuPage Woods Forest Preserve. ERA's services include data collection, topographic survey, environmental studies (PESA), drainage studies, hydraulic bridge report, public involvement, preparation of a Project Development Report for CE Group I, permitting and final engineering documents. ERA assisted the Forest Preserve in successfully securing both CMAQ and ITEP funding for this project. Phase II engineering went through the IDOT Letting process while Phase III will follow IDOT documentation requirements.

Melissa Lange, PE, SE

Lead Structural Engineer



Education/Certifications:

- Master of Science
Structural Engineering
Illinois Institute of Technology,
Chicago, IL- 2000
- Bachelor of Science
Civil Engineering
Valparaiso University-1998
- PE - IL - 062-056181
- SE - IL - 081-006488

Professional Training:

- SEA01 - Load Rating for Highway
Bridges - 2017
- IDOT/ACEC Bridge Seminars
2007-Present
- NHI - Analysis, Design and Curved
Steel Bridges with LRFD
- IDOT Calculating Section Loss in
Steel Members - 2017

Areas of Expertise:

- Lead structural designs with a
variety of structures
- Structural Inspector

Years of Experience:

18 years/1 with ERA



Jennifer Loewenstein, PE, CFM, CPESC

Water Resource Team Lead

Project Role:

Jennifer Loewenstein, PE, CFM, CPESC, will serve as the **Water Resource Team Lead**. Jenny serves as the technical, in-house coordinator to report and coordinate activities of the Water Resource Team with the Project Manager on a daily basis to ensure work is completed effectively and efficiently. They perform the complicated design and analysis work and assist the design engineers, technicians and specialists on remaining work. They also inform the Project Manager of any issues or project needs as they arise so that they can be communicated and coordinated with the client and other project stakeholders. She has successfully served in this role for DuPage County, Plainfield Park District, Village of Carol Stream and Village of Winfield.

Project Experience:

DuPage River Trail Phase II and III Engineering, Plainfield, IL – Senior Project Engineer designing for Phase II and III engineering for a 0.75 mile trail and a 150 feet bridge crossing over the DuPage River. The project involved extensive permitting for floodplain, floodway, and wetland impacts. Funding was provided through local, state, and federal programs including HPP, ITEP, SAFETEA-LU, and ARRA.

Thunderbird Trail Bridge Deck Replacement over Klein Creek, Carol Stream, IL – Senior Water Resource Engineer provided hydraulic analysis for the replacement of the aging and deteriorating bridge deck over Klein Creek. Using HEC-RAS a hydraulic analysis determined if the bridge is a source of flood damage. The analysis performed satisfied IDNR/OWR 3708 floodway rules. Project required coordination with Community Consolidated School District 93 to accommodate Jay Stream Middle School academic schedule.

Warrenville Road Bridge, DuPage County DOT, IL – Lead Water Resource Engineer for the Warrenville Road Bridge Replacement over the West Branch of the DuPage River. The tasks involved were FEQ Analysis, HEC-RAS analysis, preliminary design assistance, stormwater permitting through DuPage County including floodplain, floodplain/floodway modeling, wetland/riparian impacts and mitigation. State and Federal permitting included the Army Corps individual permit, water quality certification and IDNR/OWR floodway permit. She provided coordination with bridge design consultant, DuPage County DOT, IDOT, DuPage Stormwater, and the City of Warrenville.

Winfield Riverwalk Design and Construction, Winfield, IL – Project Engineer for preliminary and final design engineering services for the construction of a new riverfront recreational facility. Improvements include brick pavers, concrete and asphalt trails, bulkhead walls, naturalized ponds, overlooks, pedestrian bridges, boardwalks, ornamental lighting, signage and gateway structures.



Education/Certifications:

- Bachelor of Science
Civil Engineering
Valparaiso University – 2004
- PE – IL – 062-062192
- CFM – IL – 08-00448
- Certified Professional in Erosion
and Sediment Control #4506
- Kane County Qualified Review
Specialist – E-222

Areas of Expertise:

- Federal, State and Local Permitting
- Stormwater Master Plans
- Flood Control Projects
- Stormwater and floodplain
modeling experience in many
computer programs including FEQ,
FEQUTL, WSPRO, HEC-2, HEC-
RAS, WSP2, TR-20, WinTR-20,
Pond Pack, XPSWMM, Hydraflow,
Optimizer and HY-8

Years of Experience:

- 13 years, 9 with ERA



Erin Pande, PWS, CFM

Environmental Team Lead

Project Role:

Erin Pande, PWS, CFM, will serve as the **Environmental Team Lead**. She will meet and communicate with the project team leads. As Environmental Lead, she brings more than 15 years of experience and will oversee the wetland delineation, streambank assessment and stabilization design. She will serve as the liaison between the County, Army Corps, IDNR-ONR, and Kane/DuPage SWCD for future permitting. She has earned great respect from these agencies through her recent stabilization projects.

Project Experience:

Illinois Prairie Path Geneva Spur and Great Western Trail Connector, West Chicago, IL – Ecological Services Director for Phase I, II, and III services for the design and construction of connecting trails to Reed-Keppler Park. The trail connects the Illinois Prairie Path's Geneva Spur to the Great Western Trail. Three parcels required Federal Land Acquisition procedures. Project funded by STP federal funds administered by the State of Illinois.

DuPage River Trail Phase II and III Engineering, Plainfield Park District, IL – Ecological Services Director worked on a mile-long bike path along the DuPage River. Proposed path was completely within the floodplain and floodway of the river. She delineated wetlands within the scope of the project. The path routing was carefully chosen to avoid wetlands and other special management areas. One bridge crossing the DuPage River and two crossing of tributaries were included in this stretch of path. Design included wetland impacts on-site wetland mitigation. She assisted in acquiring all required permits from federal, state and local agencies. ERA continues to perform vegetation monitoring services for this project.

Barth Pond Shoreline Stabilization, Downers Grove, IL – Ecological Services Director for the design of a shore line stabilization, water quality treatment outlet modifications, and an ADA-accessible path around Barth Pond at Patriots Park. The innovative site design remains sensitive to the pond's intended uses for recreational activities and community flood control, and promotes environmental stewardship. An alternate outlet with remote drawdown capabilities was designed to lower pond levels prior to storm events. Project was awarded the APWA Suburban Branch Environmental Project of the Year.

DuPage County South Regional Trail, DuPage County, IL – Performed wetland delineation, floristic quality assessment, wildlife evaluation, DuPage County and USACE permitting for wetlands and riparian areas located within the project scope of the bike path.

Mid-County Trail Peck Farm Link, Kane County, IL – Ecological Services Director performed wetland delineation, floristic quality assessment, and wetland mitigation design for permitting a bike path and bridge over Mill Creek under Kane County and the USACE jurisdiction.



Education/Certifications:

- Bachelor of Arts Major Biology, Environmental Studies & Geology Augustana College – 2001
- Professional Wetland Scientist – #1927
- Certified Floodplain Manager – IL-14-00661
- Lake County Stormwater Mgmt. Comm, Certified Wetland Specialist #C-083
- Kane County Stormwater Mgmt. Qualified Wetland Review Specialist W-049
- McHenry County Certified Wetland Specialist
- Rosgen Level I: Applied Fluvial Geomorphology

Professional Experience:

- Engineering Resource Associates Ecological Services Director/ Environmental Specialist (2004-Present)
- DuPage County Stormwater Management Division Senior Environmental Technician (2001-2004)

Years of Experience:

- 16 years, 13 with ERA



Erin Pande, PWS, CFM

Environmental Team Lead

Project Experience Continued:

Broadview Slough Path and Pier, Lombard, IL – Ecological Services Director worked on the construction of a 5-foot-wide pedestrian path, a floating wildlife observation pier and picnic shelter in Broadview Slough. The new path will consist of highly permeable, 100% post-consumer recycled glass. Performed the necessary permitting and wetland work.

West Branch River Restoration and Hydraulics Improvements, Warrenville, IL – Ecological Services Director for a 5,750-foot river restoration project between Ferry Road and Warrenville Grove Dam. The project included an assessment of the streambank, delineation of numerous wetlands, avoidance and minimization and subsequent mitigation and permitting. An inundation / duration analysis was performed for the mitigation areas using FEQ. River restoration included riffles, 7,000 linear feet of streambank stabilization and removal of non-native invasive species. ERA assisted in securing \$1.4 million in EPA 319h funds. Required permits included USACE, DuPage County, City of Warrenville, IDNR-OWR, IEPA, Kane - DuPage SWCD and IHPA.

Old Town Roundabout (Warrenville-Batavia-River Intersection), Warrenville, IL - Ecological Services Director for Phase I engineering and environmental services for a new roundabout at the intersection of Warrenville, Batavia and River roads. The project is being closely coordinated with DuPage County's Warrenville Road bridge crossing improvements over the West Branch of the DuPage River. The project is being funded through the STP and ITEP (pending) so all work must conform to IDOT requirements.

Stonebridge Trail Bridge, Wheaton, IL – Project Manager completed wetland delineation, design engineering, permitting and construction assistance for the repairs to a bridge and adjacent streambanks. The project involves the banks of Springbrook immediately adjacent to the Stonebridge Trail Bridge where erosion is existing due to the recent large storm events. Erin obtained permit approval through the DuPage County Stormwater Management, City of Wheaton Stormwater Management Permit, USACE Regional Permit #10 Bank Stabilization, Kane/DuPage SWCD sediment erosion control permit and IDNR/OWR Delegation Letter to DuPage County.

Harvester Park Improvements, Burr Ridge, IL – Ecological Services Director for the development and improvement of Harvester Park. Developments included a new community playground, athletic courts, and an educational resource center in 40 acres of wetlands. The center features trails, interactive signage and storytelling, a fishing pier, a floating observation dock, and a shelter for educational programs.

Warrenville Permit Reviews - Reviewed Special Management Area stormwater permit submittals for conformance with the wetland, wetland buffer, and riparian area requirements of the DuPage County Stormwater and Flood Plain Ordinance.

Special Training:

- Applied Fluvial Geomorphology, 2012
- Illinois Soil Classifiers Association - Hydric Soils, 10/2011
- Illinois Soil Classifiers Association Midwest Interim Regional Supplement for Wetland Delineation, 02/2009
- Wetland Training Institute
- Planning, Site Selection and Hydrology Models for Constructed Wetlands, 10/2007
- Biotic Consultants, Inc. Wetland Plant Identification 2000-2010
- Cold Climate Stormwater BMPs 11/2006
- Illinois Hydric Soils, 08/2002
- Institute for Wetland & Env. Education & Research Corps Wetland Delineation Manual, 09/2001

Professional Affiliations:

- Illinois Association of Floodplain and Stormwater Management
- APWA Lake Branch Education Committee Chair
- DuPage River Salt Creek Workgroup
- Conservation Foundation
- Illinois Association of Environmental Professionals
- Society of Wetland Scientists



Timothy Martinek, PLS

Lead Surveyor

Project Role:

Tim Martinek, PLS will be the **Lead Surveyor** for the Great Western Trail Extension Project. Tim has 17 years of experience and has managed both field and office personnel to complete numerous route and topographic surveys for various clients including park districts, municipalities, county, IDOT and Illinois Tollway agencies. He has completed field to finish survey projects utilizing the latest survey technology. Tim directs and coordinates all land surveying assignments. He personally oversees all necessary legal research, reviews, signs and seals all necessary plats; and ensures completeness and quality in the delivery of finished survey land products.

Project Experience:

West Branch Regional Trail Connection to Mack Road Bike Path, Warrenville, IL – Surveyor Lead for Phase I, II and III engineering services for the .36-mile section of a 10-foot-wide bike trail/ multi-use path connection along Mack Road located just west of Illinois Route 59 to the DuPage County Regional Bike Trail network via the West Branch Regional Trail. Improvements for Illinois Route 59 include crosswalk alignments, and traffic signal modifications. The project elements included environmental sensitivity to the forest preserve area, and grade limitations, a dog park, and boat launch. The crossing at the West Branch River includes an existing bridge extension. The project is located within the Forest Preserve District of DuPage County and the Winfield Township District. Surface Transportation Program (STP) Federal funding, Forest Preserve of DuPage County and City of Warrenville shared the cost for this project.

Warrenville TIF #4, 2016, Warrenville, IL – Land Surveyor in charge of the preparation of a legal description for the proposed TIF 4 Tax Increment Financing District for the City of Warrenville. The City determined the areas to be included in the TIF area on a provided study area map that indicated the new boundary lines. Research of the existing boundary legal descriptions was required to prepare an overall legal description that included the designated parcels.

1435 Brickville Survey, Sycamore Park District, IL – Professional Land Surveyor in Charge of providing a boundary and topographic survey for a 39 acre parcel and Brickville Road. The survey consisted of 3 parcels. The survey will be used to evaluate alternate alignment options for a bike trail connecting to the future Great Western Trail.

Panfish Park – Plat of Subdivision, 2016, Glen Ellyn, IL – Client: Village of Glen Ellyn, Land Surveyor in charge of boundary surveying to determine property lines associated with the creation of a 3 lot subdivision for an existing park and fire station, as well as a future police station. Also in charge of the preparation and completion of a final plat of subdivision for the project.



Education/Certifications:

- Southern Illinois University Illinois IPLSA Sponsored Land Surveying Program, 2001-2003
- Iowa State University, Bachelor of Science Degree, Major: Education - 1999
- PLS - IL - 035-003782

Areas of Expertise:

- Manage field crews and directly oversee their work product
- Performed all necessary legal and boundary research in relation to survey projects
- Coordinate scheduling of crews for design and construction projects
- Strong knowledge in the preparation of survey products from field to finish of large development projects

Years of Experience:

- 17 years, 2 with ERA

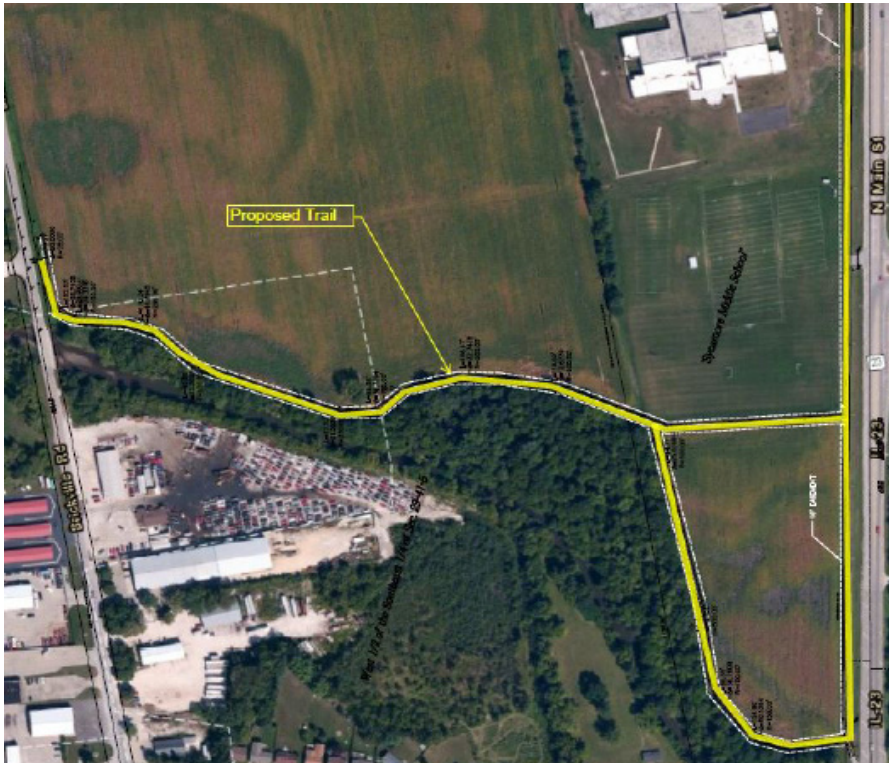
ERA Project Experience Summary

Engineering Resource Associates, Inc. (ERA) has a great working relationship with the Sycamore Park District. We have worked on various similar projects for the District and are more than qualified to perform the proposed scope of services. Below is a summary of recent projects that have been completed by ERA that demonstrate our experience and capabilities relevant to the anticipated scope of work. A project description and client contact for each project may be found on the following pages:

- Sycamore Trail Improvements - Phase I, Sycamore Park District, IL
- West Branch Regional Trail Connection to Mack Road Bike Path, City of Warrenville, IL
- Illinois Prairie Path Geneva Spur and Great Western Trail, City of West Chicago, IL
- West Branch Regional Trail, DuPage County Forest Preserve, IL
- DuPage River Trail Segment 1-2, Plainfield Park District, IL
- Sycamore Trail Improvements - Phase I, Sycamore Park District, IL
- Aurora Branch Prairie Path Structure Replacement and Prairie Path & Great Western Trail Projects, DuPage County DOT, IL
- Old Town Roundabout, City of Warrenville, IL
- Butterfield Road (IL Route 56) Streetscape Enhancement & Lighting Project 2016, City of Warrenville, IL
- Warrenville Road Bridge, DuPage County DOT, IL

Sycamore Trail Improvements - Phase I

Sycamore Park District, IL



Project Highlights:

- 5,000 linear feet of trail
- 10' wide asphalt trail
- Installed adjacent to Sycamore Middle School
- Trail improvements within state route ROW
- Part of Great Western Trail Extension plan connecting trails throughout Sycamore
- Assisted the District in successfully applying for ITEP funding

Project Reference:

Daniel Gible
Executive Director
940 East State Street
Sycamore, IL 60178
Phone: (815) 895-3365
DanielG@sycamoreparkdistrict.com

Construction Cost: \$650,000

Completion Date: 2017

Project Summary

ERA provided Phase I Engineering for 5,000 linear feet of improvements to existing trails and new trail design. 2,500 linear feet of trail will be widened along Illinois Route 23 (Main Street) between the South Branch of the Kishwaukee River to Maplewood Road. Another 2,500 linear feet of new trail will connect an existing trail west of Brickville Road to the Main Street trail. The trail is part of an overall trail plan for the park district, the city of Sycamore, and DeKalb County. The new section of trail provides a safe route for Sycamore Middle School students to walk to school. Portions of the trail are within floodway, IDOT ROW, and farmed wetlands. Design approval was received for Phase I engineering. ERA assisted the District in successfully applying for ITEP funding which was awarded October 2016.

ERA Project Team

John Mayer, PE, CFM | Principal / Project Manager
Jon Green, PE, CFM | President / Project Director
Jeff Macke, PE, CFM | Project Engineer
Andrew Kustus, PE, CFM | Project Engineer
Erin Pande, PWS, CFM | Wetland Specialist



West Branch Regional Trail Connection to Mack Road Bike Path

City of Warrenville, IL



Project Summary

ERA provided Phase I engineering services for the 2,290 ft section of a 10-foot-wide bike trail/ multi-use path connection along Mack Road extending from IL Route 59 east to connect to the DuPage County Regional Trail in the Blackwell McKee Marsh. Improvements for Illinois Route 59 include crosswalk alignments and traffic signal modifications. The planning process involved an in depth review of three viable design alternatives. The preferred option minimized impacts to existing Forest Preserve sensitive areas and reduced pedestrian crossing conflicts. The crossing at the West Branch River includes an existing bridge widening modification. The project is located within the Forest Preserve District of DuPage County and the Winfield Township District. Surface Transportation Program (STP) Federal funding anticipated, Forest Preserve of DuPage County and City of Warrenville will share the cost for this project.

ERA Project Team

John Mayer, PE, CFM | Principal/Project Manager
 Jon Green, PE, CFM | President/Project Director
 Marty Michalisko PE, CFM | Principal/Lead Water Resource Engineer
 Jake Wolf, PE | Principal/Lead Structural Engineer
 Melissa Lange, PE, SE | Structural Engineer
 Brian Dusak, PE | Lead Design Engineer
 Erin Pande, PWS, CFM | Ecological Services Director
 Andrew Kustusich, PE, CFM | Environmental Engineer

Project Highlights:

- Phase I engineering
- Improved crosswalk alignments and traffic signal modifications
- Existing bridge extension
- Designed Bike Trail connection to the DuPage County Regional Bike Trail network

Project Reference:

Kristine Hocking, PE, CFM
 Senior Civil Engineer
 City of Warrenville
 3s258 Manning Avenue
 Warrenville, IL 60555
 Phone: (630) 836-3066
 Email: khocking@warrenville.il.us

Construction Cost:

\$563,648

Completed:

2017



Illinois Prairie Path Geneva Spur and Great Western Trail

City of West Chicago, IL



Project Summary

ERA was hired by the City of West Chicago to provide land surveying, planning, final design engineering, construction documents, permitting assistance and full-time construction observation services for the construction of an STP funded 1.25 mile shared use asphalt trail connecting the Illinois Prairie Path's Geneva Spur to the Great Western Trail. The project included trail sections within R.O.W. and private property, watermain and stormwater utility improvements, roadway ditch improvements, ADA accessible improvements and roadway crossings with signage.

ERA Project Team

Brian Dusak, PE | Project Manager
John Mayer, PE, CFM | Principal / Project Director
Rodney Beadle, PE, CFM | QA/QC
Erin Pande, PWS, CFM | Environmental Specialist
Brad Strohl, PLS | Land Surveyor
Andrew Johnson | Resident Engineer
Charles Harrison | Construction Engineer

Construction Cost: \$750,000 (estimated) / \$567,000 (actual)

Completion Date: December 2013

Project Highlights:

- Federal funds provided through the STP Program
- Close coordination with IDOT, FHWA, private utilities and West Chicago Park District
- Project required:
 - Categorical Exclusion Group I with PDR
 - Section 4(f) De Minimis Impacts
 - Design variance for slope conditions
- ERA providing Phase I, II, and III engineering services
- Land acquisition documentation preparation for three parcels - IDOT format

Project Reference:

Rob Flatter, PE
Public Works Director
City of West Chicago
475 Main Street
West Chicago, IL 60185
(630) 293-2255 x502
rflatter@westchicago.org

IDOT BLRS Reference:

Marilyn Solomon
Phone: (847) 705-4407



West Branch DuPage Regional Trail

Forest Preserve District of DuPage County, IL



Project Highlights:

- 3.3 total miles of trail
- 10 ft trail with aggregate and asphalt paved sections
- 3 sections of boardwalk totaling 600 ft
- 150 ft span prefabricated bridge structure 14 ft wide
- On-street, within R.O.W. and Off-street path sections
- IDOT BLRS design contract
- ERA assisted with the preparation of ITEP, CMAQ, DECO grant applications. The District received \$2.2 Million from CMAQ, ITEP and \$100,000 from DECO.
- Phase I (local) and Phase II (FHWA) engineering services were provided
- Close coordination with IDOT, FHWA, Winfield Township, School District, Village of Winfield, DuPage County, USACE, IDNR and IEPA were required

Project Summary

ERA worked with the Forest Preserve District of DuPage County (lead agency) and the Village of Winfield to provide Phase I, II and III engineering services for the design and construction of a 17,500 ft bicycle trail. The trail connects to the Geneva Spur of the Illinois Prairie Path in the Winfield Mounds Forest Preserve. It traverses through downtown Winfield and the West DuPage Woods Forest Preserve. ERA's services include data collection, wetland delineation, topographic survey, Preliminary Environmental Site Assessment (PESA), drainage studies, hydraulic bridge report, public involvement, preparation of a Project Development Report for CE Group I, permitting, final engineering documents, and construction engineering services. ERA assisted the Forest Preserve in successfully securing CMAQ and ITEP funding for this project. Phase II engineering went through the IDOT letting process, and Phase III is following IDOT documentation requirements.

ERA Project Team

John Mayer, PE CFM | Principal/Project Manager (Phase I and II)
 Rodney Beadle, PE, CFM | Project Director
 Marty Michalisko, PE CFM | Principal/Lead Water Resource Engineer
 Brian Dusak, PE | Project Manager (Phase III)
 Erin Pande, PWS, CFM | Ecological Services Director
 Andrew Kustusich, PE, CFM | Environmental Engineer

Project Reference:

Kevin Horsfall
 Planning Director Resource
 Management & Development
 3S580 Naperville Road
 Wheaton, IL 60189
 Phone: (630) 933-7242
 Email: khorsfall@dupageforest.com

IDOT BLRS Reference:

Marilyn Solomon
 Phone: (847) 705-4407

Construction Cost: \$2.6 Million

Completed: Construction 2016-17



DuPage River Trail Segment 1-2

Plainfield Park District, IL



Project Summary

ERA provided surveying, land acquisition, Phase I and Phase II design engineering, permitting, and construction observation services for the 4,400 ft segment of the regional DuPage River Trail, located northeast of downtown Plainfield. Located within regulatory floodplain/floodway areas, the project includes a 10 ft asphalt trail with a 150 ft bridge over the DuPage River, two box culvert stream crossings and wetland impacts. Wetland mitigation was required creating 1.1 new acres of wetlands, along with compensation for floodway and floodplain fill. ITEP, HPP, ISTEPA and ARRA funding was used in the project requiring implementation of federal procedures.

ERA Project Team

John Mayer, PE, CFM | Principal / Project Manager
 Jon Green, PE, CFM | President/Project Director
 Brian Dusak, PE | Senior Project Engineer
 Marty Michalisko, PE, CFM | Principal/Water Resource Engineer Lead
 Jenny Loewenstein, PE, CFM, CPESC | Sr. Water Resource Engineer
 Jacob Wolf, PE | Principal / Project Engineer
 John Frauenhoffer, PE, SE | Senior Structural Engineer
 Erin Pande, PWS, CFM | Ecological Services Director
 Andrew Johnson | Resident Inspector



Project Highlights:

- 14 ft wide, 150 ft long prefabricated bridge crossing the DuPage River
- Two multi-section box culverts over the East and West Norman Drain
- Permits secured by USACE, IDNR/OWR, IDOT, IEPA and the Village of Plainfield
- Compensatory storage for floodway and floodplain fill
- 1 acre of wetland mitigation created on-site
- ARRA-ITEP, SAFETEA-LU and HPP funding
- Two decorative lookouts/rest area

Project Reference:

Carlo Capalbo, Executive Director
 23729 W. Ottawa Street
 Plainfield, IL 60544
 Phone: (815) 436-8812 ext. 15
 capalbo@plainfieldparkdistrict.com

IDOT BLRS Contact:

Melchor Mangoba (847) 705-4408

Construction Cost:

Estimated \$2.5 Mill./Actual \$1.9 Mill.

Consulting Fee:

\$197,000

Completed:

Estimated Apr 2011/Actual Jan 2012



Aurora Branch Prairie Path Structure Replacement and Prairie Path & Great Western Trail Projects

DuPage County Division of Transportation, IL



Project Summary

ERA provided Phase I, II, and III engineering services for the DuPage County Division of Transportation. These projects included the removal and replacement of 13 stormwater structures located along the Illinois Prairie Path and the Great Western Trail. The structures were replaced to upgrade decaying culverts, weirs and bridges. The project was constructed along 11 miles of trails. The construction of critical required special consideration due to proximity of wetlands, existence of blanding turtles, fish population in lakes, mature trees, tight corridors, etc. located within the project area. Careful considerations were taken to minimize the impacts to these sensitive areas. With the coordination/cooperation of local conservation groups minimal impact occurred.

ERA Project Team

John Mayer, PE, CFM | Principal / Project Manager
Jon Green, PE, CFM | President / Project Director
Brian Dusak, PE | Project Engineer
John Frauenhoffer, PE, SE | Senior Structural Engineer
Marty Michalisko, PE, CFM | Principal / Sr. Water Resource Engineer

Project Highlights:

- ERA provided design engineering, surveying, wetland delineation, PS&E preparation, and permit acquisition services
- Required permits included: DuPage County Stormwater and Floodplain permits, IDNR Floodplain Crossing permits, USACE Wetland permits, Kane DuPage Soil and Water District permits, and IEPA permits

Project Reference:

Paul Krueger
Chief Highway Engineer
Division of Transportation
421 N. County Farm Road
Wheaton, IL 60187
Phone: (630) 407-6910
Email: pkrueger@dupageco.org

Construction Cost:

\$2 Million

Consulting Fee:

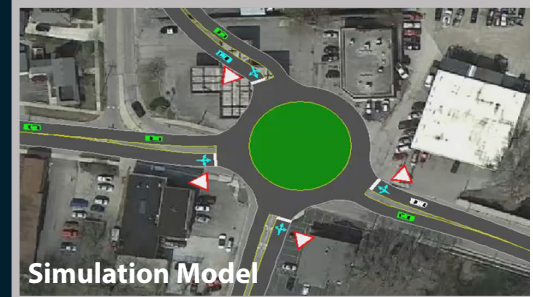
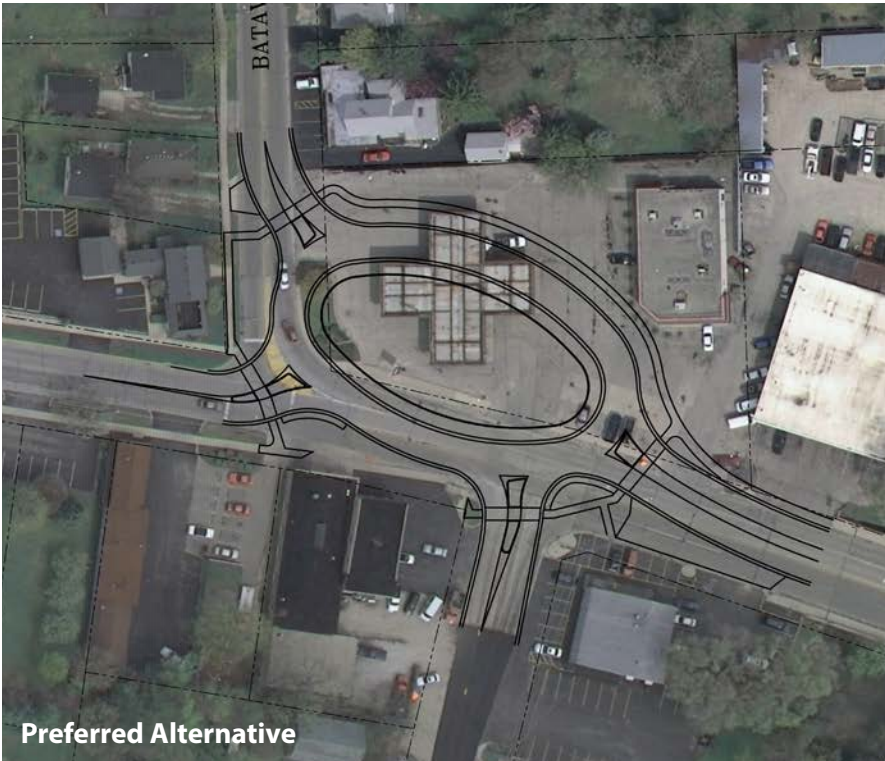
\$235,000

Completed:

2008

Old Town Roundabout

City of Warrenville, IL



Project Summary

ERA provided Phase I engineering services for the intersection improvements at Batavia Road and River Road intersecting Warrenville Road coordinated through IDOT and FHWA due to anticipated federal funding. This project is being coordinated with DuPage County's improvements on Warrenville Road at the bridge crossing over the West Branch of the DuPage River. ERA is proposing a roundabout intersection configuration for Warrenville Road/Batavia Road and River Road. Phase I engineering included surveying, the preparation of a Preliminary Environmental Site Assessment (PESA) and Project Development Report (PDR) a Categorical Exclusion Group II project. STP funds are approved for the project. ERA assisted the City of Warrenville with the successful STP application which received the highest rating of all the selected projects. The fully developed Old Town Roundabout Project will also include street lighting and decorative streetscape elements. The project is pending final design approval.

ERA Project Team

Brian J. Dusak, PE, CFM | Project Manager
John F. Mayer, PE, CFM | Project Director
Rodney A. Beadle, PE, CFM | Project Director / QA/QC
Erin R. Pande, PWS, CFM | Ecological Service Director
Andrew R. Kustus, PE, CFM | Environmental Engineer

Project Highlights:

- The fully developed Old Town Roundabout Project includes decorative street lighting and streetscape elements
- Enhanced bike and pedestrian circulation
- Engineering services performed in accordance with FHWA and IDOT procedures and contract documents
- ERA is coordinating the project with the Warrenville Fire Protection District and DuPage County Division of Transportation
- STP funding secured, CMAQ & DCEO funding anticipated for this project

Project Reference:

Philip M. Kuchler, PE, CFM
Senior Civil Engineer
City of Warrenville
3S258 Manning
Warrenville, IL 60555
Phone: (630) 836-3033
Email: pkuchler@warrenville.il.us

IDOT BLRS Reference:

Marilyn Solomon
Phone: (847) 705-4407

Construction Cost:

\$3-4 Million (estimated)

Completion Date:

2013



Butterfield Road (IL Route 56) Streetscape Enhancement and Lighting Project 2016

City of Warrenville, IL



Project Highlights:

- Project includes LED roadway lighting, LED decorative post top lighting, and streetscape elements
- Improvements within IDOT and DuPage County Right-of-Way
- Engineering services performed in accordance with FHWA and IDOT procedures and contract documents
- ERA completed Phase I and II engineering

Project Summary

ERA provided Phase I and Phase II engineering services for the street beautification project along IL Route 56 Butterfield Road from Batavia Road, 3800ft. ERA worked together with Hitchcock Design Group. Project elements include gateway signage features, median landscape planters, way finding, IDOT approved LED roadway lighting and LED decorative post top lighting and bike trail enhancements. Improvements are located within IDOT and DuPage County Right-of-Way. Transitional LED roadway lighting required along Batavia Road. Total roadway lighting was 900 ft and decorative LED pathway lighting is 5,300 ft. Illinois Transportation Enhancements ITEP funds were used. Project includes state letting, FHWA IDOT coordination, IDOT and DuPage County permitting requirements.

ERA Project Team

John Mayer, PE, CFM | Project Manager
Jon Green, PE, CFM | Project Director
Brian Dusak, PE | Senior Project Engineer
Eric Wilde | Design Engineer
Kristina Kolodziejczyk | Design Engineer
Charles Harrison | Resident Inspector

Project Reference:

Philip M. Kuchler, PE, CFM
Senior Civil Engineer
City of Warrenville
3S258 Manning
Warrenville, IL 60555
Phone: (630) 836-3033
Email: pkuchler@warrenville.il.us

IDOT BLRS Reference:

Marilyn Solomon
Phone: (847) 705-4407

Construction Cost:

\$1.3 Million (estimated)

Completion Date:

2016



Warrenville Road Bridge

DuPage County Division of Transportation, IL



Project Summary

ERA served on the design team for the Warrenville Road Bridge Replacement over the West Branch of the DuPage River for Phase I (preliminary design) and Phase II (Final Design) team. Our work included the following:

Phase I Design:

- FEQ Analysis for preliminary design
- HEC-Ras analysis for preliminary design
- Environmental survey request (ESR)
- Preliminary environmental assessment (PESA)
- Preliminary design assistance as related to additional West Branch improvements and Warrenville Road roundabout projects
- Coordination with bridge consultant, DuDOT, DuPage Stormwater, City of Warrenville, and permitting agencies

Phase II Design:

- FEQ analysis for final design
- HEC-RAS analysis for final design
- Stormwater permitting through DuPage County including floodplain compensatory storage, floodplain/floodway modeling, wetland/riparian impacts, mitigation, etc.
- Permitting assistance including Army Corps individual permit, 401 water quality certification, Itpa signoff, threatened and endangered species signoff, IDNR/OWR
- Lead coordination of bridge work with Phase II and III West Branch improvements

ERA Project Team:

Marty Michalisko, PE, CFM
Principal / Project Manager

John Mayer, PE, CFM
Project Director

Jennifer Loewenstein, PE, CFM, CPSEC
Senior Project Engineer

Jake Wolf, PE
Principal / Project Engineer

Erin Pande, PWS, CFM
Ecological Services Director

Andrew Kustusich, PE, CFM
Project Engineer

Brad Strohl, PLS
Lead Professional Surveyor

Project Reference:

Christopher Snyder
Chief Highway Engineer
DuPage County
Division of Transportation
421 N. County Farm Road
Wheaton, IL 60187
Phone: (630) 407-6910
christopher.snyder@dupageco.org

Construction Cost: \$4 Million

Consultant Fee: \$50,000

Completed: 2016

Project Understanding

The Sycamore Park District and the DeKalb County Forest Preserve District desire to connect the existing western limit of the Great Western Trail, located at the northeast corner of the Sycamore Forest Preserve, to the existing Old Mill Park trail system, located northeast of the Route 23 bridge over the South Branch of the East Branch Kishwaukee River (hereafter referred to as the Kishwaukee River). The desired location for this multi-use trail extension is along the former railroad bed for the Sycamore Forest Preserve segment, in easements on private property east of Pleasant Street and north of North Avenue, on the Page Street Right of Way, and in an easement on IDOT property. The general alignment of this trail extension was identified and prepared by the Sycamore Park District in 2016.

This project consists of a 1.24-mile section of a 10-foot-wide multi-use path. The proposed improvements include a trail along the north side of the Sycamore Forest Preserve, two prefabricated pedestrian crossings over the Kishwaukee River, a trail through easements on eight private properties, two culvert crossings over drainageways, a trail through IDOT property and in the North Avenue ROW, boardwalk structures with railings at bridge approaches, and two at-grade street crossings.

The project limits include areas occupied by the DeKalb County Forest Preserve District, several private properties, and the Illinois Department of Transportation. An intergovernmental agreement will be established with the Forest Preserve District that agrees to the general alignment of the trail, commits to shared project funding levels, and defines the maintenance obligations once the trail and trail appurtenances are complete. Since the Forest Preserve District is part of the project, it is not anticipated that the project will require a full Section 4f evaluation or de minimis submittal. This direction will be verified at the first FHWA coordination meeting. Apart from the federal funding participation levels, the Park District will pay for the local share of costs associated with the eastern bridge structure and all other trail improvements west of the eastern bridge. The Forest Preserve has preliminarily agreed to the local share for costs associated with improvements east of the eastern bridge.

In Winter 2016 and Spring/Summer 2017, the District hired ERA to create a preliminary alignment and cost estimate for this project. The study identified a range of \$2.24M to \$2.54M for the potential construction cost, depending on the various requirements by IDOT for certain design features. This study also involved identifying any easements or property acquisition necessary for the District to obtain to be able to complete this trail segment. Currently, the District is negotiating with the various property owners along the project. Any right-of-way or easement acquisition associated with a federally funded project is not included in the scope of this work.

The Park District now desires to engage a qualified professional engineering firm to assist in the preparation of the phase I engineering services in order to obtain design approval through the IDOT District 3 process. Phase II engineering services will be contracted upon successful completion of Phase I engineering and are not included in the Request for Proposal.

Project Key Elements and Innovative Approach

Through the preparation of the preliminary trail alignment, visiting the project site, and the request for proposal, several aspects were identified as important to the project. As we prepared these preliminary documents, some of the obstacles and challenges with installing a bike trail along this corridor became evident. In this section, we'd like to describe our perspective and insight on the project, and discuss how we would reach the best solution in moving forward into Phase I engineering and ultimately the successful installation of this important connector

trail. The following is a summary of primary project elements and our ideas on how we would best approach the project in order to ensure the timely and successful completion.

Project Elements

Connection to the Sycamore Forest Preserve

1. The DeKalb County Forest Preserve District recently acquired the RV Park property at the current limits of the Great Western Trail. The Forest Preserve District has begun the conversion of the park into the Sycamore Forest Preserve, and has extended a portion of the Great Western Trail into the park and has cleared the brush and small vegetation along the abandoned railroad bed at the north end of the property. The Forest Preserve District has agreed to pave the trail from the current limits of the Great Western Trail all the way to the first crossing of the Kishwaukee River.

Crossing the Kishwaukee River

1. East Bridge - The area of the eastern crossing of the Kishwaukee River contains several former railroad bridge abutments and the former railroad bed. ERA has identified that the most economical way to use these features is to utilize as much of the rail bed as possible and span the abutments entirely.
2. West Bridge - The western crossing of the Kishwaukee River will require ramped approaches on either side of the bridge in order to meet IDOT's flood elevation protection standards. ERA has identified that boardwalks would be the most economical method of ramping up to the bridge. As the bridge will be immediately upstream of the Route 23 bridge, IDOT may also require a higher flood protection elevation. ERA will work closely with IDOT to establish the protection elevation required early in the process.



At-Grade Street Crossings

1. Pleasant Street – This crossing is located near the intersection of Pleasant Street and E Page Street. There are currently fences on either side of the crossing, as well as a large culvert underneath Pleasant Street. For at-grade road crossings, perpendicular crosswalks are the safest way to improve site lines and limit the crossing distance. Therefore, there will likely need to be fence relocations on either side of the street and modifications to the culvert. Both E Page Street and Pleasant Street will need to be signed according to the current Manual on Uniform Traffic Control Devices (MUTCD) handbook.
2. North Avenue – This crossing will bring trail users from the FS Grain property to the commercial properties along Route 23. This crossing will likely need to be routed diagonally due to the easements that will be available to the District through these properties. Additional warning signage may need to be used in order to increase the safety at this crossing.



Trail within Easements on Private Property

1. The connections on the east end and west end of the trail are isolated by several private properties. Easements for these properties were proposed as part of the preliminary alignment study, and the District is currently in the process of finalizing the easement agreements. ERA will design all elements of the trail to fit within the easement limits and scope, and will participate in any discussions with the owners as the project develops.

Special Management Areas

1. Wetlands – Several areas of the trail are adjacent to the Kishwaukee River or a tributary to the Kishwaukee River. Therefore, there will be regulatory Waters of the US and a potential for regulatory wetland areas. The trail design will need to minimize impacts to either of these regulatory features. These sections of the trail will also need to be permitted through the United States Army Corps of Engineers.
2. Floodplain/Floodway – A majority of the trail will be located in the regulatory floodplain of the Kishwaukee River. A portion of the trail will also be in the regulatory floodway. Therefore, the trail design will also need to minimize fill within the floodplain and floodway, and properly compensate for lost floodplain storage volume so that flood elevations are not increased for area adjacent to the project.

Solution Based Approach

1. *Alternative Design Evaluation* – Early in the project, various alternative design options and assumptions from the preliminary alignment study will be reviewed in order to ensure the best design is being considered. Finally, the item that carries the greatest cost is the type of crossing over the Kishwaukee River for the two pedestrian bridges. The design for these bridges will be reviewed and updated as necessary to ensure the most economical and beneficial option is proposed. Finally, the information will be presented to the Sycamore Park District staff and the DeKalb County Forest Preserve District to reach concurrence for the project.
2. *Stakeholder/Agency Coordination and Public Involvement* – Throughout the Phase I process, consensus and project buy-in is essential between stakeholders and various governmental agencies. The project team will work closely with the Sycamore Park District, Federal Highway Administration (FHWA), Illinois Department of Transportation (IDOT), DeKalb County Forest Preserve District, public and private utilities, private owners along the project corridor, and other interest groups. A public meeting will be held to educate and encourage public input, address questions and concerns, and respond to issues. Our design team routinely provides a high level of coordination and communication on projects. ERA has experienced effective communication through various avenues such as social media and website hosting and these would be available to the District if so desired.
3. *Project Cost Monitoring* – The total project costs established for federally funded projects limit the federal participation and are based upon cost opinions prepared throughout the design process. One of the first tasks upon selection for the Phase I engineering services would include a review of the preliminary cost opinion. We will review and consider different design elements in order to stay within the prescribed funding levels. Periodic project reviews will occur throughout the design process to monitor costs.
4. *Review for Potential Funding Sources* – Projects with regional, recreational, safety, or transportation benefits may qualify for supplemental funding sources. ERA will review the elements of the project to see

if potential funding sources exist.

Work Plan

Based on our understanding of the project we have provided a preliminary work plan that we anticipate to complete the project. Our work will conform to IDOT BDE and BLRS documents, IDOT Region 2 (District 2) Bureau of Traffic design standards, MUTCD/ILMUTCD, Public Rights-of-Way Accessibility Guidelines (PROWAG), Illinois State Water Survey regulations, US Army Corps of Engineers regulations, and Sycamore Park District requirements. The scope items below are a basis for discussion and will be finalized with the District upon selection.

1. Meetings/Coordination– This task includes the following anticipated meetings:
 - a. Project kick-off meeting with IDOT (1 meeting)
 - b. FHWA coordination meeting (1 meeting)
 - c. Meetings with District staff to review progress and discuss relevant issues (3 meetings)
 - d. Participate in Public Informational Meeting/Open House with prepared exhibits to solicit input from residents/stakeholders
 - e. Correspondence with stakeholders, permitting agencies, utility companies, etc.
2. Data Gathering – This task includes obtaining the best available information related to the project through various outlets. Anticipated data includes:
 - a. Park District and County utility atlas and hydraulic map information
 - b. Public and private utility atlas information
 - c. Historic aerials
 - d. Archeological Survey data
3. Wetland Determination/Delineation Report – The wetland determination performed for the project will review the areas described as the project limits in addition to 100 feet beyond the project limits. If present, wetland areas will be staked by pin flag and/or marking tape labeled “wetland”. If wetlands are found to exist within or near the project area, a wetland delineation will be required. Under this circumstance, the wetland delineation task will include preparation of a delineation report containing:
 - a. Army Corps of Engineers (ACOE) data forms;
 - b. Documentation of verification of threatened and endangered species consultation with appropriate federal and state agencies
 - c. Documentation of verification of wetland boundary through consultation with a DeKalb County wetland specialist;
 - d. Aerial map exhibit of site showing approximate locations of data sampling points and wetland boundaries;
 - e. Floristic Quality Assessment;
 - f. Identification of off-site wetlands within 100’ of the property;
 - g. Farmed wetland determinations and reporting

4. Topographic, Route and Channel Survey – A topographic survey and base plans of existing conditions along the preferred route will be completed for the project area. The following work is included in this task:
 - a. Topographic survey of observable features providing horizontal and vertical location throughout the project limits;
 - b. Indicate the most current FEMA floodplain/floodway boundary for the South Branch of the East Branch Kishwaukee River;
 - c. Identification of wetland boundary markers, if applicable;
 - d. Route survey within the project limits. An extent of 50 feet wide survey corridor along the preliminary trail alignment is anticipated. (Survey does not include Plat work for parcels required by IDOT for Right-of-way Acquisition purposes)
 - e. Channel survey with topographical cross sections 1000 feet upstream and downstream of the bridge.
5. Environmental Survey Request (ESR) - ERA will prepare the ESR form and create required attachments for submittal and review by IDOT.
 - a. Biological Resources: ERA will support IDOT in the biological resources evaluation. It is assumed that IDOT will conduct the environmental field surveys for all biological resources except trees. ERA will document the results of the survey and calculate the potential impacts. ERA will survey tree locations and diameter (does not include species identification or condition analysis), and will identify and quantify trees potentially impacted by the project and any required mitigation measures.
 - b. Cultural Resources: ERA will support IDOT in the cultural resources evaluation. It is assumed that IDOT will conduct the environmental field surveys for all cultural resources. ERA will document the results of the survey and calculate the potential impacts. A Phase I Archaeological survey is not anticipated for this project.
 - c. Potential Special Waste: ERA will perform a Level 2 screening for Special Waste. Activities will include reviewing readily available site history information, conducting a field reconnaissance, and reviewing state/federal databases.
 - d. Wetland Impact Evaluation (WIE): If wetland conditions are identified, ERA will utilize the completed wetland delineation report within the project limits to prepare a Wetland Impact Evaluation Form for submittal to IDOT.
6. Preliminary Environmental Site Assessment (PESA) - ERA will conduct a PESA to identify the risk for regulated and natural hazards which may be present within the project corridor and on properties nearby the project limits. An opinion of the risk of existing environmental liabilities will be determined based on a visual inspection of the site, interviews, listed public records, and historical uses of the properties and surrounding area. The PESA will be in accordance with the procedures used by the Illinois State Geological Survey (ISGS) as outlined in "A Manual for Conducting Preliminary Environmental Site Assessments for Illinois Department of Transportation Infrastructure Projects", 2nd edition. ERA will not perform any soil or groundwater testing for contamination, nor conduct the tasks required in a Preliminary Site Investigation (PSI).
 - a. Site Reconnaissance - ERA will conduct site visits to each property within the project limits and document the existing conditions with digital photography and mark the location with GPS coordinates.

- b. Standard Environmental Record Resource Review - ERA will perform a search of the various Federal, State, and Local lists and databases.
 - c. Natural Features and Hazards Resources Review - ERA will review the natural features like flood plain, wetland, water quality, soil surveys, geological and hydrogeological information to evaluate a project area's likelihood for pollutant migration.
 - d. Final Report - ERA will prepare a report with the findings, conclusions and recommendations based on the research conducted. The report will include a risk finding of either no, low, moderate or high for the proposed route. The final report will be submitted to the District and IDOT for their review and use.
7. Preliminary Hydraulic Bridge Report – The installation of a new bridge over the South Branch of the East Branch Kishwaukee River will require an evaluation of the hydraulic impacts. The regulatory model for this reach of the Kishwaukee uses the HEC-2 hydraulic modeling. Therefore, it is anticipated that the regulatory model will need to be updated to their current HEC-RAS model as part of the hydraulic analysis.

ERA will perform the following tasks as part of the hydraulic bridge report.

- a. Regulatory Modeling
 - i. Convert the existing HEC-2 regulatory model to HEC-RAS.
 - ii. Prepare a modified existing condition HEC-RAS model that reflects the surveyed channel conditions upstream and downstream of the project.
 - iii. Prepare a proposed conditions model that reflects the proposed bridge structures. It is anticipated that the bridges will be at the locations shown on the preliminary alignment exhibits.
 - iv. Evaluate the proposed conditions for conformance with FEMA, IDNR/OWR, IDOT and DeKalb County requirements.
 - b. Scour Analysis
 - i. A scour analysis will be performed as required by IDOT using the HEC-18 method of analysis.
 - c. Report preparation
 - i. Draft report will be prepared utilizing IDOT Preliminary Bridge Design and Hydraulic Report form BLR 10210 and the Waterway Information Table Form BBS 2730.
 - ii. Final report will be prepared and submitted to IDOT along with a comment response letter indicating how the previous comments were addressed.
8. Preliminary Engineering – This task includes the preparation of preliminary engineering plans based upon the findings determined in the above tasks applied to the trail alignment along with other engineering elements requiring preliminary design. These items include:
- a. Preliminary trail alignment plan and profile
 - b. Typical cross section details
 - c. Typical traffic control details
 - d. Special trail feature details

A preliminary summary of quantities and engineer's opinion of probable construction cost will be prepared

for the project based upon the engineering plans.

9. Preliminary Structural Design – This task includes the preparation of preliminary structural engineering plans based upon the findings determined in the above tasks applied to the trail alignment along with other engineering elements requiring preliminary design. These items include:
 - a. Preliminary bridge, boardwalk, and box culvert structural design
 - b. General plan and elevation drawings
 - c. Special trail feature details

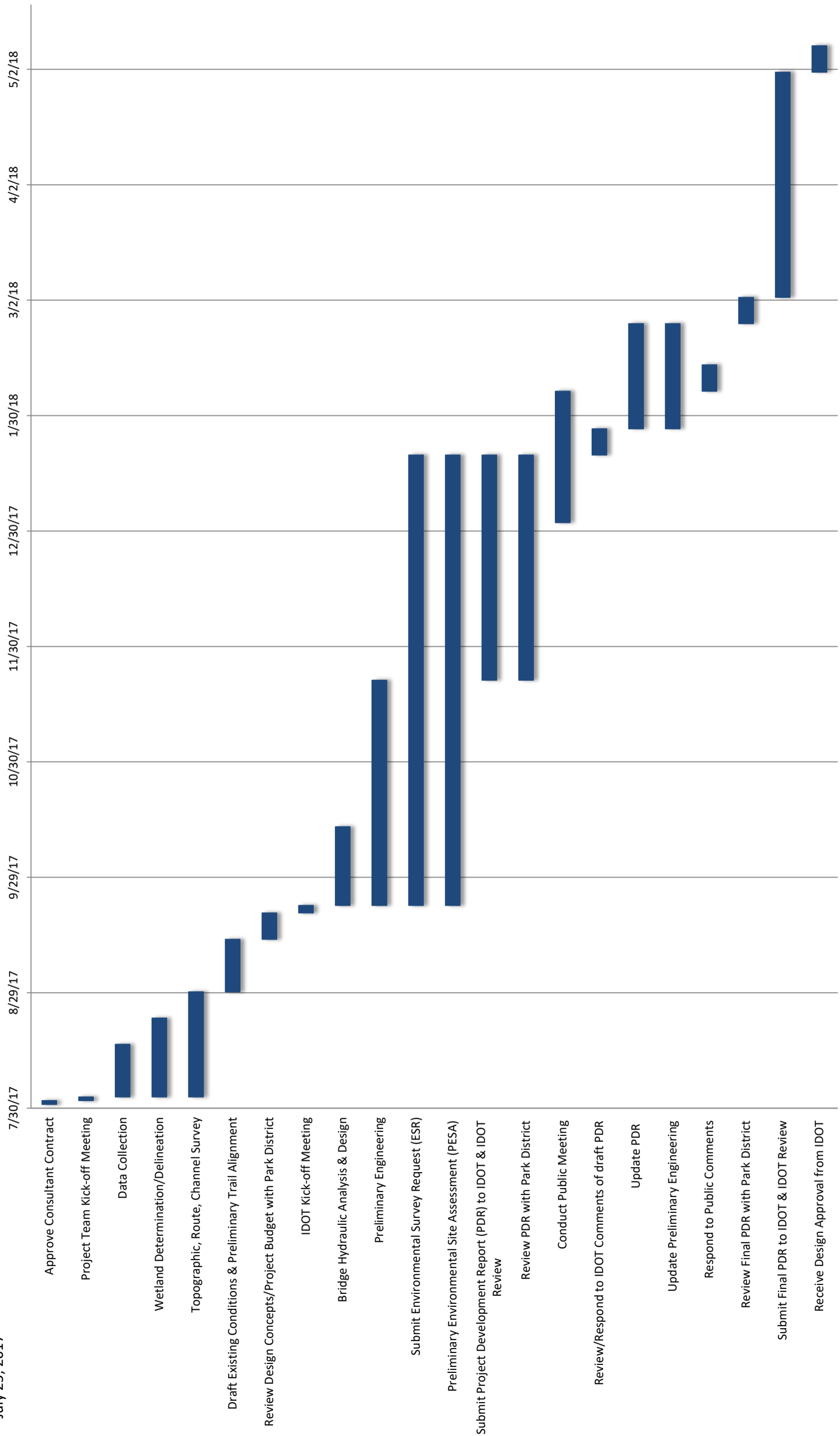
A preliminary summary of quantities and engineer's opinion of probable construction cost will be prepared for the project based upon the engineering plans.

10. Preliminary Development Report (PDR) - This task includes the preparation of a draft and final PDR in conformance with IDOT Bureau of Local Roads and Bridges and FHWA Policies and Procedures requirements. It is anticipated that the PDR will include and/or omit the following elements:
 - a. Categorical Exclusion with District 3 review (Central office review is not anticipated)
 - b. Section 4(f) submittal would not be required
 - c. Submit environmental and archeological sign-off
 - d. Submittal of ESR and PESA
 - e. Preliminary Bridge Design and Hydraulic Report
 - f. Preliminary Design Concepts and Assessment
 - g. Documentation of Public Engagement process
 - h. Project Correspondence and Communications
 - i. Documentation of agency commitments
 - j. Coordination/follow up Phase I Design Approval

Schedule

ERA has the qualified staff and resources available to fully staff the project for the duration in order to meet this deadline. The work described above will be performed according to the attached schedule. If the project schedule or scope of services changes, ERA has additional staff and resources available to accommodate the project schedule.

Great Western Trail Extension





Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

December 14, 2016

Subject: PRELIMINARY ENGINEERING
Consultant Unit
Prequalification File

John F. Mayer
ENGINEERING RESOURCE ASSOC., INC.
3S701 West Avenue
Suite 150
Warrenville, IL 60555

Dear John F. Mayer,

We have completed our review of your "Statement of Experience and Financial Condition" (SEFC) which you submitted for the fiscal year ending Dec 31, 2015. Your firm's total annual transportation fee capacity will be \$9,600,000.

Your firm's payroll burden and fringe expense rate and general and administrative expense rate totaling 145.70% are approved on a provisional basis. The rate used in agreement negotiations may be verified by our Office of Quality Compliance and Review in a pre-award audit.

Your firm is required to submit an amended SEFC through the Engineering Prequalification & Agreement System (EPAS) to this office to show any additions or deletions of your licensed professional staff or any other key personnel that would affect your firm's prequalification in a particular category. Changes must be submitted within 15 calendar days of the change and be submitted through the Engineering Prequalification and Agreement System (EPAS).

Your firm is prequalified until December 31, 2016. You will be given an additional six months from this date to submit the applicable portions of the "Statement of Experience and Financial Condition" (SEFC) to remain prequalified.

Sincerely,
Maureen M. Addis
Acting Bureau Chief
Bureau of Design & Environment

SEFC PREQUALIFICATIONS FOR ENGINEERING RESOURCE ASSOC., INC.

CATEGORY	STATUS
Special Studies - Traffic Signals	X
Highways - Roads and Streets	X
Special Services - Surveying	X
Special Studies - Feasibility	X
Location Design Studies - Rehabilitation	X
Location Design Studies - Reconstruction/Major Rehabilitation	X
Special Services - Construction Inspection	X
Structures - Highway: Simple	X
Structures - Highway: Typical	X
Hydraulic Reports - Waterways: Complex	X
Special Studies - Location Drainage	X
Hydraulic Reports - Pump Stations	X
Hydraulic Reports - Waterways: Typical	X

X	PREQUALIFIED
A	NOT PREQUALIFIED, REVIEW THE COMMENTS UNDER CATEGORY VIEW FOR DETAILS IN EPAS.
S	PREQUALIFIED, BUT WILL NOT ACCEPT STATEMENTS OF INTEREST

Cost Summary

Below is our summary of costs for the proposed scope of work for the Great Western Trail Extension – Phase I Engineering.

Requested Scope of Services

Meetings/Coordination	\$ 8,848.51
Data Gathering	\$ 1,854.51
Wetland Determination	\$ 6,315.52
Topographic, Route, Channel Survey	\$ 25,775.17
Environmental Survey Request	\$ 5,586.15
Pre. Environmental Site Assessment (PESA)	\$ 8,763.70
Hydraulic Bridge Report	\$ 18,652.55
Preliminary Engineering Design	\$ 26,652.96
Preliminary Structural Design	\$ 20,784.10
Prelim. Design Report (PDR)	<u>\$ 21,835.75</u>
Total	\$145,068.92

Direct Costs

Direct Costs Total	\$ 1,450.00
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Total Not to Exceed Cost	\$146,518.92
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PAYROLL RATES

FIRM NAME Engineering Resource As DATE 08/03/17
PRIME/SUPPLEMENT
PTB NO.

ESCALATION FACTOR 0.00%

Table with 3 columns: CLASSIFICATION, CURRENT RATE, CALCULATED RATE. Lists various engineering and staff positions with their respective current and calculated rates.

AVERAGE HOURLY PROJECT RATES

FIRM

PTB

PRIME/SUPPLEMENT

DATE 08/03/17

SHEET 1 OF 5

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJECT RATES			Meetings/Coordination			Data Gathering			Wetl. Determination/Del. Rep			Topo., Route, and Channel S			Env. Survey Request		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Professional Engineer VI	69.00	17	1.25%	0.86															
Professional Engineer V	69.00	62	4.55%	3.14	10	13.16%	9.08												
Professional Engineer IV	60.00	0																	
Professional Engineer III	50.00	48	3.52%	1.76	16	21.05%	10.53												
Professional Engineer II	45.00	32	2.35%	1.06															
Professional Engineer I	38.50	207	15.20%	5.85	20	26.32%	10.13	8	40.00%	15.40	20	33.33%	12.83	15	5.56%	2.14			
Structural Engineer VI	70.00	0																	
Structural Engineer III	56.00	96	7.05%	3.95															
Staff Engineer III	39.00	0																	
Staff Engineer II	33.00	28	2.06%	0.68															
Staff Engineer I	29.00	470	34.51%	10.01	30	39.47%	11.45	12	60.00%	17.40	28	46.67%	15.40						
Engineering Technician V	38.50	210	15.42%	5.94															
Engineering Technician IV	33.60	0																	
	26.25	0																	
Engineering Intern II	22.00	0																	
Engineering Intern I	14.00	0																	
Ecological Services Director	45.00	12	0.88%	0.40															
Environmental Specialist I	25.50	0																	
Professional Surveyor I	43.00	20	1.47%	0.63															
Surveyor III	29.00	160	11.75%	3.41															
Administrative Staff IV	37.50	0																	
Administrative Staff III	26.75	0																	
Administrative Staff II	25.50	0																	
		0																	
		0																	
		0																	
		0																	
		0																	
		0																	
		0																	
TOTALS		1362	100%	\$37.68	76	100%	\$41.18	20	100%	\$32.80	60	100%	\$37.23	270	100%	\$33.77	56	100%	\$35.29

AVERAGE HOURLY PROJECT RATES

FIRM
PTB
PRIME/SUPPLEMENT

DATE 08/03/17

SHEET 2 OF 5

PAYROLL CLASSIFICATION	AVG HOURLY RATES	Prel. Env. Site Assessment (P)			Hydr. Bridge Report			Prel. Engineering Design			Prel. Structural Design			Prel. Development Report (PD)					
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg			
Professional Engineer VI	69.00	4	5.13%	3.54	4	2.22%	1.53	4	1.57%	1.09	8	4.76%	3.29	4	2.00%	1.38			
Professional Engineer V	69.00	8	10.26%	7.08	12	6.67%	4.60	8	3.15%	2.17	8	4.76%	3.29	8	4.00%	2.76			
Professional Engineer IV	60.00																		
Professional Engineer III	50.00	8	10.26%	5.13				12	4.72%	2.36				12	6.00%	3.00			
Professional Engineer II	45.00				20	11.11%	5.00												
Professional Engineer I	38.50	20	25.64%	9.87	24	13.33%	5.13	40	15.75%	6.06				60	30.00%	11.55			
Structural Engineer VI	70.00																		
Structural Engineer III	56.00										80	47.62%	26.67	16	8.00%	4.48			
Staff Engineer III	39.00																		
Staff Engineer II	33.00																		
Staff Engineer I	29.00	38	48.72%	14.13	100	55.56%	16.11	90	35.43%	10.28	80	47.62%	13.81	80	40.00%	11.60			
Engineering Technician V	38.50				20	11.11%	4.28	100	39.37%	15.16				20	10.00%	3.85			
Engineering Technician IV	33.60																		
Engineering Intern II	26.25																		
Engineering Intern I	22.00																		
Ecological Services Director	14.00																		
Environmental Specialist I	45.00																		
Professional Surveyor I	25.50																		
Surveyor III	43.00																		
Administrative Staff IV	29.00																		
Administrative Staff III	37.50																		
Administrative Staff II	26.75																		
#REF!	25.50																		
TOTALS		78	100%	\$39.74	180	100%	\$36.66	254	100%	\$37.12	168	100%	\$43.76	200	100%	\$38.62	0	0%	\$0.00

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: August 22, 2017

STAFF RECOMMENDATION

AGENDA ITEM: PROFESSIONAL SERVICES: Recommended Approval

BACKGROUND INFORMATION: As we begin to think about how to connect Old Mill Park to the new Forest Preserve we will need professional services to coordinate the services of the Engineers with our overall planning process and the writing of our next grant to help pay for the work.

Attached, you will find a recommended work agreement with Terri Gible to manage that work, AND to babysit the documentation process for land acquisition and easements on the next segment of the IDOT trail grant work, as well. For the IDOT Work, she will need to manage some items over the current year, AND complete the Grant writing and submittal by the end of this year, followed by managing the documentation process throughout the next year.

This agreement focuses Terri Gible's work on those matters. The Board can see the proposal, attached, for details. We have money in the budget for ACTION 2020 for Professional Services for these type of projects that are SPD's responsibility.

FISCAL IMPACT: The total of compensation would be \$10,800 for what we hope will be approximately a \$2,000,000 Grant.

STAFF RECOMMENDATION: Recommend the formal approval of this Agreement for Professional Services.

PREPARED BY: Ted Strack, President of the Board

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

SYCAMORE PARK DISTRICT

WORK PROPOSAL

For

Terri S. Gible

Grant Writing

and

Grant Supervision

SUBSTANTIAL COMPLETION

SUMMER 2018

SYCAMORE PARK DISTRICT

I. BACKGROUND AND SCOPE OF SERVICES

Base Work Agreement

With the date for grant applications being moved up by IDOT to a deadline of December 2017, and the first grant for the trail project beginning construction in early 2018, we will need service for grant writing, supervision, and coordination:

- Grant Application for IDOT Trail Grant Sycamore Forest Preserve to Old Mill Park—
Due December 2017
 - Coordinate with Engineers on Final Design
 - Coordinate with Engineers on Phase I Engineering
 - Coordinate with Engineers on Documentation
 - Coordinate with Engineers on Cost Estimating
 - Writing Grant Application
 - Coordinating with IDOT
 - Submitting Grant Application

Then, work will need to be done on Supervising the Grant Documentation for the Trail Project once approved in Spring of 2018.

This will require:

- Communications and Coordination with IDOT and ERA.
- Documentation and Paperwork Requirements for filing with IDOT.
- Documentation and Problem Resolution with IDOT.

II. SCHEDULE

- August 1, 2017: Begin Work.
- Completion: December 2017 for Grant
Summer 2018 for Supervising the Grant Documentation for the Trail project.

III. WORK EXPECTATIONS and DETAILS

A. Day-to-Day:

For day-to-day functions regarding background information, access to documents and files, response to functional questions, supply of working

materials, equipment, and records, you should report to Jeff Donahoe and Jackie Hienbuecher. They can help with access to much of the background material.

B. Progress:

You should keep your immediate Supervisor, Ted Strack, apprised on a monthly basis of your progress.

C. Compensation:

You will be paid \$450 a pay period beginning with the first full pay period in September 2017 through the second pay period July 2018.

All copying and documentation fees necessary to complete this work will be defrayed by the Sycamore Park District, and your workplace will be in the Parks Maintenance Building at 435 Airport Road in Sycamore.

Additionally, the professional fees for A/E services related to this project will be handled by the normal process used by the Sycamore Park District, and there shall be no legal obligation between you and those other professional services. They will work under your direction and you will be protected by the Sycamore Park District for purposes of employment and liability. This is a contractual, non-IMRF Eligible arrangement.

Any time for meetings with engineers, presentations to public groups, or meetings with IDOT will be reimbursed at time and materials, with time billed at \$24/hour, and 53.5 cents per mile.

The Sycamore Park District, and Terri S. Gibble agree to the terms as outlined in this Proposal.

Terri S. Gibble

**Ted Strack, President Board of
Commissioners**

Date

Date