



Sycamore

PARK DISTRICT

Established 1923

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Sycamore Park District

Regular Board Meeting

October 24, 2017

6:00 PM

Maintenance Building, 435 Airport Road

AGENDA

CALL TO ORDER (Roll Call Vote)

APPROVAL OF REGULAR AND CONSENT AGENDA (Voice Vote)

APPROVAL OF MINUTES: (Voice Vote)

- 3. Regular Minutes: September 26, 2017
- 9. Study Session Minutes: September 20, 2017

APPROVAL OF MONTHLY CLAIMS:

- 12. Claims Paid Since Board Meeting (Roll Call Vote)
- 23. Claims Presented (Roll Call Vote)

CONSENT AGENDA:

- 28. Superintendent of Finance Monthly Report
- 33. Budget Report
- 50. Superintendent of Recreation Monthly Report
- 55. Superintendent of Golf Operations Monthly Report
- 58. Superintendent of Parks and Facilities Monthly Report
- 64. Executive Director Monthly Report

October 24, 2017

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CORRESPONDENCE-

- 67. The Galitz Family Thank You
- 68. Clubhouse Rental – Scott Mabel

PUBLIC INPUT

POSITIVE FEEDBACK/REPORTS

MONTHLY REPORT—Jackie

OLD BUSINESS:

- 69. Approval of LOI with Northwestern Medicine—Dan
- 76. Board Approval of Schoolchildren’s Vote on Naming of Splashpad—Meghan
- 77. Recommendation to Pay Down IMRF—Jackie
Presentation of PATHWAY FITNESS Logo—Sarah
Setting Date for Public Hearing: Trail Project from Sycamore Forest Preserve to Old Mill Park—Dan

NEW BUSINESS:

- 80. Recommendation of Fitness Equipment Purchase—Meghan
- 91. Recommendation to Amend Conduct Ordinance 06-2012
Regarding SMOKING with emphasis on Legacy Campus—Dan
- 108. Consider 2018 Golf Rates—Kirk
- 111. Recommendation on Fleet Vehicle—Jackie/Jeff
- 113. Health Insurance Update for 2018—Jackie
- 115. Recommendation on Golf Course Bridges 3 and 6—Dan
Discontinuing Cleaning Contract—Kirk
- 119. DRAFT Intergovernmental Agreement with DeKalb County Forest Preserve District for ITEP Grant: Information Only—Dan

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, September 26, 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, September 26, 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 Strack.**

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

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

Staff members present were Jeanette Freeman, Director Gible, Jackie Hienbuecher, Jeff Donahoe, Meg Jourden-Messerich, Kirk Lundbeck, Sarah Rex and Steve Tritt.

Guests at the Board meeting were:

None

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.

Approval of Minutes –

Motion

Commissioner Schulz moved to approve the August 22, 2017 Regular Meeting Minutes.
Commissioner Graves seconded the Motion.

Voice Vote

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

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday September 26, 2017
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Claims and Accounts Approval

Motion

Commissioner Tucker moved to approve and pay the bills in the amount of \$694,992.55.
 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 –

- Sycamore Public Library staff
- SPD & KSRA – Little Tumblers Program
- Sycamore Chamber – Pumpkin Race

Public Input – None

Positive Feedback –

- Commissioner Schulz gave kudos to Sarah for the Green Award and to all involved. She heard the Superhero event was amazing and heard great things about it.
- Commissioner Kroeger – He heard great things about the Touch-a-Touch. He has heard overall comments from guys on the golf league about how the Park District has turned things around. Positive feedback.
- Commissioner Graves gave kudos to staff and what staff has been doing the last months working on the 2020 Vision. He is excited to be a part of it.
- President Strack noted that in Dan's report he talked about restarting the long term planning. Kudos to bring this back to the surface.

Monthly Report – Steve Tritt – Asst. Supt. Golf Maintenance - Steve noted we have hosted the IHSA Girls Regionals the last 3 years. This tournament brings in \$25.00 per golfer so last year we made \$1500 in green fees and carts. Prior to the tournament \$1400.00 was collected from practice rounds, along with an estimated \$1600.00 made in concessions. Revenue from the tournament, green fees and carts accounted for 6% total revenue collected for the month of October last year. This year we will be hosting the Boys IHSA Regionals also. The boys tournament is a trial tournament for us. IHSA has been reluctant to let Sycamore host the tournament in the past because our course rating is low or too easy. We toughened up the course by placing the tees and pins in different places. Supt. of Golf Operations noted he has tried to get the boys before. He had IHSA out in the Spring to show them what we can do. He and Steve worked together on this.

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 Sycamore Park District
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Old Business

Quarterly Capital Funds Update – Supt. of Finance Hienbuecher - Jackie noted this is just an update.

Final Approval: Pt. Time Personnel Manual Review/Revisions – Director Gibble noted he put in the minor changes from the Board and recommends approving the PT Personnel Manual as presented.

Motion

Commissioner Schulz moved to approve the Part Time Personnel Manual as presented.
 Commissioner Tucker seconded the Motion.

Roll Call

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

Resolution 03-2017 –A Resolution of Support for the Settlement Negotiated by the DeKalb County State’s Attorney and Sycamore Community Unit School District #427 Concerning Property Taxes and Various Parcels of Real Estate Owned by American National Bank Trust 2566 – Director Gibble noted he recommends adoption of the resolution and allow the County to finish its work with Mr. Coghlan and Old Mill LLC.

Motion

Commissioner Schulz moved to approve Resolution 03-2017 - A Resolution of Support for the Settlement Negotiated by the DeKalb County State’s Attorney and Sycamore Community Unit School District #427 Concerning Property Taxes and Various Parcels of Real Estate Owned by American National Bank Trust 2566. Commissioner Kroger 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.

Update on Annexation Error – Director Gibble noted he gave a handout to the Board to update them on his parcel. He will have the ordinance for this at the next Board meeting.

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 Sycamore Park District
 Tuesday September 26, 2017

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Construction Management Report – Director Gibble noted that Ken is gone this week so there is no report. Commissioner Kroeger did go over some of the issues there are at this time.

Begin Discussion with Board on Naming – Supt. of Recreation Meg Jourden-Messerich noted staff met to regroup from the Study Session of brainstorming for names of the rest of the facilities at the campus. From there, came back with Ted's challenges regarding the name for the campus and the splash park. Regarding the community center their recommendation is to go with Sycamore Park District Community Center. For the recreation campus, they were trying to capture SPD past and future. She named off the five suggestions they came up with. For the splash park she named off the four names they came up with. There was discussion on the names for all areas. Director Gibble asked everyone to send Meg their ideas on the splash park and this can be talked about more at the next study session.

Motion

Commissioner Schulz moved to approve Sycamore Park District Community Center for the center name. 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

Commissioner Schulz moved to approve Sycamore Park District Legacy Campus for the recreation campus name. 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.

The splash park naming will take place at the next study session.

Setting Date for October Study Session – The date of October 18th at 6:00 pm was set for the next study session.

Recommendation for Disposal of Records – Office Manager Jeanette Freeman noted she is asking for recommendation for disposal as stated in the staff recommendation.

Motion

Commissioner Kroeger moved to approve the disposal of records as listed on the Application for Authority to Dispose of Local Records with the State of Illinois. The motion was seconded by Commissioner Schulz.

Voice Vote

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

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New Business

Proposal to Pay Down IMRF – Supt. of Finance Hienbuecher noted she has tried to get additional information from IMRF on what our future savings could be if we were to do a pay down. At this point she has not received a definite answer on this, but is still trying to. Director Gibble suggested tabling this to get more information on this.

Technology Recommendation – Supt. of Finance Hienbuecher noted that both companies are quite capable of doing the job. She struggled with this decision and she is looking for the Boards feedback and perspective.

Motion

Commissioner Schulz moved to approve Sundog. Commissioner Tucker seconded the Motion.

At this point there was discussion on both companies. Superintendent Hienbuecher indicated she struggled with the recommendation as both she and Director Gibble noted that there had been some frustration with Sundog in regards to service and response to hardware needs. Hienbuecher indicated that the decision is one between knowledge of current system and how we will be treated as a customer. With Sundog, there will not be a learning curve on the existing systems. We still remain concerned about service on the back end with them. Commissioner Tucker called the question.

Roll Call

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

Motion

Commissioner Schulz moved to approve CMJ Technologies as our technology provider. 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.

Resolution 04-2017 – A resolution authorizing use of NJPA -

Motion

Commissioner Schulz moved to approve Resolution 04-2017 A Resolution Authorizing the use of NJPA. 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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Recommendation on Plowing/Park Closure – Director Gibble noted that Jeff talked to the Fire Department and they have no concerns. We will still plow a single path through the Park to the Trails for walking.

Motion

Commissioner Schulz moved to approve the Plowing/Park Closure as recommended.
 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.

Approval of Updated Job Descriptions for Full-Time/IMRF Eligible Positions to Address Ergonomics Policy – Director Gibble noted we had our Loss Control Review today and this is one more step in the Ergonomics Policy that the Board passed last year. Our Intern did assessments of all of our Full Time and IMRF employees to check for issues that might cause strain in the work. That allowed us to modify each job description to address the environmental issues. The next step will be to categorize employees based upon the demands of their work. We will then develop methods of managing their work so we have fewer injuries which is part of the Loss Control process. All current job descriptions and any future ones will now be in the same format.

Motion

Commissioner Schulz moved to approve the Updated Job Descriptions for Full-Time/IMRF Eligible Positions to Address the Ergonomics Policy. The motion was seconded by Commissioner Tucker.

Voice Vote

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

Public Input - None

Motion

The Board adjourned the Regular Session at 8:00 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Graves.

Voice Vote

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

Respectfully Submitted

Jeanette Freeman
 Recording Secretary
 Sycamore Park District

**Minutes of the Special Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, September 20, 2017**

President Strack called the meeting to order at 6:30 p.m.

Will the secretary please call the roll. Commissioners Graves, Tucker and Strack were present. Commissioners Schulz and Kroeger were absent.

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

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

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

Staff members present were Director Dan Gible, Supt. of Finance Jackie Hienbuecher, Supt. of Parks, Jeff Donahoe, Supt. of Recreation Meg Jourden-Messerich, Program Supervisor Lisa Metcalf, Program Supervisor Sarah Rex, and Recording Secretary Jeanette Freeman. Supt. of Golf Ops Kirk Lundbeck arrived at 7:40 pm.

Regular Agenda Approval –

Motion

Commissioner Tucker moved to approve the Regular Agenda. Commissioner Graves seconded the Motion.

Voice Vote

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Commissioners Kroeger and Schulz were absent. Motion carried 3-0.

We are Sycamore Park District – Supt. of Parks Donahoe noted they got their group together and started brainstorming on what we want to be known for. How do we put the “MORE” in Sycamore and provide more for Sycamore. We wanted to match things to our Vision/Mission Statement. Supt. of Finance Hienbuecher noted that when we did our Mission Statement originally we had a lot to fix and this process was able to be more positive. Program Supervisor Metcalf noted that there was no wrong answer when they started putting ideas on the board. The process encouraged creativity from staff.

We Put the “MORE” in our Value Statements: Approval of the Values: Supt. of Recreation Jourden-Messerich and Program Supervisor Rex went over the process they went through to come up with our Values.

Motion

Commissioner Tucker moved to approve the Value Statements: Approval of Values. Commissioner Graves seconded the Motion.

Roll Call

President Strack called for a roll call to approve the motion. All commissioners present voted Aye. Commissioners Kroeger and Schulz were absent. Motion carried 3-0.

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Approval of Name for Fitness Center – Supt. of Recreation Jourden-Messerich went over the process staff went through to come up with the name of the Fitness Center. Program Supervisor Rex noted they went back to all of the ideas staff had come up with to help with this.

Motion

Commissioner Graves moved to approve Sycamore Park District Pathway Fitness as the name for the fitness center. Commissioner Tucker seconded the Motion.

Roll Call

President Strack called for a roll call to approve the motion. All commissioners present voted Aye. Commissioners Kroeger and Schulz were absent. Motion carried 3-0.

Timeline for Finalizing the Brand for the Fitness Center – Program Supervisor Rex went over the timeline for finalizing the brand for the fitness center.

Approving the Naming of Key Items at the Recreation Campus:

Dog Park: Brian Bemis Family Dog Park

Sled Hill: Northwestern Medicine Hospital Sled Hill

Amphitheater/Warming Area: First National Bank Amphitheater/Warming Area

Motion

Commissioner Graves moved to approve all of the names as presented. Commissioner Tucker seconded the Motion.

Roll Call

President Strack called for a roll call to approve the motion. All commissioners present voted Aye. Commissioners Kroeger and Schulz were absent. Motion carried 3-0.

Begin Discussion with Board on Naming –

Recreation Campus: There was discussion on the names staff had come up with for the name of the Recreation Campus. It was decided to send ideas to Meg and then this can be decided at the September regular board meeting.

Community Center: There was discussion on the names staff had come up with for the name of the Community Center. It was decided to send ideas to Meg and then this can be decided at the September regular board meeting.

Splashpad: There was discussion on the names staff had come up with for the name of the Splashpad. It was decided to send ideas to Meg and then this can be decided at the September regular board meeting.

Minutes of the Special Meeting of the Board of Commissioners
Sycamore Park District
Wednesday September 20, 2017
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Report on What Staff Will Do From Here – Director Gible noted that we plan to use this process of tying everything back to Value, Vision and Mission Statements for all of the facilities on the list. We will have a name and a branding process.

Update on Entry Park – Director Gible noted he wanted to let the Board know what the status is on the Entry Park. Things are going great and he went over the drawing of the area.

October Study Session Selection – This item will also be on the regular September Board meeting agenda so there was no further discussion on this.

Motion

The Board adjourned the Special Meeting Regular Session at 8:10 p.m. on a motion made by Commissioner Tucker. The motion was seconded by Commissioner Graves.

Voice Vote

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 3-0. Commissioners Schulz and Kroeger were absent.

Respectfully Submitted,

Jeanette Freeman
Recording Secretary
Sycamore Park District

DATE: 10/18/2017
 TIME: 13:42:56
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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

Interim

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
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	2454-356785	01 FUEL TUBING	202100066403	09/05/17	00000000	58391	10/06/17	799.23	28.40 28.40
	2454-356863	01 MOWER BELT	202100066402	09/06/17	00000000	58391	10/06/17	799.23	9.96 9.96
	2454-356875	01 MOWER HEATER HOSE	101500066402	09/06/17	00000000	58391	10/06/17	799.23	11.90 11.90
	2454-356926	01 BRAKE CLEANER	101500066402	09/07/17	00000000	58391	10/06/17	799.23	47.40 47.40
	2454-357057	01 MOWER BELT	101500066403	09/08/17	00000000	58391	10/06/17	799.23	10.55 10.55
	2454-357712	01 SPARK PLUG	101500066402	09/18/17	00002312	58391	10/06/17	799.23	9.85 9.85
	2454-357891	01 CREDIT - HEATER HOSES	101500066403	09/20/17	00002358	58391	10/06/17	799.23	-11.90 -11.90
	2454-357926	01 GMC HUB BEARING ASSMY	101500066402	09/20/17	00002359	58391	10/06/17	799.23	143.70 143.70
	2454-357957	01 CREDIT SPINDLE NUT	101500066402	09/21/17	00002360	58391	10/06/17	799.23	-1.81 -1.81
	2454-357959	01 GMC BRAKE PADS, ROTOR	101500066402	09/21/17	00002361	58391	10/06/17	799.23	91.76 91.76
	2454-357987	01 GMC IDLER ARM BRACKET	101500066402	09/21/17	00002363	58391	10/06/17	799.23	73.25 73.25
	2454-358001	01 TIE ROD ENDS GMC	101500066402	09/21/17	00002362	58391	10/06/17	799.23	205.26 205.26
	2454-358112	01 CHASSIS TOOL - TORO MOWER	504100066403	09/22/17	00002333	58391	10/06/17	799.23	30.22 30.22
	2454-358228	01 IGNITION COLL BIG DUMP TRUCK	101500066402	09/25/17	00002355	58391	10/06/17	799.23	53.29 53.29

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

2454-358302 01 FORK SET 504100066402 09/26/17 00000000 58391 10/06/17 799.23 41.79

2454-358303 01 RETURN - FORK SET 504100066402 09/26/17 00000000 58391 10/06/17 799.23 -41.79

2454-358351 01 SPARK PLUGS 101500066402 09/26/17 00002334 58391 10/06/17 799.23 58.40

ALL ALL STAR SPORTS INSTRUCTION 2,238.00 799.23

176214 01 CONTRACTED INSTRUCTOR 205550036128 09/27/16 00002338 58392 10/06/17 2,238.00 2,238.00
 02 CONTRACTED INSTRUCTOR 205550026128 00002338 1,782.00

ARCHER ARCHER ALIGNMENT INC 2,238.00

72944 01 GMC TRUCK ALIGNMENT 101500066402 09/27/17 00002331 58393 10/06/17 74.95 74.95

ARTHUR ARTHUR CIESEN, INC. 74.95

328727 01 COURSE MARKING PAINT 504100076500 09/22/17 00002337 58394 10/06/17 244.72 70.08

328803 01 GRUB INSECTICIDE 504100076507 09/26/17 00002336 58394 10/06/17 244.72 174.64

BANN BANNER UP SIGNS 244.72

65332 01 PARK ENTRANCE SIGNS 101500066405 09/28/17 00002354 58395 10/06/17 185.00 165.00

65334 01 PLAY EQUIPMENT STICKERS 101500066407 09/28/17 00002350 58395 10/06/17 185.00 20.00

BURRI BURRIS EQUIPMENT CO. 185.00

PS12251A 01 MOWER COOLANT CAPS 101500066403 09/18/17 00002365 58396 10/06/17 88.69 88.69

VENDOR TOTAL: 88.69

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
MARS	180562835	05 MED CUPS	303000076550	09/15/17	00002343	58401	10/06/17	510.40	510.40
		06 PLASTIC CUPS	303000076550		00002343			77.92	77.92
		07 SMALL CUPS	303000076550		00002343			50.45	50.45
		08 POPSTICKS	206095146216		00002343			32.48	32.48
								43.78	43.78
								VENDOR TOTAL:	510.40
MARS	562659	01 STARTER FORD BIG DUMP	101500066402	10/02/17	00002352	58402	10/06/17	109.00	109.00
MENA	MENARDS - SYCAMORE	60766	101500066406	08/30/17	00002293	58403	10/06/17	210.22	119.88
		61305	504100066403	09/07/17	00002294	58403	10/06/17	210.22	119.88
		61644	202100076500	09/12/17	00002300	58403	10/06/17	210.22	30.19
		61756	504100066403	09/13/17	00000000	58403	10/06/17	210.22	3.27
		62290	504100066403	09/20/17	00000000	58403	10/06/17	210.22	3.27
		62759-NEW	504100076500	09/26/17	00002332	58403	10/06/17	210.22	-3.27
								VENDOR TOTAL:	210.22
NAPA	NAPA AUTO PARTS - GENOA	305689	101500066403	09/15/17	00002356	58404	10/06/17	80.66	55.47
		306254	101500066402	09/22/17	00002357	58404	10/06/17	80.66	55.47
								VENDOR TOTAL:	25.19
NEWV	NEW VALUES MAGAZINE	3595		09/21/17		58405	10/06/17	350.00	25.19
								VENDOR TOTAL:	80.66

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

3595 01 FALL GOLF - COUPON PUMP SCRMBL 101200046208 09/21/17 00002330 58405 10/06/17 350.00 350.00

PEPSI PEPSI COLA GEN. BOT. VENDOR TOTAL: 350.00

29202710 01 20 BTL POP 303000086631 09/22/17 00002373 58425 10/17/17 469.92 333.98
 02 20 OZ BTL POP 303000086631 00002373 23.16
 03 5 GAL BIB 303000086630 00002373 148.40
 04 3 GAL BIB 303000086630 00002373 92.94

29900962 01 WATER 303000086631 09/29/17 00002372 58425 10/17/17 469.92 135.94
 02 5 GAL BIB 303000086630 00002372 74.20
 03 3 GAL BIB 303000086630 00002372 46.47
 04 20OZ BOTTLE POP 303000086631 00002372 -23.16

PERFOR PERFORMANCE FOOD GROUP VENDOR TOTAL: 469.92

5469957 01 GATORADE 303000086631 09/14/17 00002341 58406 10/06/17 1,016.40 438.70
 02 POTATO SALAD STEAKS 303500086640 00002341 78.98
 03 FRENCH FRIES 303000086617 00002341 265.77
 04 HOT DOGS 6/1 303000086615 00002341 19.51
 05 COUPON 303000086615 00002341 78.44
 -4.00

5475891 01 STEAKS 303500086640 09/20/17 00002368 58406 10/06/17 1,016.40 577.70
 02 STEAKS 101000046212 00002368 308.34
 03 STEAKS 201000046212 00002368 134.68
 134.68

5490997 01 FRYER OIL 303000086617 10/03/17 00002375 58426 10/17/17 502.54 502.54
 02 KETCHUP 303000086629 00002375 40.74
 03 MUSTARD 303000086629 00002375 26.29
 04 GATORADE 303000086631 00002375 18.41
 05 CHIPS 303000086622 00002375 40.98
 06 SPORTS PEPPERS 303000086629 00002375 56.98
 07 HAMBURGER BUNS 303000086613 00002375 25.91
 08 FRENCH FRIES 303000086617 00002375 26.62
 09 TORTILLA SHELLS 303000086616 00002375 39.02
 10 HAMBURGERS 303000086613 00002375 24.11
 109.54

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	5490997	11 HOT DOGS	303000086615	10/03/17	00002375	58426	10/17/17	502.54	502.54
		12 GATORADE	303000086631		00002375				78.44
		13 COUPON	303000086615		00002375				19.50
									-4.00
									VENDOR TOTAL: 1,518.94
PING	PING								
	13940042	01 GMAX IRONS - 6 - SW	501000001302	09/25/17	00002322	58407	10/06/17	423.85	423.85
		02 SHIPPING	501000001302		00002322				409.00
									14.85
									VENDOR TOTAL: 423.85
PLAY	PLAYERS GOLF CARS								
	15631	01 CART RENTAL 9/1/17	504000036126	09/20/17	00000000	58408	10/06/17	1,350.00	1,350.00
									1,350.00
									VENDOR TOTAL: 1,350.00
REIN	REINDERS, INC.								
	1706591-00	01 SIDEWINDER BOLTS	504100066403	09/14/17	00002307	58409	10/06/17	7.07	7.07
									7.07
									VENDOR TOTAL: 7.07
RICHM	RICHMOND FISHERIES								
	09/15/17	01 LAKE SYC FISH STOCK	101500076503	09/15/17	00002366	58410	10/06/17	500.00	500.00
									500.00
									VENDOR TOTAL: 500.00
RINGLAND	RINGLAND-JOHNSON, INC								
	216095-12	01 CAMPUS PROJECT	711000036132	09/26/17	00000000	58418	10/10/17	836,912.00	836,912.00
									836,912.00
									VENDOR TOTAL: 836,912.00
ROSENEV	ROSEN EVENTS LLC								
	PHOTO BOOTH								
	01 DEPOSIT- FEB 11 DADDY DAUGHTER	206095036216		10/10/17	00000000	58419	10/10/17	200.00	200.00
	02 FINAL PMT 2-11 DADDY DAUGHTER	206095036216			00000000				100.00
									100.00
									VENDOR TOTAL: 200.00
SPEC	SPECIAL FX								
	41660			09/14/17		58411	10/06/17	880.00	768.00
									VENDOR TOTAL: 200.00

FROM 09/27/2017 TO 10/17/2017

Inferim

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

41660 01 SUPERHERO CHALLENGE T-SHIRTS 206095146216 09/14/17 00002328 58411 10/06/17 880.00 768.00

41661 01 SUPERHERO CHALLENGE T-SHIRTS 206095146216 09/14/17 00002329 58411 10/06/17 880.00 112.00

STAPLES ADVANTAGE VENDOR TOTAL: 880.00

3352844895 01 TAPE-INK-DRY ERASE 101000046200 09/16/17 00000000 58412 10/06/17 405.62 82.76

02 TAPE-INK-DRY ERASE 201000046200 00000000 00000000 19.40

03 MARKERS-ENVELOPES 101000046200 00000000 00000000 19.40

04 MARKERS-ENVELOPES 201000046200 00000000 00000000 21.98

3353474733 01 PAPER-INK 101000046200 09/23/17 00000000 58412 10/06/17 405.62 322.86

02 PAPER-INK 201000046200 00000000 00000000 27.52

03 PADS-BINDERS-SORTER 101000046200 00000000 00000000 27.53

04 PADS-BINDERS-SORTER 201000046200 00000000 00000000 37.81

05 CALENDERS-DIARY CALENDAR 101000046200 00000000 00000000 37.82

06 CALENDERS-DIARY CALENDAR 201000046200 00000000 00000000 100.46

07 DISCOUNT 201000046200 00000000 00000000 -4.37

08 DISCOUNT 101000046200 00000000 00000000 -4.37

SUPERIOR BEVERAGE VENDOR TOTAL: 405.62

482581 01 BUDWEISER 303000086634 09/20/17 00002345 58413 10/06/17 391.75 100.85

02 BUSCH LIGHT 303000086634 00002345 00002345 30.70

03 312 303000086634 00002345 00002345 42.15

04 DELIVERY 303000086634 00002345 00002345 25.00

482666 01 BUDWEISER 303000086634 09/27/17 00002344 58413 10/06/17 391.75 290.90

02 BUD LIGHT 303000086634 00002344 00002344 30.70

03 BUSCH LIGHT 303000086634 00002344 00002344 92.10

04 ARNIE PALMER 303000086631 00002344 00002344 28.10

05 KEG 303000086634 00002344 00002344 66.00

06 KEG RETURN 303000086634 00002344 00002344 131.00

07 DELIVERY 303000086634 00002344 00002344 -60.00

VENDOR TOTAL: 391.75

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SYCAMORE PARK DISTRICT
PAID INVOICE LISTING

FROM 09/27/2017 TO 10/17/2017

Interim

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
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T0000024 DOBBERSTEIN, MELISSA

REIMB 10-16-17				10/17/17	00000000	58427	10/17/17	5.40	5.40
01 REIMB JEWEL 9-1-17			3030000086636						5.40
VENDOR TOTAL: 5.40									

T00000847 HORST, PHYLLIS

GHOST STORIES				10/17/17	00000000	58428	10/17/17	100.00	100.00
01 GHOST STORES IN PARK			206095116216						100.00
VENDOR TOTAL: 100.00									

T0001170 METCALF, LISA

MILEAGE 10-6-17				09/29/17	00000000	58414	10/06/17	142.63	142.63
01 MILEAGE 10-6-17			201000046211						142.63
VENDOR TOTAL: 142.63									

USFOODS US FOODS INC

2321761				09/01/17	00000000	58415	10/06/17	39.20	39.20
01 BANDAGES - CH			303000076500						39.20
VENDOR TOTAL: 39.20									

VERIZON VERIZON

9792819747				09/15/17	00000000	58429	10/17/17	72.02	72.02
01 DATA PLAN			3030000096700						72.02
VENDOR TOTAL: 72.02									

VISACA VISA CARDMEMBER SERVICE

091117				09/11/17	00000000	58386	10/02/17	2,786.63	2,786.63
01 DIGITAL SIGN PAINT			1015000066405						18.99
02 BATTERIES, HAND SANITIZER			101000076500						37.24
03 DEKALB CO RELOCATION GUIDE			101200046208						270.00
04 ALPHA MEDIA - GOLF			101200046209						1,056.00
05 IAPD AWARD SUBMISSION			101200046214						175.00
06 FILE A KEY BINDER			201000046200						46.02
07 ONLINE CREDIT CARD FEES			201000056310						25.00
08 HRIS MOWER BATTERY			101500066402						118.45
09 FREIGHT NIVEL			504000066409						14.99
10 NEW EMPLOYEE IMAGE WEAR			101200046215						79.95
11 OFFICE SUPPLIES			101000046200						17.04
12 OFFICE SUPPLIES			201000046200						17.04
13 POSTAGE			201000046202						154.75
VENDOR TOTAL: 2,786.63									

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

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FROM 09/27/2017 TO 10/17/2017

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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
091117			09/11/17		58386	10/02/17	2,786.63	2,786.63
14	POSTAGE	1010000046202		00000000				154.75
15	FIREWORKS & FUN SUPPLIES	206095166216		00000000				113.93
16	ARTS & CRAFTS	205010156216		00000000				11.39
17	FOOD & SUPPLIES FOR MEETINGS	1010000046212		00000000				168.97
18	FOOD & SUPPLIES FOR MEETINGS	2010000046212		00000000				168.96
19	MISC CHARGES	1010000056306		00000000				30.55
20	MISC CHARGES	2010000056306		00000000				30.55
21	FACEBOOK MARKETING	1012000046214		00000000				77.06
							VENDOR TOTAL:	2,786.63

ITEM #	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
VM-092817-12			09/28/17		58416	10/06/17	225.00	225.00
01	WEB HOSTING	701000207013		00002340				225.00
							VENDOR TOTAL:	225.00

ITEM #	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
091617			09/16/17		58388	10/02/17	414.83	414.83
01	BREAD	303000086612		00002282				7.16
02	MUFFINS	303000086611		00002282				6.98
03	CANDY	303000086624		00002282				137.90
04	ONIONS	303000086629		00002281				2.24
05	ONIONS	303500086640		00002281				2.24
06	TORTILLIAS	303500086640		00002281				2.94
07	BAGELS	303000086610		00002280				6.16
08	ENGLISH MUFFINS	303000086610		00002280				2.28
09	MARINARA SAUCE	303000086629		00002280				2.00
10	CREAMER	303000086632		00002280				5.52
11	HOT DOG BUNS	303000086615		00002280				15.84
12	DISH DETERGENT	303000076510		00002280				2.67
13	EGGS	303000086610		00002319				2.32
14	MARINARA	303000086629		00002319				2.00
15	LETTUCE	303000086629		00002319				8.30
16	BAGEL	303000086610		00002319				1.54
17	HOT DOG BUNS	303000086615		00002319				8.80
18	TOMATO JUICE	303000086636		00002320				10.16
19	TOMATOES/ONIONS	303000086629		00002324				4.96
20	HOT CHOCOLATE MIX	303300086632		00002324				19.52
21	CREAMER	303000086632		00002324				3.78
22	HOT DOG BUNS	303000086615		00002324				26.40
23	HAMBURGER BUNS	303000086613		00002326				8.80
24	CANDY	303000086624		00002326				97.78
25	MUFFINS	303000086611		00002326				13.96
26	COOKIES	303000086618		00002326				12.58
							VENDOR TOTAL:	414.83

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

Interim

FROM 09/27/2017 TO 10/17/2017

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

WASTE	WASTE MANAGEMENT	WASTE MANAGEMENT	WASTE MANAGEMENT	WASTE MANAGEMENT	WASTE MANAGEMENT	WASTE MANAGEMENT	WASTE MANAGEMENT	WASTE MANAGEMENT	WASTE MANAGEMENT
	3540827-2011-2								
01	WASTE - ADMIN	101000056302	09/26/17	00000000	58417	10/06/17	324.06	324.06	51.31
02	WASTE CH	303000056302		00000000					51.32
03	WASTE -ADMIN	101000056302		00000000					5.00
04	WASTE - OLD SHOP	504100056302		00000000					33.93
05	WASTE - SC	202100056302		00000000					66.45
06	WASTE - PARK	101500056302		00000000					66.46
07	WASTE - PICNIC	101500056302		00000000					49.59

VENDOR TOTAL: 324.06
 TOTAL --- ALL INVOICES: 858,909.22

BOARD

INVOICES DUE ON/BEFORE 10/24/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
CORPORATE			
10	ADMINISTRATION		
AFLAC	AFLAC	4,595.00	459.50
ANCEL	ANCEL, GLINK - LAW OFFICES OF	18,052.31	1,712.50
CINTA	CINTAS CORPORATION #355	2,618.35	36.83
CINTA2	CINTAS CORP	620.25	258.71
DYNEGY E	DYNEGY ENERGY SERVICES	28,545.14	191.82
ECO	ECOWATER SYSTEMS, INC.	814.21	18.98
ENGIN	ENGINEERING RESOURCE ASSOC	58,350.78	1,086.53
HARR	HARRIS		4,508.53
ILLIN	ILLINI SECURITY SYSTEMS, INC.	911.25	151.88
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	4,700.72	121.36
NICOR	NICOR GAS	13,851.41	65.93
PDRMA	PDRMA	244,514.65	4,056.11
PLUNKETT	PLUNKETT'S PEST CONTROL	742.88	122.72
SHAW	SHAW SUBURBAN MEDIA	2,563.60	108.60
SOFT	SOFT WATER CITY	2,048.44	35.50
SUNDOG	SUN DOG IT	14,517.50	568.43
	ADMINISTRATION		13,503.93
12	MARKETING		
SHAW	SHAW SUBURBAN MEDIA	2,563.60	316.00
	MARKETING		316.00
15	PARKS		
AIRGAS	AIRGAS USA LLC	453.68	24.74
ARTHU	ARTHUR CLESEN, INC.	27,258.25	188.32
BRIAN	BRIAN BEMIS AUTOMOTIVE GROUP	165.27	209.00
BURKE	BURKE'S HAULING INC	75.00	60.00
CINTA	CINTAS CORPORATION #355	2,618.35	41.17
CLASSC	CLASS C SOLUTIONS GROUP	213.92	107.29
CONS	CONSERV FS	22,171.55	506.00
DEKA2	DEKALB IMPLEMENT CO.,	7,466.33	54.76
DYNEGY E	DYNEGY ENERGY SERVICES	28,545.14	234.54
ENCAP	ENCAP, INC	16,601.00	3,968.00
FAST	FASTENAL COMPANY	52.87	54.52
GAME	GAMETIME	1,700.94	454.74
GRAI	GRAINGER	1,651.50	82.18
HALO	HALOGEN SUPPLY COMPANY, INC.	5,670.45	1,092.65
HOMER	HOMER INDUSTRIES	1,480.00	1,480.00

INVOICES DUE ON/BEFORE 10/24/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
15	PARKS		
LOWE	LOWE'S	3,532.82	338.25
MEL	MELIN'S LOCK & KEY	1,359.31	230.79
MENA	MENARDS - SYCAMORE	5,908.50	128.30
MROUT	MR OUTHOUSE	8,960.00	1,742.50
NICOR	NICOR GAS	13,851.41	87.67
NUTOYS	NUTOYS LEISURE PRODUCTS	14,127.00	276.00
PDRMA	PDRMA	244,514.65	767.34
PIO	PIONEER MANUFACTURING CO.		766.80
PLAYPO	PLAYPOWER LT FARMINGTON INC		76.00
SOFT	SOFT WATER CITY	2,048.44	56.50
	PARKS		13,028.06
RECREATION			
10	ADMINISTRATION		
CINTA	CINTAS CORPORATION #355	2,618.35	21.87
DYNEGY E	DYNEGY ENERGY SERVICES	28,545.14	191.82
ECO	ECOWATER SYSTEMS, INC.	814.21	18.97
ILLIN	ILLINI SECURITY SYSTEMS, INC.	911.25	151.87
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	4,700.72	121.36
NICOR	NICOR GAS	13,851.41	37.20
PDRMA	PDRMA	244,514.65	4,153.31
PLUNKETT	PLUNKETT'S PEST CONTROL	742.88	122.72
SUNDOG	SUN DOG IT	14,517.50	568.44
	ADMINISTRATION		5,387.56
21	SPORTS COMPLEX MAINTENANCE		
BSN	BSN SPORTS	4,884.89	188.58
BURKE	BURKE'S HAULING INC	75.00	90.00
DYNEGY E	DYNEGY ENERGY SERVICES	28,545.14	245.37
MROUT	MR OUTHOUSE	8,960.00	1,160.00
PDRMA	PDRMA	244,514.65	5,884.97
	SPORTS COMPLEX MAINTENANCE		7,568.92
25	MIDWEST MUSEUM OF NATURAL HIST		
CINTA3	CINTAS FIRE PROTECTION	6,961.97	350.00
	MIDWEST MUSEUM OF NATURAL HIST		350.00

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SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 10/24/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
50	PROGRAMS - YOUTH		
MIDWESTM	MIDWEST MUSEUM OF NATURAL HIST		2,200.00
	PROGRAMS - YOUTH		2,200.00
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	28,545.14	79.94
NICOR	NICOR GAS	13,851.41	15.94
	CLUBHOUSE CONCESSIONS		95.88
33	SPORTS COMPLEX CONCESSIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	28,545.14	99.46
	SPORTS COMPLEX CONCESSIONS		99.46
GOLF COURSE			
10	ADMINISTRATION		
ACUSHNET	ACUSHNET COMPANY	29,546.91	81.37
HORN	HORNUNG'S PRO GOLF SALES INC.	2,162.46	187.89
	ADMINISTRATION		269.26
40	GOLF OPERATIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	28,545.14	152.48
NICOR	NICOR GAS	13,851.41	15.94
PDRMA	PDRMA	244,514.65	1,968.42
SOFT	SOFT WATER CITY	2,048.44	42.25
	GOLF OPERATIONS		2,179.09
41	GOLF MAINTENANCE		
ARTHU	ARTHUR CLESEN, INC.	27,258.25	245.98
CINTA	CINTAS CORPORATION #355	2,618.35	41.17

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 10/24/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GOLF COURSE			
41	GOLF MAINTENANCE		
DYNEGY E	DYNEGY ENERGY SERVICES	28,545.14	1,550.47
MROUT	MR OUTHOUSE	8,960.00	330.00
NICOR	NICOR GAS	13,851.41	120.09
PDRMA	PDRMA	244,514.65	3,824.71
REIN	REINDERS, INC.	33,636.74	523.94
	GOLF MAINTENANCE		6,636.36
SWIMMING POOL			
80	POOL		
CINTA2	CINTAS CORP	620.25	258.72
	POOL		258.72
81	POOL MAINTENANCE		
DYNEGY E	DYNEGY ENERGY SERVICES	28,545.14	199.24
NICOR	NICOR GAS	13,851.41	125.09
	POOL MAINTENANCE		324.33
DEBT SERVICE			
10	ADMINISTRATION		
RESOUR	RESOURCE BANK		493,304.00
	ADMINISTRATION		493,304.00
CAPITAL PROJECTS			
10	ADMINISTRATION		
ENGIN	ENGINEERING RESOURCE ASSOC	58,350.78	451.00
SUNDOG	SUN DOG IT	14,517.50	445.35
	ADMINISTRATION		896.35
ACTION 2020			
10	ADMINISTRATION		

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 10/24/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
ACTION 2020			
10	ADMINISTRATION		
ENCAP	ENCAP, INC	16,601.00	6,142.50
ENGIN	ENGINEERING RESOURCE ASSOC	58,350.78	11,568.19
FARNS	FARNSWORTH GROUP INC	264,385.35	13,365.19
	ADMINISTRATION		31,075.88
	TOTAL ALL DEPARTMENTS		577,493.80

Interim \$ 858,909.22
New \$ 577,493.80

Total \$ 1,436,403.02

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: October 24, 2017

Administrative Initiatives (10/1/17 – 10/31/17)

- Attended scheduled Management Team and Board meetings.
- Continued to review cash flow and transferred funds as needed.
- Notified technology vendors for board's approval of CMJ Technologies proposal for services moving forward. Held follow up meeting with CMJ representatives to determine timeline of transition.
- Provided Comcast with signed Business Service Order Agreement for the purposes of installing lines and providing cable and internet services to the new community center. Timeline being established.
- Continued to monitor new household accounts on Rectrac for residency.
- Continued communications with cleaning company for scheduling purposes.
- Performed criminal background check on any new hires.
- Transferred cost of goods sold to concessions (sports, pool, cart and catering).
- Reviewed POS transactions for errors and corrected in order to post to accounting system.
- Followed up with IMRF representatives regarding net pension obligation. Discussed with auditors there concerns, if any, with this subject. Wrote staff recommendation.

- Continued to work with Harris (accounting software company) representative on employee time reporting options.
- Continued to assist with establishing FF&E budget.
 - Researched office equipment options.
 - Worked with Meg and vendors on design options in order to obtain quotes on furniture for office spaces and public spaces.
 - Met with staff to consolidate FF&E information for submission.
 - Contacted Vermont Systems to determine final equipment needed for the reception location.
 - Contacted vendors for window treatments as needed.
 - Attended walk through of galley and vending area to assist in determining equipment/power needs.
- Reviewed options for fleet vehicle and wrote staff recommendation.
- Attended meeting with CMJ, Ringland Johnson, Swedberg Electric and District staff regarding low voltage wiring.
- Participated in webinar – Compliant Purchasing Made Easy With Amazon Business.
- Review power and data locations for office areas at the community center.
- Met with city and park district representatives regarding dog park memberships.
- Review aquatic membership pass options.
- Review Fitness Center equipment recommendation.
- Met with Jeff Hoffman, Crum Halsted, to discuss options for employee coverages for dental, FSA, and short-term disability.
- Finalized purchase agreement for new phone system to be installed approximately first week of December.
- Discussed health program renewal with PDRMA.

- Attended Pumpkin Festival Committee Meeting. Assisted during the festival as needed.
- Participated in PDRMA Health Open Enrollment Benefits Coordinator Workshop.
- Reviewed health plan renewal information and made recommendation. Prepare for open enrollment.
- Began process for calculating the 2017 Tax Levy.
- Worked with attorney regarding annual affidavit of exempt property. Submitted to County Assessor's office.
- Attended 2017 PDRMA Health Program Council Meeting via webinar.
- Began preparation of files to distribute to staff for 2017 year-end projections and 2018 budget process.
- Catering/special events/room rentals: IHSA Regionals, 4 rentals, Pumpkin Scramble

Administrative Initiatives (11/1/17 – 11/30/17)

- Attend any scheduled "Action 2020" related meetings.
- Attend Management Team and Board meetings.
- Attend Legal Symposium.
- Attend annual PDRMA Risk Management Institute.
- Attend meeting with PDRMA to finalize loss control review.
- Work with staff to complete first draft of 2017 year-end projection and 2018 FY operating and capital budgets.

- Updated the five-year capital budget to include items from the Equipment Replacement and Capital Asset schedules. Began the process of reviewing and revising the budget based upon need and financial limitations.
- Complete IPRA Compensation Survey.
- Begin registration for the 2018 IAPD/IPRA Conference.
- Work with Speer financial on annual G.O. Bond issuance.
- Coordinate open enrollment for health insurance.
- Develop policy for Drivers Abstract.
- 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 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.
- Begin registration for the 2018 IAPD/IPRA Conference.

- Work with Speer Financial regarding annual G.O. Bond.
- Continue to review calculation of the 2017 Tax Levy and prepare resolution to estimate.
- Catering/special events/room rentals: 5 rentals

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2017

Corporate Fund (10)

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	<u>Variance</u>
Revenues									
Administration	519,189.00	499,179.15	-3.9%	1,237,772.00	1,261,969.41	2.0% (1)	1,307,454.00	1,220,680.88	3.4% (1)
Marketing	-	-		-	-	#DIV/0!	-	12,572.59	-100.0%
Parks	4,783.00	1,687.50	-64.7%	10,933.00	9,018.09	-17.5% (2)	11,389.00	8,929.91	1.0%
Total Revenues	523,972.00	500,866.65	-4.4%	1,248,705.00	1,270,987.50	1.8%	1,318,843.00	1,242,183.38	2.3%
Expenses									
Administration	51,215.00	44,933.46	-12.3%	382,086.00	328,971.81	-13.9% (3)	1,032,950.00	293,391.41	12.1% (4)
Marketing	6,200.00	3,056.92	-50.7%	37,775.00	23,342.50	-38.2% (5)	45,575.00	40,845.92	-42.9% (5)
Parks	27,479.00	30,456.73	10.8%	200,008.00	189,526.07	-5.2% (6)	250,225.00	182,671.21	3.8% (6)
Total Expenses	84,894.00	78,447.11	-7.6%	619,869.00	541,840.38	-12.6%	1,328,750.00	516,908.54	4.8%
Total Fund Revenues	523,972.00	500,866.65	-4.4%	1,248,705.00	1,270,987.50	1.8%	1,318,843.00	1,242,183.38	2.3%
Total Fund Expenses	84,894.00	78,447.11	-7.6%	619,869.00	541,840.38	-12.6%	1,328,750.00	516,908.54	4.8%
Surplus (Deficit)	439,078.00	422,419.54	-3.8%	628,836.00	729,147.12	16.0%	(9,907.00)	725,274.84	0.5%

(1) 2017 Replacement taxes greater than budget, 22.6% \$7,132 and 2016 14.5% \$4,885. 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 2017 extension 1% \$11,946 greater than budget and 4.4% \$51,149 greater than 2016.

(2) Allocation of levy for payroll taxes is less than budget due to actual pt wages below budget.

(3) Expenses below budget: Professional Services 57.8% \$53,555, Contracted Services 30.0% \$6,450. Some of this is due to timing.

(4) 2016 included a transfer of \$444,000 to Action 2020 Fund. Excluding this, 2017 expenses exceed 2016 by 12.1% \$35,580. Wages & taxes are greater by 21.0% \$35,213 in part due to 20% of Supt of Golf Operations salary is now in Corporate Fund. Training higher in 2017 due to new recreation software 244.8% \$10,334

(5) timing of advertising expenses and 2016 expenses for Good Tymes Revival

(6) Wages and related taxes are below budget 16.9% \$15,115 and geather than 2016 11.5% \$7,646 primarily due to part-time staffing.

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Recreation Fund (20)

<u>Department</u>	<u>September Budget</u>	<u>September 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	370,474.00	350,831.72	-5.30%	846,797.00	844,684.76	-0.25%	882,081.00	839,982.76	0.6%
Sports Complex	11,700.00	4,747.00	-59.43%	41,745.00	37,388.51	-10.44% (1)	44,995.00	34,038.00	9.8% (1)
Sports Complex Maintenance	16,471.00	5,403.87	-67.19%	37,647.00	30,034.59	-20.22% (3)	39,216.00	39,441.73	-23.9% (3)
Midwest Museum of Natural Hist	619.00	-		1,857.00	1,167.62	-37.12%	2,476.00	2,488.30	-53.1%
Programs-Youth	5,267.00	563.23	-89.31%	16,537.00	14,124.88	-14.59% (2)	16,767.00	14,005.48	0.9% (2)
Programs-Teens	4.00	94.00	2250.00%	1,319.00	94.00	-92.87% (2)	1,320.00	700.00	-86.6% (2)
Programs-Adult	1,325.00	368.00	-72.23%	4,107.00	1,712.56	-58.30% (2)	5,336.00	5,556.00	-69.2% (2)
Programs-Family	-	-	#DIV/0!	-	-	#DIV/0! (2)	-	5,492.34	-100.0% (2)
Programs-Leagues	3,077.00	4,500.00	46.25%	3,424.00	4,595.23	34.21% (2)	5,181.00	4,869.36	-5.6% (2)
Programs-Youth Athletics	643.00	910.00	41.52%	23,053.00	25,354.50	9.98% (2)	24,425.00	25,349.00	0.0% (2)
Programs-Fitness	970.00	293.81	-69.71%	8,763.00	7,316.71	-16.50% (2)	9,341.00	9,059.18	-19.2% (2)
Programs-Preschool	105.00	-	-100.00%	310.00	210.98	-31.94% (2)	311.00	669.58	-68.5% (2)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0! (2)	-	-	#DIV/0! (2)
Programs-Dance	262.00	(111.67)	-142.62%	1,010.00	2,119.40	109.84% (2)	1,408.00	3,207.69	-33.9% (2)
Programs-Special Events	160.00	996.00	522.50%	3,622.00	6,575.64	81.55% (2)	3,623.00	3,973.04	65.5% (2)
Programs-Concerts	-	-	#DIV/0!	8,000.00	4,900.00	-38.75%	8,000.00	5,770.00	-15.1%
Programs-Trips	-	80.00	#DIV/0!	-	1,445.00	#DIV/0! (2)	-	-	#DIV/0! (2)
Brochure	3,300.00	-	-100.00%	4,500.00	4,650.00	3.33%	8,850.00	3,800.00	22.4%
Weight Room	-	-	#DIV/0!	-	-	#DIV/0!	-	-	#DIV/0!
Community Center	-	-	#DIV/0!	-	-	#DIV/0!	-	-	#DIV/0!
Total Revenues	414,377.00	368,675.96	-11.03%	1,002,691.00	986,374.38	-1.63%	1,053,330.00	998,402.46	-1.2%

(1) 2017 includes \$5,205 for leaf a legacy donation. Timing of payments.

(2) Revenue from programs greater than budget by 2.26% \$1,404 and decreased 12.8%, \$9,333 (primarily due to MTO \$5,002) compared to 2016.

(3) I have made a change in how I allocate IMRF/SS tax levy to these accounts. Since that is the only revenue and has a large payroll balance it is more noticeable. If I adjusted budget to match my method of allocation then actual would be below budget .79%

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Expenses											
Administration	49,874.00	40,191.08	-19.41%	319,750.00	309,638.88	-3.16%	579,185.00	217,710.72	42.2%	(1)	
Sports Complex	-	-	#DIV/0!	1,250.00	27.52	-97.80%	1,250.00	1,250.00	-97.8%		
Sports Complex Maintenance	39,029.00	41,155.93	5.45%	304,711.00	295,299.00	-3.09%	(3)	388,336.00	291,894.78	1.2%	
Midwest Museum of Natural Hist	313.00	2,466.39	687.98%	5,258.00	16,891.68	221.26%	(2)	8,750.00	4,793.56	252.4%	(2)
Programs-Youth	2,685.00	156.29	-94.18%	9,115.00	6,353.56	-30.30%	(4)	11,897.00	10,055.89	-36.8%	(4)
Programs-Teens	-	25.00	#DIV/0!	1,050.00	25.00	-97.62%	(4)	1,050.00	560.00	-95.5%	(4)
Programs-Adult	355.00	-	-100.00%	2,009.00	574.52	-71.40%	(4)	3,330.00	2,263.70	-74.6%	(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	-	-	#DIV/0!	11,565.00	16,522.25	42.86%	(4)	16,195.00	15,301.84	8.0%	(4)
Programs-Fitness	362.00	479.91	32.57%	3,247.00	2,918.31	-10.12%	(4)	4,025.00	4,212.24	-30.7%	(4)
Programs-Preschool	33.00	-	-100.00%	108.00	169.73	57.16%	(4)	151.00	512.29	-66.9%	(4)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0!	(4)	-	-	#DIV/0!	(4)
Programs-Dance	102.00	88.82	-12.92%	511.00	1,229.15	140.54%	(4)	968.00	2,709.84	-54.6%	(4)
Programs-Special Events	11,438.00	362.19	-96.83%	16,753.00	9,833.50	-41.30%	(4)	17,328.00	8,424.86	16.7%	(4)
Programs-Concerts	-	304.95	#DIV/0!	8,000.00	7,758.90	-3.01%		8,000.00	7,903.20	-1.8%	
Programs-Trips	-	-	#DIV/0!	-	952.33	#DIV/0!	(4)	-	-	#DIV/0!	(4)
Brochure	-	-	#DIV/0!	14,350.00	12,589.95	-12.27%	(3)	21,500.00	12,784.68	-1.5%	(3)
Weight Room	-	-	#DIV/0!	-	-	#DIV/0!		-	-	#DIV/0!	
Community Center	-	-	#DIV/0!	-	-	#DIV/0!		-	88.27	-100.0%	
Total Expenses	104,191.00	85,230.56	-18.20%	699,857.00	682,474.51	-2.48%		1,064,856.00	592,683.80	15.1%	
Total Fund Revenues	414,377.00	368,675.96	-11.03%	1,002,691.00	986,374.38	-1.63%		1,053,330.00	998,402.46	-1.2%	
Total Fund Expenses	104,191.00	85,230.56	-18.20%	699,857.00	682,474.51	-2.48%		1,064,856.00	592,683.80	15.1%	
Surplus (Deficit)	310,186.00	283,445.40	-8.62%	302,834.00	303,899.87	0.35%		(11,526.00)	405,718.66	-25.1%	

(1) 2017 Includes \$16,251 for RecTrac Annual Maint & \$45,400 for new slide in baby pool and painting of pool. Education higher due to Rectrac training.

(2) Installed 2 new heat exchangers

(3) Timing

(4) Expenses for programs are less than budget 13.47% \$6,269 and decreased 28.4%, \$15,990 (MTO \$10,089) compared to 2016.

Sycamore Park District
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Period ended September 30, 2017

Donations (21)

<u>Department</u>	<u>September Budget</u>	<u>September 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	12,500.00	12,122.24	-3.02%	37,500.00	28,608.30	-23.71%	200,000.00	70,041.65	-59.2%
Total Revenues	12,500.00	12,122.24	-3.02%	37,500.00	28,608.30	-23.71%	200,000.00	70,041.65	-59.2%
Expenses									
Administration	-	-		-	-		300,000.00	200,503.42	-100.0%
Total Expenses	-	-		-	-		300,000.00	200,503.42	-100.0%
Total Fund Revenues	12,500.00	12,122.24	-3.02%	37,500.00	28,608.30	-23.71%	200,000.00	70,041.65	-59.2%
Total Fund Expenses	-	-		-	-		300,000.00	200,503.42	-100.0%
Surplus (Deficit)	12,500.00	12,122.24	-3.02%	37,500.00	28,608.30	-23.71%	(100,000.00)	(130,461.77)	-121.9%

Special Recreation (22)

<u>Department</u>	<u>September Budget</u>	<u>September 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	69,720.00	68,157.29	-2.24%	159,360.00	162,075.82	1.70%	166,000.00	149,441.55	8.5%
Total Revenues	69,720.00	68,157.29	-2.24%	159,360.00	162,075.82	1.70%	166,000.00	149,441.55	8.5%
Expenses									
Administration	34,860.00	36,416.70	4.47%	260,030.00	281,136.90	8.12% (1)	263,350.00	86,155.30	226.3% (1)
Total Expenses	34,860.00	36,416.70	4.47%	260,030.00	281,136.90	8.12%	263,350.00	86,155.30	226.3%
Total Fund Revenues	69,720.00	68,157.29	-2.24%	159,360.00	162,075.82	1.70%	166,000.00	149,441.55	8.5%
Total Fund Expenses	34,860.00	36,416.70	4.47%	260,030.00	281,136.90	8.12%	263,350.00	86,155.30	226.3%
Surplus (Deficit)	34,860.00	31,740.59	-8.95%	(100,670.00)	(119,061.08)	18.27%	(97,350.00)	63,286.25	-288.1%

(1) Pool ADA work in 2017

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Insurance (23)

<u>Department</u>	<u>September Budget</u>	<u>September 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	28,980.00	28,134.20	-2.92%	66,240.00	66,902.31	1.00%	69,000.00	75,864.75	-11.8%
Total Revenues	28,980.00	28,134.20	-2.92%	66,240.00	66,902.31	1.00%	69,000.00	75,864.75	-11.8%
Expenses									
Administration	1,250.00	-	-100.00%	35,585.00	31,834.74	-10.54% (1)	68,670.00	37,121.10	-14.2% (1)
Total Expenses	1,250.00	-	-100.00%	35,585.00	31,834.74	-10.54%	68,670.00	37,121.10	-14.2%
Total Fund Revenues	28,980.00	28,134.20	-2.92%	66,240.00	66,902.31	1.00%	69,000.00	75,864.75	-11.8%
Total Fund Expenses	1,250.00	-	-100.00%	35,585.00	31,834.74	-10.54%	68,670.00	37,121.10	-14.2%
Surplus (Deficit)	27,730.00	28,134.20	1.46%	30,655.00	35,067.57	14.39%	330.00	38,743.65	-9.5%

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

Audit (24)

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	6,090.00	5,915.95	-2.86%	13,920.00	14,075.96	1.12%	14,500.00	13,711.70	2.7%
Total Revenues	6,090.00	5,915.95	-2.86%	13,920.00	14,075.96	1.12%	14,500.00	13,711.70	2.7%
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	6,090.00	5,915.95	-2.86%	13,920.00	14,075.96	1.12%	14,500.00	13,711.70	2.7%
Total Fund Expenses	-	-	#DIV/0!	14,200.00	14,200.00	0.00%	14,200.00	13,900.00	2.2%
Surplus (Deficit)	6,090.00	5,915.95	-2.86%	(280.00)	(124.04)	-55.70%	300.00	(188.30)	-34.1%

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Paving & Lighting (25)

<u>Department</u>	<u>September Budget</u>	<u>September 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	42.00	41.94	-0.14%	136.00	153.13	12.60%	100.00	84.51	81.2%
Total Revenues	42.00	41.94		136.00	153.13		100.00	84.51	81.2%
Expenses									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	42.00	41.94	-0.14%	136.00	153.13	12.60%	100.00	84.51	
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	-	-	
Surplus (Deficit)	42.00	41.94	-0.14%	136.00	153.13	12.60%	100.00	84.51	

Park Police (26)

<u>Department</u>	<u>September Budget</u>	<u>September 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	420.00	496.05	18.11%	960.00	1,186.12	23.55%	1,000.00	77.45	1431.5%
Total Revenues	420.00	496.05		960.00	1,186.12		1,000.00	77.45	1431.5%
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	420.00	496.05	18.11%	960.00	1,186.12	23.55%	1,000.00	77.45	1431.5%
Total Fund Expenses	-	-	#DIV/0!	1,000.00	-	-100.00%	1,000.00	5,044.50	
Surplus (Deficit)	420.00	496.05	18.11%	(40.00)	1,186.12	-3065.30%	-	(4,967.05)	-123.9%

Sycamore Park District
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IMRF (27)

<u>Department</u>	<u>September Budget</u>	<u>September 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	34,860.00	33,831.76	-2.95%	79,680.00	80,389.11	0.89%	83,000.00	88,143.32	-8.8%
Total Revenues	34,860.00	33,831.76	-2.95%	79,680.00	80,389.11	0.89%	83,000.00	88,143.32	-8.8%
Expenses									
Administration	34,860.00	11,342.66	-67.46%	84,680.00	62,594.30	-26.08% (1)	88,000.00	84,581.17	-26.0% (1)
Total Expenses	34,860.00	11,342.66	-67.46%	84,680.00	62,594.30	-26.08%	88,000.00	84,581.17	-26.0%
Total Fund Revenues	34,860.00	33,831.76	-2.95%	79,680.00	80,389.11	0.89%	83,000.00	88,143.32	-8.8%
Total Fund Expenses	34,860.00	11,342.66	-67.46%	84,680.00	62,594.30	-26.08%	88,000.00	84,581.17	-26.0%
Surplus (Deficit)	-	22,489.10		(5,000.00)	17,794.81		(5,000.00)	3,562.15	

(1) I have made a change in how I allocate IMRF/SS tax levy. Rather than allocating the entire amount and then adjusting at year end if the levy is higher than actual, I only allocate based on ytd actual expenses.

Social Security (28)

<u>Department</u>	<u>September Budget</u>	<u>September 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	34,860.00	34,002.00	-2.46%	79,680.00	80,793.62	1.40%	83,000.00	75,070.05	7.6%
Total Revenues	34,860.00	34,002.00	-2.46%	79,680.00	80,793.62	1.40%	83,000.00	75,070.05	7.6%
Expenses									
Administration	34,860.00	12,898.75	-63.00%	83,680.00	63,766.39	-23.80% (1)	87,000.00	74,701.33	-14.6% (1)
Total Expenses	34,860.00	12,898.75	-63.00%	83,680.00	63,766.39	-23.80%	87,000.00	74,701.33	-14.6%
Total Fund Revenues	34,860.00	34,002.00	-2.46%	79,680.00	80,793.62	1.40%	83,000.00	75,070.05	7.6%
Total Fund Expenses	34,860.00	12,898.75	-63.00%	83,680.00	63,766.39	-23.80%	87,000.00	74,701.33	-14.6%
Surplus (Deficit)	-	21,103.25		(4,000.00)	17,027.23		(4,000.00)	368.72	

(1) I have made a change in how I allocate IMRF/SS tax levy. Rather than allocating the entire amount and then adjusting at year end if the levy is higher than actual, I only allocate based on ytd actual expenses.

Sycamore Park District
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Period ended September 30, 2017

Concessions (30)

<u>Department</u>	<u>September Budget</u>	<u>September 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	11,261.00	11,508.53	2.20%	69,662.00	63,531.19	-8.80% (1,6)	78,065.00	73,053.51	-13.0% (1,6)
Beverage Cart	2,112.00	2,471.52	17.02%	14,274.00	11,225.18	-21.36% (4,6)	14,287.00	13,126.69	-14.5% (4,6)
Sports Complex Concessions	940.00	1,667.80	77.43%	34,368.00	39,222.39	14.12% (2)	34,652.00	35,628.11	10.1% (2)
Pool Concessions	95.00	10.74	-88.69%	8,012.00	6,562.97	-18.09% (5)	8,021.00	8,267.42	-20.6% (5)
Catering	2,291.00	3,233.03	41.12%	16,734.00	16,724.77	-0.06%	21,365.00	15,157.46	10.3%
Total Revenues	16,699.00	18,891.62	13.13%	143,050.00	137,266.50	-4.04%	156,390.00	145,233.19	-5.5%
Expenses									
Clubhouse Concessions	12,269.00	10,094.78	-17.72%	77,102.00	68,212.31	-11.53% (1)	89,715.00	87,600.68	-22.1% (1,3)
Beverage Cart	1,526.00	1,283.22	-15.91%	9,706.00	6,714.65	-30.82% (4,6)	9,862.00	8,591.12	-21.8% (4,6)
Sports Complex Concessions	944.00	905.66	-4.06%	25,184.00	28,857.62	14.59% (2)	25,962.00	22,331.54	29.2% (2)
Pool Concessions	208.00	33.69	-83.80%	7,131.00	5,880.22	-17.54% (5)	7,131.00	6,253.04	-6.0% (5)
Catering	953.00	1,208.72	26.83%	6,822.00	5,956.51	-12.69%	8,840.00	5,730.22	3.9%
Total Expenses	15,900.00	13,526.07	-14.93%	125,945.00	115,621.31	-8.20%	141,510.00	130,506.60	-11.4%
Total Fund Revenues	16,699.00	18,891.62	13.13%	143,050.00	137,266.50	-4.04%	156,390.00	145,233.19	-5.5%
Total Fund Expenses	15,900.00	13,526.07	-14.93%	125,945.00	115,621.31	-8.20%	141,510.00	130,506.60	-11.4%
Surplus (Deficit)	799.00	5,365.55	571.53%	17,105.00	21,645.19	26.54%	14,880.00	14,726.59	47.0%

(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, shorter season.

(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.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2017

Developer Contributions (32)

<u>Department</u>	<u>September Budget</u>	<u>September 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	10,000.00	2,806.56	-71.93%	30,000.00	15,938.22	-46.87%	40,000.00	23,077.96	-30.9%
Total Revenues	10,000.00	2,806.56		30,000.00	15,938.22		40,000.00	23,077.96	-30.9%
Expenses									
Administration	-	2,401.00	#DIV/0!	100,000.00	105,304.32	5.30% (1)	100,000.00	-	#DIV/0! (1)
Total Expenses	-	2,401.00		100,000.00	105,304.32		100,000.00	-	#DIV/0!
Total Fund Revenues	10,000.00	2,806.56		30,000.00	15,938.22		40,000.00	23,077.96	-30.9%
Total Fund Expenses	-	2,401.00		100,000.00	105,304.32		100,000.00	-	#DIV/0!
Surplus (Deficit)	10,000.00	405.56		(70,000.00)	(89,366.10)		(60,000.00)	23,077.96	-487.2%

(1) 2017-corner property east town entrance

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2017

Golf Course (50)

<u>Department</u>	<u>September Budget</u>	<u>September 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	52,457.00	48,600.91	-7.4%	454,837.00	401,872.01	-11.6%	(1) 505,117.00	429,185.44	-6.4%	(2)
Golf Maintenance	10,394.00	3,138.04	-69.8%	23,758.00	15,444.72	-35.0%	24,748.00	23,330.44	-33.8%	
Total Revenues	62,851.00	51,738.95	-17.7%	478,595.00	417,316.73	-12.8%	529,865.00	452,515.88	-7.8%	
Expenses										
Golf Operations	31,223.00	30,349.65	-2.8%	187,208.00	180,729.63	-3.5%	(3) 228,848.00	199,655.23	-9.5%	(3)
Golf Maintenance	38,630.00	40,120.33	3.9%	236,356.00	212,109.40	-10.3%	(4) 300,994.00	225,068.83	-5.8%	(4)
Total Expenses	69,853.00	70,469.98	0.9%	423,564.00	392,839.03	-7.3%	529,842.00	424,724.06	-7.5%	
Total Fund Revenues	62,851.00	51,738.95	-17.7%	478,595.00	417,316.73	-12.8%	529,865.00	452,515.88	-7.8%	
Total Fund Expenses	69,853.00	70,469.98	0.9%	423,564.00	392,839.03	-7.3%	529,842.00	424,724.06	-7.5%	
Surplus (Deficit)	(7,002.00)	(18,731.03)	167.5%	55,031.00	24,477.70	-55.5%	23.00	27,791.82	-11.9%	

(1) Daily Greens Fees -23.62% -\$41,041
Golf Events & Misc -17.84% -\$4,274
Carts -6.41% -\$6,686
Season passes +4.83% +\$4,439
Pro shop sales -5.58% -\$2,583

July 2017 10 rain days of which 5 were in a row. 5 days 9 holes only.
primarily league fees

(2) Daily Greens Fees -11.86% -\$17,862
Golf Events & Misc -17.77% -\$4,252
Carts -4.11% -\$4,192
Season passes +8.82% +\$7,810
Pro shop sales -4.66 -\$2,137

July 2016 6 rain days

(3) Wages and related taxes are 5.5% \$4,369 less than budget. Compared to 2016 they are 7.8% \$9,845 less primarily due to transfer of 20% of Supt of Golf Operations salary being moved to Corporate fund in 2017.

(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 11.8% \$15,962 compared to 2016 6.1% \$7,765. Balance due to timing.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended September 30, 2017

Swimming Pool (51)

Department	September Budget	September Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2016 YTD Actual	
Revenues									
Pool	4,010.00	147.80	-96.3%	46,677.00	40,507.22	-13.2% (3)	76,821.00	44,400.80	-8.8% (3)
Swim Lessons	202.00	82.93	-58.9%	13,243.00	12,463.24	-5.9%	13,262.00	12,594.18	-1.0%
Total Revenues	4,212.00	230.73	-94.5%	59,920.00	52,970.46	-11.6% (1)	90,083.00	56,994.98	-7.1% (2)
Expenses									
Pool	1,266.00	261.80	-79.3%	54,709.00	43,146.17	-21.1% (3)	54,846.00	48,454.24	-11.0% (3)
Pool Maintenance	2,463.00	2,563.61	4.1%	24,444.00	30,117.19	23.2% (4)	28,350.00	25,641.04	17.5% (4)
Swim Lessons	-	-	#DIV/0!	6,882.00	6,588.30	-4.3%	6,882.00	6,694.31	-1.6%
Total Expenses	3,729.00	2,825.41	-24.2%	86,035.00	79,851.66	-7.2%	90,078.00	80,789.59	-1.2%
Total Fund Revenues	4,212.00	230.73	-94.5%	59,920.00	52,970.46	-11.6%	90,083.00	56,994.98	-7.1%
Total Fund Expenses	3,729.00	2,825.41	-24.2%	86,035.00	79,851.66	-7.2%	90,078.00	80,789.59	-1.2%
Surplus (Deficit)	483.00	(2,594.68)	-637.2%	(26,115.00)	(26,881.20)	2.9%	5.00	(23,794.61)	13.0%

- (1) Daily Fees -19.05% \$3,182 shorter season
 Season passes -9.33% -\$2,109
 Misc income (includes oscar, pool rentals and middle school pool party) -15.57% \$1,780
 Swim Lessons -6.61% -\$220 Oscar budgeted Sept, received in Oct.
- (2) Daily Fees -20.13% -\$3,407 shorter season
 Season passes -9.88% -\$2,246
 Misc income (includes oscar, pool rentals and middle school pool party) +71.84% \$1,633
 Swim Lessons -1.70% +\$207
- (3) Pool opened later. Reduced revenues and expenses.
- (4) Pool repairs were higher as a result of findings during testing.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2017

Debt Service (60)

<u>Department</u>	<u>September Budget</u>	<u>September 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	249,480.00	242,717.95	-2.7%	570,240.00	576,752.60	1.1%	594,000.00	574,923.99	0.3%
Total Revenues	249,480.00	242,717.95	-2.7%	570,240.00	576,752.60	1.1%	594,000.00	574,923.99	0.3%
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	249,480.00	242,717.95	-2.7%	570,240.00	576,752.60	1.1%	594,000.00	574,923.99	0.3%
Total Fund Expenses	-	-		15,406.00	15,406.25		591,443.00	16,868.75	-8.7%
Surplus (Deficit)	249,480.00	242,717.95	-2.7%	554,834.00	561,346.35	1.2%	2,557.00	558,055.24	0.6%

Capital Projects (70)

<u>Department</u>	<u>September Budget</u>	<u>September 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	-	66.82	#DIV/0!	-	1,389.93	#DIV/0!	490,000.00	38,773.83	-96.4%
Total Revenues	-	66.82	#DIV/0!	-	1,389.93	#DIV/0!	490,000.00	38,773.83	-96.4%
Expenses									
Administration	125,540.00	58,216.76	-53.6%	432,093.00	378,174.78	-12.5%	641,775.00	309,904.18	22.0%
Total Expenses	125,540.00	58,216.76	-53.6%	432,093.00	378,174.78	-12.5%	641,775.00	309,904.18	22.0%
Total Fund Revenues	-	66.82		-	1,389.93	#DIV/0!	490,000.00	38,773.83	-96.4%
Total Fund Expenses	125,540.00	58,216.76	-53.6%	432,093.00	378,174.78	-12.5%	641,775.00	309,904.18	22.0%
Surplus (Deficit)	(125,540.00)	(58,149.94)	-53.7%	(432,093.00)	(376,784.85)	-12.8%	(151,775.00)	(271,130.35)	39.0%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2017

Action 2020 (71)

<u>Department</u>	<u>September Budget</u>	<u>September 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	700.00	1,607.26	129.6%	5,505,900.00	7,096,617.23	28.9%	6,462,500.00	634,882.77	1017.8%
Total Revenues	700.00	1,607.26	129.6%	5,505,900.00	7,096,617.23	28.9%	6,462,500.00	634,882.77	1017.8%
Expenses									
Administration	500,000.00	552,783.59	10.6%	4,220,000.00	3,238,358.50	-23.3%	4,840,000.00	551,350.31	487.4%
Total Expenses	500,000.00	552,783.59	10.6%	4,220,000.00	3,238,358.50	-23.3%	4,840,000.00	551,350.31	487.4%
Total Fund Revenues	700.00	1,607.26		5,505,900.00	7,096,617.23	28.9%	6,462,500.00	634,882.77	1017.8%
Total Fund Expenses	500,000.00	552,783.59	10.6%	4,220,000.00	3,238,358.50	-23.3%	4,840,000.00	551,350.31	487.4%
Surplus (Deficit)	(499,300.00)	(551,176.33)	10.4%	1,285,900.00	3,858,258.73	200.0%	1,622,500.00	83,532.46	4518.9%
Total Fund Revenues	1,469,763.00	1,370,303.93		9,476,577.00	10,989,797.92	16.0%	11,351,611.00	4,639,423.42	
Total Fund Expenses	1,009,937.00	924,558.59	-8.5%	7,201,944.00	6,003,403.07	-16.6%	10,150,474.00	3,125,742.65	
Surplus (Deficit)	459,826.00	445,745.34	-3.1%	2,274,633.00	4,986,394.85	119.2%	1,201,137.00	1,513,680.77	

Sycamore Park District
Fund Balances

	1/1/2017	Revenues	Expenses	9/30/2017	9/30/2017 Cash balance
10 Corporate	186,577.65	1,270,987.50	541,840.38	915,724.77	920,902.51
20 Recreation	217,394.11	986,374.38	682,474.51	521,293.98	536,025.35
21 Donations	156,151.66	28,608.30	-	184,759.96	184,759.96
22 Special Recreation	161,363.10	162,075.82	281,136.90	42,302.02	42,302.02
23 Insurance	18,879.70	66,902.31	31,834.74	53,947.27	53,947.27
24 Audit	13,300.51	14,075.96	14,200.00	13,176.47	13,176.47
25 Paving & Lighting	21,957.37	153.13	-	22,110.50	22,110.50
26 Park Police	3,107.62	1,186.12	-	4,293.74	4,293.74
27 IMRF	4,694.29	80,389.11	62,594.30	22,489.10	22,489.10
28 Social Security	4,073.02	80,793.62	63,766.39	21,100.25	21,103.25
30 Concessions	36,390.96	137,266.50	115,621.31	58,036.15	54,245.70
32 Developer Contributions	115,423.79	15,938.22	105,304.32	26,057.69	26,057.69
60 Debt Service	36,301.63	576,752.60	15,406.25	597,647.98	597,647.98
70 Capital Projects	558,446.69	1,389.93	378,174.78	181,661.84	181,661.84
71 Action 2020	511,517.49	7,096,617.23	3,238,358.50	4,369,776.22	4,369,776.22
Total governmental fund balance	2,045,579.59	10,519,510.73	5,530,712.38	7,034,377.94	7,050,499.60
50 Golf Course Net Assets	205,307.30 <u>(255,334.69)</u> (50,027.39)	417,316.73	392,839.03	229,785.00 <u>(255,334.69)</u> (25,549.69)	(13,338.95)
51 Swimming Pool Net Assets	246,957.09 <u>(247,988.11)</u> (1,031.02)	52,970.46	79,851.66	220,075.89 <u>(247,988.11)</u> (27,912.22)	(27,912.22)
Total proprietary funds	452,264.39	470,287.19	472,690.69	449,860.89	
Net assets	<u>(503,322.80)</u>			<u>(503,322.80)</u>	
Proprietary funds minus net assets	<u>(51,058.41)</u>			<u>(53,461.91)</u>	
	1,994,521.18			6,980,916.03	7,009,248.43

Summary of depository accounts as of **10/19/2017**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First National Bank	15,679.40	0.10	11.38
First Midwest Bank	265,910.91	0.13	337.41
Resource Bank	381,630.32	0.37	1682.08
IPDLAF	5,501,946.18	0.91	9509.56
**DCCF - Action 2020	402,121.94		
*DeKalb Co. Community Foundation	<u>17,098.55</u>		1,583.80
	6,584,387.30		

* 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 8/31/17.

** As of 8/31/17 per DCCF.

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	71		Original			
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital	action 2020	total	Projection	Difference		
1/1/2017	207,391	245,525	156,152	167,135	18,880	13,301	21,957	3,108	4,694	4,073	33,572	118,558	0	0	36,302	580,197	674,710	2,285,554	2,285,554	-		
January																						
Receipts																						
Replacement Taxes	7,082			-															7,082	5,851	1,231	
Shelters	50																		50	50	-	
User Fees		7,231									200		86	-					7,517	38,865	(31,348)	
Misc	261	5,246	3,199	72	8	6	10	1				53			16	255	227		9,355	1,200	8,155	
Expenses	(56,729)	(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					
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	1,778,768	(276,477)		
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	1,158,772	210,547		
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	277,460	863,847		

	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)	(8,221)	8,221
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	5,023,554	2,776,688
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				-	3,103	(3,103)
Replacement Taxes	-																	-	-	-
Shelters	1,370																	1,370	2,600	(1,230)
User Fees	-	4,735									42,483	1,399	70,507	23,397				142,522	161,728	(19,206)
Misc	275	1,471	2,706	3	7	1	3	0			-	3		-	44	44	801	5,358	15,444	(10,086)
Expenses	(87,898)	(94,052)	-	(38,304)	-	(2,000)	-	-	-	-	(22,163)	(4,568)	(54,279)	(12,113)	(15,406)	(31,421)	(933,742)	(1,295,947)	(871,846)	(424,101)
6/30/2017	552,646	321,742	172,382	20,990	55,205	6,746	22,054	3,753	8,762	11,481	49,620	25,781	(18,818)	12,417	333,797	334,891	6,102,400	8,015,850	5,556,823	2,459,027
July																				
Receipts																				
Taxes	10,320	7,220		1,425	588	124	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				-	78	(78)
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	1,096	69	121	2	5	2	5	1				3,694			77	71	1,232	6,374	10,450	(4,076)
Expenses	(58,680)	(69,903)	-	(15,549)	(31,835)				-	-	(37,686)	(3,314)	(54,509)	(21,382)	-	(23,041)	(711,659)	(1,027,558)	(994,183)	(33,375)
7/31/2017	516,929	265,976	172,503	6,868	23,964	6,871	22,059	3,764	3,292	3,671	43,990	26,161	(12,815)	1,973	338,945	311,921	5,391,973	7,128,046	4,731,191	2,396,854
August																				
Receipts																				
Taxes	32,302	22,601		4,460	1,841	387	2	32	2,215	2,226					15,873			81,940	91,668	(9,728)
transfers in/out	2,603	4,678							(5,506)	(5,897)	572		2,453	1,097				-	232	(232)
Replacement Taxes	352																	352	856	(504)
Shelters	950																	950	650	300
User Fees	-	29,646									18,158	-	65,227	1,898				114,929	97,326	17,603
Misc	468	2,675	134	3	8	2	7	1				2,805			112	76	1,549	7,841	18,045	(10,204)
Expenses	(56,123)	(72,996)	-	(770)	-	-	-	-	-	-	(13,840)	(3,314)	(52,521)	(30,285)	-	(72,185)	(472,570)	(774,604)	(839,400)	64,796
8/31/2017	497,481	252,580	172,638	10,561	25,813	7,261	22,069	3,798	-	(0)	48,880	25,652	2,344	(25,318)	354,930	239,812	4,920,953	6,559,453	4,100,568	2,458,885

	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	493,496	345,189		68,142	28,125	5,911	34	494	33,832	34,002					242,498			1,251,723	1,283,352	(31,629)
transfers in/out	6,779	10,797							(11,343)	(12,899)	1,073		5,421	171				0	3,260	(3,260)
Replacement Taxes	-																	-	-	-
Shelters	250																	250	275	(25)
User Fees	-	12,923									17,860	-	46,930	60				77,773	75,837	1,936
Misc	343	470	12,122	16	10	5	8	2				2,807			220	67	1,607	17,675	38,819	(21,144)
Expenses	(77,446)	(85,934)	-	(36,417)	-	-	-	-	-	-	(13,568)	(2,401)	(68,034)	(2,825)	-	(58,217)	(552,784)	(897,625)	(940,217)	42,592
9/30/2017	920,903	536,025	184,760	42,302	53,947	13,176	22,111	4,294	22,489	21,103	54,246	26,058	(13,338)	(27,912)	597,648	181,662	4,369,776	7,009,249	4,561,894	2,447,354
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	859,491	468,315	184,760	42,302	53,947	13,176	22,111	4,294	22,489	21,103	55,504	26,058	(26,655)	(29,635)	102,017	168,347	3,970,376	5,957,999	3,510,644	2,447,354
November																				
Receipts																				
Taxes	47,960	33,840		6,640	2,760	580	4	40	3,320	3,320	242				23,760			122,224	122,224	-
transfers in/out	1,917	3,049							(3,320)	(3,320)			1,580	1,363				1,511	311	1,200
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	872,926	441,366	184,760	45,622	56,707	13,756	22,115	4,334	22,489	21,103	52,990	26,058	(51,117)	(28,737)	125,777	(11,480)	3,770,876	5,569,544	3,120,989	2,448,554
December																				
Receipts																				
Taxes	-	-																-	-	-
transfer in/out														11,000	30,000			41,000	41,000	-
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	282,160	219,918	47,260	45,622	23,622	13,756	22,115	4,334	22,489	21,103	52,021	36,058	(68,346)	(592)	45,371	461,980	4,706,376	5,935,246	3,486,691	2,448,554
change	74,769	(25,607)	(108,892)	(121,513)	4,743	456	157	1,226	17,795	17,030	18,449	(82,500)	(68,347)	(592)	9,069	(118,217)	4,031,666	3,649,691	1,201,137	2,448,554

To: Board of Commissioners
From: Meg Jourden-Messerich
Subject: Monthly Report
Date: October 24, 2017

Administrative Initiatives (10/1/17 – 10/31/17)

- Attended monthly Board meeting. – Meg
- Attended weekly Management Team meetings as scheduled. – Meg, Sarah, Lisa, Hillary (GA)
- Held one-on-one meetings with Recreation Supervisors. - Meg
- Attended Club Industry Conference and Expo October 4-6, 2017. - Meg
- Attended IPAD Best of the Best Gala. – Meg, Sarah
- Attended PDRMA Red Cross Examiner Program to review, discuss and learn Red Cross newly implemented audit guidelines and procedure at the Norridge Park District October 23. – Lisa, Meg
- Spearheaded membership discussion and development meeting for Pathway Fitness, Aquatic (Community Pool & Splashpad), Dog Park, and Open Gym. – Meg, Kirk, Sarah, Lisa, Hillary
- Conducted Splashpad Naming Voting initiative with School District #427 Elementary Schools, St. Mary Catholic School, and Cornerstone Christian Academy. – Meg, Dan, Sarah
- Completed research and Recommendation to the Board for purchase of Fitness Center Cardio, Sectorized, and Strength Equipment. Recommendation to be shared at October 24 Board Meeting. - Meg
- Worked collaboratively with Superintendents to organize a staff meeting for FF&E tasks assigned by Executive Director; collectively reviewed,

discussed and mapped out Community Center indoor and outdoor campus needs. Collaboratively researched and collected quotes for identified FF&E needs. – Meg, Jeff, Jackie, Sarah, Lisa, Steve, Melissa

- Met with Art Zern, Sycamore Assistant Fire Chief to review Community Center room capacity to assist with FF&E table and chair needs. - Meg
- Met with National Business Furniture and Staples Business Advantage Furniture account executives to provide specifications for office and lobby furniture needs for furniture recommendations and quote request. -Meg, Jackie, Sarah
- Met with Doty & Sons to review outdoor furniture needs and quote request. – Jeff, Meg, Sarah, Lisa, Hillary (GA)
- Developed Group Exercise/Fitness Instructor revised pay scale recommendation based on industry standards and going rates currently in the park and recreation field. – Meg
- Worked with Marketing Supervisor on development of Pathway Fitness and Splashpad logos for presentation to the Board October 24. – Meg, Sarah
- Met with Aquatic Supervisor to review 2017 End of Season Community Pool Survey results and develop plan for revisions, improvements, and opportunities for 2018 season. – Meg, Lisa
- Met with Aquatic Supervisor to discuss and review opportunities for revision and expansion of aquatic programs and value-added events opportunities to be offered at the Community Pool in 2018. – Meg, Lisa
- Finalized Comcast agreement/plan for added data and cable service needs at the Community Center. – Meg, Jackie
- Met with City of Sycamore, Mary Kalk, Adam Orton, and Brian Gregory to review Dog Park service, use and rule enforcement, and usership record keeping/verification coordination. – Meg, Jackie, Jeff

- Reviewed and revised 2018 winter/spring program guide registration policy, refund policy, facility rental as related to the Community Pool, and Community Pool Conduct Policy to match the Board approved Recreation Fee Policy update. - Meg

Lisa Metcalf, Recreation Supervisor

- Coordinated the start of 2017 Fall Volleyball League. Total four teams registered in Monday League, 100% increase versus 2016, league canceled due to insufficient registration. Total eight teams registered in Wednesday League; no change versus prior year. Total eight teams registered in Thursday League; no change versus prior year. Each League can accommodate a maximum of eight teams due to gym space availability.
- Continued to work on new program development to be offered at the Community Center. - Lisa
- Attended IPRA Pro Connect with Dr. Laura Lunsford at the University of Saint Francis in Joliet October 26. - Lisa.

Sarah Rex, Recreation & Marketing Supervisor

- Met with Terri Gible and Tom and Sam Doty to discuss plans and enhancement of the Community Center's generator's enclosure. – Sarah
- Arranged District's sponsorship of the City of Sycamore's Kids Cleanup Day. - Sarah
- Coordinated the October 11 Green Drinks with presenter, Carley Stadie of Oaken Acres Wildlife Center. 21 people attended. – Sarah
- Represented the District at IAPD's Best of the Best Awards Gala and received the Best Green Practices Award on the District's behalf. – Sarah
- Led Ghost Stories in the Park on October 21. – Sarah
- Finalized all Legacy Campus signs for which naming rights have been secured. – Sarah

- Began planning the 2018 holiday party with fellow committee members, Jeff and Melissa – Sarah
- Attended IPRA’s Facility Management Workshop – Sarah
- Once arrangements were made by Dan and Meg, developed and delivered splashpad naming ballots to all elementary schools in Sycamore. Posted a notice on a homeschool family groups Facebook page inviting them to participate in the voting at the Clubhouse. Arranged a photo shoot at North Grove Elementary School and sent pictures as well as a press release to the Chronicle and B95. – Sarah

Hillary Allton, NIU Graduate Assistant

- Researched park district Splashpad age requirements and fee structure. – Hillary (GA)
- Toured Community Pool. – Hillary (GA), Lisa
- Researched and developed Community Pool added value activity/event lesson plans, calendar, and event budget. – Lisa, Hillary (GA)

Administrative Initiatives (11/1/17-11/30/17)

- Will attend monthly Board meeting. - Meg
- Will attend weekly Management Team meetings as scheduled. Meg, Sarah, Lisa, Hillary (GA)
- Will attend PDRMA Risk Management Institute November 17. – Meg, Sarah, Lisa
- Will attend Vermont System RecTrac Users Group Meeting November 15. – Lisa
- Will coordinate (Lisa) and attend Sports Complex Field Use meeting with Sycamore High School Softball. – Lisa, Meg

- Will meet with the Sycamore Kiwanis Club Craft Beer and Brat Fest Committee. – Sarah
- 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
- 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

To: Board of Commissioners

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: October 24, 2017

Administrative Initiatives (10/1/17 – 10/31/17)

- Attended weekly Management Team meetings as scheduled.
- Attended All Staff Meeting as scheduled.
- Attended Sycamore Chamber of Commerce Ambassador Club meeting.
- Developed October Golf Insight newsletter and update reader board outside the Pro shop.
- Continued monthly pro shop merchandise promotions.
- Began sales representative meetings for 2018 product line.
- Monitored, administrated and served as rules official for Boys and Girls IHSA Golf Regionals. Boys – 10/3 – 66 players, total revenue \$1,783.19, low score 70, mean avg. score 84.68. Girls – 10/4 - 72 players, total revenue \$1,994.55, low score 73, mean avg. score 87.94.
- Began to develop league schedules for the 2018 golf season.
- Began marketing promotion and accept entries for the Pumpkin Scramble. Currently 17 teams preregistered. Event to be held Saturday, October 28th.
- Developed and monitored GolfNow rates for fall rates and promotion.
- Reduced part-time cart staff to weekends only and reduced ranger part-time staff hours to 3 weekdays and weekend mornings only.
- Continued to contact outing representatives for 2018 outing bookings.

- Completed Sycamore Boys and Burlington Central Boys and Girls golf team schedules.
- Began trade in process for the remainder of our EZGO golf carts and began to receive bids on replacement vehicles.
- Prepared 2018 golf rates and prepared staff recommendation for 2018 golf rates.
- Met with Sarah Rex to develop a marketing plan for 2018 to include, regular play, outing promotion, league promotion and special events.
- Schedule eblasts for Preseason Season Pass sale through EZLinks and Coursetrends.

Administrative Initiatives (11/1/17 – 11/31/17)

- Attend weekly Management Team meetings as scheduled.
- Attend All Staff Meeting as scheduled.
- Attend Sycamore Chamber of Commerce Ambassador Club meeting.
- Develop November Golf Insight newsletter and update reader board outside the Pro shop.
- Continue monthly pro shop merchandise promotions.
- Continue to schedule meetings with sales representative for 2018 product line.
- Continue the development of league schedules for the 2018 golf season.
- Begin marketing promotion for the December Pre-Season Season Pass sale.
- Continue to monitor GolfNow rates for fall rates and promotions.
- Reduce part-time cart staff to as needed only and reduce ranger part-time staff hours to 2 weekdays and Saturday mornings only.

- Continue to contact outing representatives for 2018 outing bookings.
- Continue trade in process for the remainder of our EZGO golf carts and begin to receive bids on replacement vehicles.
- Prepare cart barn for additional cart storage and prepare riding carts and push carts for winter.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: September 26, 2017

Administrative Initiatives (10/1/17-10/31/17)

Golf

- After going ten weeks with just over one inch of rain, we have received 6” in a seven-day span. 3.75” fell on Saturday the 14th alone. This caused the course to be closed one day and the back nine to be closed two days. Luckily, the river did not overflow and the drought stressed soils quickly absorbed the water. Staff spent some time pumping low isolated areas and some bunkers, but overall the course took the heavy rains well.
- We have had digging in the rough from mostly skunks looking for grub worms this fall. They have been mainly looking next to the fairways and scratch to find the bugs. The damage has been minimal overall and staff quickly fixes any tears and spreads granular insecticide to the areas to eliminate any remaining grubs.
- Due to the heavy rains and the delays it caused maintaining the golf course for our staff, we cancelled the aerating of the greens scheduled this week. We will now be slicing the greens this week which produces somewhat similar results without as many steps or time from the staff. We plan to slice once more before winter. This helps moisture and air get to the roots and helps with surface drainage going into winter.
- With the rains, all the turf is growing again so staff is busy mowing once again. Leaves are also falling now so blowing and mulching, along with mowing, are taking most of the staff’s time. Staff has also been pruning trees and repairing irrigation heads.

- We worked with Kirk for course set up and marking along with preparing the course for the High School boys' and girls' Regional Tournament at the beginning of October. Staff received a lot of positive feedback from the coaches, players, and parents walking the course.
- The new irrigation system design is underway. EC Design has developed a rough draft layout of our new sprinkler head system and we met recently to go over what was missed and what needed added. The next step is to get a more final draft of the layout and then to begin discussing the pump station options.
- Encap was able to add erosion control products, seed, and blanket to the 18 fairway river bank prior to the heavy rains. We are also seeing improvement to the native area left of 5 green since Encap removed and added new seed last month.
- Attended bid opening for the new bridges along the creek at 18 and 16 tees.

Sports

- The sports fields handled the heavy rains well and games were played later the next day.
- I continue to work with user groups for field availability and game scheduling.
- AYSO soccer is in their final week of practices and games at the sports complex.
- Sycamore Girls' Softball is also in their final week and weekend of practices and games for the fall season as are boys fall baseball practices.

- Adult soccer has completed their Sunday league season for the year.
- Rover girls' soccer will still play games on three fields until November 12th.
- We have also hosted Sycamore Youth Football practices and cheerleading team practices at the complex this fall.
- Staff continues to mow and trim soccer and ball fields as needed with the suddenly awoken grass now growing. Soccer lines are painted weekly or biweekly as needed on soccer and still used ball fields. Ball fields are still dragged as needed for scheduled games. Staff has been pruning trees and shrubs, adding ag-lime to ball fields, added ag-lime to bullpen areas, keep the tennis courts blown off daily, and have added soil to thin, high traffic soccer goal areas.
- The work on the new bike path along Airport Road went well. The City Engineer did a good job of communicating with us during the process and any damage to the park was seeded and blanketed by Curran after the work was completed.
- Lisa and I are already meeting with user groups to plan schedules and special events for next year.

Parks

- I attended staff, board, and Action 20/20 related committee and architect meetings.
- I have also been attending community center related construction meetings and landscape planning meetings.
- I have been researching equipment and pricing for maintaining the new building along with several other areas in the building. Also writing

maintenance plans for the building outside areas and planning for the custodial positions to come soon with job descriptions and tasks as well as planning hours and budget for their time along with other staff.

- Staff has been meeting often to work together to come up with FF&E items for opening the building and other operation needs and planning.
- Encap has planted many plants in the dog park which we will keep watered as needed into the fall. Seeding of the dog park, sled hill, and all surrounding areas of the Community Center will most likely take place as a dormant seeding in November with germination in the spring. If weather or construction conditions do not allow for this, the seeding will be done in the spring.
- Working with City of Sycamore, the Forest Preserve, and Tyrell Well Co. on the new entrance area park. The well and electric to it should be completed sometime next week. Some seed on the site is showing signs of germination.
- Staff continues to mow, trim, and clean all park areas as needed. They have also been pruning growth around several bike paths around town and made repairs to play equipment. The climbing structure at Leon Larson Park was replaced with an updated model as well.
- Alanzis Landscape will be replacing the 17 trees that did not survive our group planting later this week.
- The 7-acre area between the soccer fields and the park that was farmland turned to grass continues to mature. We have sprayed and fertilized the area and the recent rains will help it thicken prior to winter.
- We receive our PDRMA audit at the end of September. We did very well in all areas (pool, golf, parks, administration) with an average score in the 90s. We recently received the report cards with items to address prior to our final

November 1 audit scoring. Many of these are small items we have already addressed and will be doing a few more prior to the visit. The audit includes reviewing of staff safety trainings, required inspection paperwork for all buildings and equipment, field visits of parks to inspect safety of equipment and playgrounds, field visits to watch staff operating and working safely, and a review of all needed policies and legal documents.

- I am gathering pricing for the 2018 Capital project list for equipment and projects.
- As part of the 2017 Capital budget repairs, the roof and fascia will be replaced on the garage just south of the clubhouse that houses the concessions carts and covers the lockers. This work will be completed at the beginning of November.
- The park will once again host events for the Pumpkin Festival. The 10K will finish thru the sports complex and golf course at 9 tee on the 29th, the golf scramble will take place on the 28th and scary stories will be in the Good Tymes shelter on the 21st. We also provide carts for the parade and logistics along with chalk for the parade safety lines.

Administrative Initiatives (11/1/17-11/30/17)

- 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 and seeding process.
- Continue with launch planning project with staff for the new building. Research equipment, gather info for budgets and hiring of new positions along with planning for maintenance procedures and operations.

- Meet with irrigation design firm to continue planning process for new system.
- Host PDRMA final audit review scoring on the 1st.
- Attend a PDRMA training class and the annual meeting this month.
- Finalize Capital equipment and project list for 2018.
- Work on 2018 operating budget numbers for all maintenance departments and new building.
- 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. The remaining parking lot lines in need of more paint will be completed.
- Meetings with affiliate sports user groups will continue to plan for next season.
- The golf course staff will continue to work on leaf removal, mowing, and tree work. The irrigation system is currently scheduled to be blown out and winterized on November 7th.
- Pool will be winterized as well with bathroom areas drained. Any needed replacement parts will be noted and budgeted for next year.

To: Board of Commissioners

From: Daniel Gibble, Executive Director

Subject: Monthly Report

Date: October 24, 2017

Administrative Initiatives (10/1/17 – 10/31/17)

- Finalized and distributed requests for quotes for the sign at the entry park.
- Scheduled well work for entry park. Worked with Jeff Donahoe to coordinate electrical service to serve the well at the entry park.
- Did not Rectify IDPH issues.
- Completed North Prairie restoration at Recreation Campus and Dog Park work began.
- Troubleshoot schedule issues at LEGACY Campus.
- Completed First Draft of FF&E Budget for Recreation Campus.
- Completed LEP Plan for USDA.
- Completed annual evaluation for USDA on the old Liners Field Grant.
- Completed step-by-step plans to proceed with land acquisition for next trail project. Held two meetings with IDOT and FHWA on the next trail segment and the grant/documentation process.
- Confirmed with IDOT that Nathan Schwartz can act as our formal NEGOTIATOR for trail land acquisition. Conducting a final search for APPRAISER and APPRAISER REVIEWER approved by IDOT.
- Updated AGENDA PLANNER through 2020.

- Attended Meetings/Serve On:
 - KSRA
 - Rotary
 - Chamber
 - DSATS

- Continued work on CAMPUS Construction Supervision:
 - Community Center
 - Dog Park
 - Sled Hill
 - Splashpad

- Continued ordering OWNER REQUIRED equipment for Recreation Campus install.

- Kept on top of Annexation Error.

- Prepared and carried 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.

- Finalized golf course bidding for two small bridges.

- Finalized Ergonomic Review of Positions and integrated into appropriated job descriptions.

- Finalized Job Descriptions for Loss Control Review. And Board approved.

- Increased Administrative Score on the PDRMA Loss Control Review (LCR) by at least 6 points, from 87 to 93 out of 100.

- Finalized agreement with Health Provider.

- Proud to be present for IAPD “Best Green Practices” Award.

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.

- Finish Landscaping at Recreation Campus.

- Troubleshoot VORTEX and IDPH issues.

- Begin working on a framework for beginning Sycamore Park District's next long-range plan.

- Finish developing data regarding on-going pool costs for upkeep to hold future discussion on pool closure(s).

- Continue work on Old Mill to Forest Preserve trail issues. Drafted an Intergovernmental Agreement with DeKalb County Forest Preserve District (DRAFT ONLY) for the next ITEP Grant. This will be presented to the Forest Preserve Board for first discussion on October 24, 2017.

- Finalize Ergonomics Policy.

- Continue coordination of work for Entry Park.

- Review and approve KSRA FY 2018 Budget

- Attend PDRMA Training.

- Finalize corrections for LCR on November to increase Administration score even further.

- Attend IAPD Legal Symposium.

- Begin work on design and bidding process for Bridge #4.

- Finalize Annexation error correction.

- Shave my head.

Dear friends

Thank you for your kind
donation you gave in
remembrance of our Barry.

We appreciate your
thoughtfulness and
support during this
very difficult time

During a time

like this

we realize how much

our friends and relatives

really mean

to us....

Your expression

of sympathy will always

be remembered

The
Halby Family

Sycamore Park District Clubhouse

Post Rental Questionnaire

Name: Scott Mabel

Date of Event: 9.9.17

Type of Event: Birthday Party

1. How was your event? Uneventful

2. How was the service of the Park District Staff? Very helpful.

3. How was the room rental fee? Seems a little high for semi-private

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

4. How was your menu/meal/bartending? Helpful, talked to guests

5. How was the pricing? Great

6. Would you change anything? No

7. Would you recommend the Clubhouse to a friend? Yes
Why or Why not A nice place that's easy to find

8. How did you hear about us? Park flyer

9. Please note your overall experience. Great

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: October 24, 2017

STAFF RECOMMENDATION

**AGENDA ITEM: APPROVAL OF LETTER OF INTENT with
NORTHWESTERN MEDICINE: Recommended Approval**

BACKGROUND INFORMATION: Several months ago, the Board reviewed a draft proposal to cooperate with Northwestern Medicine on the provision of fitness services in our new Fitness Center—PATHWAY FITNESS. There was good discussion and questions to Kevin Poorten, then CEO and now a regional director with Northwestern Medicine, as well as Mike Kokott, Project Director Kishwaukee/Valley West Hospital. The Board raised concerns about co-promotion, and some financial commitment from NM. I believe those have been addressed and clarified in this final version.

By this recommendation, I would like to thank Mike Kokott from NM/Kish Hospital/Valley Hospital for his patience in this process, and Meghan Jourden-Messerich for her efforts in clarifying the details regarding the specific services brought to the table on this Letter of Intent (LOI).

FISCAL IMPACT: Staff estimates that the contribution value of the professional services in this Letter of Intent exceeds \$75,000 that we would have to expense if we were to provide these as a service to our customers. A great investment in the quality of our product!!!

STAFF RECOMMENDATION: Recommend approval of the LOI.

PREPARED BY: Daniel Gible, Executive Director



BOARD ACTION:

Northwestern Medicine Kishwaukee Hospital
Sycamore Park District
Non-Binding Letter of Intent

October 18, 2017

This non-binding letter of intent ("LOI") is intended to memorialize the understanding of the Sycamore Park District ("SPD") and Northwestern Medicine Kishwaukee Hospital ("NMKH") to enter into a definitive agreement ("Agreement") for a collaboration to provide community outreach services provided by NMKH to support the fitness programs managed by SPD at its Fitness Center, currently under construction.

The present intention of the parties is that upon the opening of the new SPD wellness center (the "Facility") (anticipated to be June of 2018 at the latest), NMKH will provide the services of certified personal trainer ("Personal Trainer") to deliver the proposed fitness education and assessment services ("Services") as indicated on Schedule A during a mutually-agreed upon schedule. Both parties will acknowledge in the Agreement that the arrangement between SPD and NMKH will be exclusive such that, during the term of the Agreement, SPD will not enter into agreements with any other providers for similar Services. Both parties acknowledge that a relationship with the NIU Department of Kinesiology exists for educational purposes, which will require on-site presence of NIU students and faculty. The Agreement and the Services will be structured to comply with all applicable legal and regulatory requirements and will address additional issues including, but not limited to insurance, confidentiality, construction code, membership waivers of liability, and indemnification.

As part of the collaboration, SPD will provide NMKH with the following: (1) exclusive access (during NMKH onsite hours) to 2 private evaluation rooms set aside for established appointments for evaluations, (2) access to classrooms for scheduled educational programs, (3) access to commons space including the reception area, fitness room, restroom and parking, (4) ability to display Northwestern Medicine Kishwaukee Hospital literature and mutually agreed-upon NMKH signage that will appropriately reflect the relationship between SPD and NMKH, (5) storage area for miscellaneous supplies necessary for NMKH to provide the Services, (6) SPD-furnished fitness equipment for the SPD fitness room (includes SPD maintenance and cleaning of equipment), (7) SPD management of the daily operations of the fitness center and its membership, including scheduling of member evaluations (8) SPD responsibility for maintaining the confidential information related to its members, including personal trainer evaluations by NMKH Personal Trainers, (9) Orientation to the Facility. Prior to commencement of the Services, it is the parties understanding that SPD and NMKH will collaboratively determine the marketing and promotion for services provided under the Agreement. Prior to commencement of the services, SPD will perform the construction improvements as indicated on Schedule B of this LOI.

SPD will provide room signage consistent with SPD sign standards which include NMKH branding.

SPD and NMKH will work together to promote awareness of the services to the community and SPD Facility membership.

SPD will promote collaboration of services through signage on room in Community Center, in park district promotional pieces, services communicated by park district personnel, and on park district website, which will be subject to NMKH's prior written approval.

As opportunities arise, SPD and NMKH will collaboratively promote program in media outlets with mutually agreed subject and content approval by SPD and NMKH.

The parties agree that the term of the Agreement will be three years and renew automatically each year. This LOI is non-binding and may be terminated on 90-day written notice by either SPD or NMKH with written notice. The initial

commitments of NMKH and SPD, based upon Schedule C or other factors, may be more clearly defined in the Agreement within one of the aforementioned "Schedules".

The above reflects the understanding of the parties.

Sycamore Park District

Northwestern Medicine Kishwaukee Hospital

Name: Ted Strack
Title: Board President
Date: October 17, 2017

Name:
Title:
Date:

Schedule A

NMKH proposes the following Services to be covered under the Agreement*:

1. **New member health and fitness screening.** All current SPD fitness center members and future SPD fitness center members will, with an active membership, receive a single scheduled fitness assessment from a NMKH Personal Trainer, including height, weight, BMI, Body Fat percentage, waist measurements, flexibility screening, and manual muscle strength assessment. Upon renewal of membership, the member will be entitled to the same fitness screening, On an annual basis. Fitness Program Design: A NMKH Personal Trainer will assist SPD staff in designing an individualized fitness program based on the SPD fitness center member's desired goals and promote SPD fitness programs and additional services to assist in accomplishing health and wellness goals. Regularly scheduled reassessments to measure progress and update or change fitness program. The member will be entitled to regularly scheduled reassessments to measure progress and update or change the fitness program once every six months with the condition that the membership is active.
2. Education Series: Develop a series of informational lectures on health and wellness topics. Lectures would be offered at Sycamore Park District as well as at NMKH. These lectures may include: Injury and Fall Prevention, Concussion Prevention, Know Your Numbers, Exercise Principles, General Nutrition, Proper Shoe Wear, etc. Information will be made available to all active SPD fitness members on upcoming NMKH events. There shall be at least four programs per year, although additional programs may be held with mutual consent of both parties. Scheduling and confirmation of educational lectures, programs and health and wellness initiatives are to follow SPD seasonal program guide schedule.

* In the event an assigned NMKH Personal Trainer is unavailable due to absence, NMKH will promptly inform SPD and reasonable efforts will be made by NMKH to provide a substitute NMKH Personal Trainer.

Schedule B

Sycamore Park District Building NMKH Requests for Improvements to proposed NMKH space:

1. Office 114 – Enclose the office with a wall/ door to provide member privacy.
 - a. Install a corner floor mount cabinet with counter top. The undercabinet should have doors and a lock. Cabinet ~ 24" x 24'.
 - b. Wall mirror - 5' x 14".
 - c. Wall mounted hand sanitizer.
 - d. Light in rooms on dimmers.

Equipment Requirements:

1. Plinth (~ 72" x 30") with open shelf below.
2. 1 rolling stools
3. 1 chair
4. Access to copier/ phone in reception area.
5. Access to non-public Wi-Fi.
6. AED in Facility.

Access to Facility's washer and dryer to allow for cleaning of linens

Schedule C

Responsibilities of NM Kishwaukee Hospital:

1. Provide services according to Schedule A.
2. NMKH Personal Trainer will be on site from 9 am to 12 pm, Monday and Friday, 4 pm -7 pm on Wednesday, with changes to the schedule to be mutually agreed by SPD and NMKH. Appointments may be scheduled during nonscheduled on-site hours subject to availability of NW staff. Established hours may change as mutually agreed by both parties. All hours will be subject to availability of staff. In the case that regularly scheduled staff is not available, NMKH will promptly inform SPD and all efforts will be made to secure substitute staffing in order to provide service during the regularly scheduled hours.
3. A NMKH Personal Trainer will provide a scheduled fitness assessment to all new SPD members. Based on the results of this assessment the Personal Trainer will relay the information to the SPD/ NIU Ex Physiology students so that the SPD staff can instruct the new member on a safe and appropriate fitness program that will maximize their potential and meet the new member's needs.

NMKH staff will abide by SPD policies and procedures while on park district premises so long as such policies and procedures do not conflict with NMKH policies, procedures, values and applicable practice acts.

Responsibilities of Sycamore Park District:

1. Classes offered by NMKH will be promoted by SPD in the printed and on-line versions of the Sycamore Park District Registration publication. Other specific co-promotion initiatives will be determined and agreed upon by SPD and NMKH.

Requests to post non-cooperative NMKH and SPR programs, educational and event promotional pieces must be submitted to the Superintendent of Recreation, Recreation Supervisor for approval and will follow the park district sign policy.

2. Sycamore Park District will register participants for NMKH classes offered at the Fitness Center. Access to the lists of scheduled participants for each class will be granted to NMKH staff.
 - Collecting day/time/activity age range/minimum and maximum registration/description information from NMKH within timeframe as outlined in the SPD Program Guide schedule.
 - Listing of information accurately in activity guide and other promotional materials, agreed with NMKH.
 - Stipulate maximum registration for each non-host district and work accordingly to revise activity maximum registration through start of program to not exceed maximum registration number agreed with NMKH.
 - Sharing information, including all updates, with NMKH programming contact.
 - Confirming activity information and enrollment with contractor/instructor leading up to the start of, immediately prior to and during the program.

- Collecting rosters, including fees paid and contact information, from both SPD and NMKH.
- Sharing all rosters with NMKH program contact before the first class.
- Addressing/responding to all issues regarding the instructor, site, cancellations etc. posed by all participants. This may include speaking to NMKH directly regarding concerns brought to him/her.

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Park Board Meeting: October 24, 2017

STAFF RECOMMENDATION

AGENDA ITEM: APPROVAL OF SPLASHPAD NAME

BACKGROUND INFORMATION: As Sycamore Park District finalizes facility names at the new recreation campus, they solicited the help from the experts, Sycamore's kids, to name the splashpad. On October 11, a total of 1,825 ballots were distributed to kindergarten thru fifth grade students at CUSD Elementary Schools; North Elementary School, North Grove Elementary School, West Elementary School, South Prairie Elementary School, and Southeast Elementary School, as well as St. Mary Catholic School and Cornerstone Christian Academy. Homeschool families were invited to stop by the Clubhouse to cast their votes. Students marked their top choice from five recommended names.

A total of 771 ballots were collected and tallied October 17-20.

Splash Fountain was the most chosen name for the Sycamore Park District Splashpad with a total of 267 votes.

Sprinkle Cove received 185 votes, Legacy Lagoon received 170 votes, Prairie Cove received 82 votes, and Prairie Spring received 67 votes.

FISCAL IMPACT: None.

STAFF RECOMMENDATION: Staff recommend the Board approve Splash Fountain as the name of the splashpad located in Legacy Campus.

PREPARED BY: Meg Jourden-Messerich, Superintendent of Recreation

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:



SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 24, 2017

STAFF RECOMMENDATION

AGENDA ITEM: PROPOSAL TO PAY DOWN IMRF NPO: Information only, no action needed

BACKGROUND INFORMATION: At last month's board meeting I shared with you the following information: In 2010 and 2011, IMRF offered employers a phase-in rate for its IMRF contribution. I elected the phase-in rate, given the financial situation of the District at the time. As of 2017, the resulting net pension obligation (NPO) for using the reduced rate is \$15,107.

I was attempting to get information to show what the future cost to the District would be if this amount was paid off. Finally, I was able to get more definitive answers from IMRF. Please review the letter received from IMRF. Basically what I was told, while paying the \$15,107 would reduce the interest being charged on that portion of the unfunded balance, the possible related reduction in our employer's contribution rate is an actuarial calculation that at this time could not be determine.

Regarding the paragraph concerning our "auditing standpoint", the IMRF representative did not indicate in our discussion that it was "imperative." Rather she was looking for possible reasons that the District would need to pay off this amount and considered the possibility that it may be due to our auditors.

In the 2015 Management Letter issued by our auditors, they recommended the district budget the additional payments required to pay this liability amount as soon as deemed possible. I followed up with them after my conversation with the IMRF representative. There statement was: *"The concept of the IMRF NPO has changed since 2015, and we are no longer recommending payoff of that balance previously mentioned in your management letter. That amount just rolled into the total amount included in the new Net Pension Liability with GASB 68. Under state statute with the new GASB 68 implementation, if you stay the course and make your normal IMRF payments, the District will be 90% funded as required by 2040.*

We do not recommend at this time paying anything additional to IMRF.” (Note: We are currently 91% funded.)

In summary, the District has a total amount that is unfunded (approx.. 9% as of 12/31/16) and this \$15,107 is a small portion of it. This unfunded amount is always changing as it is impacted by the market/investment income, hiring/terminating/retiring of staff, demographic information of our members, and actuarial assumptions, such as investment return, retirement age, marital status, mortality rates for active and retired members, and projected payroll increases, to name a few. We could pay the \$15,107 and save the 7.5% interest incurred (approx. \$1,133 for 2018). But we will continue to carry an unfunded balance. The employer’s contribution rate is designed to include a percentage intended to assist in paying off this unfunded amount.

Based on this information, I recommend we do not pay \$15,107 at this time and continue to make our employer contributions based upon the rate provided to us by IMRF annually.

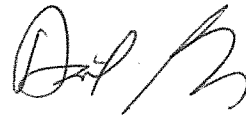
FISCAL IMPACT: While the District’s unfunded balance impacts the employer’s contribution rate, the actual dollar amount is unknown at this time. The actual employer’s contribution rate is known at the time of budgeting and used in calculations.

STAFF RECOMMENDATION: For information purposes only.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:



October 11, 2017

SYCAMORE PARK DIST
JACQUELINE S. HIENBUECHER, SUPT OF FINANCE
940 E STATE ST
SYCAMORE IL 60178-9587

ER#3317

Dear Ms. Hienbuecher:

This letter is being sent in response to your inquiry regarding the Net Pension Obligation (NPO) resulting from the years of 2010 and 2011 of which Sycamore Park District chose the Phase-In Option. The current outstanding balance is \$15,107.

As I stated in our phone conversation, the NPO is the difference between the Actuarial Required Contributions (ARC) and the Phase-In Contributions. The \$15,107 is the balance from both years of the Phase-In Option and interest applied from 2010 to 2017.

Although the NPO spreadsheet displays the information taking into account the amortization of the unfunded liability. There is no amortization on interest. As I stated, interest is set in accordance with the Illinois Pension Code and currently remains at 7.5%. The amount being amortized is the unfunded actuarial liability. The spreadsheet sent to you by Dionne Green shows the effect that the outstanding liability has; meaning that as long as the liability exist there your entity will be charged 7.5%. You would have saved the 7.5% interest that is being charged to your employer each year. Also, the outstanding amount of \$15,107 is added to the total unfunded liability and when your contributions are remitted, they are not separated out to show the amount being applied to the unfunded liability from 2010 and 2011.

The funding adjustment shown on your Employer Contribution Rate Notice is adjusted annually and is determined by the actuary to assure that the necessary contributions are remitted to cover future pension costs.

I also explained to you that it is imperative that you remove this liability from your books from an auditing standpoint. This would return your account balance back to where it should have been. The next time the actuaries perform their review of your data, it will be based on the current status of your entity excluding any outstanding balances.

Should you have any questions, please contact me at 630-706-4246 or arbrown-ryce@imrf.org.

Sincerely,

Audrey Brown-Ryce
Financial Relations Manager

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 24, 2017

STAFF RECOMMENDATION

AGENDA ITEM: PURCHASE OF FITNESS CENTER CARDIO, SELECTORIZE, AND STRENGTH EQUIPMENT

BACKGROUND INFORMATION: Perhaps the single-most complex decision regarding equipment for the Legacy Campus is the selection of equipment for the Fitness Center. With regards of cardiovascular equipment, selectorize equipment, strength equipment, benches, weights, bars, racks, and accessories, the purchase of fitness center equipment is over bid limit of \$25,000. In accordance with the park district purchasing policy, approval by the Park Board is required for purchases for amounts exceeding \$25,000.

Staff have been working for several months on researching this purchase. The process has included:

- Site Visits to
 - Geneva Park District for comparable fitness center square footage and layout visual
 - Life Fitness equipment showroom located in Franklin Park, IL
 - LaGrange Park District new fitness center outfitted by Direct Fitness Solutions
- Meetings with fitness vendor professionals
 - Life Fitness
 - Direct Fitness Solutions
 - Midwest Commercial Fitness
 - Integrity Fitness – Commercial Fitness Equipment
- Equipment inquiries sent to Illinois Park and Recreation Association Facility Management Fitness Committee.
- Researched services and equipment provided by local fitness gyms; Sycamore Fitness, Anytime Fitness, Charter Fitness, Fitzworkz, Kishwaukee YMCA

It should be noted that this decision is a complex one. Therefore, the decision must be made on several levels including:

- Fitness Center space limitations; the total space available in the building
- Equipment mix; International Health, Racquet & Sports club Association (IHRSA). IHRSA research shows that, of total possible space for fitness equipment in fitness-only gyms, the following amounts of space tend to be split up between strength, cardio, and group exercise: about 47% strength equipment, 33% cardio machines, and 20% group exercise.
- Equipment functionality; ease of use, standard programmed workout selections, entertainment, interactive and virtual workout applications, marketing and promotional tools, and asset management tools.
- Equipment training and interactive workout applications upgrade frequency
- Warranty and Support

In order to get a cost for fair comparison and recommendation, staff collected this information on each of its options. Additionally, equipment layout and cost proposals were received from Life Fitness and Direct Fitness Solutions. A third vendor was not able to complete the proposal phase. The fitness room layout for the recommended purchase is located at the end of this report.

I have broken down the costs for you under key headings in the rest of this recommendation:

I. The Actual Equipment Itself

Based upon our research, staff sought proposals that included the following equipment:

Cardiovascular Equipment: total 16 units

Treadmill with embedded screen	Quantity 5
Cross Trainer/Elliptical with embedded screen	Quantity 4
Adaptive Motion Trainer with embedded screen	Quantity 1
Powermill/Stair Climber with embedded screen	Quantity 1
Upright Bike with embedded screen	Quantity 2
Recumbent Bike with embedded screen	Quantity 2
Rower with standard console	Quantity 1

Selectorize Equipment: total 6 units

Single Unit Leg Press	Quantity 1
Dual Unit Abductor/Adductor	Quantity 1
Dual Unit Leg Extension/Leg Curl	Quantity 1
Dual Unit Bicep/Tricep	Quantity 1
Dual Unit Pulldown/Row	Quantity 1
Dual Unit Multi-Press	Quantity 1

Strength Equipment & Benches: total 8 units

Smith Machine	Quantity 1
Functional Strength Trainer	Quantity 1
Multi Adjustable bench	Quantity 3
Adjustable Decline Bench	Quantity 1
Back Extension Bench	Quantity 1
Arm Curl Bench	Quantity 1
Leg Raise	Quantity 1

Weights & Bars:

HEX Dumbbell Set 5-100 lb.	20 pair
Olympic Plate – 2.5 lb.	Quantity 6
Olympic Plate – 5 lb.	Quantity 6
Olympic Plate – 10 lb.	Quantity 6
Olympic Plate – 25 lb.	Quantity 6
Olympic Plate – 35 lb.	Quantity 2
Olympic Plate – 45 lb.	Quantity 4
Medicine Ball Set 4-12 lb.	Quantity 5
Fixed Barbell Set 20-110 lb.	Quantity 1
EZ Curl Bar	Quantity 1

Weight Racks: total 4 units

Dumbbell Rack 2 tier	Quantity 2
Barbell Rack	Quantity 1
Medicine Ball Rack	Quantity 1

Accessories:

Spring Clip pair	Quantity 4
Functional Strength Trainer Accessory Kit	Quantity 1

Additional Services:

Preventive Maintenance Plan, 2-year agreement with two Preventative Maintenance inspections per year
Equipment Use and General Care Training
Equipment Vendor representatives onsite at Soft & Grand Openings to promote and show public functionalities, features and how to use equipment

Proposals from both fitness equipment vendors are attached.

The Cost for Life Fitness Equipment is: \$139,990.16

The Cost for Direct Fitness Equipment is: \$133,708.62

NOTE: In both cases, we will purchase an Adaptive Trainer at the same price. This is built into the totals, above.

II. Warranty

Both products are of high quality and are recognized industry leaders. Nonetheless, things can go wrong, and support on warranty is important. Furthermore, we are making a big investment. The cardio equipment should last at least five years, and is the first to wear out and/or have ongoing maintenance issues. Based on publications reviewed by LiveStrong.com, ConsumerAffairs.com, and FitRates.com; both brands offer well-built products with many similarities. There are no substantial structural or mechanical advantages held by one company over the other. A final choice between them will come down to cost, features, and what the user will feel more comfortable on. However, we must consider warranty. Here is a comparison of the “base” warranty included in the COST for the equipment previously provided:

1. Life Fitness standard warranty

Treadmill	7 yr. limited lifespring shock absorbers & frame; 2 yr. limited all electrical; 1 yr. limited mechanical components; 2 yr. limited motor; 2 yr. labor
Elliptical/Cross Trainer, Stairmill, Bike, AMT	2 yr. limited all mechanical & electrical; 1 yr. labor

2. Direct Fitness Solutions standard warranty

Treadmill, Elliptical/Cross Trainer, AMT, Stairmill, Bike	3 yr. limited on frame, motor, mechanical, electrical & labor
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In order to bring Life Fitness' warranty to a similar coverage with Direct Fitness Solutions, there would be an added cost for Life Fitness of \$6,334.00. This essentially creates a 3 year "bumper to bumper" for both, with a few areas longer in term.

III. Training

Besides the dynamic of our relationships with Northwestern Medicine, and NIU's Department of Kinesiology, as well as the 24/7 service and indoor track, there is another factor that is crucial to PATHWAY FITNESS standing out from our competition. TRAINING is that difference. Both Direct Fitness and Life Fitness will provide free, onsite training at time of installation. HOWEVER, Life Fitness goes above and beyond, and provides on-going opportunities in much greater depth in their "Life Fitness Academy" where our personnel can attend up to 0.6 Credits (6 hours) of training in programming, technology and equipment care/use. The cost for that "Academy" is \$800 flat rate for unlimited participating staff. We would build that cost into the district's training budget which is part of the annual operating budget.

IV. Preventative Maintenance

As part of extending the life of good equipment, being sure our customers' experience with our equipment is always positive, and as part of assuring a high quality facility, staff sees the on-going care of this purchase as highly important.

To address that, therefore, we would see the care of this equipment in tiers:

- Front-line tier: In-house full and part time staff regularly cleaning the equipment and checking it for functionality.
- Mid-tier: In-house full-time supervisory and maintenance staff being trained on an on-going basis about the care of the equipment, and doing more in-depth, "under the hood" care and cleaning.
- Highest tier: PREVENTATIVE MAINTENANCE. Both firms provide a two-year plan that has two on-site visits, per year, which do a complete diagnostic check of all equipment including electronics. Any problems are fixed at no cost, as they would all be under warranty (see prior section on warranties).

The Cost for Direct Fitness for this Preventative Care is: \$1,368.00

The Cost for Life Fitness for this Preventative Care is: \$2,096.00

V. What Differentiates the Two Companies?

If you are keeping a running total on cost, thus far, you have seen that Direct Fitness Solutions is tracking a little less expensive than Life Fitness in total cost. As staff looked further, however, there were some key differences that make the Life Fitness product line (versus largely Precor from the Direct Fitness Solution line) stand out.

This chart shows one of the main sets of differences between the two:

Cardiovascular Equipment Console Comparison

Imbedded Console Comparison	Life Fitness	Direct Fitness Solutions (Precor)
Console	Discover SE3	PREVA
Console Size		
Treadmill	19"	15"
Cross Trainers, Powermill & Bikes	16"	15"
Warranty – Standard	2 years	3 years
Warranty - Extended Option	3 years	N/A
Connectivity	Internet (wireless or wired) proximity login via Bluetooth & NFC	Internet (wireless or wired) proximity login via member key tag and NFC. Launching Fall 2017: Bluetooth
Dash board platform	Android	Android
Dash Board Design	Touch Screen	Touch Screen
Entertainment	Video streaming apps, Lifescape, Run Social interactive courses, integration with popular fitness apps, Games: Solitaire, Sudoku, Chess	Video streaming apps, integration with popular fitness apps. Launching Fall 2017: lifescaping and Run TV

Streaming Entertainment Apps	Netflix, Hulu Plus, Pandora, YouTube, Economist, ESPN, News, Flipboard, internet browser	Netflix, Hulu Plus, Heart Radio, Spotify, ESPN, News, internet browser
Dashboard Customizable	Yes	Yes
Integrated TV compatibility	Analog & Digital	Analog & Digital
Technology Features		
Asset Management (monitor equipment use, exerciser's engagement, and equipment repair and replacement needs)	LFconnect, standard	PREVA Business Suite, standard
Custom Facility App Compatibility	Standard	Standard
Mobile Device charging	Standard	Standard
Bluetooth device compatibility	Standard	Standard
Preset Workout Programs	42	27
Custom workouts	up to 8	N/A
User Profiles	Limitless, not required to use equipment	Limitless, not required to use equipment
Login Process	manual login or QR code on screen	manual login or key tag (additional expense)
Workout screen customization	With created user profile	With created user profile
Console Promotion Customization		
Customizable Home Screen	Yes	Yes
Banner Advertisement	up to six scroll ads	one static ad
Scroll Text Advertisement	Yes	Yes

Furthermore, Life Fitness stands out for the following reasons:

- Life Fitness is manufactured in Franklin Park, IL.
- Life Fitness integrates with Google Fit, Apple Health, Fitbit, Samsung S Health, Jawbone, and MyFitnessPal to share exerciser workout data if the user connects to their LFconnect and third-party app accounts. Direct Fitness does not.
- Life Fitness offers an open API platform that allows developers to integrate with Life Fitness cardio equipment. Direct Fitness does not.
- Life Fitness was the Recipient of 2016 – Computerworld Data+ Editors’ Choice Award winner for LFconnect Protect.
- Life Fitness was the Recipient of 2015 – International Design Award (IDA) for PowerMill (Gold Award), FlexStrider (Bronze Award) and Insignia (Honorable Mention).
- Life Fitness was the Recipient of 2014 - 2014 GOOD DESIGN Award for Insignia Selectorized Strength equipment, the FlexStrider Variable-Stride Trainer and the Powermill Climber.
- Life Fitness was the Recipient of 2013 - GOOD DESIGN™ Awards for both the Lifecycle GX stationary bike and its Discover™ Tablet Console.
- Life Fitness was the Recipient of 2009 GOOD DESIGN the Chicago Athenaeum Museum of Architecture and Design - Life Fitness Elevation Recumbent Bike.
- Life Fitness was the Recipient of 2008 Excellence in Design Award (EID) SILVER - Life Fitness Elevation 95T treadmill.
- Life Fitness was the Recipient of 2008 Excellence in Design Award (EID) SILVER - Life Fitness Elevation 95X elliptical trainer.

Lease vs. Buy Fitness Equipment Considerations

Staff considered both lease and purchase options, weighing many factors:

Life of Equipment:

- Cardio Equipment (treadmill, elliptical/cross trainer, bike, Powermill): 7 – 12 years, with proper care, some Treadmills far exceed the average. Equipment that gets excessive use or is improperly maintained will have a shorter life span.

- Selectorize: 15 – 20+ years with proper care. Equipment that gets excessive use or is improperly maintained will have a shorter life span.
- Strength (Functional Trainer, Smith Machine): 15-20+ years with proper care. Equipment that gets excessive use or is improperly maintained will have a shorter life span.
- Free Weights, Racks & Benches: 15-20+ years with proper care. Equipment that gets excessive use or is improperly maintained will have a shorter life span.

Lease vs. Buy Equipment Pros & Cons:

Buy Equipment

Pros

- Control of equipment maintenance; general care, repair and preventive maintenance plan.
- Option to sell or trade-in equipment, allowing some recovery cost to apply toward equipment replacement.
- No management of lease agreement and terms. Pick the equipment that best meets your facility needs.
- Control over equipment brand or model wanted and not limited to leasing company's inventory.

Cons

- Higher initial upfront cost.
 - May create obstacle for purchasing the equipment wanted and may force to settle for a lower-cost option.
- If purchasing equipment with the latest technology; purchasing equipment may prevent timely update/replacement of features. You then have to decide if it is worth it to continue to use it, repair it, store it or sell it.
- Responsible for all maintenance repair costs once warranty has expired.

Lease Equipment

Pros

- Less expensive upfront cost with negotiable monthly payment schedule contracted over specified timeframe.
- Lower amount of capital outlay is required for regular equipment replacement.

- Opportunity for increased frequency of equipment replacement and introduction of new equipment. Having current equipment may help retain and attract new members.
- Lower maintenance cost. With a lease, the leasing company is responsible for equipment repair.

Cons

- Leasing is more expensive then purchasing in the long run. Most lease options include interest and other additional fees such as built in maintenance.
- The equipment does not build equity. Once the lease term expires; the equipment is either returned, exchanged or bought out through negotiation.
- Maintenance terms are established by the equipment company. The Lessee may disagree with what the Lessor may be responsible for or Lessee may have to wait to get equipment fixed that may need immediate attention.

STAFF RECOMMENDATION: After weighing all of these factors, and understanding that PATHWAY FITNESS is intended to serve as a REVENUE DRIVEN facility calling for us to make a wise investment in the correct equipment, I recommend the purchase of the necessary equipment for PATHWAY FITNESS from *Life Fitness through NJPA*. This recommendation includes the cost of equipment, warranty, preventative maintenance. The funds to be taken from the FF&E Budget of \$300,000 for Action 2020.

FISCAL IMPACT: The total cost is as follows:

Equipment: \$139,990.16
Warranty: \$6,334.00
Preventative Maintenance: \$2,096

TOTAL = \$148,420.16

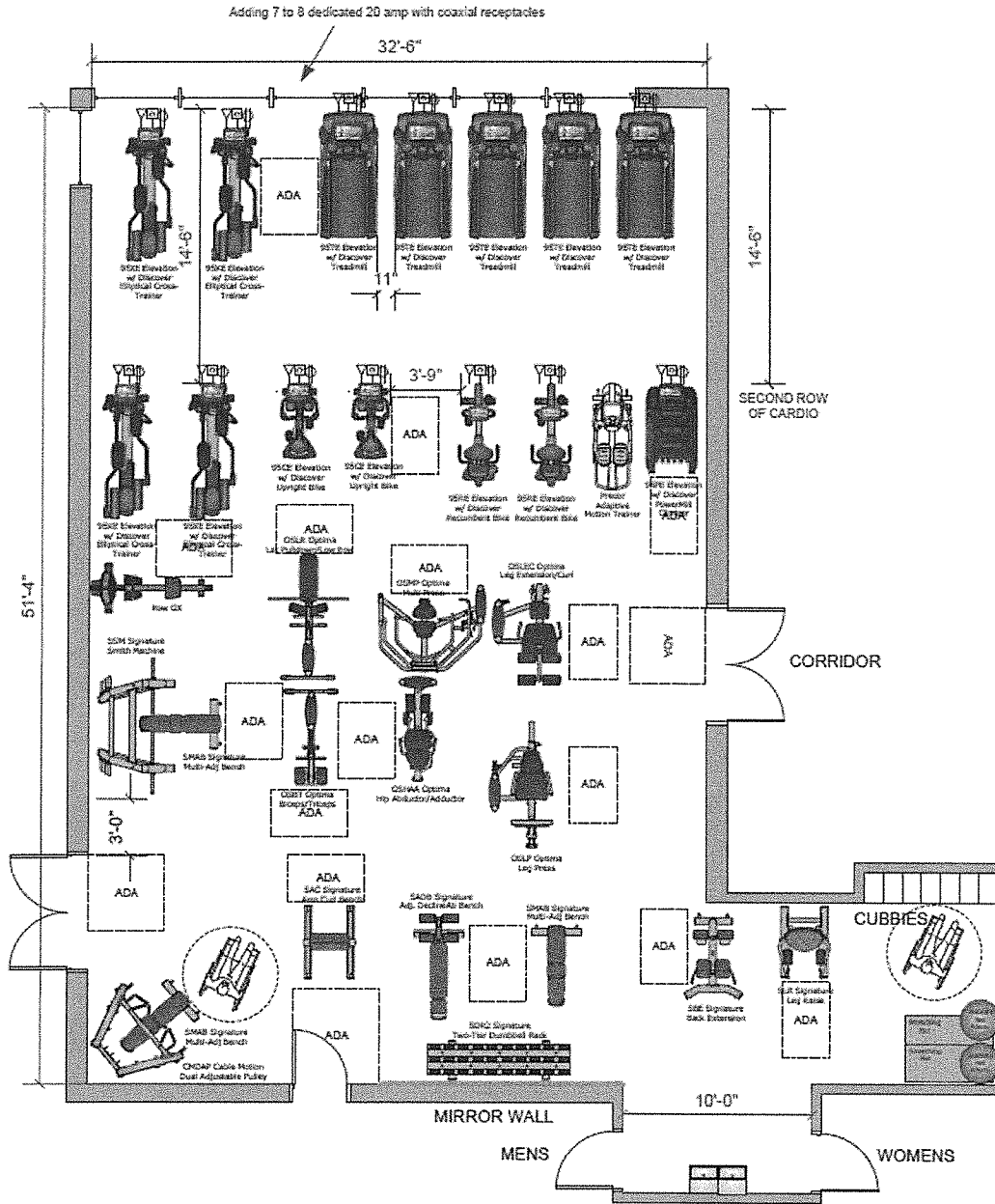
PREPARED BY: Meg Jourden-Messerich, Superintendent of Recreation

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

Sycamore Park District Sycamore, IL



Sales Contact:
Michael Morrison

Date: August 31, 2017
Version: 2.03
Scale: 1/8" = 1'-0"

Disclaimer:
Floor plan dimensions are based on information provided by facility owner or its representatives and should be verified in the field. This drawing is NOT to be used as building document by any parties as layout provided is for equipment spacing purposes only.

Notes:
CEILING HEIGHT:
Recommended height is 9'-6" (2.90m) above finish floor for units with step-ups, pull-up bar(s) & rebounder. Units taller than 8'-0" (2.50m) may require additional clearance height.

EQUIPMENT STABILIZING:
SYNROG & HAMMER STRENGTH
Units are either required or recommended (dependant on unit) to be bolted to a concrete subfloor. Please refer to product manual or contact customer service.

CARDIO SPACING:
*Treadmills – a minimum of 19.7 in (0.5 m) on each side and 78 in (2 m) from the rear to the nearest obstruction.
*Other Cardio equipment – a minimum of 19.7 in (0.5 m) on at least one side, and 19.7 in (0.5 m) behind or in front of the machine.

Additional Notes:
Note: Drawing created using a PDF that was not scaled. Validate room dimensions.
*This Cardio layout does NOT comply with ASTM and European Standard spacing recommendations for access, passage around, and emergency dismount.

- Electrical Legend:**
- STANDARD RECEPTACLE
 - DEDICATED RECEPTACLE
 - TV POWER RECEPTACLE
 - TV COAXIAL OUTLET
 - NETWORK OUTLET

*Symbol locations are approximate. Consult a qualified electrical professional to determine exact power placement.
*Reference Product Manual (s) and/or Life Fitness website for product specifications.



SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 24, 2017

STAFF RECOMMENDATION

AGENDA ITEM: AMEND CONDUCT ORDINANCE 6-2012 to MAKE the LEGACY CAMPUS ENTIRELY NON-SMOKING: Recommended Approval

BACKGROUND INFORMATION: The last time the Board amended the Sycamore Park District Conduct Ordinance was in March of 2016 to bring our dog ordinances in line with the City of Sycamore's so as to afford unilateral enforcement by Sycamore Police. As you know the conduct ordinance was adopted some time ago by the Board of Commissioners at the Sycamore Park District. It has been revised/updated to jibe with local concerns and state/federal mandates many times over the years.

Now, as we move toward opening the LEGACY CAMPUS next year, staff feels strongly that making the campus entirely non-smoking is a commitment toward the emphasis on health that we are placing there. It should be noted that several of our youth sports organizations limit smoking at their events on Sycamore Park District property already, and there is a group of High School Students who hope to eventually speak to the Board about banning smoking indoors and outdoors at ALL park district facilities and parks. Staff believes this is a good idea, other than, perhaps, at the golf course. However, we are not making that recommendation this evening.

This evening we propose making this commitment on the entire LEGACY CAMPUS, and inside our buildings. Attached, you will find a recommended amendment to our Conduct Ordinance that would put that in effect with our recommended changes in red.

FISCAL IMPACT: None.

STAFF RECOMMENDATION: Recommend approval of the changes shown in red on Conduct Ordinance 06-2012

PREPARED BY: Daniel Gible, Executive Director



BOARD ACTION:

ORDINANCE NO. 06-2012

AN ORDINANCE REGULATING CONDUCT IN THE PARKS

WHEREAS, the Sycamore Park District, DeKalb County, State of Illinois has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs and to protect the public health, safety, and welfare of its citizens; and

WHEREAS, the Park District has the power to regulate conduct within the Park District's parks; and

WHEREAS, the Park District hereby finds that it is in the best interest of the Park District and the public to adopt an Ordinance to achieve various beneficial goals, including the regulation of conduct within the Park District's parks.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF COMMISSIONERS OF THE PARK DISTRICT OF SYCAMORE, ILLINOIS, DEKALB COUNTY, ILLINOIS, AS FOLLOWS:

SECTION ONE: The facts and statements contained in the preambles to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

SECTION TWO: The Park District here by adopts the following regulations:

§ 1 DEFINITIONS.

- a. "Official" means the Park District Board of Commissioners, the Park District Executive Director and the employees of the Park District.
- b. "Regulation" means any rule, resolution, regulation or ordinance duly adopted by the Corporate Authorities.

- c. "Park System" means all properties owned, leased or otherwise controlled by the Sycamore Park District.
- d. "Permit" means permit secured pursuant to Section 4 of this Ordinance.
- e. "Volunteer" means any person appointed by the Executive Director to assist with park district programs and functions.
- f. "Director" means Executive Director as appointed by the Park District Board of Commissioners.
- g. "Peace Officer" means any Police Officer of the City of Sycamore or the County of DeKalb.
- h. "Smoking" means inhaling, exhaling, burning or carrying by persons of any lighted cigar, pipe, cigarette, plant or other similar combustible substance in any manner or in any form.

§2 SUPERVISION

All parks in the Park District shall be operated and maintained under the supervision of the Executive Director.

§3 ASSEMBLIES

No person shall engage in, participate in, aid, form, or organize any assembly or group of people or make any speeches, or conduct any parades, musical program or festivals, in any park unless a Permit has been obtained from the Executive Director, and unless that Permit is carried by the person heading or leading such activity; provided, however, that the provisions hereof shall not apply to students' work when constituting a part of their educational activities and under the immediate direction and supervision of the proper school authorities; nor to any governmental agency within the scope of its functions.

§4 PERMITS

- a) Applications for Permits shall be filed with the Executive Director not less than fourteen (14) days prior to the date on which it is proposed to conduct any activity in a park requiring a permit. Such application shall be sworn to and shall state:
 - 1) The name of the person or organization wishing to conduct such activity.

- 2) If the activity is proposed to be conducted for, on behalf of, or by an organization, the name, address and telephone number of the headquarters of the organization, and of the authorized and responsible head of such organization;
 - 3) The name, address and telephone number of the person who will be the chairman of such activity and who will be responsible for its conduct;
 - 4) The name address and telephone number of the person or organization to whom the Permit is desired to be issued.
 - 5) The date when such activity is to be conducted;
 - 6) The portion of the Park System for which such Permit is desired;
 - 7) An estimate of the anticipated attendance; and
 - 8) The hour when such activity will start and terminate.
- b) The Executive Director may grant and issue the Permit if:
- 1) The proposed activity or use of the Park System will not unreasonably interfere with or detract from the general public enjoyment of the Park System;
 - 2) The proposed activity and use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation;
 - 3) The facilities desired have not been reserved for other use at the day and hour required in the application;
 - 4) The conduct of such activity will not substantially interrupt the safe and orderly movement of traffic;
 - 5) The conduct of such activity will not require the diversion of so great a number of peace officers to properly police such activity and the areas contiguous thereto, as to prevent normal police protection to the Park District;
 - 6) The conduct of such activity is not reasonably likely to cause injury to persons or property, incite violence, crime or disorderly conduct;

- 7) Such activity is not to be held for the sole purpose of advertising any product, goods, or event, and is not designed to be held purely for private profit;
 - 8) The person or organization desiring to engage in said activity, shall post with the Director, cash or surety bond in an amount established by the park district to cover the costs of cleaning up all debris and trash that results from this activity and restoring the premises to neat and good order.
- c) Each Permit shall state the following:
- 1) Date of such activity;
 - 2) Number, not to exceed, of individuals who will attend;
 - 3) The portion of the Park System thereof to be used; and
 - 4) Hour when such activity will start and terminate.
- d) The application may contain a requirement for an indemnity bond to protect the Park District from any liability of any kind or character, and to protect the Park District from property damage.
- e) The Executive Director shall act upon the application for a park Permit within seven (7) days after the filing of same.

§5 MOB ACTION
There will be zero tolerance for these types of activities.

- a) Mob action shall consist of any of the following:
- 1) the use of force or violence disturbing the public peace by two (2) or more persons acting together and without authority of law; or
 - 2) the assembly of two (2) or more persons to do an unlawful act.
- b) No person shall engage in mob action within the Park System.
- c) Any participant in a mob action that does not withdraw on being commanded to do so by any Official, shall be guilty of a violation of this Ordinance.

§6 USE AND PROTECTION OF FACILITIES

- a) Clean up – Requirements Concerning Use of Grounds and Facilities: Each person using the Park System, shall clean up all debris, extinguish all fires when such fires are permitted, and leave the premises in good order, and the facilities in a neat and sanitary condition.
- b) No person shall commit any nuisance in the Park System.
- c) No person shall swim, wade, play on or in, sail, boat, canoe, float, skate, ice-fish or enter any permanent body of water within the Park System.
- d) A person involved in an incident or accident on Park System property resulting in personal injury or property damage shall report the incident to any authorized park district personnel within twenty-four (24) hours after the incident.

§7 VANDALISM

- a) No person shall willfully mark, deface, disfigure, injure, tamper with, displace or remove, any building, structure, bridges, tables, benches, fireplaces, railings, paving or paving material, waterlines or other public utilities or parts or appurtenances thereof, signs, notices or placards, whether temporary or permanent, monuments, stakes, posts, or other boundary markers, or other structures or equipment, facilities or park property or appurtenances whatsoever, either real or personal.
- b) No person shall cut, break, climb on, injure or deface, in any way, any tree, shrub, plant or turf within the Park System.

§8 LITTERING / POLLUTION

It shall be unlawful for any Person using the Park System to either perform or permit to be performed, any of the following acts:

- a) To throw, carry, cast, drag, push or deposit into the waters of any fountain, river, lake, pond, slough, stream, bay, or lagoon or upon other body of water frozen or otherwise in or adjacent to any Park System or any tributary, stream, storm sewer, or drain flowing into such waters or waters thereof any substance, any refuse container, picnic table, barricade or any other movable or non-moveable property; or any matter or thing, liquid or solid, which will or may result in the pollution or said water.
- b) To throw, carry, cast, drag, push or otherwise move, stack or hide any refuse container, picnic table, barricade or any other moveable or non-moveable property in such a way as to render it unavailable to the general

public for its intended use or to cause a hazard to public safety or to damage or destroy such property.

- c) Bring in or dump, deposit or leave any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage, manure, or refuse; landscape or landscaping waste or byproducts, whether natural or man made; or other trash. No such waste, refuse or trash shall be placed in any waters in or contiguous to any Park System, or left anywhere on the grounds thereof, but shall be placed in the proper receptacles where these are provided; where receptacles are not so provided, all such rubbish or waste shall be carried away from the Park System by the person responsible for its presence, and properly disposed of elsewhere.

§9 PUBLIC DECENCY

No person shall use any abusive, threatening, insulting, indecent, profane, blasphemous, or obscene language or language calculated to occasion a breach of the peace or designed to incite conduct which is harmful to the public, or commit or be guilty of any obscene behavior, within the Park System.

Further, no person shall urinate or defecate in the Park System other than in facilities provided and specifically intended for this purpose.

§10 DISORDERLY CONDUCT AND LOITERING

a) No person shall make, countenance or assist in making any improper noise, riot, disturbance, breach of the peace, or diversion tending to a breach of the peace, in the Park System, which unreasonably interferes with or detracts from the promotion of public health, welfare, safety and recreation; such prohibitions shall include, but is not limited to, any of the following:

1. Any act performed in such an unreasonable manner as to provoke, make or aid in making a breach of peace;
2. Any unreasonable or offensive act, utterance, gesture or display which, under the circumstances, creates a clear and present danger of a breach of the peace or imminent threat of violence;
3. The failure to obey a lawful order of dispersal by a person known by him to be a peace officer or park representative under circumstances where two (2) or more persons are committing or appear to be committing acts of disorderly conduct in the immediate vicinity, which acts are likely to cause substantial harm, serious inconvenience or alarm;

- b) The assembling with two (2) or more persons for the purpose of using force or violence to disturb the public peace;
- c) The begging or soliciting of funds on any property of the Park District, except as otherwise specifically authorized by Permit;
- d) The appearance on any property of the Park District manifestly under the influence of alcohol, narcotics or other drug not therapeutically administered, to the degree that the person so appearing endanger him(or her)self or other persons or property, or alarm or disturb other persons within his/her vicinity;
- e) The transmittal, in any manner, to another a false alarm to the effect that a bomb or other explosive of any nature is concealed in such place on or about any property owned or leased by the Park District that its explosion would endanger human life, knowing at the time of such transmission that there is no reasonable ground for believing that such bomb or explosive is concealed in such place;
- f) The transmittal, in any manner, to another a false alarm to the effect that a fire or other potential hazard, including but not limited to opening fire warning devices or alarms, preventive or safety equipment, or any containers thereof; or other similar structures on or about the Park District property.
- g) No person shall commit any assault. A person commits an assault when he engages in conduct, without lawful authority, which places another in reasonable apprehension of receiving a battery, within the Park System.
- h) No person shall commit battery. A person commits a battery if he intentionally or knowingly, without legal justification (a) causes bodily harm to an individual, or (b) makes physical contact of an insulting or provoking nature with an individual, within the Park System.
- i) No person shall loiter, protractedly lounge or permit such loitering or protracted lounging in, on or around any parking lots or parking facilities of the Park District in the Park System; or, in or around the entrance of or to the Park System or any building or improvement thereto; on or around any abutting or adjoining fences or other boundary markings of the Park District; in or around any public restrooms or related facilities of the Park District; or in, on or around any other structures or improvement of the Park District within the Park System.
- j) No person shall make or cause to be made any excessively loud or unreasonable noise which disturbs the peace. For the purpose of this

ordinance, excessively loud or unreasonable noise is defined as noise inconsistent with or not attendant to appropriate and customary park and recreational activities, considering the nature and purpose of the actor's conduct, location, time of day or night, and other factors that would govern the conduct of a reasonably prudent person under the circumstances. This includes, without limitation, the loud or amplified playing of any type of audio equipment, noisemaker, musical instrument, or sound equipment, unless in conjunction with activities conducted, sponsored, or authorized by the Park District.

- k) No person shall congregate with other persons anywhere in the Park System that will, with or without intent, restrict vehicular traffic or pedestrian traffic, or to restrict the free ingress or egress from the Park System.
- l) No person shall use a metal detector with the intent to dig, remove, deface, destroy, or otherwise alter any condition within a park. This is, in part, meant to mean that one can use a metal detector, but can't take any action to recover an item unless it is clearly on the surface and will not require digging, removing/replacing plant material/grass of any kind, or otherwise altering any condition within parks and facilities.
- m) This section shall not be construed to suppress the right to lawful assembly, picketing, public speaking or other lawful means of expressing public opinion not in contravention of other laws.

§11 ALCOHOL, DRUGS AND SMOKING

Every person present in the Park System is subject to all state and federal laws relating to Drugs, Alcohol, and Smoking. Further, every person possessing, using, consuming, or otherwise holding drugs, alcohol, or smoking material are responsible for any transferring of such materials to others in the Park System, and will be accountable for all federal, state, local and park system laws, ordinances, rules, regulations and permit allowances as it relates to possession, use, consumption, or transfer.

- a) No person present in the Park System shall sell, use, possess or have any alcoholic liquor or beverage of any kind, unless purchased and consumed at the golf course, allowed by park permit, or as part of activities conducted, sponsored, or authorized by the Park District.
- b) No person shall carry, possess, use or ingest any drug or controlled substance illegal under the laws of the United States or the laws of the State of Illinois while in the Park System.

~~e) Except in designated smoking areas, smoking within any building or enclosed structure in the Park System is strictly prohibited.~~

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c) The use of any smoking material—including e-cigarettes, and the like—shall not permitted indoors or outdoors at the Legacy Campus. This includes undeveloped grounds, parking lots, dog park, splashpad, sled hill and community center. All areas of the Legacy Campus east of Airport Road are subject to this ban on smoking.

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d) Furthermore, the ban on smoking outlined in §11 c) extends to all buildings and indoor places owned or leased by the park district, or used for any of its programs as well as anywhere within the fence of the pool, or within 50 feet of the outside of the pool bathhouse or pool fence.

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§12 INTERFERENCE

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- a) No person shall prevent or hinder in any manner, any person from lawfully using any portion of the Park System, or interfere with such use in compliance with the terms of this Ordinance applicable to such use.
- b) No person shall prevent or hinder in any manner, any Employee or Volunteer of the Park District while engaged in the performance of their duties, within the Park System.

§13 DISOBEDIENCE OF A LAWFUL COMMAND

- a) No person shall resist any Park Official, Employee or Peace Officer in the discharge or their duty; or fail or refuse to obey any lawful command of any such Park Official, Employee, or Peace Officer; or in any way interfere with or hinder or prevent any such Park Official, Employee or Peace Officer from discharging their duty; or in any manner assist or give aid to any person in custody to escape or to attempt to escape from custody, or refuse or attempt to rescue any person when in such custody.
- b) No person shall resist, fail or refuse to obey the command of any Park Official.

§14 CRUELTY TO ANIMALS

No person shall trap, catch, wound or kill, or treat cruelly, or attempt to trap, catch, wound or kill any bird or animal, or molest or rob any nest of any bird or animal, in the Park System. Park Personnel, may, with a State Permit, conduct trapping as called for by management requirements.

§15 ANIMALS AND WILDLIFE

- a) No person shall lead, bring or allow to be loose upon any portion of Park System, any animal, except on such places and at such times as the Board of Commissioners may designate by Resolution. Further, all City of Sycamore regulations, including leash laws, apply to the Park System.
- b) The owner of every animal shall be responsible for the removal and sanitary disposition of excreta deposited by their animal anywhere in the Park System. When accompanying the animal onto the Park System, the owner shall have on his person suitable means for the removal of such excrement that will then be placed in a refuse container for sanitary removal.
- c) Non-native species shall not be introduced into any park.
- d) Unless an authorized “service animal” or in conjunction with activities conducted, sponsored, or authorized by the Park District, no person shall bring or release into the Park System any Wildlife or Domestic Animal including, without limitation, any animal the capture or killing of which is authorized by the fish and game laws of the State of Illinois, or any other animal, except for domestic dogs for the purpose of exercise or walking and as governed by leash laws and all other City of Sycamore regulations.

§16 INTOXICATION

No person shall enter, be or remain in the Park System while intoxicated or under the influence of a drug illegal under the laws of the United States, or the laws of the State of Illinois.

§17 MISSILES

- a) No person shall throw, cast or hurl any stones, clubs, sticks, clump of dirt, or ice within the Park System.
- b) While on or in any property within the Park System, no person shall throw, cast or hurl any object or projectile, including but not limited to stones, clubs, balls, sticks, clump of dirt, snowballs, or ice in the direction of a residence, building, structure or other property, real or personal, belonging to another, including the Park District or a constituent thereof.

§18 IMPERSONATION OF PEACE OFFICERS OR PARK OFFICIALS

No person shall represent falsely or impersonate any Peace Officer or Park Official or pretend to be a Peace Officer or Park Official, within the Park System.

§19 BEGGING

Except upon the express Permit issued by the Director of the Park District, no person shall beg or solicit in or about the Park System.

§20 SLEEPING IN THE PARK SYSTEM

No person shall place, swing, occupy or use any hammock in the Park System, nor shall any person, sleep or otherwise remain in the Park System between the hours of dusk and dawn, unless a Permit has been obtained from the Director. Tents or portable structures smaller than 12 feet by 12 feet are permitted during regular park hours, however, no stake longer than 8 inches are ½ inch in diameter or across is permitted in erecting those tents/structures.

§21 FIREARMS, FIREWORKS

- a) No person shall carry or possess any weapon, discharge or set off any firearms, rocket, firecracker, torpedo, squib or other fireworks or things containing any substance of an explosive nature in the Park System. Nor shall anyone violate existing laws defined by the State of Illinois "Concealed Carry Law".
- b) A person commits the offense of unlawful possession of weapons when he, within the Park System, knowingly:
 - i) Sells, manufactures, purchases, possesses or carries any bludgeon, blackjack, sling-shot, bow & arrow, sandclub, sandbag, metal knuckles or any knife, commonly referred to as a switchblade knife, which has a blade that opens automatically by hand pressure applied to a button spring or other device in the handle of the knife; or
 - ii) Carries or possesses with intent to use the same unlawfully against another, a dagger, dirk, billy, dangerous knife, razor, stiletto, broken bottle or other piece of glass, or any other dangerous or deadly weapon or instrument of like character; or
 - iii) Carries on or about his person or in any vehicle, a tear gas gun, projector or bomb, or any other object containing noxious liquid gas or substance; or
 - iv) Carries concealed in any vehicle or concealed on or about his person any pistol, revolver or other firearm; or
 - v) Sets a spring gun; or

- vi) Sells, manufactures, purchases, possesses or carries any bomb, bombshell, grenade, bottle or other container containing an explosive substance, such as but not limited to black powder bombs and Molotov cocktails.
- c) Sections a) and b) do not apply to or affect the following:
- i) Peace Officers or any person summoned by any such officers to assist in making arrests or preserving the peace while he is actually engaged in assisting such officer.
 - ii) Any agent, investigator or member of any Illinois or United States Law Enforcement Bureau, Commission or Agency authorized by law to carry weapons, while on duty in the course of any investigation from said Bureau, Commission or Agency.

§22 USE OF PLAYGROUND AND PARKS

- a) Playgrounds and Parks: No person sixteen (16) years of age or older shall in any manner use any of the playground or park apparatus or devices meant exclusively for the use of children.
- b) Parking: When signs are erected on or about a driveway, parking lot, parking area or such other portion of the Park System owned or otherwise controlled by the Park District (hereafter "Parking Area"), giving notice thereof as to any limitations for or about parking thereon, including, but not limited to, a time limit as to parking, no person shall, at any time, park any motor vehicle (including but not limited to, any automobile, minibike, motorcycles, snowmobiles, trucks, power driven models) on such Parking Area or any parts thereof except as permitted within said limitations.

§23 PROHIBITIONS

- a) General Prohibitions:

Prohibited Areas: It shall be unlawful for any person to go upon the grass, lawn, turf, or any other portion of the Park System wherein signs and directions are posted by or by order of the Director of the Park District prohibiting a person from entering upon the designated area.

Additionally, unless sanctioned by the Park System, no person shall enter upon any grounds of the Park System Golf Course unless authorized by payment of course fees, or as a part of a park district sanctioned event.

Fishing: No person shall perform or permit to be performed, upon or in connection with any property of the Park District in the Park System, the act or sport of fishing, casting or performing or permitting such performance of any and all other related activities (a) in any waters of the Park System posted against fishing, including ice fishing or (b) from any bridge, pier, dock, shore or other area posted "no fishing". Further, subject to Park System Staff posting of "Catch and Release", where fishing is allowed, all fishers must abide by "Catch and Release", even if the body of water is not listed by the State of Illinois as "Catch and Release".

- b) Destruction by Misuses of Fire: No person shall upon or in connection with any property, be it real, personal or otherwise, of the Park District in the Park System:
- i) Set fire, or cause to be set on fire, any tree, forest, brush land, grassland, meadow, prairie, marsh, refuse container or structure;
 - ii) Build a fire anywhere, for any purpose, except in provided fireplaces, or in appropriate receptacles;
 - iii) Drop, throw away or scatter any burning, lighted or hot coals, ashes, cigarette, cigar, firecracker, match, or other instrument or material;
 - iv) Build any fire whatsoever, for any purpose in or out of a receptacle or fireplace and leave it unattended, unless such fire is properly extinguished. For the purpose of this Ordinance, a fire shall be deemed properly extinguished when its ashes, residue, coals and unburned substance is cold to the human touch; or
 - v) Cause, suffer or allow the burning or garbage, refuse, waste material, trash, motor vehicle (or any part thereof) or other combustibles within or adjacent to the park so as to cause smoke, haze, odor, sparks, dust, dirt, or other type matter or gaseous substances to come upon, pass through, or over the park which would cause an air pollution nuisance or damage to persons or property.

§24 SIGNS

It shall be unlawful for any person to paste, glue, tack, post or otherwise affix any sign, placard, bill flyer, advertisement or inscription whatever, within the Park System. Provided that these provisions shall not apply to any properly authorized government official in pursuit of any official duty.

Those laws as established by the State of Illinois or the Federal Government as it is related to election signs for polling places and the placement of candidate or issue signs shall apply to Sycamore Park District property. It is requested that those signs which are legally posted be removed within five (5) working days following the election for which the candidate or issue is voted upon.

§25 SELLING DISTRIBUTING AND SOLICITING

No person other than Park Officials or persons authorized by the Park District, acting on behalf of the Park District, shall offer or exchange for sale any article or thing, or do any hawking, peddling or soliciting, or buy or offer to buy any article or thing, or take up any collection or solicit or receive contributions of money or anything of value, nor shall any person distribute, cast, throw or place any handbill, pamphlet, circular, advertisement or notice of any kind, except when authorized to do so by Permit from or contract with the Park District.

§26 VEHICLES, BOATS AND AIRCRAFT

No person shall bring, use operate, drive or park any motor driven vehicle, boat or aircraft, including but not limited to automobiles, trucks, power driven model boats, power driven model aircraft, power driven model automobiles, mini-bikes, motorcycles, snowmobiles, except on a street, driveway, parking lot or such portion of the Park System and at such times as are designated by the Park System. The use of privately owned golf cars on any portion of Park District property is strictly prohibited.

Furthermore, except for emergency personnel and park district maintenance, no boat of any kind may be placed in, launched, operated, docked, piered, shored, banked, placed, or stored in any park or body of water in the park system unless in conjunction with activities conducted, sponsored, or authorized by the Park District.

§27 GROUP ACTIVITY

Whenever any group, association or organization desires to use said Park System facilities for a particular purpose, such as picnics, parties or theatrical or entertainment performances, a representative of said group, association or organization shall first obtain a Permit from the Director for such purposes.

§28 PICNIC AREAS AND USE

No person in the Park System shall picnic or lunch in a place other than those designated for that purpose. Park Officials shall have the authority to regulate the activities in such areas when necessary to prevent congestion and to secure the

maximum use for the comfort and convenience of all. Visitors shall comply with any directions given to achieve this end. No person in the Park System shall use any portion of the picnic areas or of the building or structures therein for an unreasonable time if the facilities are crowded.

§29 HOURS OF OPERATION

- a) The Park System shall be open daily to the public from sunrise until sunset of any one day and no person shall be in the parks (other than Peace Officers and Park Officials) during any hours in which the Park System is not open to the public unless such presence is pursuant to a Permit issued in accordance with this Ordinance. In case of wet weather or other emergency when the condition of the grounds or the public interest demands, the Director may close said Park System or any portion thereof until said emergency has passed. The Executive Director may, on rare occasions, approve permits after park hours by permit with a supplementary fee established by the district.
- b) Those properties owned, leased or otherwise controlled by the Park District for which the Park District has provided an artificial lighting system shall remain open to the public until 10 pm of any one day when lit for recreational activities by the artificial lighting system under the control of the Park District; and no person (other than peace officers and park officials conducting Park System business therein) shall occupy, remain, or be present in those areas of the Park System with artificial lighting after sunset and in absence of light provided by the system under the control of the Park District, unless the presence is pursuant to a Permit issued in accordance with this Ordinance.

§31 PENALTY.

Any person violating the provisions of this and other applicable Park District Ordinances shall be guilty of an offense against the Park District and shall be punishable by a fine of **at least one hundred dollars (\$100.00), notwithstanding any and all other local, state or federal jurisdiction's fines and penalties. Any action related to all these matters in the ordinance will be subject to penalty, as established by the Park System, City of Sycamore, the State of Illinois, and the United States of America, including, but no limited to forfeit of deposits.**

SECTION THREE: If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions hereof.

SECTION FOUR: All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

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

APPROVED AND ADOPTED by the Board of Commissioners of the Sycamore Park District this ___ day of _____, 2014 pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

President

ATTEST:

Secretary

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 24, 2017

STAFF RECOMMENDATION

AGENDA ITEM: Recommendation for 2018 Golf Rates

BACKGROUND INFORMATION: In the staff recommendation for our 2017 golf rates it was determined to lower our non-resident season pass prices to mirror the non-resident season pass rates of other like facilities in our area and maintain the fees for our resident season passes. This proved to be an effective and positive impact on our Season Pass sales. We sold 17 non-resident passes in 2017 compared to 9 in 2016. Total revenue collected for Golf Season Pass sales in 2017 was \$92,422.15. This is an increase of \$3,686.33 over 2016 Season Pass revenue. Though we have not reached our budget numbers for season pass revenue we are beginning to see a modest increase in sales of passes by the maintaining of our rates and offering a 10% discount in December and that same 10% discount in our Swing into Spring Sale the first weekend in March. Green fee rates and cart rates are in line with other like facilities in our area as we continue to monitor the rates of such facilities in our surrounding area.

It is the opinion of the Golf Operation that the golf rates for 2018 should remain the same as in 2017. The golf industry has remained stagnant for several years and 2017 has showed the beginnings of a slight growth in play and merchandise sales. With most other facilities maintaining or lowering their rates to try to attract more play, it is appropriate that Sycamore Park District continues to maintain our current rate structure.

In addition, the golf operation is considering the reduction of the age requirement to be considered a senior. Our current required age is 65. Most golf courses in our area have a lower age requirement as listed below.

Arrowhead, Wheaton – 62+

Bartlett Hills, Bartlett – 62+
 Bonnie Dundee, Dundee – 55+
 Edgebrook, Sandwich – 60+
 Hughes Creek Elburn – 62+
 Orchard Valley, Aurora – 60+
 Phillips Park, Aurora – 62+
 Prairie Landing, West Chicago – 60+
 River Heights, DeKalb – No Senior Rate
 Settler's Hill, Geneva – 60+
 St. Andrews, West Chicago – 62+

To stay competitive with the area competition the golf operation suggests we lower our age requirement from 65+ to 62+. This would have a minimal negative impact on revenues and could possibly boost senior sales of Season Pass and green fees.

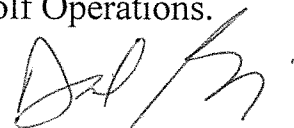
If approved we will maintain all golf rates for 2018 at the same levels they were in 2017 and reduce the age requirement to be considered a senior to 62. The Golf Operation will revisit the rates in the late fall of 2018. We will also offer a 10% discount incentive for pre-season purchases of season passes in December of 2017 and again at the Swing into Spring sale in March of 2018. Sarah Rex and I will develop a modest, local and non-local advertising campaign to promote the early purchase incentive discount of 2018 season passes and if approved we will begin promoting this in late November of 2017.

STAFF RECOMMENDATION: The Board approves the recommendation to maintain all golf rates in 2018 at the same levels they were in 2017 and reduce the minimum age requirement to be considered a senior to 62.

FISCAL IMPACT: Balanced Golf Operations budget

PREPARED BY: Kirk Lundbeck, Superintendent of Golf Operations.

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



PROPOSED 2018 Golf Rates

<u>Season Pass Type</u>	<u>2018 Resident</u>	<u>2018 Non- Resident</u>
Adult Unlimited	\$599.00	\$749.00
Adult Weekday	\$449.00	\$599.00
Spouse Unlimited	\$379.00	\$529.00
Spouse Weekday	\$319.00	\$469.00
Senior Unlimited	\$549.00	\$699.00
Senior Weekday	\$379.00	\$529.00
Senior Three Day	\$249.00	\$369.00
Junior (16 - 21)	\$359.00	\$479.00
Junior (11 - 15)	\$239.00	\$359.00

Green Fee Type

Weekday 9 Holes before 5pm	\$14.00	\$16.00
Weekday 9 Holes after 5pm	\$11.00	\$11.00
Weekday 18 Holes before 2pm	\$25.00	\$28.00
Weekday 18 Holes after 2:00pm	\$22.00	\$22.00
Weekend 9 Holes before 5pm	\$16.00	\$18.00
Weekend 9 Holes after 5pm	\$11.00	\$11.00
Weekend 18 Holes before 5pm	\$28.00	\$31.00
Weekend 18 Holes after 5pm	\$24.00	\$24.00

Junior (18-)/Senior (62+) Green Fees

All Day 9 (Weekends after 1pm)	\$10.00	\$11.00
All Day 18 (Weekends of 1pm)	\$20.00	\$22.00

Cart Fees

Earlybird 9 before 9am Weekdays	\$7.50	\$7.50
Earlybird 18 before 9am Weekdays	\$13.00	\$13.00
9 Holes before 5pm	\$8.50	\$8.50
9 Holes after 5pm	\$6.50	\$6.50
18 Holes before 2pm	\$16.00	\$16.00
18 Holes after 2pm	\$13.00	\$13.00
Push Carts	\$3.00	\$3.00

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 24, 2017

STAFF RECOMMENDATION

AGENDA ITEM: RECOMMENDATION ON FLEET VEHICLE:
Recommend approval

BACKGROUND INFORMATION: The 2007 Jeep Liberty used by the Executive Director started having major mechanical problems. After initial inspection, it was determined there was an issue with the engine. It was taken to get a thorough review to determine what work would be needed to be done in order for the vehicle to be safe for use. Two major components need to be replaced, the engine and the front rack and pinion.

There are three options for repair, barring nothing else is found to be wrong:

1. Replace with original equipment by the manufacturer (OEM) parts, with a 3-year, unlimited miles parts & labor - \$7,563.94
2. Replace with non-OEM parts, with a 3-year limited warranty, unlimited miles - \$6,771.94
3. Replace with a rebuilt used engine, with over 100,000 miles on it, 1-year warranty, parts only - \$5,120.94

The vehicle is 10 years old and is on the replacement schedule for 2020. The average trade-in value of the vehicle if it were in good condition, is approximately \$4,400, much less than the cost of repairs. Further consideration was given to other options.

Option 1: A replacement vehicle can be purchased from the state program at a cost of \$20,075 (including delivery). Options would include a 7-passenger, Dodge Grand Caravan or a Ford Taurus (with flex-fuel engine). Based upon a useful life of 12 years, and including the District cost of allowing personal use of the vehicle, the average monthly cost would be approximately \$270.

Option 2: The District could pay the Executive Director a vehicle allowance towards the use of personal vehicle. I have mileage records for the last 45 months. Based upon those records, the average monthly business miles are approximately

400 miles. Using an average IRS mileage rate of .55 mile, and adding the related tax/IMRF obligations of the District the average monthly cost would be approximately \$260.

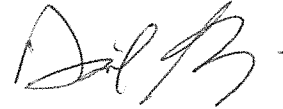
After careful consideration staff is recommending not repairing the 2007 Jeep and choosing Option 1, to replace the vehicle. The 7-passenger vehicle would prove convenient when several staff have to attend a function. And with our effort toward GREEN PRACTICES, staff are making greater commitment to carpooling to conferences, workshops, etc. If the 2007 Jeep is not eligible as a trade-in we will add it to the disposal list for possible auction in the Spring.

FISCAL IMPACT: The cost of the replacement vehicle is \$20,075 (includes delivery). Estimated date of delivery 90-120 days which would allow us to include it in the 2018 Capital Budget.

STAFF RECOMMENDATION: Recommend approval of purchase of new(replacement) fleet vehicle.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance; Jeff Donahoe, Superintendent of Parks and Facilities

EXECUTIVE DIRECTOR REVIEW/APPROVAL:
BOARD ACTION:

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

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 24, 2017

STAFF RECOMMENDATION

AGENDA ITEM: HEALTH INSURANCE RECOMMENDATION FOR 2018: Recommend Approval

BACKGROUND INFORMATION: We are completing our third year with PDRMA. This ends our original three-year commitment. Our membership automatically renews on January 1 for another three-year period. However, we are able to terminate this membership with a 12 month notice at any time. I do recommend continuing with PDRMA as our increases have been minimal due to being a part of a larger pool. The District's monthly premium for medical insurance will increase by 5.1% based upon our current enrollment. Life insurance and EAP, also with PDRMA, will remain the same.

Short term disability I recommend staying with our current carrier, UNUM. Alternative carriers were investigated with results coming in slightly higher than where we currently are.

Dental insurance is currently covered by Pekin Insurance. Our current monthly premium based upon enrollment is \$1,354.19. Alternative carriers were investigated. Principal Insurance, which we have used previously, came in with a monthly premium of \$1,237.01 with the same benefits. This will result in an annual savings of \$1,406.16 given our current enrollment.

The threshold for health care expenses will increase by the CPI of 2.1%. That makes the 2018 threshold \$266,204.73. Please keep in mind that this threshold has been applied to 13 people. With the hiring of the Supt of Recreation position, that increases are staff to 14. Two additional full-time staff will be added in 2018. So taking \$266,204.73 divided by 13 multiplying by 16 would adjust the 2018 threshold to \$327,636.60. Keeping medical, life and disability the same, and changing dental to Principal, the total estimated cost for 16 is approximately \$310,000 which is below the adjusted board approved threshold

PDRMA has asked agencies to select their plan by October 27. Open enrollment will run from October 30 – November 21. I am recommending the District remain

with the PPO with a \$2,000 deductible for single coverage and \$4,000 deductible for family.

The Opt-Out option will go into effect January 1, 2018 for those individuals that are interested. The amount for payout is based upon 50% of the single premium for medical insurance. An employee opting out of medical insurance for 2018 will receive an additional \$191.51 per pay period resulting in annual savings of \$4,120.38 for the district for each employee that chooses this program.

FISCAL IMPACT: Annual employee insurance coverage expense for 2018 is estimated at \$310,000 if all employees carry coverage.

STAFF RECOMMENDATION: Recommend approval to stay with PDRMA PPO (\$2,000 deductible for single coverage and \$4,000 deductible for family) and life insurance/EAP, stay with UNUM for short term disability and switch to Principal Life for dental.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 24, 2017

STAFF RECOMMENDATION

**AGENDA ITEM: AWARD BID FOR GOLF COURSE
BRIDGE/CULVERT 3 & 6 REPLACEMENT: Recommend Approval**

BACKGROUND INFORMATION: As the Board knows, two years ago it reviewed and accepted the assessment of all of the district's bridges by Engineering Resource Associates (ERA). Three bridges were in strong need of attention. Specifically, bridges 3,4, and 6—shown on the attached map—were singled out for replacement within 1 to 3 years.

Similarly, the Board approved an overall Capital Asset Replacement Plan that called out many of these bridges for replacement in that same timeperiod.

To that end, therefore, our Engineers have assessed Bridges 3 & 6 in far greater details, finalized bid specifications, and put the project out to bid. ERA's letter of recommendation is attached with details. We had \$120,000 in this year's budget for this work, based upon ERA's earlier estimates, and the construction market has been hot lately. As a result, the low bid came in higher than final estimate by ERA and even higher than what we had budgeted. As a result, I have asked ERA to sharpen their pencils for accuracy on the bridge we plan to put in next year's Capital Budget (#4 on the attachment) so that we have a more accurate figure to budget.

It should be noted that I received an email from Elliott&Wood (next lowest bidder, at \$189,500) questioning Martin's bid as not accurately reflecting allowances that were itemized and called out in the bid documents. Our Engineer has interviewed Martin to assure that their numbers are correct, and our Counsel has reviewed the question as well, and both found that Elliott& Wood's concerns were not viable.

Bids ranged from the low bidder—Martin, from Oregon, IL—at \$144,823.56 up to the high bidder—Martam, of Elgin, IL—at \$417,425.

FISCAL IMPACT: \$144,823.56. This exceeds our budget of \$120,000 by \$24,823.56. However, I feel that construction costs will only continue to climb, and the safety of these bridges will soon be in question.

STAFF RECOMMENDATION: I recommend the Board approve the low bid from Martin of Oregon, IL in the amount of \$144,823.56. The difference must be absorbed by the Capital Budget, and, as most of this is likely to be billed in next year's Capital Budget, we can, at minimum, pull the funds from that year's Capital Budget.

PREPARED BY: Daniel Gible, Executive Director



BOARD ACTION:

E4

1

Sycamore Golf Club



Sycamore Swimming Pool

S Fr Kishwaukee River

2

Sycamore Community Park

3

6

4

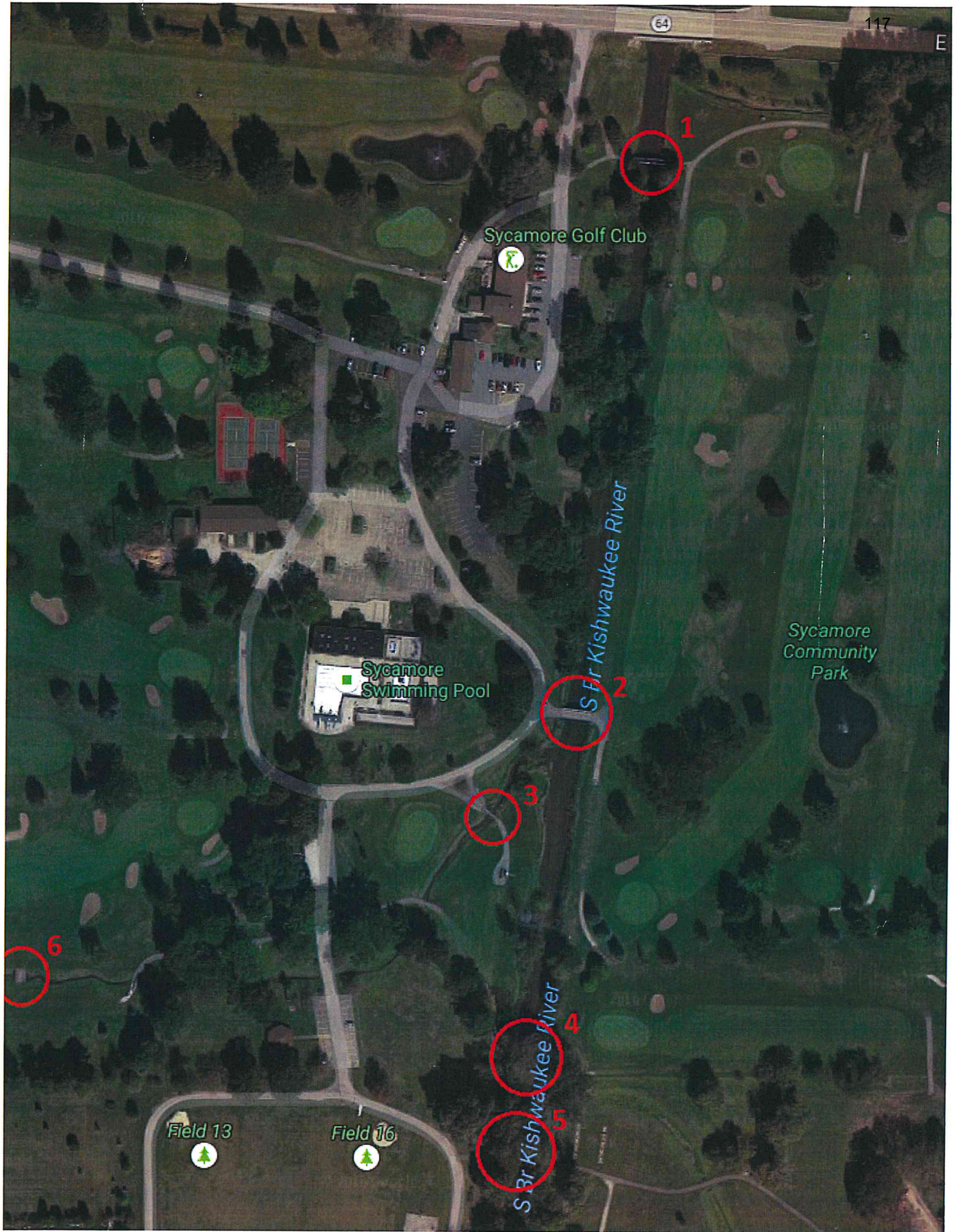
S Br Kishwaukee River

5

Field 13



Field 16





October 17, 2017

Daniel Gible, Executive Director
Sycamore Park District
940 East State Street
Sycamore, Illinois 60178

SUBJECT: Bid Summary and Recommendation of Findings
Golf Course Culvert Improvements 3 & 6
Sycamore Park District

Dear Dan:

The Sycamore Park District received bid results from six (6) contractors for the Sycamore Park District Golf Course Culvert Improvements 3 & 6 project. The low bidder for the project was Martin and Company who provided a lump sum bid in the amount of \$144,823.56. The Engineer's Cost Opinion was \$137,000 which is \$7,823.56 or 5.7% above the low bid.

Martin and Company submitted the documents requested in the bid package. ERA contacted three references provided within the bid documents. The references represented projects of similar scope and magnitude to the project under consideration. All the projects listed were bridge or culvert projects of equal or larger size. The references were asked several questions related to the contractor's timeliness and quality of work and communication during the project.

In general, the contacts were very satisfied with Martin and Company's quality of work and timely completion. One project had utility conflicts which delayed the project and they still completed before the deadline. Some comments indicated a lack of responsiveness in communication during the project. This concern was discussed with Martin and Company and he indicated that this would not be an issue for this project. The overall scope of the project was discussed and he presented a well thought out approach to how he would successfully complete the project on time and within budget.

Based upon the information provided above, it is our opinion that Martin and Company is qualified to perform the work for the Golf Course Culvert 3 & 6 Project. ERA would concur with a Park District Board recommendation to approve Martin and Company in the amount of \$144,823.56 for the Sycamore Golf Course Culvert 3 & 6 Improvement Project.

Respectfully submitted,
ENGINEERING RESOURCE ASSOCIATES, INC.

John F. Mayer, P.E.
Project Manager

WARRENVILLE

3s701 West Avenue, Suite 150
Warrenville, IL 60555
P 630.393.3060

CHICAGO

10 South Riverside Plaza, Suite 875
Chicago, IL 60606
P 312.474.7841

CHAMPAIGN

2416 Galen Drive
Champaign, IL 61821
P 217.351.6268

**AN INTERGOVERNMENTAL AGREEMENT PROVIDING FOR THE ENGINEERING
and CONSTRUCTION of the GREAT WESTERN TRAIL EXTENSION from the EAST END
OF SYCAMORE FOREST PRESERVE to OLD MILL PARK**

This Intergovernmental Agreement is between the Forest Preserve District of DeKalb County, Illinois (the “Forest Preserve”) and the Sycamore Park District, DeKalb County, Illinois, a municipal corporation, (the “Park District”) (collectively “Agencies”) for the shared costs and services associated with the construction and engineering of the Great Western Trail Extension Project which includes/extends from the East End of Sycamore Forest Preserve to Old Mill Park (the “Project”)

WITNESSETH

WHEREAS, the Illinois Constitution and Statutes authorizes and encourages intergovernmental cooperation between units of local government; and

WHEREAS, the continued development and extension of the Great Western Trail was discussed and committed to by the Agencies; and

WHEREAS, the Forest Preserve and the Park District recognize the value of DeKalb County’s Greenways and Trails Plan as a long-range planning tool which encourages the Great Western Trail’s continued extension; and

WHEREAS, multiple organizations in the Sycamore area, including the Park District, Forest Preserve, and the City of Sycamore, have found in several community wide surveys that extension and connection of trails is a number one priority; and

WHEREAS, there is increased public awareness of the importance of trails and providing recreational trail opportunities for individuals throughout Sycamore and DeKalb County; and

WHEREAS, the Agencies have participated in cooperative efforts on other projects; and

WHEREAS, cooperative efforts by units of local government reduce costs, improve management and maintenance, and create efficiencies that might otherwise not exist; and

WHEREAS, the Project will provide numerous public benefits, including (a) directly serving the transportation and recreational needs of the region's residents; (b) linking those individuals to hundreds of acres of public open space, existing trail systems, parks, safe routes to school, and to retail/commercial/government facilities; and (c) providing an alternative means of transportation for individuals commuting to work, shopping, recreation and other destinations; and

WHEREAS, the Forest Preserve and the Park District desire to share the costs and services of the Project which includes Engineering and Construction associated with the Great Western Trail Extension from the East End of Sycamore Forest Preserve to Old Mill Park;

NOW, THEREFORE, in consideration of the mutual promises, terms and conditions set forth herein, and in the spirit of intergovernmental cooperation, the parties agree as follows:

1. **Incorporation of preambles.** The preambles set forth above are incorporated herein and made a part hereof as representing the intent of the Agencies and as substantive terms and conditions. To the extent they may be interpreted as inconsistent with the main body of this agreement the main body shall control.

2. Lead Agency. The Forest Preserve hereby recognizes the Park District as the lead agency for the Project. In its capacity as the lead agency, the Park District shall be responsible for coordinating all aspects of the Project with the Consultant identified in paragraph 4, IDOT and the other Agencies, and for monitoring the Project

3. Maintenance of Premises. In perpetuity, the Forest Preserve agrees to maintain the portion of the trail on its land—including the bridge that begins on its property—following the completion of the Project. The Park District agrees to maintain the portion of the trail on its land—including the second bridge that crosses over to Old Mill Park—following the completion of the Project.

4. Consulting Agreement. In connection with its role as the lead agency, the Park District will contract with Engineering Resources Associates, Inc. (hereinafter "Consultant"), to perform the Phase I engineering work for the Project.

The Agencies agree to provide Consultant with such access to its property as may be necessary to perform the engineering work and to furnish Consultant with such documents, reports, data, studies or other information within the Agencies' possession as may be relevant to the Project.

The Park District shall require Consultant, as part of the Consulting Agreement, to purchase and maintain, at Consultant's cost, the insurance coverages specified by the Park District Risk Management Association (PDRMA).

In addition, the Park District shall require Consultant to defend, hold harmless and indemnify both Agencies, their elected officials, officers, employees and agents, from and against any and all claims, liabilities, causes of action, losses, judgments, settlements, damages and expenses (including, but not limited to, reasonable expert witness and attorney fees) that may at any time arise or be claimed by any person or entity, including any employees, agents and subcontractors of Consultant, as a result of bodily injury, sickness, death or property damage, or as a result of any other claim or suit of any nature whatsoever, allegedly arising out of or in any manner connected with, directly with this project, OR indirectly, the negligent or intentional acts or omissions on the part of Consultant or its contractors, subcontractors, employees or agents in performing the engineering services provided for in the Consulting Agreement.

5. Project Payments.

5.1 The Agencies agree to share the costs of this project as follows:

1. The Forest Preserve will contribute \$43,955.68 to the Phase I Engineering for the Project which will not be paid for from the grant application.

The Park District will contribute \$102563.24 to the Phase I Engineering for the Project which will not be paid for from the grant application.

The total estimated cost for this work is \$146,518.92. Should it grow beyond that, the Agencies shall share the additional cost with 70% paid by the Park District and 30% paid by the Forest Preserve. This shall not exceed a GROSS of \$25,000, combined, without an amended Intergovernmental Agreement..

2. Upon award of the ITEP Grant for Construction, and only at that time, the Agencies would be responsible for the construction costs, as follows:
 - a. The Grant pays 80% of the costs for construction.
 - b. Of the remaining 20% that must be paid by the Agencies:
 - i. The Forest Preserve will pay 30%; and

ii. The Park District will pay 70%

At the current time, the estimated total construction costs are: \$2,894,547.70

Twenty percent of that amount is: \$578,909.54

Of that, the Forest Preserve would pay 30%, or: \$173,672.86

AND, the Park District would pay 70%, or: \$405,236.67

Should the total construction cost grow more than \$250,000 beyond the current estimate, the Agencies shall amend the amounts in #2, immediately above. Otherwise, the additional amount will be shared with 70% paid by the Park District and 30% paid by the Forest Preserve.

5.2 Phase I Engineering costs will be paid initially by the Park District subject to reimbursement by the Forest Preserve for the Forest Preserve's share. The Forest Preserve shall reimburse its portion in the following manner:

- 50% by January 31, 2018
- Remaining amount by January 31, 2019

5.3 The Park District will make payments to IDOT for the Construction Costs tied to the Grant when requested by IDOT. The Park District will then bill the Forest Preserve for their portion—outlined later in this agreement—at which time the Forest Preserve will make payment to the Park District within 30 days of the Invoice Date from the Park District.

6. Interest Payments. Any interest accrued or assessed for this project will be shared by the Park District and the Forest Preserve in 70% and 30%, respectively.

7. Cooperation. If either of the Agencies has reason to believe that a violation of this Agreement has occurred or is occurring, written notice thereof specifying in detail the violation and the facts supporting the claim shall be served upon the Agency that allegedly committed or is permitting such violation to occur. The Agencies agree to act in good faith and to cooperate with each other to resolve any disputes which may arise in the performance of this Agreement.

In the event either the Park District or the Forest Preserve is required to institute any legal action or proceeding, whether at law or in equity, to enforce any provision of this Intergovernmental Agreement, the prevailing party in such action or proceeding shall be entitled to recover all of its costs and expenses, including, but not limited to, reasonable expert witness and attorney fees.

8. Indemnification. Each of the Agencies shall defend, hold harmless and indemnify the other Agency, its elected officials, officers, employees and agents from and against all claims, liabilities, causes of action, losses, judgments, settlements, damages and expenses (including, but not limited to, reasonable expert witness and attorney fees) that may at any time arise or be claimed by any person or entity as a result of bodily injury, sickness, death or property damage, or as a result of any other claim or suit of any nature whatsoever, allegedly arising out of or in any manner connected with, directly or indirectly, the negligent or intentional acts or omissions of the indemnifying Agency's performance of its obligations under this Agreement. This provision is not intended to waive any statutory or common law privileges or immunities as they relate to other persons or entities. There are no third-party beneficiaries of this Agreement.

9. Insurance.

(a) In the event that either party purchases insurance from an insurance company, each party shall keep in force at all times during the term of this agreement Commercial General Liability Insurance including fire legal liability, bodily injury, personal injury and property damage limits of not less than \$3,000,000 per occurrence, written on an occurrence basis and at all times naming the other party to this agreement, its public officials, employees, volunteers and agents as additional insured.

(b) In the event that either party is self-insured, member of an intergovernmental pool or provides for its risk financing by a means other than commercial insurance, that party shall keep in force at all times during the term of this agreement, General Liability coverage including fire legal liability specifically including bodily injury, personal injury and property damage limits of not less than \$3,000,000 per occurrence provided on an occurrence basis and at all times specifically extending that coverage to the other party to this agreement, its public officials, employees, volunteers, and agents as additional insured.

(c) Prior to the commencement of the term hereof, each party shall furnish the other party with a certificate of insurance showing the required coverage to be in effect and naming the other party, its board members, officers, agents, successors, and assigns as additional insureds. The policies or duly executed certificates for the same shall reflect the insurers' right of subrogation. Said policies of insurance shall provide for at least sixty (60) days written notice to each party of termination and/or cancellation of the policy naming it as an additional insured.

10. Transfers. No Agency shall sell, assign or otherwise transfer its interest under this Agreement without the written approval of the other Agency. The provisions set forth in this Agreement shall be binding upon and inure to the benefit of the approved successors and assigns of the parties.

11. Notices. All notices given under this Agreement shall be in writing and shall be either (a) served personally, during regular business hours; (b) served by facsimile transmission during regular business hours; or (c) served by certified or registered mail, return receipt requested, properly addressed with postage prepaid and deposited in the United States mail. Notices served personally or by facsimile transmission shall be effective upon receipt, and notices served by mail shall be effective upon receipt as verified by the United States Postal Service.

Notices shall be served at the following addresses:

Forest Preserve District of DeKalb County
Attn: Executive Director
200 N Main Street
Sycamore, IL 60178

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

12.. Execution. Each Agency shall approve this Agreement pursuant to a duly passed ordinance or resolution and shall execute a separate original signature page and send the original page to the Sycamore Park District. After all the original signature pages have been received, the DuPage Forest Preserve shall provide each Agency with a fully executed copy of this Agreement.

13. Incorporation. The provisions set forth herein represent the entire agreement between the parties and supersede any previous oral or written agreements, as it is the intent of the parties to provide for integration within the terms of this Agreement. No provision may be modified in any respect unless such modification is in writing and signed by each Agency.

14. Segmenting the Project. The Agencies recognize the advantages of working on this jointly, and that while the Grant may have to be submitted in two parts over two to three years, this Intergovernmental Agreement will remain in force.

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the ____ day of _____, 2017.

For FOREST PRESERVE DISTRICT
OF DEKALB COUNTY

By: _____
President

{seal}

Attest: _____
Secretary

APPROVAL AUTHORIZED BY:
Ordinance No.
Resolution No:

For SYCAMORE PARK DISTRICT

By: _____
President

{seal}

Attest: _____
Secretary

APPROVAL AUTHORIZED BY:
Ordinance No.
Resolution No. _____