



# Sycamore

PARK DISTRICT

*Established 1923*

940 East State Street  
Sycamore, IL 60178  
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## Sycamore Park District

### Regular Board Meeting

November 28, 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: October 24, 2017
- 8. Public Hearing Minutes: November 7, 2017

**APPROVAL OF MONTHLY CLAIMS:**

- 11. Claims Paid Since Board Meeting (Roll Call Vote)
- 22. Claims Presented (Roll Call Vote)

**CONSENT AGENDA:**

- 27. Superintendent of Finance Monthly Report
- 30. Budget Report
- 47. Superintendent of Recreation Monthly Report
- 52. Superintendent of Golf Operations Monthly Report
- 55. Superintendent of Parks and Facilities Monthly Report
- 62. Executive Director Monthly Report

**CORRESPONDENCE-**

- 65. Hampshire High Girl's Golf Team Thank You
- 67. Sycamore History Museum Thank You

**PUBLIC INPUT**

**POSITIVE FEEDBACK/REPORTS**

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

**Board of Commissioners Meeting**

**November 28, 2017**

**PG 2**

**MONTHLY REPORT - Kirk**

**OLD BUSINESS:**

68. Presentation of Splash Fountain and Community Pool Logo—Sarah  
Final Review: IGA with DeKalb County Forest Preserve District for  
Trail Project—Resolution 06-2017: A Resolution of the Sycamore  
Park District Board in Support of Entering into an Inter-  
Governmental Agreement with the DeKalb County Forest  
Preserve District—Dan (Roll Call)
77. Ordinance/Resolution Project—Binder  
Option for Cost Savings at Legacy Campus—Dan  
IPRA/IAPD Conference Attendance—Jackie

**NEW BUSINESS:**

79. Accept Bid for Annual General Obligation Bond (Roll Call)—Jackie
80. Bond Ordinance 07-2017 (Roll Call): An Ordinance providing for the  
issue of approximately \$1,118,620 General Obligation Limited Tax  
Park Bonds, Series 2017B, for the payment of land for parks, for the  
building, maintaining, improving and protecting of the same and  
the existing land and facilities of the Park District, to provide the  
revenue source for the payment of certain outstanding bonds of  
the Park District, to refund certain outstanding bonds of the Park  
District and for the payment of the expenses incident thereto,  
providing for the levy of a direct annual tax to pay the principal and  
interest on said bonds and authorizing the sale of said bonds to the  
purchaser thereof.—Jackie (Roll Call)
107. Determine the Amount Estimated to be Raised by Taxation for the  
Year 2017 Tax Levy: Run Ad if 5% or greater—Jackie
109. Resolution 05-2017 Estimate of Tax Levy—Jackie (Roll Call)
111. First Review of Five Year Capital Plan—Jackie
119. Review and Adoption of Right-to-Know Policy—Dan  
(Roll Call)
124. Approval of Resolution 08-2017 and Local Assurance Document for  
Trail Project—Terri Gible (Roll Call)  
Review Land Acquisition at North Grove Crossing—Dan
129. Award Bid for Dog Park Fencing—Dan
139. Review of Modified Budget Timeline—Jackie  
Park Partners Award—Sarah

**PUBLIC INPUT**

**EXECUTIVE SESSION (Roll Call Vote):**

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

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

**Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday, October 24, 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, October 24, 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, Schulz, and Tucker.**

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 Strack.**

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

**Guests at the Board meeting were:**

Kevin – Daily Chronicle

**Regular and Consent Agenda Approval –  
Motion**

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

**Voice Vote**

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

**Approval of Minutes –  
Motion**

Commissioner Tucker moved to approve the September 26, 2017 Regular Meeting Minutes. Commissioner Graves seconded the Motion.

**Voice Vote**

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

Minutes of the Regular Meeting of the Board of Commissioners  
 Sycamore Park District  
 Tuesday October 24, 2017  
**P 2**

**Claims and Accounts Approval**

**Motion**

Commissioner Tucker moved to approve and pay the bills in the amount of \$1,436,403.02.  
 Commissioner Graves seconded the Motion.

**Roll Call**

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

**Correspondence –**

- The Galitz Family Thank You
- Clubhouse Rental – Scott Mabel

**Public Input –** None

**Positive Feedback –**

- Commissioner Tucker noted the Nine Hole Ladies signed a score card to Kirk Lundbeck for all his help this year.
- Director Gibble gave Commissioner Schulz her 10 year service award that was from the Gala Awards.

**Monthly Report –Supt. of Finance Jackie Hienbuecher** – She went over information from our current website provider for an employment portal and for employment opportunities, etc.

**Old Business**

**Approval of LOI with Northwestern Medicine** – Director Gibble noted they have reached a point where everyone is comfortable with the LOI and he recommends approval.

**Motion**

Commissioner Tucker moved to approve the LOI with Northwestern Medicine.  
 Commissioner Graves seconded the Motion.

**Roll Call**

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

Minutes of the Regular Meeting of the Board of Commissioners  
 Sycamore Park District  
 Tuesday October 24, 2017

**P 3**

**Board Approval of Schoolchildren’s Vote on Naming of Splashpad** – Commissioner Graves noted it was awesome to get the schools involved in this. Supt. of Rec. Jourden-Messerich noted the five names selected that were sent out to the schools were in the board packet. There were 1825 ballots sent out and 771 collected. Splash Fountain was the winner with 267 votes and she recommends approval.

**Motion**

Commissioner Graves moved to approve Splash Fountain as the splashpad name. The motion was seconded by Commissioner Tucker.

**Voice Vote**

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

**Recommendation to Pay Down IMRF** – Supt. of Finance Hienbuecher noted with the additional communication with our auditors and with IMRF our auditors are no longer recommending paying this down.

**Presentation of PATHWAY FITNESS Logo** –Supt. of Rec. Jourden-Messerich noted Sarah has been working hard coming up with different options for the logo. She then presented the logo that staff has chosen.

**Setting Date for Public Hearing: Trail Project from Sycamore Forest Preserve to Old Mill Park** – Director Gibble noted that a hearing for public input/comment about the next phase of our trail project outlined in VISION/ACTION 2020 will be held on November 7<sup>th</sup> from 6:00 to 7:30 pm in the Clubhouse.

**New Business**

**Recommendation of Fitness Equipment Purchase** – Supt. of Rec. Jourden-Messerich went over the information on the equipment and recommended approval per her staff recommendation.

**Motion**

Commissioner Tucker moved to approve the purchase of necessary equipment for PATHWAY FITNESS from Life Fitness through NJPA which includes the cost of equipment, warranty, and preventative maintenance with the funds to be taken from the FF&E budget for Action 2020 in the amount of \$148,420.16. Commissioner Graves seconded the Motion.

**Roll Call**

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

Minutes of the Regular Meeting of the Board of Commissioners  
 Sycamore Park District  
 Tuesday October 24, 2017  
**P 4**

**Recommendation to Amend Conduct Ordinance 06-2012 Regarding SMOKING with emphasis on Legacy Campus** – Director Gibble noted he recommends changes as stated in his staff recommendation.

**Motion**

Commissioner Graves moved to approve the changes in Ordinance 06-2012 Conduct Ordinance 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 3-0. Commissioners Kroeger and Strack were absent.

**Consider 2018 Golf Rates** – Supt. of Golf Ops Lundbeck noted he did some research on senior ages at other courses.

**Motion**

Commissioner Graves moved to approve maintaining the 2018 golf rates at the 2017 levels and reduce minimum age requirement to be considered a senior to 62. 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 3-0. Commissioners Kroeger and Strack were absent.

**Recommendation on Fleet Vehicle -**

**Motion**

Commissioner Graves authorizes to pursue locally first to see if they can match, then if all else fails approve the state bid. 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 3-0. Commissioners Kroeger and Strack were absent.

**Health Insurance Update for 2018** – Supt. of Finance Hienbuecher noted she recommends approval as stated in her staff recommendation.

**Motion**

Commissioner Tucker moved to approve staying with PDRMA PPO with deductibles as listed and life insurance/EAP, stay with UNUM for short term disability and switch to Principal Life for dental. 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 3-0. Commissioners Kroeger and Strack were absent.

Minutes of the Regular Meeting of the Board of Commissioners  
 Sycamore Park District  
 Tuesday October 24, 2017  
**P 5**

**Recommendation on Golf Course Bridges 3 and 6** – Director Gibble noted this is work that can take place through the winter and he recommends approval.

**Motion**

Commissioner Graves moved to approve the low bid from Martin of Oregon, IL in the amount of \$144,823.56. 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 3-0. Commissioners Kroeger and Strack were absent.

**Discontinuing Cleaning Contract** – Supt. of Golf Ops Lundbeck noted this is just to inform the board that we will be discontinuing our cleaning contract at year end and will be handling in house.

**DRAFT Intergovernmental Agreement with DeKalb County Forest Preserve District for ITEP Grant: Information only** – Director Gibble noted the public hearing will be November 7<sup>th</sup>. December 2<sup>nd</sup> is the deadline for the next cycle of grants for ITEP Trail Funds which is an 80% grant for the cost of construction of trails. This is just for informational purposes at this time and will come back at the November meeting for approval.

**Public Input** - None

**Motion**

The Board adjourned the Regular Session at 7:08 p.m. on a motion made by Commissioner Graves. The motion was seconded by Commissioner Tucker.

**Voice Vote**

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

Respectfully Submitted

Jeanette Freeman  
 Recording Secretary  
 Sycamore Park District

**MINUTES**  
**Public Hearing**  
**Great Western Trail: Forest Preserve to Old Mill Park—Segment 1**  
**Tuesday November 7, 2017**  
**6:00 to 7:30 P.M.**  
**Sycamore Park District Club House**  
**940 East State Street in Sycamore, IL**

President Strack called the meeting to order at 6:03 p.m.

Will the secretary please call the roll. Commissioners Graves, Schulz, Kroeger, Tucker and Strack were present. No Commissioners were absent.

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

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

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

Staff members present were Director Dan Gible, Executive Director; Kirk Lundbeck, Supt. Of Golf Services; Marketing and Program Supervisor, Sarah Rex.

The Sycamore Park District's Engineering Firm who is completing Phase I Engineering on this trail project, at Sycamore Park District's expense, was represented by John Mayer—PE, CFM and Vice President, as well as Andrew Kustus—PE, CFM, Environmental Engineer. The firm is Engineering Resource Associates of Warrenville, Illinois.

At the start of the meeting, no public were present.

**Agenda Approval** –  
**Motion**

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

AGENDA

- I. Call Meeting to Order (Roll Call Vote)
- II. Summary Review of the Key Aspects of the Trail Plan: Andrew Kustus,  
Engineer for Engineering Resource Associates
- III. Questions from the Board of Commissioners
- IV. OPEN HOUSE TIME: Until 7:00 PM
- V. PUBLIC INPUT/COMMENT
- VI. ADJOURNMENT (Voice Vote)

**Voice Vote**

President Strack called for a voice vote to approve the motion. All commissioners voted Aye. The motion was approved 5-0.



## **II. Summary Review of the Key Aspects of the Trail Plan: Andrew Kustus, Engineering Resource Associates**

Director Gibble introduced Engineering Resource Associates, explaining that they would take some time to introduce the key aspects and land matters related to the proposed trail project.

Engineer Kustus explained that we would build a 10' wide asphalt trail beginning on the east where the DeKalb County Forest Preserve terminated their recent extension of the Great Western Trail at the new Sycamore Forest Preserve. That preserve was created when FEMA worked with DeKalb County to remove an old Mobile Home Park that flooded on a regular basis. The trail would terminate on the west at Old Mill Park, but the ITEP Grant that will be applied for by December 1, 2017 with IDOT, will only cover the first of two Segments to be done. This Grant Application will be for Segment 1.

Kustus displayed several large graphics showing the route of the trail, the properties that would be impacted by the proposed route, and the topography.

Gibble emphasized that a good portion of Segment 1 will be on Forest Preserve District land, and that the INTERGOVERNMENTAL AGREEMENT approved by DeKalb County Forest Preserve District Board, and the Sycamore Park District Board would address how the costs of the project would be shared, and who would take long-term responsibility for the maintenance.

Kustus highlighted the Forest Preserve land, the Manzco property, the Ehrler property and the IDOT property as those impacted by Segment 1. Further he showed where 1 large bridge would cross the Kishwaukee River, and two small bridges would go to address small creeks that flow into the Kishwaukee River. The total distance estimate of Segment 1 would be about 0.8 miles.

## **III. Questions from the Board of Commissioners**

At this time, President Strack asked if there were any questions. No public was present, and President Strack indicated that he thought this was because we had already had numerous meetings and hearings about this trail when we completed our Long-Range Plan: Vision 20/20 and held public hearings at that time.

Gibble indicated that after instruction from IDOT Land Acquisition Personnel in Ottawa, he had President Strack send the impacted land owners a letter and supporting documents provided by those IDOT Officials. President Strack followed through on that a few weeks ago.

Commissioners asked questions about City requirements for trail paving, status of prior grant received for another segment of this project, emergency vehicle access, forest preserve support of this project.

President Strack expressed frustration with the process of how we must acquire land, but he understands that we must follow IDOT procedures. Commissioner Schulz asked when we can firm up land acquisition. Strack indicated that we can't negotiate at this time. Engineer Mayer explains that this process protects abuse of land acquisition, and that we must wait until Phase II

Engineering for any negotiations to begin under the guidance of IDOT even though the park district will pay the entire cost (no request in the grant) for the land acquisition.

Commissioner Kroeger asked about City Manager, Brian Gregory's support of the land swap with IDOT, since the land swapped would be City of Sycamore land for the IDOT land. Gibble indicated that the City of Sycamore/Brian Gregory has indicated support, and that IDOT has made preliminary contact with Gregory about the trade. Gibble also indicated that IDOT Official, Kevin Marchek, had sent President Strack an initial letter of support for the idea of the land swap, but many details remain. Gibble explained that Nathan Schwartz would act as our Negotiator, and IDOT Officials in Ottawa supported that. Commissioner Strack informed Gibble and Mayer that Mr. Jacobsen is now registered as an Appraiser with the State of Illinois.

#### **IV. Open House Time Until 7:00 PM**

At approximately 6:43pm, President Strack noted that now the floor was open and the public could look at the displays and ask questions of the Board, Staff and Engineers. As no public was in attendance at this time, either, the Board got up and looked at the displays and asked questions of the Engineers and Director Gibble

#### **V. Public Input/Comment**

At 7:00pm, President Strack opened the floor for public comment, and noted that written comment forms were also available. He noted that this trail project was open for public input at our Public Hearings during our Long-Range Planning process, as well: VISION 20/20.

Staff, Engineers, and some Commissioners stayed until 7:30pm, but no public appeared. Commissioner Tucker noted that she felt the public wasn't there because there is no objection to the plans, and these was previously vetted and supported by our community. Gibble noted that two community wide surveys done by the district showed the trail projects as Number 1 amongst our residents, as well.

#### **Adjourn** **Motion**

The Board adjourned the Special Meeting Regular Session at 7:30 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Kroeger.

#### **Voice Vote**

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

Respectfully Submitted,

Daniel Gibble  
Secretary  
Sycamore Park District



*Interim*

FROM 10/24/2017 TO 11/21/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
BAG	1116512	01 TRI-SWIVEL PUSH CART	501000001306	09/21/17	00002323	58478	10/27/17	165.00	165.00
		02 SHIPPING/DISCOUNT	501000001306		00002323			5.00	5.00
		VENDOR TOTAL:						165.00	165.00
BATTERIE	297-276980	01 EXIT LIGHT BATTERIES	101000066401	10/31/17	00002422	58497	11/09/17	39.58	39.58
BURRI	PS12618	01 ROUGH MOWER-BOLTS & SPRINGS	504100066403	10/05/17	00000000	58498	11/09/17	195.41	120.29
	PS13086	01 ROUGH MOWER-THROTTLE CABLE	504100066403	10/30/17	00000000	58498	11/09/17	195.41	75.12
		VENDOR TOTAL:						195.41	195.41
CINTA2	8403369701	01 POOL 1ST AID KIT-AED PADS	518000076513	10/06/17	00000000	58499	11/09/17	79.20	79.20
CINTA3	OF94519680	01 MUSEUM-SPRINKLER INSPECTION	202500056300	10/24/17	00000000	58500	11/09/17	230.95	230.95
		VENDOR TOTAL:						230.95	230.95
CITY	OCTOBER SALES TAX	01 CITY SALES TAX - CLUBHOUSE	303000116852	11/21/17	00000000	58525	11/21/17	141.00	141.00
		02 CITY SALES TAX - BB CONC	303300116852		00000000			108.00	108.00
		03 CITY SALES TAX - CATERING	303500116852		00000000			19.00	19.00
		VENDOR TOTAL:						230.95	230.95

DATE: 11/21/2017  
 TIME: 09:54:46  
 ID: AP450000.WOW  
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SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 10/24/2017 TO 11/21/2017

*Infirm*

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
SEPT SALES TAX									
		01 CITY SALES TAX - CLUBHOUSE	303000116852	11/21/17	00000000	58526	11/21/17	317.00	317.00
		02 CITY SALES TAX - BEV CART	303100116852		00000000			191.00	191.00
		03 CITY SALES TAX - BB CONC	303300116852		00000000			43.00	43.00
		04 CITY SALES TAX - CATER	303500116852		00000000			29.00	29.00
								54.00	54.00
VENDOR TOTAL:								458.00	
COMCA COMCAST									
		101917 01 INTERNET	101000096706	10/19/17	00000000	58527	11/21/17	347.68	347.68
		02 INTERNET	201000096706		00000000			119.92	119.92
		03 CABLE	303000096705		00000000			53.49	53.49
		04 CABLE	504000096705		00000000			54.34	54.34
VENDOR TOTAL:								548.00	
COMMO COMMONWEALTH EDISON									
		110617 01 FOUNDERS PARK	101500096702	11/06/17	00000000	58528	11/21/17	548.00	548.00
		02 BOYNTON PARK	101500096702		00000000			23.95	23.95
		03 KITWANTIS PARK	101500096702		00000000			16.15	16.15
		04 EMIL CASSIER PARK	101500096702		00000000			46.43	46.43
		05 SYCAMORE LAKE	101500096702		00000000			21.64	21.64
		06 GOOD TYMES SHELTER	101500096702		00000000			34.89	34.89
		07 WETZEL PARK	101500096702		00000000			44.33	44.33
		08 AIRPORT ROAD PROPERTY	101500096702		00000000			21.62	21.62
								338.99	338.99
VENDOR TOTAL:								548.00	
CONS CONSERV FS									
		121006093 01 DIESEL - GOLF	504100076515	10/17/17	00000000	58479	10/27/17	2,029.61	1,036.13
		02 DIESEL - PARKS	101500076515		00000000			415.59	415.59
		03 DIESEL - SC	202100076515		00000000			544.42	544.42
								76.12	76.12
		121006094 01 GASOLINE - GOLF	504100076515	10/17/17	00000000	58479	10/27/17	2,029.61	608.16
		02 GASOLINE - PARKS	101500076515		00000000			81.54	81.54
		03 GASOLINE - SC	202100076515		00000000			17.26	17.26
		04 GASOLINE -TRUCKS	101500076515		00000000			60.27	60.27
								449.09	449.09
		121006095 01 OLD SHOB-GASOLINE TANK 4	504000076515	10/17/17	00000000	58479	10/27/17	2,029.61	385.32
								385.32	385.32
VENDOR TOTAL:								2,029.61	

FROM 10/24/2017 TO 11/21/2017

*F. H. Krim*

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
CREG	CRESCENT ELECTRIC SUPPLY CO.								
	5504154280.001	01 FUSE HOLDERS	101500066404	10/03/17	00002384	58501	11/09/17	60.14	60.14
									60.14
									VENDOR TOTAL: 60.14
DOGWASTE	DOG WASTE DEPOP								
	182639	01 WASTE BAGS	101500066404	10/30/17	00000000	58485	11/02/17	39.99	39.99
									39.99
									VENDOR TOTAL: 39.99
ENGIN	ENGINEERING RESOURCE ASSOC								
	1	01 ENGINEERING - TRAILS	711000207039	09/29/17	00000000	58493	11/08/17	2,031.06	2,031.06
									2,031.06
									VENDOR TOTAL: 2,031.06
	2	01 ENGINEERING - TRAILS	711000207039	10/23/17	00000000	58494	11/08/17	6,732.76	6,732.76
									6,732.76
									VENDOR TOTAL: 8,763.82
FENCE	FENCE SALES OF SYCAMORE INC								
	5342	01 FENCE REPAIR BROTHER PARK	101500066404	10/23/17	00002413	58502	11/09/17	225.00	225.00
									225.00
									VENDOR TOTAL: 225.00
FITZW	ASHLEY FITZWATER								
	2	01 CONTRACTED INSTRUCTION	205010306128	10/31/17	00002418	58503	11/09/17	1,410.00	1,410.00
									1,410.00
									VENDOR TOTAL: 1,410.00
FOX1	FOX VALLEY FIRE & SAFETY								
	IN00116304	01 SHOP FIRE ALARM MONITORING	101500056307	09/14/17	00000000	58484	10/27/17	165.00	165.00
									165.00
									VENDOR TOTAL: 165.00
	IN00124093	01 CH HOOD SPRINKLER INSPECTION	101000056300	10/13/17	00000000	58504	11/09/17	85.50	85.50
									85.50
									VENDOR TOTAL: 250.50
FRONTIER	FRONTIER								
	110717	01 MAINT BLDG	101500096700	11/07/17	00000000	58529	11/21/17	906.72	906.72
									75.44
									VENDOR TOTAL: 982.16



DATE: 11/21/2017  
 TIME: 09:54:46  
 ID: AP450000.WOW  
 19

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

*Int enjm*

FROM 10/24/2017 TO 11/21/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
902588	01	PAINT SUPPLIES - PARK	101500066404	10/18/17	00000000	58510	11/09/17	133.19	20.42 20.42
903194	01	OUTDOOR SEALER/PAINT	101500066404	09/26/17	00000000	58510	11/09/17	133.19	30.77 30.77
903195	01	CREDIT TAX - INV 903194	101500066404	09/26/17	00000000	58510	11/09/17	133.19	-2.28 -2.28
903416	01	PAINT STRAINERS-	101500066404	09/28/17	00000000	58510	11/09/17	133.19	5.95 5.95
903518	01	LOT STRIPPING PAINT	101500066404	09/29/17	00000000	58510	11/09/17	133.19	23.74 23.74
903585	01	SHELTER ROOF WOOD	101500066404	10/23/17	00002399	58510	11/09/17	133.19	9.59 9.59
903839	01	LANDSCAPE STONES	101500076500	10/17/17	00002404	58510	11/09/17	133.19	24.24 24.24
MENARDS - SYCAMORE									VENDOR TOTAL: 133.19
64582	01	PAINT FOR CLUBHOUSE GARAGE	101000066401	10/18/17	00002389	58511	11/09/17	291.25	33.36 33.36
65076	01	POTHOLE PATCH, REACH TOOLS	504100076500	10/24/17	00002407	58511	11/09/17	291.25	41.10 41.10
65249	01	PAINT, GOAL POSTS	202100076500	10/26/17	00002406	58511	11/09/17	291.25	23.76 23.76
65327	01	SHOP DOORS REMOTE CONTROLS	202100066401	10/27/17	00002410	58511	11/09/17	291.25	93.76 93.76
65575	01	RV ANTI FREEZE FOR SHELTERS	101500066404	10/30/17	00002411	58511	11/09/17	291.25	78.33 78.33
65723	01	EXIT SIGN SHOP ELECT. WIRE	101500066401	11/01/17	00002421	58511	11/09/17	291.25	20.94 20.94
MIKESA MIKE'S AUTO & TRUCK									VENDOR TOTAL: 291.25
081740				08/31/17		58512	11/09/17	27.00	27.00



*Intenim*

FROM 10/24/2017 TO 11/21/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
NICOR	081740	01 NEW TRUCK SAFETY LANE TEST	101500046210	08/31/17	00000000	58512	11/09/17	27.00	27.00
VENDOR TOTAL:									
NICOR	103017	01 MAINT BLDG	101500096703	10/30/17	00000000	58531	11/21/17	478.95	478.95
		02 MAINT BLDG	504100096703		00000000			88.69	88.69
		03 POOL	518100096703		00000000			88.69	88.69
		04 UPSTAIRS OFFICE	101000096703		00000000			135.77	135.77
		05 ADMIN	101000096703		00000000			29.94	29.94
		06 ADMIN	201000096703		00000000			36.51	36.51
		07 PRO SHOP	504000096703		00000000			36.51	36.51
		08 CLUBHOUSE	303000096703		00000000			15.64	15.64
		09 PUMP HOUSE	504100096703		00000000			15.64	15.64
								31.56	31.56
VENDOR TOTAL:									
PEKIN		NOVEMBER 2017		11/06/17	00000000	58488	11/06/17	1,354.19	1,354.19
		01 DENTAL INSURANCE PREMIUM	101000106801		00000000			275.88	275.88
		02 DENTAL INSURANCE PREMIUM	101500106801		00000000			56.20	56.20
		03 DENTAL INSURANCE PREMIUM	504100106801		00000000			252.55	252.55
		04 DENTAL INSURANCE PREMIUM	504000106801		00000000			144.11	144.11
		05 DENTAL INSURANCE PREMIUM	201000106801		00000000			271.59	271.59
		06 DENTAL INSURANCE PREMIUM	202100106801		00000000			353.86	353.86
VENDOR TOTAL:									
PEPSI	30651860	PEPSI COLA GEN. BOT.		10/20/17	00002416	58513	11/09/17	241.34	241.34
		01 5 GAL BIB PEP DT PEP	303000086630		00002416			148.40	148.40
		02 3 GAL BIB	303000086630		00002416			92.94	92.94
VENDOR TOTAL:									
PLAY	15875	PLAYERS GOLF CARS		10/31/17	00000000	58514	11/09/17	900.00	900.00
		01 GOLF RENTAL CARDS - 10-28-17	504000036126		00000000			900.00	900.00
VENDOR TOTAL:									
PLAYPO	1400216487	PLAYPOWER LT FARMINGTON INC		10/25/17		58515	11/09/17	57.92	57.92
VENDOR TOTAL:									

DATE: 11/21/2017  
 TIME: 09:54:46  
 ID: AP450000.WOW  
 18

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

*Int enim*

FROM 10/24/2017 TO 11/21/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	1400216487	01 SWING BUSHINGS - PARKS	101500066407	10/25/17	00000000	58515	11/09/17	57.92	57.92
								VENDOR TOTAL:	57.92
PROVIDENT	PROVIDENT DIRECT								
	17889	01 SPLASHPAD BALLOT	101200046214	10/11/17	00002397	58481	10/27/17	297.00	297.00
								VENDOR TOTAL:	297.00
REIN	REINDERS, INC.								
	1706591-00-FRT	01 FRT ON INV 1706591-00	504100066403	09/14/17	00000000	58516	11/09/17	1,643.37	7.71
								VENDOR TOTAL:	7.71
	1709949	01 HYD HOSE FLOW METER TEST	101500066403	10/11/17	00000000	58516	11/09/17	1,643.37	1,635.66
		02 HYD HOSE FLOW METER TEST	202100066403		00000000				545.22
		03 HYD HOSE FLOW METER TEST	504100066403		00000000				545.22
								VENDOR TOTAL:	545.22
RINGLAND	RINGLAND-JOHNSON, INC								
	216095-13	01 CAMPUS PROJECT	711000036132	10/25/17	00000000	58486	11/02/17	685,963.00	685,963.00
								VENDOR TOTAL:	685,963.00
SAF	SAFETY-KLEEN CORP.								
	74506083	01 PARTS WASHER CLEAN SERVICE	101500056300	09/05/17	00002301	58517	11/09/17	228.71	228.71
								VENDOR TOTAL:	228.71
STAPLES	STAPLES ADVANTAGE								
	3356687781	01 BATTERY-CLIPS-POCKETS	101000046200	10/21/17	00000000	58518	11/09/17	563.85	168.94
		02 BATTERY-CLIPS-POCKETS	201000046200		00000000				34.48
		03 POCKETS-COPY PAPER	101000046200		00000000				34.49
		04 POCKETS-COPY PAPER	201000046200		00000000				49.98
								VENDOR TOTAL:	49.99
	3357471290	01 MEMBERSHIP FEE	101000046200	10/28/17	00000000	58518	11/09/17	563.85	299.00
								VENDOR TOTAL:	299.00
	3357471291			10/28/17		58518	11/09/17	563.85	95.91

FROM 10/24/2017 TO 11/21/2017

*Int print*

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
SYCAMORE CHAMBER OF COMMERCE	3357471291								
		01 INK-STAPLES-TONER-FRAMES	101000046200	10/28/17	00000000	58518	11/09/17	563.85	95.91
		02 INK-STAPLES-TONER-FRAMES	201000046200		00000000				47.95
									47.96
									VENDOR TOTAL: 563.85
SANTA WALK-HOUSE									
		01 SANTA HOUSE - SANTA WALK	101200046214	11/01/17	00000000	58519	11/09/17	1,500.00	1,500.00
									1,500.00
									VENDOR TOTAL: 1,500.00
SYCAMORE PARK DISTRICT									
		PEPTY CASH REIMB							
		01 GOLF	101000046214	11/20/17	00000000	58523	11/20/17	564.63	564.63
		02 GOLF	201000046214		00000000				100.00
		03 MAILINGS	101000046202		00000000				100.00
		04 MAILINGS	201000046202		00000000				19.43
		05 FOOD FOR MEETINGS	101000046212		00000000				19.43
		06 FOOD FOR MEETINGS	201000046212		00000000				137.89
		07 SIGN PERMIT	101000076500		00000000				137.88
									50.00
									VENDOR TOTAL: 564.63
DOBBERSTEIN, MELISSA									
		REIMB 11-2-17							
		01 REIMB - FAMILY DOLLAR 10-28-17	303000076550	11/02/17	00000000	58487	11/02/17	23.99	23.99
		02 ALDI REIMB-9-16-17	303000086636		00000000				3.00
		03 ALDI REIMB - 9-16-17	303500086640		00000000				9.25
		04 ALDI REIMB 9-16-17	303000086615		00000000				1.78
									9.96
									VENDOR TOTAL: 23.99
POOL, BETSY									
		CLASS REFUND							
		02 CLASS REFUND	205230086218	10/23/17	00000000	58482	10/27/17	72.00	72.00
									72.00
									VENDOR TOTAL: 72.00
ZOBERIS, DAVID									
		FLAT FILE							
		01 FLAT FILE	101000076500	11/13/17	00000000	58522	11/13/17	150.00	150.00
									150.00
									VENDOR TOTAL: 150.00

FROM 10/24/2017 TO 11/21/2017

*Interim*

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

T0001527 VERGARA, ADOLFO CH RENTAL REFUND 01 CH RENTAL REFUND 303500004532 11/21/17 00000000 58532 11/21/17 400.00 400.00

UNUM UNUM LIFE INSURANCE OCTOBER 2017

01 STD INSURANCE PREMIUM 101000106801 11/06/17 00000000 58489 11/06/17 253.75 253.75  
 02 STD INSURANCE PREMIUM 101500106801 00000000 41.63  
 03 STD INSURANCE PREMIUM 504100106801 00000000 7.22  
 04 STD INSURANCE PREMIUM 504000106801 00000000 40.70  
 05 STD INSURANCE PREMIUM 201000106801 00000000 18.50  
 06 STD INSURANCE PREMIUM 202100106801 00000000 69.38  
 00000000 76.32

VERIZON VERIZON 9794584196 01 DATA PLAN 303000096700 10/15/17 00000000 58533 11/21/17 72.02 72.02

VULCAN MATERIALS CO. 31526120 01 SPORTS LOT STONE 202100076509 10/10/17 00000000 58520 11/09/17 267.50 247.57  
 247.57

31526121 01 PARKING LOT STONE 202100076509 10/10/17 00000000 58520 11/09/17 267.50 19.93  
 19.93

WALM WALMART COMMUNITY/RFCSLIC 101617

01 PORK, COLE SLAW, BUNS 101000046214 10/16/17 00002391 58492 11/06/17 378.00 378.00  
 02 PORK, COLE SLAW, BUNS 201000046214 00002391 8.43  
 03 CREAMER 303000086632 00002391 8.44  
 04 BAGELS 303000086610 00002391 5.52  
 05 LEFTTUCE, TOMATOES, ONIONS 303000086629 00002391 3.08  
 06 HOT DOG BUNS 303000086615 00002391 9.80  
 07 COOKIES 303000086618 00002391 10.56  
 08 MUFFINS 303000086618 00002390 21.06  
 09 CREAMER 303000086632 00002392 23.94  
 10 BREAD 303000086612 00002392 7.76  
 11 HOT DOG BUNS 303000086615 00002392 1.08  
 8.40

VENDOR TOTAL: 267.50

VENDOR TOTAL: 253.75

VENDOR TOTAL: 72.02

VENDOR TOTAL: 378.00

FROM 10/24/2017 TO 11/21/2017

*Infirm*

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	101617			10/16/17				378.00	378.00
		12 BAGELS	303000086610		00002393			5.80	5.80
		13 ENGLISH MUFFINS	303000086610		00002393			2.28	2.28
		14 EGGS	303000086610		00002393			2.08	2.08
		15 LETTUCE	303000086629		00002393			1.48	1.48
		16 SUB BUNS	303000086612		00002393			1.88	1.88
		17 HOT DOG BUNS	303000086615		00002393			8.80	8.80
		18 DISH SOAP	303000076551		00002393			2.97	2.97
		19 POP SALAD BRN FRST PTO CHIPS	101000046212		00002347			23.06	23.06
		20 POP SAL BRW FRST PTO CHIPS	201000046212		00002347			23.07	23.07
		21 ROAST PAN PLATE BRN FRST	303500086640		00002347			21.50	21.50
		22 EGGS	303000086610		00002347			2.08	2.08
		23 BAGELS	303000086610		00002347			3.08	3.08
		24 ENGLISH MUFFINS	303000086610		00002347			2.28	2.28
		25 ONIONS	303000086629		00002347			2.24	2.24
		26 CREAMER	303000086632		00002346			7.26	7.26
		27 COFFEE	303000086632		00002346			16.96	16.96
		28 HOT DOG BUNS	303000086615		00002346			15.84	15.84
		29 LETTUCE/TOMATOES	303000086629		00002346			8.93	8.93
		30 LIGHTER FLUID CHARCOAL	303500086640		00002346			39.88	39.88
		31 BRD CRK CHS FRST BRWN PLAT PAN	303500086640		00002346			67.84	67.84
		32 LETTUCE TOMATOES	303000086629		00002403			6.62	6.62
		33 POP 2LTR	303000086636		00002403			4.00	4.00
<b>WASTE MANAGEMENT</b>									<b>378.00</b>
<b>WASTE</b>									<b>235.20</b>

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	3542415-2011-4			10/26/17				235.20	235.20
		01 WASTE - ADMIN	101000056302		00000000			53.17	53.17
		02 WASTE - CH	303000056302		00000000			5.00	5.00
		03 WASTE - ADM	101000056302		00000000			33.93	33.93
		04 WASTE - OLD SHOP	504100056302		00000000			19.16	19.16
		05 WASTE - SC	202100056302		00000000			19.17	19.17
		06 WASTE - PARK	101500056302		00000000			51.60	51.60
		07 WASTE -PICNIC	101500056302		00000000				
<b>WASTE</b>									<b>235.20</b>
	573-00064-0000			09/30/17				375.00	375.00
		01 FIREWORKS AND FUN ADS	101200046209		00002395			125.00	125.00
	573-00065-0000			09/30/17				375.00	375.00
		01 FALL GOLF ADS	101200046209		00002396			250.00	250.00
<b>VENDOR TOTAL:</b>									<b>714,951.14</b>

VENDOR TOTAL: 375.00  
 TOTAL --- ALL INVOICES: 714,951.14

DATE: 11/21/2017  
TIME: 12:04:09  
ID: AP442000.WOW

SYCAMORE PARK DISTRICT  
VENDOR SUMMARY REPORT

New  
Board

INVOICES DUE ON/BEFORE 11/21/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
ACUSHNET	ACUSHNET COMPANY	29,628.28	563.94
AFLAC	AFLAC	5,054.50	459.50
AIRGAS	AIRGAS USA LLC	478.42	25.48
ARTHU	ARTHUR CLESEN, INC.	29,533.45	3,294.00
BRIAN	BRIAN BEMIS AUTOMOTIVE GROUP	374.27	111.88
CINTA	CINTAS CORPORATION #355	2,759.39	176.30
CSR	CSR BOBCAT EQUIPMENT CO.	2,721.17	9.07
DYNEGY E	DYNEGY ENERGY SERVICES	31,490.28	3,059.06
ECO	ECOWATER SYSTEMS, INC.	852.16	163.70
ENCAP	ENCAP, INC	26,711.50	16,385.00
ENGIN	ENGINEERING RESOURCE ASSOC	80,220.32	15,719.18
FARNS	FARNSWORTH GROUP INC	277,750.54	9,275.42
GRAI	GRAINGER	1,733.68	125.31
HORN	HORNUNG'S PRO GOLF SALES INC.	2,391.15	85.99
INDEXSEN	INDEX SENSORS & CONTROLS	0.00	53.42
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	4,943.44	179.71
KISH	KISHWAUKEE SPECIAL RECREATION	81,022.20	1,607.65
MENA	MENARDS - SYCAMORE	6,328.05	114.42
MROUT	MR OUTHUSE	12,192.50	1,555.00
PDRMA	PDRMA	265,169.51	20,654.86
PEPSI	PEPSI COLA GEN. BOT.	10,330.19	161.21
PLUNKETT	PLUNKETT'S PEST CONTROL	988.32	87.36
REIN	REINDERS, INC.	35,804.05	283.24
SHAW	SHAW SUBURBAN MEDIA	2,988.20	234.00
SOFT	SOFT WATER CITY	2,182.69	384.75
SPARKLE	SPARKLE JANITORIAL SERVICE	12,953.00	2,954.00
SUNDOG	SUN DOG IT	16,099.72	884.87
SWEDBERG	SWEDBERG & ASSOCIATES	0.00	475.00
T0000024	DOBBERSTEIN, MELISSA	3,516.26	111.28
TRUGR	TRUGREEN	4,503.73	793.10
UNIT2	UNITED STATES POSTAL SERVICE	3,693.90	1,447.84
UNITREN	UNITED RENTALS (NORTH AMERICA)	303.90	1,565.66
UNUM	UNUM LIFE INSURANCE	2,403.02	253.75
WAGN	WAGNER AGGREGATE, INC.	1,494.28	202.70
WDKB-FM	WDKB-FM	2,812.50	250.00
TOTAL ALL VENDORS:			83,707.65

INVOICES DUE ON/BEFORE 11/21/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
CORPORATE			
10	ADMINISTRATION		
AFLAC	AFLAC	5,054.50	459.50
CINTA	CINTAS CORPORATION #355	2,759.39	42.35
DYNEGY E	DYNEGY ENERGY SERVICES	31,490.28	212.72
ECO	ECOWATER SYSTEMS, INC.	852.16	81.85
ENGIN	ENGINEERING RESOURCE ASSOC	80,220.32	2,113.65
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	4,943.44	89.86
MENA	MENARDS - SYCAMORE	6,328.05	53.97
PDRMA	PDRMA	265,169.51	4,056.11
PLUNKETT	PLUNKETT'S PEST CONTROL	988.32	43.68
SOFT	SOFT WATER CITY	2,182.69	17.00
SPARKLE	SPARKLE JANITORIAL SERVICE	12,953.00	1,477.00
SUNDOG	SUN DOG IT	16,099.72	442.44
UNUM	UNUM LIFE INSURANCE	2,403.02	41.63
	ADMINISTRATION		9,131.76
12	MARKETING		
WDKB-FM	WDKB-FM	2,812.50	250.00
	MARKETING		250.00
15	PARKS		
AIRGAS	AIRGAS USA LLC	478.42	25.48
BRIAN	BRIAN BEMIS AUTOMOTIVE GROUP	374.27	111.88
CINTA	CINTAS CORPORATION #355	2,759.39	48.75
DYNEGY E	DYNEGY ENERGY SERVICES	31,490.28	285.84
ENCAP	ENCAP, INC	26,711.50	3,450.00
GRAI	GRAINGER	1,733.68	125.31
INDEXSEN	INDEX SENSORS & CONTROLS		53.42
MENA	MENARDS - SYCAMORE	6,328.05	9.45
MROUT	MR OUTHUSE	12,192.50	1,005.00
PDRMA	PDRMA	265,169.51	767.34
REIN	REINDERS, INC.	35,804.05	283.24
SOFT	SOFT WATER CITY	2,182.69	340.75
UNUM	UNUM LIFE INSURANCE	2,403.02	7.22
	PARKS		6,513.68

RECREATION

DATE: 11/21/2017  
 TIME: 12:04:26  
 ID: AP443000.WOW

SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 11/21/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
10	ADMINISTRATION		
CINTA	CINTAS CORPORATION #355	2,759.39	36.45
DYNEGY E	DYNEGY ENERGY SERVICES	31,490.28	212.71
ECO	ECOWATER SYSTEMS, INC.	852.16	81.85
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	4,943.44	89.85
PDRMA	PDRMA	265,169.51	4,153.31
PLUNKETT	PLUNKETT'S PEST CONTROL	988.32	43.68
SPARKLE	SPARKLE JANITORIAL SERVICE	12,953.00	1,477.00
SUNDOG	SUN DOG IT	16,099.72	442.43
UNUM	UNUM LIFE INSURANCE	2,403.02	69.38
	ADMINISTRATION		6,606.66
21	SPORTS COMPLEX MAINTENANCE		
DYNEGY E	DYNEGY ENERGY SERVICES	31,490.28	390.24
MENA	MENARDS - SYCAMORE	6,328.05	14.56
MROUT	MR OUTHOUSE	12,192.50	385.00
PDRMA	PDRMA	265,169.51	5,884.97
TRUGR	TRUGREEN	4,503.73	793.10
UNITREN	UNITED RENTALS (NORTH AMERICA)	303.90	354.47
UNUM	UNUM LIFE INSURANCE	2,403.02	76.32
WAGN	WAGNER AGGREGATE, INC.	1,494.28	202.70
	SPORTS COMPLEX MAINTENANCE		8,101.36
65	BROCHURE		
UNIT2	UNITED STATES POSTAL SERVICE	3,693.90	1,447.84
	BROCHURE		1,447.84
SPECIAL RECREATION			
10	ADMINISTRATION		
KISH	KISHWAUKEE SPECIAL RECREATION	81,022.20	1,607.65
	ADMINISTRATION		1,607.65
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		



DATE: 11/21/2017  
TIME: 12:04:26  
ID: AP443000.WOW

SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 11/21/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	31,490.28	87.62
PEPSI	PEPSI COLA GEN. BOT.	10,330.19	161.21
T0000024	DOBBERSTEIN, MELISSA	3,516.26	111.28
	CLUBHOUSE CONCESSIONS		360.11
33	SPORTS COMPLEX CONCESSIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	31,490.28	89.26
	SPORTS COMPLEX CONCESSIONS		89.26
GOLF COURSE			
10	ADMINISTRATION		
ACUSHNET	ACUSHNET COMPANY	29,628.28	563.94
HORN	HORNUNG'S PRO GOLF SALES INC.	2,391.15	85.99
	ADMINISTRATION		649.93
40	GOLF OPERATIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	31,490.28	351.20
PDRMA	PDRMA	265,169.51	1,968.42
SOFT	SOFT WATER CITY	2,182.69	27.00
UNUM	UNUM LIFE INSURANCE	2,403.02	18.50
	GOLF OPERATIONS		2,365.12
41	GOLF MAINTENANCE		
ARTHU	ARTHUR CLESEN, INC.	29,533.45	3,294.00
CINTA	CINTAS CORPORATION #355	2,759.39	48.75
CSR	CSR BOBCAT EQUIPMENT CO.	2,721.17	9.07
DYNEGY E	DYNEGY ENERGY SERVICES	31,490.28	1,166.05
MENA	MENARDS - SYCAMORE	6,328.05	36.44
MROUT	MR OUTHOUSE	12,192.50	165.00
PDRMA	PDRMA	265,169.51	3,824.71
UNITREN	UNITED RENTALS (NORTH AMERICA)	303.90	1,211.19
UNUM	UNUM LIFE INSURANCE	2,403.02	40.70
	GOLF MAINTENANCE		9,795.91

DATE: 11/21/2017  
TIME: 12:04:26  
ID: AP443000.WOW

SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 11/21/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
SWIMMING POOL			
81	POOL MAINTENANCE		
DYNEGY E	DYNEGY ENERGY SERVICES	31,490.28	263.42
	POOL MAINTENANCE		263.42
CAPITAL PROJECTS			
10	ADMINISTRATION		
ENCAP	ENCAP, INC	26,711.50	12,935.00
SWEDBERG	SWEDBERG & ASSOCIATES		475.00
	ADMINISTRATION		13,410.00
ACTION 2020			
10	ADMINISTRATION		
ENGIN	ENGINEERING RESOURCE ASSOC	80,220.32	13,605.53
FARNS	FARNSWORTH GROUP INC	277,750.54	9,275.42
SHAW	SHAW SUBURBAN MEDIA	2,988.20	234.00
	ADMINISTRATION		23,114.95
	TOTAL ALL DEPARTMENTS		83,707.65

Interim \$ 714,951.14

New \$ 83,707.65

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Total \$ 798,658.79

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: November 28, 2017

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

- Attended scheduled Management Team and Board meetings.
- Continued to review cash flow and transferred funds as needed.
- Continued to work with CMJ Technologies on transition of technology services.
- 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 in concessions (sports and catering).
- Continued to work with Meg, Sarah and vendors on furniture needs for office and public spaces.
- Met with ERA, Dan and Terri regarding invoicing for IDOT reimbursement on engineering costs for trail connections.
- Reviewed job descriptions for new positions.
- Coordinated open enrollment for 2018 benefits.
- Attended meeting with PDRMA representative to finalize loss control review.

- Began process for calculating the 2017 Tax Levy. Used estimated EAV information from the county to estimate the levy increase. Provided resolution for board approval.
- Began registration for 2018 IAPD/IPRA Conference.
- Completed IPRA Compensation Survey.
- Provided spreadsheets to staff for 2017 year-end projections and 2018 budget process. Worked on projections and budgets for my areas of concentration.
- Worked with staff to set up new GL codes in Rectrac based upon new reporting structure.
- Attended PDRMA Risk Management Institute.
- Participated in conference call regarding permitting for fiber installation.
- Worked with Speer Financial on annual bond issue and refunding of 2009 GO Bond.
- Revised timeline for 2018 Budget preparation.
- Attended Pumpkin Festival Committee meeting.
- Finalized closing of all concessions operations, with the exception of clubhouse rental/catering events.
- Updated five-year capital budget utilizing Capital Asset and Equipment Replacement schedules. Met with staff to review and revise based upon need and financial limitations.
- Catering/special events/room rentals: 4 rentals

**Administrative Initiatives** (12/1/17 – 12/31/17)

- Attend any scheduled “Action 2020” related meetings.
- Attend Management Team and Board meetings.

- Continue to work with staff to complete first draft of 2017 year-end projection and 2018 FY operating and capital budgets.
- Complete registration for 2018 IAPD/IPRA Conference.
- Complete paperwork for G.O. Bond issuance.
- Finalize benefit enrollment for 2018.
- Work with CMJ on new phone system installation.
- Develop policy for Drivers Abstract.
- Perform criminal background check on any new hires.
- Transfer cost of goods sold in concessions (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.
- Continue to review calculation of the 2017 Tax Levy and prepare Ordinance.
- Perform staff evaluations.
- Catering/special events/room rentals: 6 rentals

Sycamore Park District  
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**Corporate Fund (10)**

<u>Department</u>	<u>October Budget</u>	<u>October Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD</u>	<u>Variance</u>	
<b>Revenues</b>										
Administration	6,735.00	8,329.64	23.7%	1,244,507.00	1,270,299.05	2.1% (1)	1,307,454.00	1,228,040.18	3.4% (1)	
Marketing	-	-		-	-	#DIV/0!	-	12,572.59	-100.0% (2)	
Parks	-	921.76	#DIV/0!	10,933.00	9,939.85	-9.1% (3)	11,389.00	8,929.91	11.3%	
<b>Total Revenues</b>	<b>6,735.00</b>	<b>9,251.40</b>	<b>37.4%</b>	<b>1,255,440.00</b>	<b>1,280,238.90</b>	<b>2.0%</b>	<b>1,318,843.00</b>	<b>1,249,542.68</b>	<b>2.5%</b>	
<b>Expenses</b>										
Administration	42,044.00	31,344.55	-25.4%	424,130.00	359,991.36	-15.1% (4)	1,032,950.00	775,643.45	-53.6% (5)	
Marketing	4,750.00	2,996.01	-36.9%	42,525.00	26,338.51	-38.1% (6)	45,575.00	49,025.63	-46.3% (6)	
Parks	21,353.00	25,419.04	19.0%	221,361.00	214,979.86	-2.9% (7)	250,225.00	201,439.95	6.7% (7)	
<b>Total Expenses</b>	<b>68,147.00</b>	<b>59,759.60</b>	<b>-12.3%</b>	<b>688,016.00</b>	<b>601,309.73</b>	<b>-12.6%</b>	<b>1,328,750.00</b>	<b>1,026,109.03</b>	<b>-41.4%</b>	
<b>Total Fund Revenues</b>	<b>6,735.00</b>	<b>9,251.40</b>	<b>37.4%</b>	<b>1,255,440.00</b>	<b>1,280,238.90</b>	<b>2.0%</b>	<b>1,318,843.00</b>	<b>1,249,542.68</b>	<b>2.5%</b>	
<b>Total Fund Expenses</b>	<b>68,147.00</b>	<b>59,759.60</b>	<b>-12.3%</b>	<b>688,016.00</b>	<b>601,309.73</b>	<b>-12.6%</b>	<b>1,328,750.00</b>	<b>1,026,109.03</b>	<b>-41.4%</b>	
<b>Surplus (Deficit)</b>	<b>(61,412.00)</b>	<b>(50,508.20)</b>	<b>-17.8%</b>	<b>567,424.00</b>	<b>678,929.17</b>	<b>19.7%</b>	<b>(9,907.00)</b>	<b>223,433.65</b>	<b>203.9%</b>	

(1) 2017 Replacement taxes greater than budget, 14.8% \$5,666 and 2016 7.2% \$2,943. 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) In 2016, revenue for Good Tymes Revival

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

(4) Expenses below budget: Professional Services 58.6% \$59,156, Contracted Services 32.1% \$7,588. Some of this is due to timing.

(5) 2016 included a transfer of \$444,000 to Action 2020 Fund. Excluding this, 2017 expenses exceed 2016 by 8.5% \$28,348. Wages & taxes are greater by 21.5% \$39,693 in part due to 20% of Supt of Golf Operations salary is now in Corporate Fund and increase of Terri Gibble's services. Training higher in 2017 due to new recreation software 244.8% \$10,334

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

(7) Wages and related taxes are below budget 18.1% \$18,198 and greater than 2016 10.2% \$7,614 primarily due to part-time staffing.

Sycamore Park District  
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**Recreation Fund (20)**

<u>Department</u>	<u>October Budget</u>	<u>October Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD</u>	
Revenues									
Administration	-	3,113.33	#DIV/0!	846,797.00	847,798.09	0.12%	882,081.00	840,077.01	0.9%
Sports Complex	300.00	1,083.00	261.00%	42,045.00	38,471.51	-8.50% (1)	44,995.00	35,673.00	7.8% (1)
Sports Complex Maintenance	-	2,981.19	#DIV/0!	37,647.00	33,015.78	-12.30% (3)	39,216.00	39,441.73	-16.3% (3)
Midwest Museum of Natural Hist	-	548.67		1,857.00	1,716.29	-7.58%	2,476.00	2,488.30	-31.0%
Programs-Youth	-	4,501.92	#DIV/0!	16,537.00	18,626.80	12.64% (2)	16,767.00	17,653.48	5.5% (2)
Programs-Teens	-	-	#DIV/0!	1,319.00	94.00	-92.87% (2)	1,320.00	700.00	-86.6% (2)
Programs-Adult	475.00	(250.00)	-152.63%	4,582.00	1,462.56	-68.08% (2)	5,336.00	5,911.00	-75.3% (2)
Programs-Family	-	-	#DIV/0!	-	-	#DIV/0! (2)	-	5,492.34	-100.0% (2)
Programs-Leagues	1,750.00	512.10	-70.74%	5,174.00	5,107.33	-1.29% (2)	5,181.00	4,869.36	4.9% (2)
Programs-Youth Athletics	1,262.00	1,534.00	21.55%	24,315.00	26,888.50	10.58% (2)	24,425.00	26,767.00	0.5% (2)
Programs-Fitness	245.00	631.26	157.66%	9,008.00	7,947.97	-11.77% (2)	9,341.00	9,305.18	-14.6% (2)
Programs-Preschool	-	-	#DIV/0!	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	200.00	106.60	-46.70%	1,210.00	2,226.00	83.97% (2)	1,408.00	3,343.69	-33.4% (2)
Programs-Special Events	-	3.35	#DIV/0!	3,622.00	6,578.99	81.64% (2)	3,623.00	3,973.04	65.6% (2)
Programs-Concerts	-	-	#DIV/0!	8,000.00	4,900.00	-38.75%	8,000.00	5,770.00	-15.1%
Programs-Trips	-	-	#DIV/0!	-	1,445.00	#DIV/0! (2)	-	-	#DIV/0! (2)
Brochure	-	-	#DIV/0!	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!
<b>Total Revenues</b>	<b>4,232.00</b>	<b>14,765.42</b>	<b>248.90%</b>	<b>1,006,923.00</b>	<b>1,001,139.80</b>	<b>-0.57%</b>	<b>1,053,330.00</b>	<b>1,005,934.71</b>	<b>-0.5%</b>

(1) 2017 includes \$5,460 for leaf a legacy donation. Payment for Fall AYSO has not been received.

(2) Revenue from programs greater than budget by 6.83% \$4,511 and decreased 10.3%, \$8,097 (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.

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Expenses											
Administration	36,716.00	28,536.91	-22.28%	356,466.00	338,250.79	-5.11%	579,185.00	241,525.45	40.0%	(1)	
Sports Complex	-	-	#DIV/0!	1,250.00	27.52	-97.80%	1,250.00	1,250.00	-97.8%		
Sports Complex Maintenance	28,895.00	28,817.10	-0.27%	333,606.00	324,226.35	-2.81%	(3)	388,336.00	318,746.56	1.7%	
Midwest Museum of Natural Hist	312.00	350.00	12.18%	5,570.00	17,241.68	209.55%	(2)	8,750.00	4,836.48	256.5%	(2)
Programs-Youth	525.00	2,505.81	377.30%	9,640.00	8,859.37	-8.10%	(4)	11,897.00	10,606.08	-16.5%	(4)
Programs-Teens	-	-	#DIV/0!	1,050.00	25.00	-97.62%	(4)	1,050.00	560.00	-95.5%	(4)
Programs-Adult	409.00	72.00	-82.40%	2,418.00	646.52	-73.26%	(4)	3,330.00	2,511.95	-74.3%	(4)
Programs-Family	-	-	#DIV/0!	-	-	#DIV/0!	(4)	-	10,088.57	-100.0%	(4)
Programs-Leagues	161.00	170.10	5.65%	2,341.00	1,860.33	-20.53%	(4)	2,891.00	3,008.54	-38.2%	(4)
Programs-Youth Athletics	2,770.00	4,188.00	51.19%	14,335.00	20,710.25	44.47%	(4)	16,195.00	19,027.34	8.8%	(4)
Programs-Fitness	275.00	322.85	17.40%	3,522.00	3,241.16	-7.97%	(4)	4,025.00	4,613.96	-29.8%	(4)
Programs-Preschool	32.00	-	-100.00%	140.00	169.73	21.24%	(4)	151.00	582.31	-70.9%	(4)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0!	(4)	-	-	#DIV/0!	(4)
Programs-Dance	97.00	64.60	-33.40%	608.00	1,293.75	112.79%	(4)	968.00	2,893.95	-55.3%	(4)
Programs-Special Events	-	1,351.05	#DIV/0!	16,753.00	11,184.55	-33.24%	(4)	17,328.00	8,624.86	29.7%	(4)
Programs-Concerts	-	-	#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%		21,500.00	12,784.68	-1.5%	
Weight Room	-	-	#DIV/0!	-	-	#DIV/0!		-	-	#DIV/0!	
Community Center	-	-	#DIV/0!	-	-	#DIV/0!		-	88.27	-100.0%	
<b>Total Expenses</b>	<b>70,192.00</b>	<b>66,378.42</b>	<b>-5.43%</b>	<b>770,049.00</b>	<b>749,038.18</b>	<b>-2.73%</b>		<b>1,064,856.00</b>	<b>649,652.20</b>	<b>15.3%</b>	
Total Fund Revenues	4,232.00	14,765.42	248.90%	1,006,923.00	1,001,139.80	-0.57%		1,053,330.00	1,005,934.71	-0.5%	
Total Fund Expenses	70,192.00	66,378.42	-5.43%	770,049.00	749,038.18	-2.73%		1,064,856.00	649,652.20	15.3%	
Surplus (Deficit)	(65,960.00)	(51,613.00)	-21.75%	236,874.00	252,101.62	6.43%		(11,526.00)	356,282.51	-29.2%	

(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 3.67% \$1,864 and decreased 21.8%, \$13,663 (MTO \$10,089) compared to 2016.



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**Donations (21)**

<u>Department</u>	<u>October Budget</u>	<u>October Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD</u>	
Revenues									
Administration	-	11,510.00	#DIV/0!	37,500.00	40,118.30	6.98%	200,000.00	85,593.89	-53.1%
Total Revenues	-	11,510.00	#DIV/0!	37,500.00	40,118.30	6.98%	200,000.00	85,593.89	-53.1%
Expenses									
Administration	-	-		-	-		300,000.00	200,503.42	-100.0%
Total Expenses	-	-		-	-		300,000.00	200,503.42	-100.0%
Total Fund Revenues	-	11,510.00	#DIV/0!	37,500.00	40,118.30	6.98%	200,000.00	85,593.89	-53.1%
Total Fund Expenses	-	-		-	-		300,000.00	200,503.42	-100.0%
Surplus (Deficit)	-	11,510.00	#DIV/0!	37,500.00	40,118.30	6.98%	(100,000.00)	(114,909.53)	-134.9%

**Special Recreation (22)**

<u>Department</u>	<u>October Budget</u>	<u>October Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD</u>	
Revenues									
Administration	-	-	#DIV/0!	159,360.00	162,075.82	1.70%	166,000.00	149,468.41	8.4%
Total Revenues	-	-	#DIV/0!	159,360.00	162,075.82	1.70%	166,000.00	149,468.41	8.4%
Expenses									
Administration	-	-	#DIV/0!	260,030.00	281,136.90	8.12% (1)	263,350.00	97,614.20	188.0% (1)
Total Expenses	-	-	#DIV/0!	260,030.00	281,136.90	8.12%	263,350.00	97,614.20	188.0%
Total Fund Revenues	-	-	#DIV/0!	159,360.00	162,075.82	1.70%	166,000.00	149,468.41	8.4%
Total Fund Expenses	-	-	#DIV/0!	260,030.00	281,136.90	8.12%	263,350.00	97,614.20	188.0%
Surplus (Deficit)	-	-	#DIV/0!	(100,670.00)	(119,061.08)	18.27%	(97,350.00)	51,854.21	-329.6%

(1) Pool ADA work in 2017

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**Insurance (23)**

<u>Department</u>	<u>October Budget</u>	<u>October Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD</u>	
Revenues									
Administration	-	-	#DIV/0!	66,240.00	66,902.31	1.00%	69,000.00	75,872.56	-11.8%
Total Revenues	-	-	#DIV/0!	66,240.00	66,902.31	1.00%	69,000.00	75,872.56	-11.8%
Expenses									
Administration	-	-	#DIV/0!	35,585.00	31,834.74	-10.54% (1)	68,670.00	37,121.10	-14.2% (1)
Total Expenses	-	-	#DIV/0!	35,585.00	31,834.74	-10.54%	68,670.00	37,121.10	-14.2%
Total Fund Revenues	-	-	#DIV/0!	66,240.00	66,902.31	1.00%	69,000.00	75,872.56	-11.8%
Total Fund Expenses	-	-	#DIV/0!	35,585.00	31,834.74	-10.54%	68,670.00	37,121.10	-14.2%
Surplus (Deficit)	-	-	#DIV/0!	30,655.00	35,067.57	14.39%	330.00	38,751.46	-9.5%

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

**Audit (24)**

<u>Department</u>	<u>October Budget</u>	<u>October Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD</u>	
Revenues									
Administration	-	-	#DIV/0!	13,920.00	14,075.96	1.12%	14,500.00	13,713.78	2.6%
Total Revenues	-	-	#DIV/0!	13,920.00	14,075.96	1.12%	14,500.00	13,713.78	2.6%
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	-	-	#DIV/0!	13,920.00	14,075.96	1.12%	14,500.00	13,713.78	2.6%
Total Fund Expenses	-	-	#DIV/0!	14,200.00	14,200.00	0.00%	14,200.00	13,900.00	2.2%
Surplus (Deficit)	-	-	#DIV/0!	(280.00)	(124.04)	-55.70%	300.00	(186.22)	-33.4%

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**Paving & Lighting (25)**

<u>Department</u>	<u>October Budget</u>	<u>October Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD</u>	
Revenues									
Administration	-	-	#DIV/0!	136.00	153.13	12.60%	100.00	88.08	73.9%
Total Revenues	-	-		136.00	153.13		100.00	88.08	73.9%
Expenses									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	136.00	153.13	12.60%	100.00	88.08	
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	-	-	
Surplus (Deficit)	-	-	#DIV/0!	136.00	153.13	12.60%	100.00	88.08	

**Park Police (26)**

<u>Department</u>	<u>October Budget</u>	<u>October Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD</u>	
Revenues									
Administration	-	-	#DIV/0!	960.00	1,186.12	23.55%	1,000.00	77.96	1421.4%
Total Revenues	-	-		960.00	1,186.12		1,000.00	77.96	1421.4%
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	-	-	#DIV/0!	960.00	1,186.12	23.55%	1,000.00	77.96	1421.4%
Total Fund Expenses	-	-	#DIV/0!	1,000.00	-	-100.00%	1,000.00	5,044.50	
Surplus (Deficit)	-	-	#DIV/0!	(40.00)	1,186.12	-3065.30%	-	(4,966.54)	-123.9%

Sycamore Park District  
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**IMRF (27)**

<u>Department</u>	<u>October Budget</u>	<u>October Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD</u>	
<b>Revenues</b>									
Administration	-	-	#DIV/0!	79,680.00	80,389.11	0.89%	83,000.00	88,143.32	-8.8%
Total Revenues	-	-	#DIV/0!	79,680.00	80,389.11	0.89%	83,000.00	88,143.32	-8.8%
<b>Expenses</b>									
Administration	-	6,870.98	#DIV/0!	84,680.00	69,465.28	-17.97% (1)	88,000.00	84,581.17	-17.9% (1)
Total Expenses	-	6,870.98	#DIV/0!	84,680.00	69,465.28	-17.97%	88,000.00	84,581.17	-17.9%
Total Fund Revenues	-	-	#DIV/0!	79,680.00	80,389.11	0.89%	83,000.00	88,143.32	-8.8%
Total Fund Expenses	-	6,870.98	#DIV/0!	84,680.00	69,465.28	-17.97%	88,000.00	84,581.17	-17.9%
Surplus (Deficit)	-	(6,870.98)		(5,000.00)	10,923.83		(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>October Budget</u>	<u>October Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD</u>	
<b>Revenues</b>									
Administration	-	-	#DIV/0!	79,680.00	80,793.62	1.40%	83,000.00	75,070.05	7.6%
Total Revenues	-	-	#DIV/0!	79,680.00	80,793.62	1.40%	83,000.00	75,070.05	7.6%
<b>Expenses</b>									
Administration	-	6,602.39	#DIV/0!	83,680.00	70,365.78	-15.91% (1)	87,000.00	74,701.33	-5.8% (1)
Total Expenses	-	6,602.39	#DIV/0!	83,680.00	70,365.78	-15.91%	87,000.00	74,701.33	-5.8%
Total Fund Revenues	-	-	#DIV/0!	79,680.00	80,793.62	1.40%	83,000.00	75,070.05	7.6%
Total Fund Expenses	-	6,602.39	#DIV/0!	83,680.00	70,365.78	-15.91%	87,000.00	74,701.33	-5.8%
Surplus (Deficit)	-	(6,602.39)		(4,000.00)	10,427.84		(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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**Concessions (30)**

<u>Department</u>	<u>October Budget</u>	<u>October Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD</u>	
<b>Revenues</b>									
Clubhouse Concessions	6,983.00	6,574.97	-5.84%	76,645.00	70,286.16	-8.30% (1,6)	78,065.00	80,348.11	-12.5% (1,6)
Beverage Cart	-	9.94	#DIV/0!	14,274.00	11,235.12	-21.29% (4,6)	14,287.00	13,142.69	-14.5% (4,6)
Sports Complex Concessions	259.00	1,141.00	340.54%	34,627.00	40,363.39	16.57% (2)	34,652.00	35,900.86	12.4% (2)
Pool Concessions	-	-	#DIV/0!	8,012.00	6,562.97	-18.09% (5)	8,021.00	8,267.42	-20.6% (5)
Catering	2,869.00	2,136.15	-25.54%	19,603.00	18,860.92	-3.79%	21,365.00	19,250.41	-2.0%
<b>Total Revenues</b>	<b>10,111.00</b>	<b>9,862.06</b>	<b>-2.46%</b>	<b>153,161.00</b>	<b>147,308.56</b>	<b>-3.82%</b>	<b>156,390.00</b>	<b>156,909.49</b>	<b>-6.1%</b>
<b>Expenses</b>									
Clubhouse Concessions	7,001.00	6,136.70	-12.35%	84,103.00	73,751.96	-12.31% (1)	89,715.00	92,985.78	-20.7% (1,3)
Beverage Cart	156.00	139.77	-10.40%	9,862.00	7,561.21	-23.33% (4,6)	9,862.00	8,799.92	-14.1% (4,6)
Sports Complex Concessions	543.00	906.47	66.94%	25,727.00	30,182.36	17.32% (2)	25,962.00	22,869.22	32.0% (2)
Pool Concessions	-	-	#DIV/0!	7,131.00	5,880.22	-17.54% (5)	7,131.00	6,253.04	-6.0% (5)
Catering	1,153.00	1,031.84	-10.51%	7,975.00	6,485.34	-18.68%	8,840.00	6,963.77	-6.9%
<b>Total Expenses</b>	<b>8,853.00</b>	<b>8,214.78</b>	<b>-7.21%</b>	<b>134,798.00</b>	<b>123,861.09</b>	<b>-8.11%</b>	<b>141,510.00</b>	<b>137,871.73</b>	<b>-10.2%</b>
<b>Total Fund Revenues</b>	<b>10,111.00</b>	<b>9,862.06</b>	<b>-2.46%</b>	<b>153,161.00</b>	<b>147,308.56</b>	<b>-3.82%</b>	<b>156,390.00</b>	<b>156,909.49</b>	<b>-6.1%</b>
<b>Total Fund Expenses</b>	<b>8,853.00</b>	<b>8,214.78</b>	<b>-7.21%</b>	<b>134,798.00</b>	<b>123,861.09</b>	<b>-8.11%</b>	<b>141,510.00</b>	<b>137,871.73</b>	<b>-10.2%</b>
<b>Surplus (Deficit)</b>	<b>1,258.00</b>	<b>1,647.28</b>	<b>30.94%</b>	<b>18,363.00</b>	<b>23,447.47</b>	<b>27.69%</b>	<b>14,880.00</b>	<b>19,037.76</b>	<b>23.2%</b>

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

(2) Sports Complex Concessions opened earlier in 2017. Spring Soccer. Higher sales for Fall 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.

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**Developer Contributions (32)**

<u>Department</u>	<u>October Budget</u>	<u>October Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD</u>	
Revenues									
Administration	-	-	#DIV/0!	30,000.00	15,938.22	-46.87%	40,000.00	23,129.14	-31.1%
Total Revenues	-	-		30,000.00	15,938.22		40,000.00	23,129.14	-31.1%
Expenses									
Administration	-	-	#DIV/0!	100,000.00	105,304.32	5.30% (1)	100,000.00	-	#DIV/0! (1)
Total Expenses	-	-		100,000.00	105,304.32		100,000.00	-	#DIV/0!
Total Fund Revenues	-	-		30,000.00	15,938.22		40,000.00	23,129.14	-31.1%
Total Fund Expenses	-	-		100,000.00	105,304.32		100,000.00	-	#DIV/0!
Surplus (Deficit)	-	-		(70,000.00)	(89,366.10)		(60,000.00)	23,129.14	-486.4%

(1) 2017-corner property east town entrance

Sycamore Park District  
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**Golf Course (50)**

<u>Department</u>	<u>October Budget</u>	<u>October Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD</u>	
<b>Revenues</b>									
Golf Operations	24,604.00	21,951.97	-10.8%	479,441.00	423,823.98	-11.6% (1)	505,117.00	452,178.58	-6.3% (2)
Golf Maintenance	-	1,705.99	#DIV/0!	23,758.00	17,150.71	-27.8%	24,748.00	23,330.44	-26.5%
<b>Total Revenues</b>	<b>24,604.00</b>	<b>23,657.96</b>	<b>-3.8%</b>	<b>503,199.00</b>	<b>440,974.69</b>	<b>-12.4%</b>	<b>529,865.00</b>	<b>475,509.02</b>	<b>-7.3%</b>
<b>Expenses</b>									
Golf Operations	14,921.00	15,950.87	6.9%	202,129.00	196,618.14	-2.7% (3)	228,848.00	216,147.11	-9.0% (3)
Golf Maintenance	23,000.00	21,813.68	-5.2%	259,356.00	233,978.08	-9.8% (4)	300,994.00	248,251.98	-5.7% (4)
<b>Total Expenses</b>	<b>37,921.00</b>	<b>37,764.55</b>	<b>-0.4%</b>	<b>461,485.00</b>	<b>430,596.22</b>	<b>-6.7%</b>	<b>529,842.00</b>	<b>464,399.09</b>	<b>-7.3%</b>
<b>Total Fund Revenues</b>	<b>24,604.00</b>	<b>23,657.96</b>	<b>-3.8%</b>	<b>503,199.00</b>	<b>440,974.69</b>	<b>-12.4%</b>	<b>529,865.00</b>	<b>475,509.02</b>	<b>-7.3%</b>
<b>Total Fund Expenses</b>	<b>37,921.00</b>	<b>37,764.55</b>	<b>-0.4%</b>	<b>461,485.00</b>	<b>430,596.22</b>	<b>-6.7%</b>	<b>529,842.00</b>	<b>464,399.09</b>	<b>-7.3%</b>
<b>Surplus (Deficit)</b>	<b>(13,317.00)</b>	<b>(14,106.59)</b>	<b>5.9%</b>	<b>41,714.00</b>	<b>10,378.47</b>	<b>-75.1%</b>	<b>23.00</b>	<b>11,109.93</b>	<b>-6.6%</b>

(1) Daily Greens Fees -23.37% -\$44,101  
Golf Events & Misc -18.51% -\$4,469  
Carts -7.59% -\$8,515  
Season passes +4.83% +\$4,439  
Pro shop sales -2.76% -\$1,328

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

(2) Daily Greens Fees -11.27% -\$18,365  
Golf Events & Misc -18.44% -\$4,448  
Carts -6.26% -\$6,925  
Season passes +8.82% +\$7,810  
Pro shop sales -1.91 -\$910

July 2016 6 rain days

(3) Wages and related taxes are 3.2% \$3,530 less than budget. Compared to 2016 they are 9.0% \$10,579 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% \$17,870 compared to 2016 6.1% \$8,640. Balance due to timing.

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**Swimming Pool (51)**

<u>Department</u>	<u>October Budget</u>	<u>October Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD</u>	
<b>Revenues</b>									
Pool	-	3,300.00	#DIV/0!	46,677.00	43,807.22	-6.1%	(3) 76,821.00	47,100.80	-7.0% (3)
Swim Lessons	-	-	#DIV/0!	13,243.00	12,463.24	-5.9%	13,262.00	12,594.18	-1.0%
<b>Total Revenues</b>	<b>-</b>	<b>3,300.00</b>	<b>#DIV/0!</b>	<b>59,920.00</b>	<b>56,270.46</b>	<b>-6.1%</b>	<b>(1) 90,083.00</b>	<b>59,694.98</b>	<b>-5.7% (2)</b>
<b>Expenses</b>									
Pool	46.00	309.80	573.5%	54,755.00	43,455.97	-20.6%	(3) 54,846.00	48,701.57	-10.8% (3)
Pool Maintenance	1,677.00	1,571.38	-6.3%	26,121.00	31,688.57	21.3%	(4) 28,350.00	27,422.60	15.6% (4)
Swim Lessons	-	-	#DIV/0!	6,882.00	6,588.30	-4.3%	6,882.00	6,694.31	-1.6%
<b>Total Expenses</b>	<b>1,723.00</b>	<b>1,881.18</b>	<b>9.2%</b>	<b>87,758.00</b>	<b>81,732.84</b>	<b>-6.9%</b>	<b>90,078.00</b>	<b>82,818.48</b>	<b>-1.3%</b>
<b>Total Fund Revenues</b>	<b>-</b>	<b>3,300.00</b>	<b>#DIV/0!</b>	<b>59,920.00</b>	<b>56,270.46</b>	<b>-6.1%</b>	<b>90,083.00</b>	<b>59,694.98</b>	<b>-5.7%</b>
<b>Total Fund Expenses</b>	<b>1,723.00</b>	<b>1,881.18</b>	<b>9.2%</b>	<b>87,758.00</b>	<b>81,732.84</b>	<b>-6.9%</b>	<b>90,078.00</b>	<b>82,818.48</b>	<b>-1.3%</b>
<b>Surplus (Deficit)</b>	<b>(1,723.00)</b>	<b>1,418.82</b>	<b>-182.3%</b>	<b>(27,838.00)</b>	<b>(25,462.38)</b>	<b>-8.5%</b>	<b>5.00</b>	<b>(23,123.50)</b>	<b>10.1%</b>

- (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) +55.78% \$2,580  
 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) +44.9% \$2,233  
 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.



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**Debt Service (60)**

<u>Department</u>	<u>October Budget</u>	<u>October Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD</u>	
Revenues									
Administration	-	-	#DIV/0!	570,240.00	576,752.60	1.1%	594,000.00	574,939.96	0.3%
Total Revenues	-	-	#DIV/0!	570,240.00	576,752.60	1.1%	594,000.00	574,939.96	0.3%
Expenses									
Administration	495,631.00	493,304.00	-0.5%	511,037.00	508,710.25	-0.5%	591,443.00	503,151.19	1.1%
Total Expenses	495,631.00	493,304.00		511,037.00	508,710.25		591,443.00	503,151.19	1.1%
Total Fund Revenues	-	-	#DIV/0!	570,240.00	576,752.60	1.1%	594,000.00	574,939.96	0.3%
Total Fund Expenses	495,631.00	493,304.00		511,037.00	508,710.25		591,443.00	503,151.19	1.1%
Surplus (Deficit)	(495,631.00)	(493,304.00)	-0.5%	59,203.00	68,042.35	14.9%	2,557.00	71,788.77	-5.2%

**Capital Projects (70)**

<u>Department</u>	<u>October Budget</u>	<u>October Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD</u>	
Revenues									
Administration	-	-	#DIV/0!		1,389.93	#DIV/0!	490,000.00	38,852.22	-96.4%
Total Revenues	-	-	#DIV/0!	-	1,389.93	#DIV/0!	490,000.00	38,852.22	-96.4%
Expenses									
Administration	13,315.00	1,121.35	-91.6%	445,408.00	379,296.13	-14.8%	641,775.00	323,715.25	17.2%
Total Expenses	13,315.00	1,121.35	-91.6%	445,408.00	379,296.13	-14.8%	641,775.00	323,715.25	17.2%
Total Fund Revenues	-	-		-	1,389.93	#DIV/0!	490,000.00	38,852.22	-96.4%
Total Fund Expenses	13,315.00	1,121.35	-91.6%	445,408.00	379,296.13	-14.8%	641,775.00	323,715.25	17.2%
Surplus (Deficit)	(13,315.00)	(1,121.35)	-91.6%	(445,408.00)	(377,906.20)	-15.2%	(151,775.00)	(284,863.03)	32.7%

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**Action 2020 (71)**

<u>Department</u>	<u>October Budget</u>	<u>October Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD</u>	
Revenues									
Administration	600.00	-	-100.0%	5,506,500.00	7,096,617.23	28.9%	6,462,500.00	634,919.25	1017.7%
Total Revenues	600.00	-	-100.0%	5,506,500.00	7,096,617.23	28.9%	6,462,500.00	634,919.25	1017.7%
Expenses									
Administration	400,000.00	867,987.88	117.0%	4,620,000.00	4,106,346.38	-11.1%	4,840,000.00	563,755.31	628.4%
Total Expenses	400,000.00	867,987.88	117.0%	4,620,000.00	4,106,346.38	-11.1%	4,840,000.00	563,755.31	628.4%
Total Fund Revenues	600.00	-		5,506,500.00	7,096,617.23	28.9%	6,462,500.00	634,919.25	1017.7%
Total Fund Expenses	400,000.00	867,987.88	117.0%	4,620,000.00	4,106,346.38	-11.1%	4,840,000.00	563,755.31	628.4%
Surplus (Deficit)	(399,400.00)	(867,987.88)	117.3%	886,500.00	2,990,270.85	237.3%	1,622,500.00	71,163.94	4101.9%
Total Fund Revenues	46,282.00	72,346.84		9,522,859.00	11,062,324.76	16.2%	11,351,611.00	4,707,459.50	
Total Fund Expenses	1,095,782.00	1,549,885.13	41.4%	8,297,726.00	7,553,197.84	-9.0%	10,150,474.00	4,264,938.00	
Surplus (Deficit)	(1,049,500.00)	(1,477,538.29)	40.8%	1,225,133.00	3,509,126.92	186.4%	1,201,137.00	442,521.50	

Sycamore Park District  
Fund Balances

	1/1/2017	Revenues	Expenses	10/31/2017	10/31/2017 Cash balance
10 Corporate	186,577.65	1,280,238.90	601,309.73	865,506.82	866,916.03
20 Recreation	217,394.11	1,001,139.80	749,038.18	469,495.73	484,227.10
21 Donations	156,151.66	40,118.30	-	196,269.96	196,269.96
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	69,465.28	15,618.12	15,618.12
28 Social Security	4,073.02	80,793.62	70,365.78	14,500.86	14,500.86
30 Concessions	36,390.96	147,308.56	123,861.09	59,838.43	56,398.98
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	508,710.25	104,343.98	104,343.98
70 Capital Projects	558,446.69	1,389.93	379,296.13	180,540.49	180,540.49
71 Action 2020	511,517.49	7,096,617.23	4,106,346.38	3,501,788.34	3,501,788.34
<b>Total governmental fund balance</b>	<b>2,045,579.59</b>	<b>10,565,079.61</b>	<b>7,040,868.78</b>	<b>5,569,790.42</b>	<b>5,582,491.55</b>
50 Golf Course Net Assets	205,307.30 <u>(255,334.69)</u> (50,027.39)	440,974.69	430,596.22	215,685.77 <u>(255,334.69)</u> (39,648.92)	(25,452.16)
51 Swimming Pool Net Assets	246,957.09 <u>(247,988.11)</u> (1,031.02)	56,270.46	81,732.84	221,494.71 <u>(247,988.11)</u> (26,493.40)	(26,493.40)
<b>Total proprietary funds</b>	<b>452,264.39</b>	<b>497,245.15</b>	<b>512,329.06</b>	<b>437,180.48</b>	
<b>Net assets</b>	<b><u>(503,322.80)</u></b>			<b><u>(503,322.80)</u></b>	
<b>Proprietary funds minus net assets</b>	<b><u>(51,058.41)</u></b>			<b><u>(66,142.32)</u></b>	
	1,994,521.18			5,503,648.10	5,530,545.99

Summary of depository accounts as of **11/20/2017**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First National Bank	15,679.40	0.05	11.87
First Midwest Bank	202,263.05	0.13	386.07
Resource Bank	381,754.11	0.37	1805.87
IPDLAF	4,992,855.43	0.94	12219.89
**DCCF - Action 2020	416,104.14		
*DeKalb Co. Community Foundation	<u>17,386.59</u>		1,871.84
	6,026,042.72		

\* There is currently an gain on investments which has increased the original \$10,000 that was placed with the foundation. This balance is as of 10/31/17.

\*\* As of 10/31/17 per DCCF.

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	71		Original Projection	Difference		
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital	action 2020	total				
1/1/2017	207,391	245,525	156,152	167,135	18,880	13,301	21,957	3,108	4,694	4,073	33,572	118,558	0	0	36,302	580,197	674,710	<b>2,285,554</b>	<b>2,285,554</b>	-		
January																						
Receipts																						
Replacement Taxes	7,082			-															7,082	<b>5,851</b>	<b>1,231</b>	
Shelters	50																		50	<b>50</b>	-	
User Fees		7,231									200		86	-					7,517	<b>38,865</b>	<b>(31,348)</b>	
Misc	261	5,246	3,199	72	8	6	10	1				53			16	255	227		9,355	<b>1,200</b>	<b>8,155</b>	
Expenses	(56,729)	(65,928)	-	(4,653)	-	-	-	-	-	-	(449)	-	(26,622)	(739)	-	(6,783)	(163,693)		(325,596)	<b>(256,753)</b>	<b>(68,843)</b>	
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	<b>1,983,963</b>	<b>2,074,767</b>	<b>(90,805)</b>		
February																						
Receipts																						
Replacement Taxes	-																			750	<b>100</b>	<b>650</b>
Shelters	750																			4,587	<b>5,021</b>	<b>(434)</b>
User Fees		3,627									250		710	-						2,885	<b>500</b>	<b>2,385</b>
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)	<b>(301,620)</b>	<b>(188,273)</b>	
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	<b>1,502,291</b>	<b>1,778,768</b>	<b>(276,477)</b>		
March																						
Receipts																						
Replacement Taxes	4,549																			4,549	<b>2,350</b>	<b>2,199</b>
Shelters	900																			900	<b>650</b>	<b>250</b>
User Fees		4,622									523	-	54,716	-		-				59,861	<b>58,511</b>	<b>1,350</b>
Transfer			-																	-	-	
Misc	594	2,262	2,013	28	10	7	12	2				16			20	262	246			5,472	<b>24,394</b>	<b>(18,922)</b>
Expenses	(63,272)	(74,105)	-	(1,530)	-	-	-	-	-	-	(3,080)	4,905	(38,785)	(2,249)	-	(19,619)	(6,019)		(203,754)	<b>(705,901)</b>	<b>502,147</b>	
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	<b>1,369,319</b>	<b>1,158,772</b>	<b>210,547</b>		
April																						
Receipts																						
Replacement Taxes	11,589																			11,589	<b>8,368</b>	<b>3,221</b>
Shelters	800																			800	<b>1,850</b>	<b>(1,050)</b>
User Fees		14,118									8,856	5,087	36,472	7,181						71,714	<b>47,316</b>	<b>24,398</b>
Bond Proceeds																	140,000			140,000		<b>140,000</b>
Misc	460	2,595	2,180	10	12	1	14	2				17		-	23	309	163			5,787	<b>19,072</b>	<b>(13,285)</b>
Expenses	(44,057)	(65,369)	-	(36,410)	-	(12,200)	-	-	-	-	(11,475)	(2,165)	(44,082)	(2,336)	-	(4,620)	(235,187)		(457,902)	<b>(957,918)</b>	<b>500,016</b>	
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	<b>1,141,307</b>	<b>277,460</b>	<b>863,847</b>		

	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		16	10	5	8	2			17,860	-	46,930	60				77,773	75,837	1,936
Misc	343	470	12,122									2,807			220	67	1,607	17,675	38,819	(21,144)
Expenses	(77,156)	(86,119)	-	(36,417)	-	-	-	-	-	-	(13,593)	(2,401)	(68,114)	(2,825)	-	(58,217)	(552,784)	(897,625)	(940,217)	42,592
9/30/2017	921,193	535,840	184,760	42,302	53,947	13,176	22,111	4,294	22,489	21,103	54,221	26,058	(13,418)	(27,912)	597,648	181,662	4,369,776	7,009,249	4,561,894	2,447,354
October																				
Receipts																				
Replacement Taxes	5,210	-																5,210	6,685	(1,475)
transfers in/out	3,991	6,158							(6,871)	(6,602)	483		2,841							
Shelters	50																	50	50	-
User Fees	-	11,780									9,910	-	21,716	-				43,406	36,897	6,509
Misc	183	255	11,510															11,948	900	11,048
Bond Proceeds																		-	-	-
Expenses	(63,711)	(66,506)	-	-	-	-	-	-	-	-	(8,215)	-	(36,590)	(1,881)	(493,304)	(1,121)	(867,988)	(1,539,316)	(1,095,782)	(443,534)
10/31/2017	866,916	487,527	196,270	42,302	53,947	13,176	22,111	4,294	15,618	14,501	56,399	26,058	(25,452)	(29,793)	104,344	180,540	3,501,788	5,530,546	3,510,644	2,019,902
November																				
Receipts																				
Taxes	47,960	33,840		6,640	2,760	580	4	40	3,320	3,320					23,760			122,224	122,224	-
transfers in/out	1,917	3,049							(3,320)	(3,320)	242		1,580	1,363				1,511	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	880,351	460,578	196,270	45,622	56,707	13,756	22,115	4,334	15,618	14,501	53,885	26,058	(49,914)	(28,895)	128,104	713	3,302,288	5,142,091	3,120,989	2,021,102
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	289,585	239,130	58,770	45,622	23,622	13,756	22,115	4,334	15,618	14,501	52,916	36,058	(67,143)	(750)	47,698	474,173	4,237,788	5,507,793	3,486,691	2,021,102
change	82,194	(6,395)	(97,382)	(121,513)	4,743	456	157	1,226	10,924	10,428	19,344	(82,500)	(67,143)	(750)	11,396	(106,023)	3,563,078	3,222,239	1,201,137	2,021,102

To: Board of Commissioners  
From: Meg Jourden-Messerich  
Subject: Monthly Report  
Date: November 28, 2017

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

- Attended monthly Board meeting. – Meg
- Attended weekly Management Team meetings as scheduled. – Meg, Sarah, Lisa, Hillary
- Held one-on-one meetings with Recreation Supervisors. - Meg
- Attended IPRA Legal Symposium November 9, 2017. -Meg
- Guest lectured at Northern Illinois University Undergraduate Sport Management class November 13, 2017. – Meg
- Attended PDRMA Risk Management Institute November 17, 2017. - Meg
- Attended PDRMA Intruder Training November 29, 2017. – Meg
- Met with Kathy Countryman, Superintendent of CUSD #427 and Courtney Walz, OSCAR Coordinator, and Lisa Metcalf, Rec. Sup. November 6 to discuss opportunity for revision to camp visit scheduled to Community Pool. – Meg
- Met with Julie Eggleston, Executive Director of Kishwaukee Special Recreation Association to jump start conversations of future opportunities and procedures of KSRA program space requests, accommodation and fees. - Meg
- Met with Jeanette Freeman, Office Manager to review current use of Golf Course Club House by the Family Service Agency DeKalb County. - Meg

- Coordinating a follow up meeting with Family Service Agency DeKalb County Interim Director to discuss the future opportunities for the current program that meets at the Park District Golf Course Club House and additional program/service opportunities at the new Community Center. - Meg
- Continued to lead membership discussion and development meeting for Pathway Fitness, Aquatic (Community Pool & Splashpad), and Open Gym with Kirk, Sarah, Lisa, and Hillary. – Meg
- Follow up meeting with National Business Furniture account executives, Jackie Hienbuecher, SOF and Sarah Rex, Rec. & Marketing Sup. on specifications for office and lobby furniture needs for furniture quote received. -Meg
- Attended follow up meeting with Doty & Sons for generator enclosure design and specifications. – Meg
- Attended Park District Sports Complex Athletic Field scheduled meeting with park district athletic affiliate groups and Sycamore High School administrative and athletic staff November 1. - Meg
- Met with Lisa Metcalf, Recreation Supervisor to discuss and begin to develop Aquatic Budget for the 2018 season with oncoming of the splashpad. – Meg
- Met with Lisa Metcalf, Recreation Supervisor to review current aquatic job descriptions and pay scale for the 2018 season. - Meg
- Worked with staff in writing job descriptions for new positions; Customer Service Specialist, Group Fitness Instructor, Personal Trainer, and Youth Birthday Party Instructor. - Meg
- Met with City of Sycamore, Mary Kalk, Adam Orton, and Brian Gregory, Jackie Hienbuecher, SOF and Jeff Donahoe, SOP to review Dog Park service, use and rule enforcement, and usership record keeping/verification coordination. – Meg



**Lisa Metcalf, Recreation Supervisor**

- Coordinated and led Sports Complex Athletic Field future schedule meeting with park district Affiliate Groups and Sycamore High School administrative and athletic staff November 1. - Lisa
- Due to growth of OSCAR Camp program, continue to work with Courtney Walz, OSCAR Camp Coordinator on scheduling change opportunities of camp visits to the Community Pool and park district specialty program summer 2018. – Lisa
- Developed a recreation and fitness program mock schedule for Community Center to assist with program planning, staffing needs, and budget development. - Lisa
- Reviewed and revised Community Pool Swim Lesson program schedule for 2018 season; increasing lesson offerings and adding specialty activities and programs at the pool throughout the summer. - Lisa
- Worked on Winter/Spring Brochure program planning and entry. - Lisa
- Worked on 2018 program and facility budgets. – Lisa
- Attend Vermont Systems RecTrac Users Group Summit at the Wilmette Park District November 15. - Lisa
- Attended PDRMA Risk Management Institute in Tinley Park November 17. - Lisa

**Sarah Rex, Recreation & Marketing Supervisor**

- Submitted the Winter/Spring 2018 brochure to the printer – Sarah
- Arranged District's sponsorship of the Sycamore Chamber of Commerce Santa Walk and Santa House downtown - Sarah
- Worked with Vermont Systems to implement Google Translate on the District's online registration system, Webtrac. – Sarah

- Coordinated the 2017 Park Partner Award. – Sarah
- Attended the PDRMA Risk Management Institute November 17. – Sarah
- Submitted a grant to Sycamore Charities for support of Leaf a Legacy. – Sarah
- Coordinated implementation of the District’s new online Employment announcement and application system with Meg, Jackie and Visionary Webworks. – Sarah
- Sent reminder letters to Leaf a Legacy donors whose 2017 pledge has not yet been received. – Sarah

### **Hillary Allton, NIU Graduate Assistant**

- Trained by Lisa Metcalf, Recreation Supervisor in RecTrac registration software program entry. – Hillary
- Developed draft outline for Sycamore Park District Pathway Fitness orientation for new and active members. – Hillary
- Developing a Pathway Fitness Orientation Staff Training Guide for prospective members and new members. - Hillary

### **Administrative Initiatives (12/1/17-12/31/17)**

- Will attend monthly Board meeting. – Meg
- Work on development of 2018 budget. – Meg, Lisa, Sarah
- Will attend weekly Management Team meetings as scheduled. - Meg, Sarah, Lisa, Hillary
- Will coordinate meeting with staff to discuss, develop and propose Community Center room rental guidelines and rates. - Meg

- Will coordinate meeting with staff to review current park district program planning schedule and incorporate KSRA program and outside rental requests to timeline. - Meg
- Will prepare and submit Recommendation to the Board for Aquatic, Pathway Fitness, and Open Gym memberships. - Meg
- Work with Lisa Metcalf to begin adding new facilities in Vermont Systems and set up of rental module, membership module and POS module. - 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

#### **Lisa Metcalf, Recreation Supervisor**

- Will attend Weekly Management Team Meetings. - Lisa
- Will attend a ProConnect Service Project: Feed My Starving Children. - Lisa
- Will coordinate and attend Cookies with Santa, December 8 & 9 at South Prairie School's Cafeteria. - Lisa

#### **Sarah Rex, Recreation & Marketing Supervisor**

- Will coordinated a committee to execute the transition of Park District Administration services and addresses to the Community Center. – Sarah
- Will represent the District at the Sycamore Chamber of Commerce Santa Walk and tree lights – of which the District is a sponsor. – Sarah
- Will lead the December 14 Green Drinks. – Sarah

To: Board of Commissioners

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: November 28, 2017

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

- Attended weekly Management Team meetings as scheduled.
- Attended All Staff Meeting as scheduled.
- Attended Sycamore Chamber of Commerce Ambassador Club meeting.
- Attended Grand Opening and Sneak Peek meeting for new facility opening.
- Attended Irrigation development and design meeting.
- Attended PDRMA Risk Management Institute.
- Attended Bridge Culvert Pre-Construction Meeting.
- Attended Trail Public Hearing.
- Developed November Golf Insight newsletter and updated reader board outside the Pro shop.
- Continued monthly pro shop merchandise promotions.
- Continued to schedule meetings with sales representative for 2018 product line.
- Continued the development of league schedules for the 2018 golf season.
- Began marketing promotion for the December Pre-Season Season Pass sale and begin eblast pre-season pass sale campaign.
- Began 2018 Operations Budget Process and Capital Budget preparation.

- Continued to monitor GolfNow rates for fall rates and promotions, altering tee sheet availability due to daylight restrictions.
- Reduced part-time cart staff to as needed only and reduced ranger part-time staff hours to on call only.
- Continued to contact outing representatives for 2018 outing bookings.
- Recorded radio commercials on B-95 promoting both the Pre-Season Golf Season Pass Sale and the Sycamore Chamber of Commerce Walk with Santa.
- Finalized trade in process for the remainder of our 2006 and 2008 EZGO golf carts and accepted bid on replacement Yamaha vehicles.
- Prepared cart barn for additional cart storage and began to prepare riding carts and push carts for winter.

#### **Administrative Initiatives (12/1/17 – 12/31/17)**

- Attend weekly Management Team meetings as scheduled.
- Attend All Staff Meeting as scheduled.
- Attend Sycamore Chamber of Commerce Ambassador Club meeting.
- Develop December Golf Insight newsletter.
- Offer Pre-Season 2018 Golf Season Pass Sale and 25% off remaining merchandise sale.
- Continue to schedule meetings with sales representative for 2018 product line.
- Continue the development of league schedules for the 2018 golf season.
- Finalize closing of the 2017 golf season.

- Contact all third-party marketers on golf course closing to end all tee sheet booking.
- Finalize the end of Sparkle Cleaners cleaning contract and send letter of separation of service to Josh Kruijs, owner of the Sparkle Cleaners.
- Meet with GolfNow Plus Representatives to look at new POS and Tee Sheet possibilities.
- Reduce all Part-time staff to an as needed basis.
- Begin development of “in-house” golf events for 2018.
- Continue to contact outing representatives for 2018 outing bookings.
- Prepare remaining 2006 and 2008 EZGO Golf Carts for trade-in and prepare for pick-up.
- Move all remaining cart fleet to cart barn and clean and store all push carts.

To: Board of Commissioners  
From: Jeff Donahoe  
Subject: Monthly Report  
Date: November 28, 2017

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

**Golf**

- Fall has finally arrived as we have now received several mornings below freezing, leaves are falling quickly, and experienced regular rainfall over the past few weeks. The 14-degree low two weeks ago quickly ended the growing season.
- The course remains open and will until we either have snowfall or the forecast shows temperatures struggling to get much above freezing for a consistent stretch of time. Golfers continue to play even though long frost delays and an early sunset limit playing hours this time of year.
- The staff has been performing final mowing of all areas, bringing in water hoses, pulling out spent annual flowers, cutting down perennials and grasses, cleaning out landscape beds, replaced ball washer water with washer fluid, and pruning trees. The focus has been leaf blowing and mulching as this season the trees held on a little longer with the warm September and are now dropping quickly.
- The irrigation system was blown out and winterized with air compressors on November 7 just prior to the hard freezes experienced later that week.
- The new irrigation system design has completed its second draft, the current pump station was analyzed for replacement options, and meetings have been conducted with EC Design, our architects. The goal at this point is to have the project set to go out for a fall of 2018 bid by next spring or early

summer. We will then be able to secure quality installers for a late summer/early fall of 2019 install of the system. Fall is typically the time to begin an install as that allows for a normal summer season without construction closing portions of the course during the entire season. We were encouraged by the fact that they plan to reuse the concrete intake base and structure of our existing pump station for the new system just with all new variable frequency drive electronic control panels, filter system, and pump motors. They will also be working with ERA engineers for any required permits for work in the river as we progress.

- Attended the kickoff meeting with the contractor and architect for installation of the new bridges which will begin this winter. The new box culverts will be placed at the current 18 men's tee creek crossing and at the 16 beginning fairway wide maintenance bridge replacing the older current bridges.
- I have been meeting with golf product reps and placed a couple of early orders for 2018 as we receive some cost savings.

### **Sports**

- All sports user groups are done using fields for the year. Between soccer and baseball and other activities, we had use of our facilities from mid-March thru November 12<sup>th</sup> this season.
- Lisa and I have already had meetings with user groups for planning events in 2018. We have also had follow-up meetings to gather feedback from this season for several groups.
- Meg, Lisa, and I met with high school officials, and leaders from all our main user groups to discuss the long-term possibility of having high school girls' softball use one or two of the fields for a home field once the new field complex is complete. All groups attending seemed open to the idea and feel



they can accommodate the spring schedule of the high school once we have additional fields.

- Staff completed final turf mowing, made repairs to worn soccer field areas, pruned trees and landscape beds at the complex and the pool, repainted equipment storage boxes, repaired bullpen areas and portable mounds, and inventoried all bases, portable pitching rubbers, and other field equipment for 2018 refurbishing or replacement.
- I provided final billing for fall field prep and light use for all fall field users.
- The pool was winterized with all shower and bathroom lines cleared.

### **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.
- Bob, Meg, and I attended an initial HVAC meeting at the new building with the construction managers and Dekalb Mechanical and the system rep. to learn how to run the modern heat and air system. We will continue to attend these meetings as the building nears completion.
- Encap has completed planting the dog park with trees and shrubs and used hydro mulch to cover the dormant seeding of native grasses and forbs in the native planting areas.
- Stran's Landscape has planted several trees near the community center where construction is complete.

- Worked with staff on job descriptions for custodial and other jobs related to the new building.
- Staff has been meeting often to work together to come up with FF&E items for opening the building and other operation supply needs and planning.
- Have been working on a maintenance plan for the complex which will relay to staff and for planning tasks to be completed, frequency, time allotted, and total staff hours for completion.
- The new entrance to town park area is having the well and electric completed this week and next. The Forest Preserve District has closed the trail entrance to cars and paved an 8-foot-wide path to Old State which connects to the trail that runs to the new park across from the golf course.
- Park staff completed final turf mowing, continues to mulch leaves at all the parks, blows the trails clear around town regularly, has been pruning trees and shrubs, has cleaned out landscape beds and cut down perennial plants and grasses, continue to bring in picnic tables and garbage cans from all the parks, repainted several parking lot lines, and replaced the landscape bed mulch and wood framing at Old Mill park parking lot. They have also made minor playground equipment repairs at various parks.
- Alanzis Landscape replaced the 17 trees around town that did not survive the initial late spring 2016 mass planting.
- The roofing on the garage and above the lockers on the south side of the clubhouse was replaced this week along with some bad boards and the metal fascia just under the roof line.
- We received our final PDRMA audit at the beginning of November. We received a 97 percent combined score in the areas of golf, parks, pool, and administration. This was an improvement over last year and because we scored so well two years in a row for the audit, we are now accredited and

do not need to have an audit for four years. Staff will also now receive PDRMA jackets as a reward for successfully completing this long process.

- Have attended Capital budget planning meetings for the 2018 fiscal year and obtained additional need lists and pricing during the process.
- Have been working on 2018 operating budget planning for all maintenance budgets.
- Attended PDRMA annual Risk Management Institute in Tinley Park.
- I have met with the City Engineer on a plan to increase the safety of the guard rails protecting the spillway pipes that are located between the two ponds in Parkside Preserve. The most cost efficient agreed to plan of adding pipes every 6 inches across the existing lower horizontal bars will keep the system open for water to flow through if needed and keep anyone from entering the structure. I then received a quote from a fencing company to add the bars which is will be around \$400 total. Once I receive a drawing from the fence company on what the final product will look like, I will share with the City for approval.
- I signed the Park District up for membership with J.U.L.I.E. digging services through their application process. Now when any group needs to dig along Airport Rd. near the Legacy Campus we will be alerted and will paint mark and flag where our fiber optic lines cross the road from the shop to the new building.
- Armond Mattingly will be retiring from working at the Park District for over 19 years on November 30<sup>th</sup>. Armond has been a fixture on the golf course maintenance staff since September of 1998. We will be having a celebration for Armond in the clubhouse on Thursday, November 30<sup>th</sup> at 1:30 p.m. and all are invited to attend. Thank you Armond for all your hard work and dedication!

**Administrative Initiatives** (12/1/17-12/31/17)

- Attend staff, board, and study session meetings along with Action 20/20 planning and construction meetings.
- Continue to work with architects and construction managers on the new building complex and attend site visits and trainings of HVAC and electric systems, etc.
- 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.
- Attend a PDRMA intruder safety class with Meg on Nov. 29<sup>th</sup>.
- Finalize Capital equipment and project list for 2018.
- Finalize 2018 operating budget numbers for all maintenance departments and new building.
- Seasonal staff will prepare plows for winter, start working inside on repair/staining of picnic tables, begin equipment winter work, develop parts lists for winter equipment preventive maintenance work.
- Continue meetings with affiliate sports user groups will continue to plan for next season.

- The golf course staff will continue to work on leaf removal, and tree work. The greens, tees, and fairways will be sprayed with snow mold preventive fungicide during the next couple of weeks as weather allows and prior to snow fall. Course will be closed when weather dictates, all equipment brought in and greens roped off for snow mobile traffic.
- The main pool will be filled, and pumps run to keep the bottom from moving during the winter freeze/thaw cycle and the surface from total freezing to protect the walls.
- Will be working with our PDRMA rep, fire dept., and other staff as the building nears completion to begin safety planning and procedure process and required documents for new Community Center.

To: Board of Commissioners  
From: Daniel Gibble, Executive Director  
Subject: Monthly Report  
Date: November 28, 2017

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

- Attended Meetings/Serve On:
  - KSRA
  - Rotary
  - Chamber
  - DSATS
- Managed change orders, color selections, design solution supervision on matters related to the Recreation Campus.
- Finished Landscaping at Recreation Campus for this season. Sled Hill earliest opening = December 2018—more likely December 2019. Dog Park earliest opening April 2019.
- Troubleshoot VORTEX and IDPH issues.
- Began working on a framework for beginning Sycamore Park District's next long-range plan.
- Continued 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 and the SPD Board this evening.
- Finalized Ergonomics Policy.
- Continued coordination of work for Entry Park.
- Reviewed and approved KSRA FY 2018 Budget

- Recognized Armond Mattingly's retirement after 19 years at SPD.
- Finalized corrections for LCR on November to increase Administration score even further.
- Attended IAPD Legal Symposium.
- Began work on design and bidding process for Bridge #4.
- Opened bids for Dog Park Fencing to be awarded this evening.
- Attended PDRMA Property and Casualty Council meeting.
- Planned, called, advertised, coordinated Public Hearing on GW Trail Project – Segment 1: Sycamore Forest Preserve to Old Mill Park.
- Assisted with ITEP Grant application.
- Nearly Finalized FF& E and Landscape Budgets for the Legacy Campus. They are a total of \$98,000 over budget. Cost saving measures are being reviewed, and efforts to find other sources of revenue to support these budgets are underway.
- Ordered new vehicle to replace 2007 Jeep Liberty.
- Presented "Right to Know" policy to Board.

**Administrative Initiatives** (12/1/17 – 12/31/17)

- Finalize FF&E and Landscape Budgets and review with Board.
- Coordinate final work and install of Entry Park:
  - Park District/Forest Preserve District welcome sign.
  - Well and hand hydrant.
  - Power supply for well and future use.
- Continue supervision of Legacy Campus work.

- Develop first draft of bond issue scenarios.
- Complete Dog Park fence installation.
- Troubleshoot schedule issues at LEGACY Campus.
- Put together timeline for next long-range planning process.
- Shave my head already!
- Submit ITEP Grant for Segment 1 of GW Trail Sycamore Forest Preserve to Old Mill Park.
- Update AGENDA PLANNER through 2020.
- Attend Meetings/Serve On:
  - KSRA
  - Rotary
  - Chamber
  - DSATS
- Present correction to Board on Annexation Error.
- Begin supervision of work on Bridges 3 & 6 on Golf Course.
- Present final job descriptions to Board for approval.



Dear Sycamore G.C. & Kirk:

H.H.S. would like to thank you for hosting the I.H.S.A. Regional. The course was in excellent shape, the pro shop had all of our needs met, & the restaurant had the food hot & ready for the players as they finished.

We had a great time at Sycamore G.C. & hope you will host this invite in the future.

Hampshire High School's Golf Team

Coach Sue Ellett

Coach Taylor Ellett



HOME	GUESTS
BALL ON	DOWN
YDS TO GO	QTR





## SYCAMORE HISTORY MUSEUM



1730 N. Main Street, P.O. Box 502, Sycamore, IL 60178  
T. 815.895.5762 sycamorehistory.org

*Enriching public knowledge of Sycamore for people of all ages.*

November 16, 2017

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

Dear Dan,

I behalf of the Sycamore History Museum I would like to personally thank you for helping us make our Victorian Tea Party a success. We had a very nice turnout for the event, and everyone had a wonderful time. We are always extremely proud when we host a successful fund raiser which helps us continue making an impact in our community.

The Park District gift certificate was a popular item in the auction!

Your generosity is greatly appreciated. Thank you again for your support

*Michelle*  
Michelle Donahoe  
Executive Director

*Sorry this is so late!  
we had an unusually  
busy fall.*

SYCAMORE PARK DISTRICT  
Board of Commissioners  
Date of Board Meeting: November 28, 2017

**STAFF RECOMMENDATION**

**AGENDA ITEM: FINAL REVIEW: IGA with DeKALB COUNTY FOREST PRESERVE DISTRICT for TRAIL PROJECT—Resolution 06-2017: A RESOLUTION of the SYCAMORE PARK DISTRICT BOARD in SUPPORT of ENTERING INTO an INTERGOVERNMENTAL AGREEMENT with the DeKALB COUNTY FOREST PRESERVE DISTRICT: Recommend Approval**

**BACKGROUND INFORMATION:** The Board was previously provided the DRAFT IGA with the Forest Preserve District and asked to get comments or edits to me by last week. The DeKalb County Forest Preserve District Board (the County Board) approved it unanimously, last week, as reported to the Board. Now it is the park district's turn!

Attached you will find a copy of the agreement approved by the DCFPD Board, 23 to Zero, last week. It has been reviewed and approved by our Counsel and our Engineers, and must be included with our December 1 submittal of the ITEP Grant Application to IDOT.

You will also find a Resolution – 06-2017 authorizing the President and Staff to enter into/execute this agreement.

The key components are:

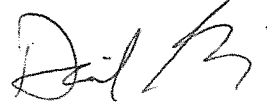
- Cost sharing of the Professional Fees
- Cost sharing of the 20% local match should the grant be awarded which would pay for the other 80%
- Applies to both segments (1 and 2) which are two separate grants—number 1 submitted in December of this year, and the other upon IDOT's announcement of the next grant cycle—12 to 24 months (estimate)

Of course, I do not need to preach about the qualities of intergovernmental cooperation, but we should be proud of this cooperation, and it should help us score higher on our ITEP Grant Application.

**FISCAL IMPACT:** See the IGA for details.

**STAFF RECOMMENDATION:** Recommend approval of the IGA via the Adoption of Resolution 06-2017.

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

A handwritten signature in black ink, appearing to read "Daniel Gible", is written over the printed name.

**BOARD ACTION:**

**SYCAMORE PARK DISTRICT****RESOLUTION #06-2017****A Resolution of the Sycamore Park District  
Board in Support of Entering Into an Intergovernmental  
Agreement with the DeKalb County Forest Preserve District**

WHEREAS, the Sycamore Park District and the DeKalb County Forest Preserve District recognize the value of intergovernmental cooperation; and

WHEREAS, the Board of Commissioners of the Sycamore Park District joins the Forest Preserve in recognizing the value of trails—strongly supported by two community-wide surveys; and

WHEREAS, the DeKalb County Greenways & Trails Plan has long called for an extension of the Great Western Trail across Sycamore; and

WHEREAS, the Illinois Department of Transportation (IDOT) administers a federally financed grant program that provides funding assistance to local government agencies for community based projects that expand travel choices and enhance the transportation experience by improving the cultural, historic, aesthetic and environmental aspects of transportation culture commonly referred to as the Illinois Transportation Enhancement Program (ITEP); and

WHEREAS, the DeKalb County Forest Preserve District Board has unanimously supported an Intergovernmental Agreement with the Sycamore Park District to address this trail project; and

WHEREAS this project has support from the City of Sycamore, the Sycamore School District, and all of our local, state, and national elected officials; and

WHEREAS, the Sycamore Park District and DeKalb County Forest Preserve District desire to share the costs and services of this project; and

WHEREAS, this approach affords an efficient method of using taxpayer dollars to achieve common goals for the construction and on-going maintenance of this great trail;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Sycamore Park District hereby approve to enter into an intergovernmental agreement with the DeKalb County Forest Preserve District for the provisions of providing the shared costs and services associated with the engineering and construction of the **Great Western Trail: Sycamore Forest Preserve to Old Mill Park—Segment 1**  
**Sequence Number: 21062/Section Number 17-P4006-00-BT**

/SIGNATURE PAGE TO FOLLOW/

**SIGNATURE PAGE**

**RESOLUTION #06-2017**

**A Resolution of the Sycamore Park District  
Board in Support of Entering Into an Intergovernmental  
Agreement with the DeKalb County Forest Preserve District**

**ROLL CALL VOTE:**

Commissioner Kroeger: \_\_\_\_\_

Commissioner Graves: \_\_\_\_\_

Commissioner Tucker: \_\_\_\_\_

Vice President/Commissioner Schulz: \_\_\_\_\_

President/Commissioner Strack: \_\_\_\_\_

**APPROVED:**

\_\_\_\_\_  
President Ted Strack  
November 28, 2017

**ATTEST:**

\_\_\_\_\_  
Secretary, Daniel Gible  
November 28, 2017

**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. \_\_\_\_\_

## SYCAMORE PARK DISTRICT

### Board of Commissioners

Date of Board Meeting: November 28, 2017

### STAFF RECOMMENDATION

#### AGENDA ITEM: ORDINANCE – RESOLUTION PROJECT: **Information only**

**BACKGROUND INFORMATION:** Each year the board passes ordinances and resolutions in the process of doing business. Some of these ordinances are filed with the county. Others are simply kept on file at the District. It is good management practice, and efficient to have a master file, both electronically and in hard copy, of all ordinances and resolutions. Historically, legally, and managerially this allows for improving response to issues that are related to Ordinances and Resolutions, response to legal challenges or enforcement, addressing FOIA requests, etc. In 2013, Stephanie Lopez, Office Assistant, began the project of consolidating this information. Most of the ordinances and resolutions from 2000 to 2013 were in WORD or PDF format which saved them electronically. Years prior to 2000 were only hard copies located in files. Ordinances dated back to 1930 and Resolutions to the early 1980's. I took over the project in 2015. Ordinances back to 1989 and most of the resolutions were scanned and added to a master file on the computer. They were printed out and are in binders kept in the Administration Office. I added a table of contents to allow easier use. The older Ordinances and Resolutions have not been added to the on-line file or the binders to maintain their historic integrity. These are filed in the fire safe.

During the process, some of the ordinances and resolutions were not found where they were expected to be. Currently, when an ordinance or resolution is needed, there is a spreadsheet that has the number assigned and description of the ordinance or resolution. I proposed to add columns to ensure each is properly handled. Columns will be added for: who initiated, if filing is required, added to electronic master list, and added to hard copy file and binder.

**FISCAL IMPACT:** There is minimal cost to the Park to maintain these records in the form of binders and copies.

**STAFF RECOMMENDATION:** For information only.

**PREPARED BY:** Antoinette Binder, Jeanette Freeman and Jacqueline Hienbuecher.

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**

# SYCAMORE PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: November 28, 2017

### STAFF RECOMMENDATION

#### **AGENDA ITEM: ACCEPT BID FOR ANNUAL GENERAL OBLIGATION BOND: Recommend Approval**

**BACKGROUND INFORMATION:** Each year the District issues General Obligation Bonds for the purpose of funding capital expenses related to the upkeep of the District's parks and to support its 5 year capital plan. Additionally, proceeds are used for the installment payment for the 2015 Alternate Revenue Bonds. Also, the decision was made to refund the 2009A General Obligation Bond. The interest rates on the current bond ran from 4.5% in 2017 to 5.5% in 2024. Based upon an analysis provided by Speer Financial, we could save a net present value savings over \$46,000 with annual savings of over \$7,000.

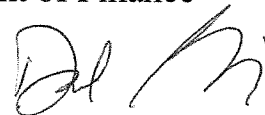
The sale will be Monday, November 27, at 10:15 am. David Phillips, Executive Vice President at Speer Financial is scheduled to attend our Tuesday board meeting to present the bids and will recommend awarding to the low bidder.

**FISCAL IMPACT:** The District will receive approximately \$1,118,620 for the purposes previously stated.

**STAFF RECOMMENDATION:** Recommend Approval

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: November 28, 2017

**STAFF RECOMMENDATION**

**AGENDA ITEM: ADOPTION OF ORDINANCE 07-2017 FOR ANNUAL G.O. BONDS: Recommend Approval**

**BACKGROUND INFORMATION:** The ordinance is the legal document that the District must pass to authorize any issuance of bonds or notes. The board must have its secretary properly certify and file a copy of the ordinance with the county clerk. This then allows the District to levy under the Bond Fund and collect the taxes for repayment of the bond.

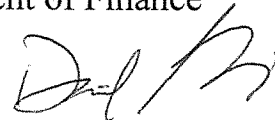
Attached is a DRAFT of the ordinance. The details will be completed after the sale and a final ordinance will be provided for signatures.

**FISCAL IMPACT:** Allows the District to levy taxes in the bond fund for repayment in 2018.

**STAFF RECOMMENDATION:** Recommend Approval

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**



**MINUTES OF A REGULAR PUBLIC MEETING OF THE BOARD OF PARK COMMISSIONERS OF THE SYCAMORE PARK DISTRICT, DEKALB COUNTY, ILLINOIS, HELD AT THE MAINTENANCE BUILDING IN THE SPORTS COMPLEX, 435 AIRPORT ROAD, SYCAMORE, ILLINOIS, IN SAID PARK DISTRICT, AT 6:00 O’CLOCK P.M., ON THE 28TH DAY OF NOVEMBER, 2017.**

\* \* \*

The President called the meeting to order and directed the Secretary to call the roll.

Upon the roll being called, Ted Strack, the President, and the following Park Commissioners were physically present at said location: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The following Park Commissioners were allowed by a majority of the members of the Board of Park Commissioners in accordance with and to the extent allowed by rules adopted by the Board of Park Commissioners to attend the meeting by video or audio conference: \_\_\_\_\_

\_\_\_\_\_

No Park Commissioner was not permitted to attend the meeting by video or audio conference.

The following Park Commissioners were absent and did not participate in the meeting in any manner or to any extent whatsoever: \_\_\_\_\_

\_\_\_\_\_

The President announced that a proposal had been received from \_\_\_\_\_, Illinois, for the purchase of \$\_\_\_\_\_ non-referendum general obligation limited tax park bonds, to be issued by the District pursuant to Section 6-4 of the Park District Code for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, to provide the revenue source for outstanding obligations of the District, to refund certain outstanding obligations of the District and for the payment of the

expenses incident thereto, and that the Board of Park Commissioners would consider the adoption of an ordinance providing for the issue of said bonds and the levy of a direct annual tax to pay the principal and interest thereon. The President also summarized the pertinent terms of said proposal and said bonds, including the length of maturity, rates of interest, purchase price and tax levy for said bonds.

Whereupon Park Commissioner \_\_\_\_\_ presented and the Secretary read by title an ordinance as follows, a copy of which was provided to each Park Commissioner prior to said meeting and to everyone in attendance at said meeting who requested a copy:

**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE providing for the issue of \$\_\_\_\_\_ General Obligation Limited Tax Park Bonds, Series 2017B, of the Sycamore Park District, DeKalb County, Illinois, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District, to provide the revenue source for the payment of certain outstanding bonds of said Park District, to refund certain outstanding bonds of said Park District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to \_\_\_\_\_.

WHEREAS the Sycamore Park District, DeKalb County, Illinois (the "*District*"), is a duly organized and existing Park District created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Park District Code of the State of Illinois, and all laws amendatory thereof and supplementary thereto (the "*Park Code*"); and

WHEREAS the needs of the District require the expenditure of not less than the sum of \$\_\_\_\_\_ for the payment of land condemned or purchased for parks, for the building, maintaining, improving, and protecting of the same and the existing land and facilities of the District, and for the payment of the expenses incident thereto (the "*Project*"), all in accordance with the preliminary plans and estimate of cost heretofore approved by the Board of Park Commissioners of the District (the "*Board*") and now on file in the office of the Secretary of the Board; and

WHEREAS the Board finds that it does not have sufficient funds on hand for the purpose aforesaid, and that the cost thereof will be not less than \$\_\_\_\_\_, and that it is necessary and for the best interests of the District that it borrow the sum of \$\_\_\_\_\_ and issue bonds of the District to evidence the borrowing; and

WHEREAS the District has issued and now has outstanding and unpaid its General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015A (the “*Prior 2015A Bonds*”); and

WHEREAS the Prior 2015A Bonds are presently outstanding and unpaid and are binding and subsisting legal obligations of the District; and

WHEREAS it is necessary and desirable to provide the revenue source for the payment of the principal and interest due on the Prior 2015A Bonds on December 15, 2017 and the interest due on June 15, 2018 (the “*2015A Refunding*”); and

WHEREAS the Board hereby finds that it does not have sufficient funds on hand for the 2015A Refunding, and that the cost thereof, including legal, financial and other expenses, will not be less than \$171,725, and that it is necessary and for the best interests of the District that it borrow the sum of \$171,725 and issue bonds of the District to evidence the borrowing; and

WHEREAS the District has issued and now has outstanding and unpaid its General Obligation Limited Tax Park Bonds, Series 2009A (the “*Prior 2009A Bonds*”); and

WHEREAS the Prior 2009A Bonds are presently outstanding and unpaid and are binding and subsisting legal obligations of the District; and

WHEREAS, it is necessary and desirable to refund all of the outstanding Prior 2009A Bonds maturing on and after December 15, 2017 (the “*Refunded 2009A Bonds*”), upon redemption thereof prior to maturity (the “*2009A Refunding*”); and

WHEREAS the Board finds that it does not have sufficient funds on hand for the 2009A Refunding, and that the cost thereof, including legal, financial and other expenses, will be not less than \$ \_\_\_\_\_, and that it is necessary and for the best interests of the District that it borrow the sum of \$ \_\_\_\_\_ and issue bonds of the District to evidence the borrowing; and

WHEREAS, pursuant to and in accordance with the provisions of the Bond Issue Notification Act of the State of Illinois, as amended, the President of the Board, on the 5th day of October, 2015, executed an Order calling a public hearing (the "*Hearing*") for the 27th day of October, 2015, concerning the intent of the Board to sell bonds in the amount of not to exceed \$1,500,000 for the Project; and

WHEREAS, notice of the Hearing was given (i) by publication at least once not less than seven (7) nor more than thirty (30) days before the date of the Hearing in the *Daily Chronicle*, the same being a newspaper of general circulation in the District, and (ii) by posting at least 96 hours before the Hearing a copy of said notice at the principal office of the Board, which notice was continuously available for public review during the entire 96-hour period preceding the Hearing; and

WHEREAS, the Hearing was held on the 27th day of October, 2015, and at the Hearing, the Board explained the reasons for the proposed bond issue and permitted persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits; and

WHEREAS, the Hearing was finally adjourned on the 27th day of October, 2015; and

Whereas, prior to the date hereof, the District issued limited tax park bonds on December 8, 2015 and December 6, 2016, in the amounts of \$481,530 and \$487,930, respectively, pursuant to the Hearing for park purposes such as the Project; and

WHEREAS, it is in the best interests of the District to issue bonds in the amount of \$\_\_\_\_\_ for the Project, bonds in the amount of \$\_\_\_\_\_ for the 2015A Refunding, and bonds in the amount of \$\_\_\_\_\_ for the 2009A Refunding together as one issue of bonds in the aggregate amount of \$\_\_\_\_\_; and

WHEREAS, the Board does hereby find and determine that it is authorized at this time to issue bonds in the amount of \$\_\_\_\_\_ for the Project, for the 2015A Refunding and for the 2009A Refunding; and

WHEREAS, the Board does hereby find and determine that (a) said bonds shall be issued as limited bonds under the provisions of the Local Government Debt Reform Act of the State of Illinois, as amended (the "*Debt Reform Act*"), and (b) upon the issuance of the \$\_\_\_\_\_ General Obligation Limited Tax Park Bonds, Series 2017B, now proposed to be issued, the aggregate outstanding unpaid bonded indebtedness of the District, including said bonds, will not exceed .575% of the total assessed valuation of all taxable property in the District as last equalized and determined, and pursuant to the provisions of the Debt Reform Act and Section 6-4 of the Act, it is not necessary to submit the proposition of issuing said bonds to the voters of the District for approval:

NOW, THEREFORE, Be It Ordained by the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, as follows:

*Section 1. Incorporation of Preambles.* The Board hereby finds that all of the recitals contained in the preambles to this Ordinance are full, true and correct and does incorporate them into this Ordinance by this reference.

*Section 2. Authorization.* It is hereby found and determined that the District has been authorized by law to borrow the sum of \$\_\_\_\_\_ upon the credit of the District and as evidence of such indebtedness to issue bonds of the District in said amount, the proceeds of said bonds to be used for the purpose of paying the costs of the Project, the 2015A Refunding and the 2009A Refunding, and it is necessary and for the best interests of the District that there be issued at this time \$\_\_\_\_\_ of the bonds so authorized.

*Section 3. Bond Details.* There be borrowed on the credit of and for and on behalf of the District the sum of \$ \_\_\_\_\_ for the purposes aforesaid; and that bonds of the District (the “*Bonds*”) shall be issued in said amount and shall be designated “General Obligation Limited Tax Park Bonds, Series 2017B.” The Bonds shall be dated December 12, 2017, and shall also bear the date of authentication, shall be in fully registered form, shall be in denominations of \$5.00 or authorized integral multiples thereof (but no single Bond shall represent installments of principal maturing on more than one date), shall be numbered 1 and upward, and the Bonds shall become due and payable serially (without option of prior redemption) on December 15 of each of the years, in the amounts and bearing interest per annum as follows:

YEAR OF MATURITY	PRINCIPAL AMOUNT	RATE OF INTEREST
2018	\$	
2019		
2020		
2021		
2022		
2023		
2024		

The Bonds shall bear interest from their date or from the most recent interest payment date to which interest has been paid or duly provided for, until the principal amount of the Bonds is paid, such interest (computed upon the basis of a 360-day year of twelve 30-day months) being payable on June 15 and December 15 of each year, commencing on December 15, 2018. Interest on each Bond shall be paid by check or draft of \_\_\_\_\_, Illinois (the “*Bond Registrar*”), payable upon presentation in lawful money of the United States of America, to the person in whose name such Bond is registered at the close of business on the first day of the month of the interest payment date. The principal of the Bonds shall be payable in lawful money of the United States of America at the principal office of the Bond Registrar.

The Bonds shall be signed by the President and Secretary of the Board, and shall be countersigned by the Treasurer of the Board, and the seal of the District shall be affixed thereto or printed thereon, and in case any officer whose signature shall appear on any Bond shall cease to be such officer before the delivery of such Bond, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery. If the Secretary or the Treasurer of the Board is unable to perform the duties of his or her respective office, then their duties under this Ordinance shall be performed by the Assistant Secretary or the Assistant Treasurer of the Board, respectively.

All Bonds shall have thereon a certificate of authentication substantially in the form hereinafter set forth duly executed by the Bond Registrar, as authenticating agent of the District, and showing the date of authentication. No Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit under this Ordinance unless and until such certificate of authentication shall have been duly executed by the Bond Registrar by manual signature, and such certificate of authentication upon any such Bond shall be conclusive evidence that such Bond has been authenticated and delivered under this Ordinance. The certificate of authentication on any Bond shall be deemed to have been executed by the Bond Registrar if signed by an authorized officer of the Bond Registrar, but it shall not be necessary that the same officer sign the certificate of authentication on all of the Bonds issued hereunder.

*Section 4. Registration of Bonds; Persons Treated as Owners.* The District shall cause books for the registration and for the transfer of the Bonds as provided in this Ordinance to be kept at the principal office of the Bond Registrar, which is hereby constituted and appointed the registrar of the District. The District is authorized to prepare, and the Bond Registrar shall keep custody of, multiple Bond blanks executed by the District for use in the transfer and exchange of Bonds.

Upon surrender for transfer of any Bond at the principal office of the Bond Registrar, duly endorsed by, or accompanied by a written instrument or instruments of transfer in form satisfactory



to the Bond Registrar and duly executed by, the registered owner or his or her attorney duly authorized in writing, the District shall execute and the Bond Registrar shall authenticate, date and deliver in the name of the transferee or transferees a new fully registered Bond or Bonds of the same maturity of authorized denominations, for a like aggregate principal amount. Any fully registered Bond or Bonds may be exchanged at said office of the Bond Registrar for a like aggregate principal amount of Bond or Bonds of the same maturity of other authorized denominations. The execution by the District of any fully registered Bond shall constitute full and due authorization of such Bond and the Bond Registrar shall thereby be authorized to authenticate, date and deliver such Bond, *provided, however*, the principal amount of outstanding Bonds authenticated by the Bond Registrar shall not exceed the authorized principal amount of Bonds less previous retirements.

The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 1st day of the month of any interest payment date on such Bond and ending at the opening of business on such interest payment date.

The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of the principal of or interest on any Bond shall be made only to or upon the order of the registered owner thereof or his or her legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

No service charge shall be made for any transfer or exchange of Bonds, but the District or the Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge that may be imposed in connection with any transfer or exchange of Bonds.

*Section 5. Form of Bond.* The Bonds shall be in substantially the following form; *provided, however,* that if the text of the Bond is to be printed in its entirety on the front side of the Bond, then paragraph [2] and the legend “See Reverse Side for Additional Provisions,” shall be omitted and paragraphs [6] through [9] shall be inserted immediately after paragraph [1]:

(Form of Bond - Front Side)

REGISTERED  
\$ \_\_\_\_\_REGISTERED  
No. \_\_\_\_\_

UNITED STATES OF AMERICA

STATE OF ILLINOIS

COUNTY OF DEKALB

SYCAMORE PARK DISTRICT

## GENERAL OBLIGATION LIMITED TAX PARK BOND, SERIES 2017B

See Reverse Side for  
Additional ProvisionsInterest  
Rate: \_\_\_\_\_%Maturity  
Date: December 15, 20\_\_\_\_Dated  
Date: December 12, 2017

Registered Owner:

Principal Amount:

[1] KNOW ALL MEN BY THESE PRESENTS, that the Sycamore Park District, DeKalb County, Illinois (the "*District*"), hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, or registered assigns as hereinafter provided, on the Maturity Date identified above, the Principal Amount identified above and to pay interest (computed on the basis of a 360-day year of twelve 30-day months) on such Principal Amount from the date of this Bond or from the most recent interest payment date to which interest has been paid at the Interest Rate per annum set forth above on June 15 and December 15 of each year, commencing December 15, 2018, until said Principal Amount is paid. Principal of this Bond is payable in lawful money of the United States of America upon presentation and surrender hereof at the principal office of \_\_\_\_\_, Illinois, as bond registrar and paying agent (the "*Bond Registrar*"). Payment of the installments of interest shall be made to the Registered Owner hereof as shown on the registration books of the District maintained by the Bond Registrar at the

close of business on the 1st day of the month of each interest payment date, and shall be paid by check or draft of the Bond Registrar, payable upon presentation in lawful money of the United States of America, mailed to the address of such Registered Owner as it appears on such registration books or at such other address furnished in writing by such Registered Owner to the Bond Registrar.

[2] Reference is hereby made to the further provisions of this Bond set forth on the reverse hereof, and such further provisions shall for all purposes have the same effect as if set forth at this place.

[3] It is hereby certified and recited that all conditions, acts and things required by law to exist or to be done precedent to and in the issuance of this Bond did exist, have happened, been done and performed in regular and due form and time as required by law; that the indebtedness of the District, including the issue of bonds of which this is one, does not exceed any limitation imposed by law; and that provision has been made for the collection of a direct annual tax to pay the interest hereon as it falls due and also to pay and discharge the principal hereof at maturity. Although this Bond constitutes a general obligation of the District and no limit exists on the rate of said direct annual tax, the amount of said tax is limited by the provisions of the Property Tax Extension Limitation Law of the State of Illinois, as amended (the "*Law*"). The Law provides that the annual amount of the taxes to be extended to pay the issue of Bonds of which this Bond is one and all other limited bonds (as defined in the Local Government Debt Reform Act of the State of Illinois, as amended) hereafter issued by the District shall not exceed the debt service extension base (as defined in the Law) of the District (the "*Base*") as more fully described in the proceedings of the District providing for the issue of this Bond. The District is authorized to issue from time to time additional limited bonds payable from the Base, as permitted by law, and to determine the lien priority of payments to be made from the Base to pay the District's limited bonds.

[4] This Bond shall not be valid or become obligatory for any purpose until the certificate of authentication hereon shall have been signed by the Bond Registrar.

[5] IN WITNESS WHEREOF, the Sycamore Park District, DeKalb County, Illinois, by its Board of Park Commissioners, has caused this Bond to be signed by the President and Secretary of said Board of Park Commissioners, and to be countersigned by the Treasurer thereof, and has caused the seal of the District to be affixed hereto or printed hereon, all as of the Dated Date identified above.

[SEAL]

\_\_\_\_\_  
SPECIMEN  
\_\_\_\_\_  
President, Board of Park Commissioners

Countersigned:

\_\_\_\_\_  
SPECIMEN  
\_\_\_\_\_  
Secretary, Board of Park Commissioners

\_\_\_\_\_  
SPECIMEN  
\_\_\_\_\_  
Treasurer, Board of Park Commissioners

Date of Authentication: \_\_\_\_\_, 20\_\_

CERTIFICATE  
OF  
AUTHENTICATION

This Bond is one of the Bonds described in the within mentioned ordinance and is one of the General Obligation Limited Tax Park Bonds, Series 2017B, of the Sycamore Park District, DeKalb County, Illinois.

Bond Registrar and Paying Agent:  
\_\_\_\_\_  
\_\_\_\_\_, Illinois

\_\_\_\_\_  
as Bond Registrar

By \_\_\_\_\_  
Authorized Official

(Form of Bond - Reverse Side)

**SYCAMORE PARK DISTRICT**

**DEKALB COUNTY, ILLINOIS**

**GENERAL OBLIGATION LIMITED TAX PARK BOND, SERIES 2017B**

[6] This Bond is issued by the District (i) for the payment of land condemned or purchased for parks, for the building, maintaining, improving, and protecting of the same and the existing land and facilities of the District, and for the payment of the expenses incident thereto, (ii) to provide the revenue source for the payment of certain principal and interest to become due on the presently outstanding and unpaid General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015A, of the District, and (iii) to refund the outstanding General Obligation Limited Tax Park Bonds, Series 2009A, of the District. This Bond is issued pursuant to and in all respects in full compliance with the provisions of the Park District Code of the State of Illinois, the Park District Refunding Bond Act of the State of Illinois, the Local Government Debt Reform Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and is authorized by the Board of Park Commissioners of the District by an ordinance duly and properly adopted for that purpose, in all respects as provided by law.

[7] This Bond is transferable by the Registered Owner hereof in person or by his or her attorney duly authorized in writing at the principal office of the Bond Registrar in \_\_\_\_\_, Illinois, but only in the manner, subject to the limitations and upon payment of the charges provided in the authorizing ordinance, and upon surrender and cancellation of this Bond. Upon such transfer a new Bond or Bonds of authorized denominations of the same maturity and for the same aggregate principal amount will be issued to the transferee in exchange therefor.

[8] The Bonds are issued in fully registered form in the denomination of \$5.00 each or authorized integral multiples thereof. This Bond may be exchanged at the principal office of the

Bond Registrar for a like aggregate principal amount of Bonds of the same maturity of other authorized denominations upon the terms set forth in the authorizing ordinance. The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 1st day of the month of any interest payment date on such Bond and ending at the opening of business on such interest payment date.

[9] The District and the Bond Registrar may deem and treat the Registered Owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes; and neither the District nor the Bond Registrar shall be affected by any notice to the contrary.

**(FORM OF ASSIGNMENT)**

FOR VALUE RECEIVED, the undersigned sells, assigns, and transfers unto \_\_\_\_\_

\_\_\_\_\_  
(Name and Address of Assignee)

the within Bond and does hereby irrevocably constitute and appoint \_\_\_\_\_

\_\_\_\_\_  
as attorney to transfer the said Bond on the books kept for registration thereof with full power of substitution in the premises.

Dated: \_\_\_\_\_

Signature guaranteed: \_\_\_\_\_

NOTICE: The signature to this assignment must correspond with the name of the registered owner as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

*Section 6. Sale of Bonds.* The Bonds hereby authorized shall be executed as in this Ordinance provided as soon after the passage hereof as may be, and thereupon be deposited with the Treasurer of the Board, and be by said Treasurer delivered to \_\_\_\_\_, Illinois

the purchaser thereof (the “*Purchaser*”), upon receipt of the purchase price therefor, the same being par; the contract for the sale of the Bonds heretofore entered into (the “*Purchase Contract*”) is in all respects ratified, approved and confirmed, it being hereby found and determined that the Bonds have been sold at such price and bear interest at such rates that neither the true interest cost (yield) nor the net interest rate received upon such sale exceed the maximum rate otherwise authorized by Illinois law and that the Purchase Contract is in the best interests of the District and that no person holding any office of the District, either by election or appointment, is in any manner financially interested directly in his or her own name or indirectly in the name of any other person, association, trust or corporation, in the Purchase Contract.

The use by the Purchaser of any Preliminary Term Sheet and any final Term Sheet relating to the Bonds (the “*Term Sheet*”) is hereby ratified, approved and authorized; the execution and delivery of the Term Sheet is hereby authorized; and the officers of the Board are hereby authorized to take any action as may be required on the part of the District to consummate the transactions contemplated by the Purchase Contract, this Ordinance, said Preliminary Term Sheet, the Term Sheet and the Bonds.

*Section 7. Tax Levy.* In order to provide for the collection of a direct annual tax to pay the interest on the Bonds as it falls due, and also to pay and discharge the principal thereof at maturity, there be and there is hereby levied upon all the taxable property within the District a direct annual tax for each of the years while the Bonds or any of them are outstanding, and that there be and there is hereby levied upon all of the taxable property in the District, the following direct annual tax, to-wit:

FOR THE YEAR	\$	A TAX TO PRODUCE THE SUM OF:
2017	\$	for interest and principal up to and including June 15, 2019
2018		for interest and principal
2019		for interest and principal



2020	for interest and principal
2021	for interest and principal
2022	for interest and principal
2023	for interest and principal

Principal or interest maturing at any time when there are not sufficient funds on hand from the foregoing tax levy to pay the same shall be paid from the general funds of the District, and the fund from which such payment was made shall be reimbursed out of the taxes hereby levied when the same shall be collected.

The District covenants and agrees with the purchasers and the holders of the Bonds that so long as any of the Bonds remain outstanding, the District will take no action or fail to take any action which in any way would adversely affect the ability of the District to levy and collect the foregoing tax levy; and the District and its officers will comply with all present and future applicable laws in order to assure that the foregoing taxes will be levied, extended, and collected as provided herein and deposited in the fund established to pay the principal of and interest on the Bonds.

*Section 8. Filing of Ordinance and Certificate of Reduction of Taxes.* Forthwith upon the passage of this Ordinance, the Secretary of the Board is hereby directed to file a certified copy of this Ordinance with the County Clerk of DeKalb County, Illinois (the “*County Clerk*”), and it shall be the duty of the County Clerk to annually in and for each of the years 2017 to 2023, inclusive, ascertain the rate necessary to produce the tax herein levied, and extend the same for collection on the tax books against all of the taxable property within the District in connection with other taxes levied in each of said years for general park purposes, in order to raise the respective amounts aforesaid and in each of said years such annual tax shall be computed, extended and collected in the same manner as now or hereafter provided by law for the computation, extension and collection of taxes for general park purposes of the District, and when collected, the taxes hereby levied shall be placed to the credit of a special fund to be designated “Park Bond and

Interest Fund of 2017” (the “*Bond Fund*”), which taxes are hereby irrevocably pledged to and shall be used only for the purpose of paying the principal of and interest on the Bonds.

The President, Secretary, and Treasurer of the Board be and the same are hereby directed to prepare and file with the County Clerk, a Certificate of Reduction of Taxes Heretofore Levied for the Payment of Bonds showing the Refunded 2009A Bonds and directing the abatement of the taxes heretofore levied for the years 2017 and 2023 to pay the Refunded 2009A Bonds.

*Section 9. Limitation on Extension; General Obligation Pledge; Additional Obligations.* Notwithstanding any other provision of this Ordinance, the annual amount of the taxes to be extended by the County Clerk to pay the Bonds and all other limited bonds (as defined in the Debt Reform Act) hereafter issued by the District shall not exceed the debt service extension base (as defined in the Property Tax Extension Limitation Law of the State of Illinois, as amended) of the District (the “*Base*”).

No limit, however, exists on the rate of the direct annual tax levied herein, and the Bonds shall constitute a general obligation of the District.

The District is authorized to issue from time to time additional limited bonds payable from the Base, as permitted by law, and to determine the lien priority of payments to be made from the Base to pay the District’s limited bonds.

*Section 10. Use of Bond Proceeds.* Accrued interest, if any, received on the delivery of the Bonds is hereby appropriated for the purpose of paying first interest due on the Bonds and is hereby ordered deposited into the Bond Fund. Principal proceeds of the Bonds and any premium received from the sale of the Bonds are hereby appropriated for the purpose of paying the cost of the Project and the payment of the costs of issuance of the Bonds and are hereby ordered deposited into the Capital Improvement Account of the District (the “*Project Fund*”). Principal proceeds of the Bonds in the amount of \$\_\_\_\_\_ are hereby appropriated for the purpose of the 2015A

Refunding. The balance of the principal proceeds of the Bonds are hereby appropriated for the purpose of the 2009A Refunding and are hereby ordered deposited with Apple River State Bank, Apple River, Illinois, the paying agent for the Prior 2009A Bonds (the "*Prior Paying Agent*"), and used solely and only for the redemption of the Refunded 2009A Bonds, as the same are redeemed on December 12, 2017. At the time of the issuance of the Bonds, the costs of issuance of the Bonds may be paid by the Purchaser on behalf of the District from the proceeds of the Bonds.

*Section 11. Call of the Refunded Bonds.* In accordance with the redemption provisions of the ordinance authorizing the issuance of the Prior 2009A Bonds, the District by the Board does hereby make provisions for the payment of and does hereby call (subject only to the delivery of the Bonds) the Refunded 2009A Bonds for redemption on December 12, 2017. The Prior Paying Agent is hereby authorized and directed to give timely notice of the call for redemption of the Refunded 2009A Bonds. The form and time of the giving of such notice regarding the redemption of the Refunded 2009A Bonds shall be as specified in the ordinance authorizing the issuance of the Prior 2009A Bonds.

*Section 12. Non-Arbitrage and Tax-Exemption.* The District hereby covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Internal Revenue Code of 1986, as amended (the "*Code*"), or would otherwise cause the interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The District acknowledges that, in the event of an examination by the Internal Revenue Service (the "*IRS*") of the exemption from Federal income taxation for interest paid on the Bonds, under present rules, the District may be treated as a "taxpayer" in such examination and agrees that it will respond in

a commercially reasonable manner to any inquiries from the IRS in connection with such an examination.

The District also agrees and covenants with the purchasers and holders of the Bonds from time to time outstanding that, to the extent possible under Illinois law, it will comply with whatever federal tax law is adopted in the future which applies to the Bonds and affects the tax-exempt status of the Bonds.

The Board hereby authorizes the officials of the District responsible for issuing the Bonds, the same being the President, Secretary and Treasurer of the Board, to make such further covenants and certifications regarding the specific use of the proceeds of the Bonds as approved by the Board and as may be necessary to assure that the use thereof will not cause the Bonds to be arbitrage bonds and to assure that the interest on the Bonds will be exempt from federal income taxation. In connection therewith, the District and the Board further agree: (a) through their officers, to make such further specific covenants, representations as shall be truthful, and assurances as may be necessary or advisable; (b) to consult with counsel approving the Bonds and to comply with such advice as may be given; (c) to pay to the United States, as necessary, such sums of money representing required rebates of excess arbitrage profits relating to the Bonds; (d) to file such forms, statements, and supporting documents as may be required and in a timely manner; and (e) if deemed necessary or advisable by their officers, to employ and pay fiscal agents, financial advisors, attorneys, and other persons to assist the District in such compliance.

*Section 13. Reimbursement.* With respect to expenditures for the Project paid within the 60-day period ending on this date and with respect to which no declaration of intent was previously made, the District hereby declares its intent to reimburse such expenditures and hereby allocates proceeds of the Bonds in the amount indicated in the Tax Exemption Certificate and

Agreement to be delivered in connection with the issuance of the Bonds to reimburse said expenditures.

*Section 14. Designation of Issue.* The District hereby designates each of the Bonds as a “qualified tax-exempt obligation” for the purposes and within the meaning of Section 265(b)(3) of the Code.

*Section 15. List of Bondholders.* The Bond Registrar shall maintain a list of the names and addresses of the holders of all Bonds and upon any transfer shall add the name and address of the new Bondholder and eliminate the name and address of the transferor Bondholder.

*Section 16. Duties of Bond Registrar.* If requested by the Bond Registrar, the President and Secretary of the Board are authorized to execute the Bond Registrar’s standard form of agreement between the District and the Bond Registrar with respect to the obligations and duties of the Bond Registrar hereunder which may include the following:

- (a) to act as bond registrar, authenticating agent, paying agent and transfer agent as provided herein;
- (b) to maintain a list of Bondholders as set forth herein and to furnish such list to the District upon request, but otherwise to keep such list confidential;
- (c) to cancel and/or destroy Bonds which have been paid at maturity or submitted for exchange or transfer;
- (d) to furnish the District at least annually a certificate with respect to Bonds cancelled and/or destroyed; and
- (e) to furnish the District at least annually an audit confirmation of Bonds paid, Bonds outstanding, and payments made with respect to interest on the Bonds.

*Section 17. Record-Keeping Policy and Post-Issuance Compliance Matters.* On April 28, 2015, the Board adopted a record-keeping policy (the “*Policy*”) in order to maintain sufficient records to demonstrate compliance with its covenants and expectations to ensure the appropriate federal tax status for the debt obligations of the District, the interest on which is

excludable from “gross income” for federal income tax purposes or which enable the District or the holder to receive federal tax benefits, including, but not limited to, qualified tax credit bonds and other specified tax credit bonds. The Board and the District hereby reaffirm the Policy.

*Section 18. Severability.* If any section, paragraph, clause or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance.

*Section 19. Repeal.* All ordinances, resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Ordinance shall be in full force and effect forthwith upon its adoption.

Adopted: November 28, 2017.

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President, Board of Park Commissioners

Attest:

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Secretary, Board of Park Commissioners

Park Commissioner \_\_\_\_\_ moved and Park Commissioner \_\_\_\_\_ seconded the motion that said ordinance as presented and read by title by the Secretary be adopted.

After a full discussion thereof, the President directed that the roll be called for a vote upon the motion to adopt said ordinance.

Upon the roll being called, the following Park Commissioners voted AYE: \_\_\_\_\_

\_\_\_\_\_ .

The following Park Commissioners voted NAY: \_\_\_\_\_ .

Whereupon the President declared the motion carried and said ordinance adopted, approved and signed the same in open meeting, and directed the Secretary to record the same in full in the records of the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, which was done.

Other business not pertinent to the adoption of said ordinance was duly transacted at said meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

\_\_\_\_\_  
Secretary, Board of Park Commissioners

STATE OF ILLINOIS        )  
   ) SS  
 COUNTY OF DEKALB        )

**CERTIFICATION OF MINUTES AND ORDINANCE**

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois (the "Board"), and as such official am the keeper of the records and files of the Board.

I further certify that the foregoing is a full, true and complete transcript of that portion of the minutes of the meeting of the Board held on the 28th day of November, 2017, insofar as the same relates to the adoption of an ordinance entitled:

AN ORDINANCE providing for the issue of \$\_\_\_\_\_ General Obligation Limited Tax Park Bonds, Series 2017B, of the Sycamore Park District, DeKalb County, Illinois, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District, to provide the revenue source for the payment of certain outstanding bonds of said Park District, to refund certain outstanding bonds of said Park District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to \_\_\_\_\_.

a true, correct, and complete copy of which said ordinance as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 96 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 96-hour period preceding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.



IN WITNESS WHEREOF, I hereunto affix my official signature and seal of said Park District,  
this 28th day of November, 2017.

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Secretary, Board of Park Commissioners

(SEAL)

**[Attach Exhibit A]**

STATE OF ILLINOIS        )  
                                       ) SS  
 COUNTY OF DEKALB        )

**FILING CERTIFICATE**

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of DeKalb, Illinois, and as such official I do further certify that on the \_\_\_\_\_ day of December, 2017, there was filed in my office a duly certified copy of an ordinance entitled:

AN ORDINANCE providing for the issue of \$\_\_\_\_\_ General Obligation Limited Tax Park Bonds, Series 2017B, of the Sycamore Park District, DeKalb County, Illinois, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District, to provide the revenue source for the payment of certain outstanding bonds of said Park District, to refund certain outstanding bonds of said Park District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to \_\_\_\_\_.

duly adopted by the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, on the 28th day of November, 2017, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF I hereunto affix my official signature and the seal of said County, this \_\_\_\_\_ day of December, 2017.

\_\_\_\_\_  
 County Clerk of The County of DeKalb, Illinois

(SEAL)

# SYCAMORE PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: November 28, 2017

### STAFF RECOMMENDATION

**AGENDA ITEM: RESOLUTION REGARDING ESTIMATE OF LEVY:**  
**Recommend approval**

**BACKGROUND INFORMATION:** The District has the power to levy and collect taxes on all taxable property in the district. The District is currently able to levy and collect taxes for the following funds:

- Corporate
- Recreation
- Playground/Recreation
- Audit
- Special Recreation
- IMRF
- Social Security
- Tort and Workers Compensation
- Paving & Lighting
- Police
- Debt Service (Not included in the calculation for Truth-in-taxation.)

In order to collect these taxes, an ordinance must be passed by the District and filed with the County by the end of the year. The Truth-in-taxation Act requires park districts to determine the amount to be levied not less than 20 days prior to the adoption of such ordinance. A resolution is done to formally document the estimated increase. If this increase is greater than 5% over the previous year's extension, the District would be required to have a public hearing on the issue.

The amounts included in the resolution are based upon reviewing the estimated EAV figures provided to us by the county. The amounts for the Special Funds are fairly easy to estimate as they are for very specific costs. Any "excess" funds are put into the Corporate and/or Recreation Funds. The CPI for tax levy year 2017 is 2.1%. The only real increase will be the dollars that we capture for new growth. Currently the estimated EAV for 2017 tax year is 448,592,177 compared to

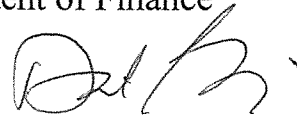
418,014,374 for 2016. The new construction EAV is 6,716,896. I am recommending that the District request an increase of just under 5% to ensure that we capture the full limiting rate. Also, by keeping this below 5%, there is no requirement to hold a public hearing or publish the required "black box" notification.

**FISCAL IMPACT:** The total extension for levy year 2016 was \$2,476,693.36 (excluding debt service). The amount for the extension for levy year 2017 is \$2,600,300, which is about a 4.991% increase. That is about a \$123,600 increase. **HOWEVER**, based upon the estimates as of right now, I am projecting the actual increase in tax revenue to be closer to \$96,000.

**STAFF RECOMMENDATION:** Recommend approval of Resolution 05-2017.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

**RESOLUTION 05-2017**

**SYCAMORE PARK DISTRICT**

**A RESOLUTION DETERMINING THE AMOUNTS OF MONEY  
EXCLUSIVE OF ELECTION COSTS ESTIMATED TO BE NECESSARY  
TO BE RAISED BY TAXATION PURSUANT TO THE PROPOSED LEVY  
OF THE SYCAMORE PARK DISTRICT**

WHEREAS, the Truth in Taxation Act requires that not less than 20 days prior to the adoption of its aggregate levy the corporate authority of each taxing district shall determine the amounts of money, exclusive of levies for election costs, estimated to be necessary to be raised by taxation for that year upon taxable property in its district.

NOW, THEREFORE, BE IT AND THE SAME IS HEREBY RESOLVED by the Sycamore Park District and the Board of Park Commissioners thereof as follows:

The amounts of money, exclusive of levies for debt service and election costs, estimated to be necessary to be raised by taxation pursuant to the proposed levy of the Sycamore Park District for the levy year 2017 are as follows:

General Corporate Fund	\$1,252,000
Recreation Fund	\$489,000
Playground/Recreation Fund	\$406,000
Police Fund	\$ 150
Audit Fund	\$ 15,000
Liability Insurance Fund	\$ 72,000
Paving and Lighting Fund	\$ 150
Social Security Fund	\$ 85,000
Special Recreation Fund	\$182,000
Illinois Municipal Retirement Fund	<u>\$ 99,000</u>
	\$2,600,300

The total property taxes extended or abated on the aggregate levy for 2016 were \$2,476,693.36. The estimated total property taxes to be levied for 2017 are \$2,600,300.00. This represents a 4.991% increase over the previous year.

Adopted by roll call vote this 28th day of November, 2017.

Ayes:

Nays:

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President  
Board of Park Commissioners  
Sycamore Park District

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Secretary  
Board of Park Commissioners  
Sycamore Park District

# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: November 28, 2017

## STAFF RECOMMENDATION

**AGENDA ITEM: FIRST REVIEW OF 5 YEAR CAPITAL BUDGET PLAN: Discussion and comment only**

**BACKGROUND INFORMATION:** Attached you will find a draft of the 2018-2022 Capital Funding Plan. The Capital Asset List and the Equipment Replacement Schedule are both being used as a guide for this budget. All items on these reports that were scheduled to be replaced during the stated timeframe were included in the first draft and the dollar amount is bolded.

Staff was asked to review and update information based upon current needs and financial data. The draft presented takes that information into account. The Item has been highlighted if staff recommended changing the year for replacement. Most items were moved from 2017 to 2018, however, the jeep replacement and sod cutter were moved up due to need. If the amount is highlighted in green, then the cost to replace the item has been revised. If the amount is highlighted in yellow, then this item was not listed specifically in the Capital Asset List of Equipment Replacement Schedule. I will be sure to add them moving forward. It is desirable to have a year-end balance of approximately \$350,000 for cash flow purposes and after some revisions we are there.

While the primary focus is 2018, it is the desire of the District to continually maintain a five-year capital plan in order to assist in planning for future projects. Years 2019 and forward will continue to evolve based upon needs, priorities and financial data.

Three items I would like to bring to the attention of the board:

1. There are three items in the pool (flooring, signage and mesh screen) that we are waiting on final pricing for.
2. The bridge will be bid out in Summer 2018. If the cost comes in much higher than the budget of \$150,000, this project may be postponed and some of the items that were moved from 2018 to 2019, such as the large mower,

workhorse and utility cart) may be reconsidered for 2018. Staff will present the board with a recommendation if the situation occurs.

3. One of the significant expenses postponed to 2019 centers around improvements to the clubhouse. There is \$185,598 scheduled to be replaced over the next four years. This does not include the \$7,250 to replace the grease trap in concessions or the \$3,650 requested to install a refrigerated island to assist in making the concessions operation more efficient.

**FISCAL IMPACT:** Total 2018 Budgeted Capital Revenue = \$498,000, Total 2018 Budgeted Capital Expenditures = \$501,475.

**STAFF RECOMMENDATION:** Staff welcomes questions and comments from the board. Adjustments will be made, and then be brought back to the Board for approval at December's meeting.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**



Sycamore Park District  
Capital Funding Plan

Department	Item	2018	2019	2020	2021	2022
Funding	Balance forward (approximate)	354,000	350,525	(485,536)	(634,088)	(635,689)
	General Obligation Bond	498,000	502,980	508,010	513,090	518,221
	Funding available	852,000	853,505	22,474	(120,998)	(117,469)
Administration	CONTINGENCY	30,000	30,000	30,000	30,000	30,000
	bond issue costs	11,500	11,500	11,500	11,500	11,500
	alternate bond payment	175,425	176,375	177,175	172,825	177,750
	PC Replacement/upgrades	<b>11,050</b>		<b>7,570</b>	<b>11,644</b>	<b>7,100</b>
	copier			<b>6,100</b>		
	server			<b>24,000</b>		
	lateral files (2)					<b>2,700</b>
	Total Administration	227,975	217,875	256,345	225,969	229,050
Concessions	Beverage cart		<b>10,500</b>	<b>9,500</b>		
	ice machine (clubhouse)		<b>5,500</b>			
	freezer (recently rebuilt)		<b>4,500</b>			
	refrigerator	<b>1,600</b>				
	grease trap	7,250				
	island	3,650				
	SC Conc - fixtures ?		<b>37,950</b>			
	SC Conc - doors		<b>2,300</b>			
	SC Conc - bathroom fixtures		<b>28,750</b>			
	SC Conc - gutters/downspouts		<b>2,070</b>			
	SC Conc - roof		<b>7,245</b>			
	SC Conc - hvac		<b>1,725</b>			
	Total Concessions	12,500	100,540	9,500	-	-
Maintenance	workhorse		<b>15,200</b>	<b>8,400</b>		<b>18,000</b>
	large mower - Jacobsen		<b>72,000</b>		<b>74,500</b>	

Sycamore Park District  
Capital Funding Plan

Department	Item	2018	2019	2020	2021	2022
	workman utility cart		21,000		18,100	
	pickup	34,000		35,000		
	brush mower attachment		8,500			
	trim ditch mower		20,000			
	sprayer on workman		24,500			
	tractor		43,000			
	maintenance shop painting		21,280			
	pave grass area in maintenance yard		10,000			
	skidsteer			29,500		
	large dump truck			43,000		
	jeep replacement vehicle	21,000				
	sod cutter	4,200				
	bandsaw			4,000		
	table saw			3,500		
	generator				2,400	2,500
	field rake				16,000	
	branch chipper				28,900	
	bobcat sweeper/debris brush					5,200
	small equipment trailer					4,200
	air compressor					3,900
	maintenance shop power gate					13,310
	<b>Total Maintenance</b>	<b>59,200</b>	<b>235,480</b>	<b>123,400</b>	<b>139,900</b>	<b>47,110</b>
Clubhouse	replace south wall					
	painting		6,616			
	hvac		28,196			
	carpet		13,000			
	siding/trim		83,734			
	flooring				45,060	
	lighting				8,992	
	<b>Total Clubhouse</b>	<b>-</b>	<b>131,546</b>	<b>-</b>	<b>54,052</b>	<b>-</b>
Golf Course	golf carts	28,500	30,000		30,000	30,000
	bridge 3 and bridge 6					

Sycamore Park District  
Capital Funding Plan

Department	Item	2018	2019	2020	2021	2022
	pond fountains	3,400				
	ranger cart		6,750			7,000
	fairway aerifier		18,000			
	greens roller		12,500			
	major bridge #15	150,000				
	cart barn - HVAC		4,480			
	cart barn - gutters/downspouts		2,240			
	cart barn - planters		2,912			
	workhorse		8,500			
	trap rake		13,000			
	fairway mower			54,000		
	rough mower			70,000		
	shelter 1: 8th tee - structure				9,440	
	shelter 2: 4th tee - structure				1,180	
	minor bridge: 17th tee				5,900	
	minor bridge: 6th ladies tee				3,540	
	trim mower					18,000
	greensmower 3250 greens					32,000
	shuttle cart					12,000
	minor bridge #16/#17 fairway					3,630
	cart paths - aggregate					6,050
	<b>Total Golf Course</b>	<b>181,900</b>	<b>98,382</b>	<b>124,000</b>	<b>50,060</b>	<b>108,680</b>
Pool	flooring in guard room					
	signage					
	mesh screen					
	guard chair	1,300				
	Pool shade umbrellas	3,600				
	New motor for pump	7,500				
	<b>Total Pool</b>	<b>12,400</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Community Center						

Sycamore Park District  
Capital Funding Plan

Department	Item	2018	2019	2020	2021	2022
	Total Community Center	-	-	-	-	-
Parks & grounds	blacktop under bleachers (fields 9-12)		10,000			
	founders park - playground - surfacing	did in 2017				
	founders park - playground - equipment (15)			44,800		
	founders park - playground - edging	did in 2017				
	founders park - playground - benches/amenities			2,240		
	founders park - trails - signage			1,064		
	founders park - trails - raised beds			224		
	Lake Sycamore - fishing pier picnic table		2,289			
	baseball fields- plates/bases (behind pool)		2,725			
	baseball fields - infields (behind pool)		2,180			
	H.S. Field Dug out - fencing		2,725			
	soccer storage - roof	did in 2016				
	soccer storage - driveways		2,800			
	fields 1-4 irrigation		4,480			
	charley laing park - benches/amenities		3,920			
	residence - doors/windows	7,500				
	Brothers Park - benches/amenities		4,025			
	Kiwanis Park West - Playground/surfacing		17,250			
	Kiwanis Park West - Playground/sand lot area		1,150			
	Kiwanis Park West - Playground/equipment (20)		97,750			
	Kiwanis Park West - Playground/benches/amenities		6,900			
	Old Shop-painting		896			
	Old Shop-lighting		2,800			
	Old Shop-hvac		16,800			
	Old Shop-electrical		12,320			
	Old Shop-gutters/downspouts		2,800			
	Old Shop-doors		7,840			
	old shed - roof		11,040			
	H.S. Field - aglime approach		345			
	SC - N. Water Fountain - roof		1,725			
	Olsen Shelter - roof		4,600			
	kessler shelter - roof		4,830			

Sycamore Park District  
Capital Funding Plan

Department	Item	2018	2019	2020	2021	2022
	sports complex - parking paving		<b>319,700</b>			
	bb fields 5-8 bases and moundss		<b>5,750</b>			
	bb fields 9-12 bases and moundss		<b>3,450</b>			
	chief black partridge - signs		<b>1,093</b>			
	emil cassier - frantum - signs		<b>1,035</b>			
	steczo area - prairie restoration			<b>9,680</b>		
	lake sycamore - fishing pier - signage			<b>1,500</b>		
	kiwanis west - electric/light			<b>1,150</b>		
	kiwanis east - playground - surfacing			<b>11,500</b>		
	kiwanis east - raised beds			<b>2,300</b>		
	comm park - old fountain - roof			<b>824</b>		
	comm park - old fountain - posts/structure			<b>4,600</b>		
	comm park - old fountain - concrete base			<b>1,150</b>		
	lions shelter - roof			<b>5,520</b>		
	kiddie land playground - surfacing/border			<b>2,530</b>		
	kiddie land playground - paths/paving			<b>44,840</b>		
	sports complex - s. water fountain - roof			<b>1,725</b>		
	old mill - playground - benches/amenities			<b>7,670</b>		
	larson park - overlook - benches/ammenities				<b>1,815</b>	
	larson park - brickvelle entrancee -fencing				<b>275</b>	
	steczo area - interpretive signs				<b>3,000</b>	
	lake sycamore - trails - signage				<b>2,360</b>	
	lake sycamore - trails - raised beds				<b>1,180</b>	
	lake sycamore - playgrounds - surfacing				<b>17,700</b>	
	lake sycamore - fishing pier - anchors				<b>8,850</b>	
	kiwanis west - trails - signage				<b>1,210</b>	
	boyton park - trails - signage				<b>2,420</b>	
	emil cassier - pond 2 - shoreline				<b>5,900</b>	
	larson park - playground - surfacing					<b>22,320</b>
	larson park - playground - equipment					<b>93,000</b>
	larson park - playground - stonework					<b>6,200</b>
	larson park - playground - benches/ammenities					<b>2,480</b>
	wetzel park - shelter - picnic tables					<b>2,541</b>
	brothers park - trails - raised beds					<b>744</b>
	kiwanis east - shelter - picnic tables					<b>5,082</b>

Sycamore Park District  
Capital Funding Plan

Department	Item	2018	2019	2020	2021	2022
	kiwanis east - playground - benches/amenities					<b>9,075</b>
	charley laing park - playground - surfacing					<b>14,520</b>
	charley laing park - trails - signage					<b>1,150</b>
	<b>Total Parks &amp; Grounds</b>	<b>7,500</b>	<b>555,218</b>	<b>143,317</b>	<b>44,710</b>	<b>157,112</b>
	<b>Total Capital Expenses</b>	<b>501,475</b>	<b>1,339,041</b>	<b>656,562</b>	<b>514,691</b>	<b>541,952</b>
	<b>Ending balance</b>	<b>350,525</b>	<b>(485,536)</b>	<b>(634,088)</b>	<b>(635,689)</b>	<b>(659,421)</b>

SYCAMORE PARK DISTRICT  
Board of Commissioners  
Date of Board Meeting: November 28, 2017

**STAFF RECOMMENDATION**

**AGENDA ITEM:** REVIEW and ADOPTION of RIGHT-TO-KNOW  
**POLICY:** Recommend Approval

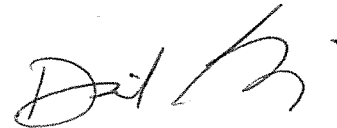
**BACKGROUND INFORMATION:** As part of our annual Loss Control Review with PDRMA we were strongly encouraged to add the now standard “RIGHT-TO-KNOW” Policy for the safety of, and communication to our employees.

Therefore, attached you will find that policy as recommended by PDRMA.

**FISCAL IMPACT:** None.

**STAFF RECOMMENDATION:** Recommend approval of the “RIGHT-TO-KNOW” Policy as presented.

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



**BOARD ACTION:**

## **Policy 7-2 Your Right-to-Know**

### **Working With Hazardous Substances:**

The Park District is committed to protecting you against the dangers of hazardous materials on the job. Safety training and the proper handling and storage of hazardous substances are just a few of the things we do to keep you safe. In addition, the Occupational Safety and Health Administration (OSHA) has issued a regulation that states that you have a right to know what hazards you face on the job and how you can protect yourself against them. This is your RIGHT-TO-KNOW.

OSHA's Hazard Communication Standard (29 CFR 1910.1200) affects everyone in the workplace who comes into contact with hazardous materials.

Chemical manufacturers must determine the physical and health hazards of each product they make, and they have to let users know about those hazards by providing information on the container label and on a Safety Data Sheet (SDS) for every product.

### **The Park District must develop a written hazard communication program that:**

- Tells employees about the Hazard Communication Standard.
- Explains how the standard is in effect in the workplace.
- Creates an inventory of hazardous chemical products and collects Safety Data Sheets in the workplace.
- Labels hazardous material containers.
- Provides information and training on hazardous chemicals in the workplace, which includes how to recognize, understand and use labels and SDS sheets, and the correct safety procedures for working with hazardous substances.

### **Employees have to read labels and SDS Sheets and Follow SPD's Safety Procedures:**

- What Information is on the Label?  
Although labels differ from employer to employer, all labels must contain an appropriate group of written, printed or graphic information elements (pictogram, hazard statement, signal word and precautionary statement) concerning a hazardous chemical that is affixed to, printed on, or attached to the container that holds the hazardous chemical or to the outside packaging.
- The label will tell you:
  - Product identifier – Name or number used for a hazardous chemical on a label or in the SDS. It provides a unique means by which the employee can identify the chemical.
  - Signal word – Word used to indicate the relative level of severity of hazard and alert the employee to a potential hazard on the label. The signal words used in this section are "danger" and "warning." Danger is used for the more severe hazards, while warning is used for the less severe.



- Pictogram – Composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, intended to convey specific information about the hazards of a chemical. Eight pictograms are designated under the Hazcom standard for application to a hazard category.
- Hazard statement – Statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical including, where appropriate, the degree of hazard.
- Precautionary statement(s) – Phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical or improper storage or handling.
- Name, address and phone number of the chemical manufacturer, distributor or importer.

It is the policy of Sycamore Park District that no container of hazardous chemicals be released for use without the following label information above.

While a lot of valuable information can be found on the label, refer to the SDS sheet if you don't find all of the information you need.

The SDS is the primary document by which health and safety information is provided by the manufacturer to the distributor and ultimately to the worker using the product. The SDS may be in any format and may vary greatly in length, but all must contain the following information:

#### Section 1: Identification

This section identifies the chemical on the SDS as well as the recommended uses. It also provides the essential contact information of the supplier. The required information consists of the product identifier used on the label and any other common names or synonyms by which the substance is known; name, address, phone number of the manufacturer, importer, or other responsible party, and an emergency phone number; recommended use of the chemical (e.g., a brief description of what it actually does, such as flame retardant); and any restrictions on use (including recommendations given by the supplier).

#### Section 2: Hazard(s) Identification

This section identifies the hazards of the chemical presented on the SDS and the appropriate warning information associated with those hazards.

#### Section 3: Composition/Information on Ingredients

This section identifies the ingredient(s) contained in the product indicated on the SDS, including impurities and stabilizing additives. It also includes information on substances, mixtures, and all chemicals where a trade secret is claimed.

#### Section 4: First-aid Measures

This section describes the initial care to be given by untrained responders to an individual who has been exposed to the chemical.

#### Section 5: Fire-fighting Measures

This section provides recommendations for fighting a fire caused by the chemical.

#### Section 6: Accidental Release Measures

This section provides recommendations on the appropriate response to spills, leaks or releases, including containment and cleanup practices to prevent or minimize exposure to people, properties or the environment. It may also include recommendations distinguishing between responses for large and small spills where the spill volume has a significant impact on the hazard.

#### Section 7: Handling and Storage

This section provides guidance on the safe handling practices and conditions for safe storage of chemicals.

#### Section 8: Exposure Controls/Personal Protection

This section indicates the exposure limits, engineering controls, and personal protective measures to us to minimize worker exposure.

#### Section 9: Physical and Chemical Properties

This section identifies physical and chemical properties associated with the substance or mixture.

#### Section 10: Stability and Reactivity

This section describes the reactivity hazards of the chemical and the chemical stability information. This section is broken into three parts: reactivity, chemical stability, and other.

#### Section 11: Toxicological Information

This section identifies toxicological and health effects information or indicates such data is not available.

#### Section 12: Ecological Information (non-mandatory)

This section provides information to evaluate the environmental impact of the chemical(s) if released in the environment.

**Section 13: Disposal Considerations (non-mandatory)**

This section provides guidance on proper disposal practices, recycling or reclamation of the chemical(s) or its container, and safe handling practices. To minimize exposure, this section should also refer the reader to Section 8 (Exposure Controls/Personal Protection) of the SDS.

**Section 14: Transport Information (non-mandatory)**

This section provides guidance on classification information for shipping and transporting of hazardous chemical(s) by road, air, rail or sea.

**Section 15: Regulatory Information (non-mandatory)**

This section identifies the safety, health and environmental regulations specific for the product that are not indicated anywhere else on the SDS.

**Section 16: Other Information**

This section indicates when the SDS was prepared or when the last known revision was made.

**OSHA's Hazard Communication regulation was developed to protect you on the job. For the Hazard Communication Standard to be effective, you must:**

- Respect all warnings and precautions – don't take any chances!
- Read all substance labels and SDS sheets
- Follow warning and instructions
- Use the correct personal protective equipment when handling hazardous substances
- Know in advance what could go wrong and what to do about it
- Practice sensible, safe work habits
- Ask your supervisor, when in doubt

# SYCAMORE PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: November 28, 2017

### STAFF RECOMMENDATION

**AGENDA ITEM:** Resolution 08-2017 and Local Assurance Document For Trail Project: Recommend Approval

**BACKGROUND INFORMATION:** Phase II Engineering is progressing for construction of the trail segment from the Middle School (Route 23) to Brickville Road, and it will be put out for bid in the first half of 2018 with construction summer/fall of 2018.

As the Board knows, a new grant cycle opened up earlier than we were expecting, and we are moving quickly to compete for those funds. To do that we need the Board—as they did for the last grant application in 2016—to approve the attached Resolution 08-2017, and execute the Local Assurance document so it can be submitted on December with our IDOT/ITEP Application.

**FISCAL IMPACT:** The cost is outlined in IGA based upon best current cost projections.

**STAFF RECOMMENDATION:** I recommend approval of Resolution 08-2017 authorizing staff to submit a grant to IDOT for ITEP Funds to support the IGA and the effort to extend the Great Western Trail, and authorizing staff and the President to execute the local assurance documents for this purpose.

**PREPARED BY:** Terri Gible, Grant Writer

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

**SYCAMORE PARK DISTRICT**

**RESOLUTION #08-2017**

A RESOLUTION AUTHORIZING THE APPLICATION FOR  
ILLINOIS DEPARTMENT OF TRANSPORTATION ENANCEMENT PROGRAM FUNDS

**Great Western Trail: Sycamore Forest Preserve to Old Mill Park—Segment 1**

**Sequence Number: 21062/Section Number 17-P4006-00-BT**

WHEREAS, the Sycamore Park District; and

WHEREAS, the Board of Commissioners of the Sycamore Park District has determined that is reasonable, necessary and desirable to develop a 1.6 mile-long trail segment from the new Sycamore Forest Preserve to Old Mill Park; and

WHEREAS, the Board of Commissioners wishes to begin this work by applying for an ITEP Grant to help with Engineering and Construction costs for Segment 1 of this, totally .795 miles with a large bridge, and two small bridges; and

WHEREAS, the Illinois Department of Transportation (IDOT) administers a federally financed grant program that provides funding assistance to local government agencies for community based projects that expand travel choices and enhance the transportation experience by improving the cultural, historic, aesthetic and environmental aspects of transportation culture commonly referred to as the Illinois Transportation Enhancement Program (ITEP); and

WHEREAS, the DeKalb County Government and DeKalb County Forest Preserve District have entered into an Intergovernmental Agreement with the Sycamore Park District to seek funds for and support with local funds, as well, this Trail Project; and

WHEREAS this project has support from the City of Sycamore, the Sycamore School District, and all of our local, state, and national elected officials; and

WHEREAS this project is part of the DSATS program of interest, and has been a long-standing component of the DeKalb County Greenways and Trails Plan; and

WHEREAS, this project will help CUSD #427 address safe routes to school challenges; and

WHEREAS, the Sycamore Park District may receive up to 80 percent reimbursement for eligible project costs and the remaining 20 percent is the responsibility of the Sycamore Park District and the DeKalb County Forest Preserve District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Sycamore Park District as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.

2. Staff is hereby authorized to apply for the Illinois Transportation Enhancement Program, for the engineering, development, and construction of the "**Great Western Trail: Sycamore Forest Preserve to Old Mill Park - Segment 1**" and the President of the Sycamore Park District Board of Commissioners is hereby authorized to sign the Illinois Transportation Enhancement Program "Local Assurance Page" which is a part of said application and is attached hereto and made part of this Resolution as Exhibit 1.
3. The President, Executive Director, Finance Director and Attorney for the District are hereby authorized to take such actions as may be necessary to carry out the terms of said Local Assurance Page.
4. The Secretary is hereby directed to transmit certified copies of this Resolution to the Executive Director and the Director of Finance, and to any other parties needing/requesting the same.

PASSED AND APPROVED by the President and Board of Commissioners of Sycamore Park District this 28<sup>th</sup> day of November, 2017.

/SIGNATURE PAGE TO FOLLOW/

**RESOLUTION #08-2017**

**Great Western Trail: Sycamore Forest Preserve to Old Mill Park—Segment 1**

**ROLL CALL VOTE:**

Commissioner Kroeger: \_\_\_\_\_

Commissioner Graves: \_\_\_\_\_

Commissioner Tucker: \_\_\_\_\_

Vice President/Commissioner Schulz: \_\_\_\_\_

President/Commissioner Strack: \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
President Ted Strack  
November 28, 2017

ATTEST:

\_\_\_\_\_  
Secretary, Daniel Gibble  
November 28, 2017



**Illinois Department  
of Transportation**

**Local Assurance**

**This page must be signed by a representative of the local sponsoring agency  
in order for the project to be considered for funding.**

The project sponsor certifies that it is willing and able to manage, maintain, and operate the project as a highway authority eligible to receive federal funding. The project sponsor possesses legal authority to nominate the transportation enhancement project and to finance, acquire, and construct the proposed project. The sponsor authorizes the nomination of the transportation enhancement project, including all assurances contained therein. The sponsor authorizes the person identified below as the official project representative to act in connection with the nomination and to provide such additional information as may be required. The project sponsor affirms that, if selected, the project will commence within the time periods defined by the Sunset Clause (refer to Section I of the ITEP Guidelines Manual) and in accordance with departmental policies.

**I certify that the information contained in this transportation enhancement application, including attachments, is accurate and that I have read and understand the information and agree to the assurances on this form.**

**Name:** \_\_\_\_\_  
*Please print*

**Title:** \_\_\_\_\_  
*Please print*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Sponsoring Agency:** \_\_\_\_\_



SYCAMORE PARK DISTRICT  
Board of Commissioners  
Date of Board Meeting: November 28, 2017

**STAFF RECOMMENDATION**

**AGENDA ITEM: AWARD BID for DOG PARK FENCING: Recommend Approval**

**BACKGROUND INFORMATION:** One of the items not in the contract with Ringland-Johnson, but called for in the park district's landscaping budget for the Legacy Campus is the Dog Park Fencing. Fencing for the Gate entry, and for the entire splashpad were in the Ringland-Johnson contract already.

Therefore, to assure that the dog park is enclosed, staff put the fencing out to bid this past month. This will allow:

- The area to be protected (gates will be chained closed) for at least one year to allow turf to get established.
- The area to be controlled once it opens to the public, late 2018 or Spring 2019.

Bids were distributed and three vendors responded:

- Northern Illinois Fence-Cortland: Who got the bid for the Splashpad and the gate entry station for the dog park.
- Northern Contracting/Sycamore Fence.
- Rock Valley Fence in Loves Park

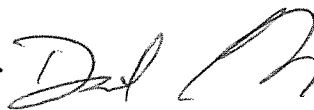
Attached you will find the bid tab completed by Superintendent Donahoe. You will note that one contractor, Northern Contracting did not submit their Independent Contractor's Agreement at bid opening. However, that was because they had submitted it to Executive Director, Gibble, via email on November 10, 2017—see items attached showing those documents.

The lowest successful bidder, therefore, is Northern Contracting.

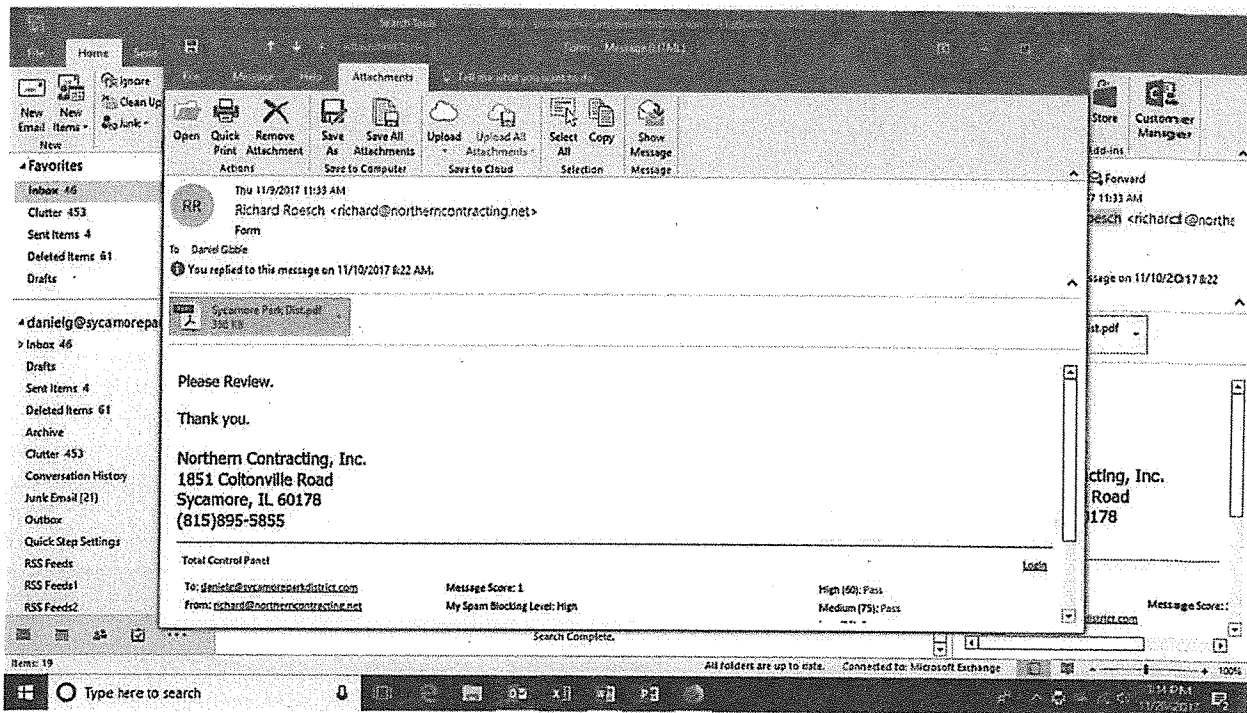
**FISCAL IMPACT:** \$32,699.88. The landscape budget has the funds to pay for this amount, AND it is well below the budgeted amount, which is good, as the overall FF&E/Landscape budgets are running high.

**STAFF RECOMMENDATION:** Recommend awarding bid to Northern Contracting in the amount of \$32,699.88

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



**BOARD ACTION:**



**Daniel Gibble**

---

**From:** Richard Roesch <richard@northerncontracting.net>  
**Sent:** Thursday, November 9, 2017 11:33 AM  
**To:** Daniel Gibble  
**Subject:** Form  
**Attachments:** Sycamore Park Dist.pdf

Please Review.

Thank you.

Northern Contracting, Inc.  
1851 Coltonville Road  
Sycamore, IL 60178  
(815)895-5855

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Total Control Panel

[Login](#)

To: [danielg@sycamoreparkdistrict.com](mailto:danielg@sycamoreparkdistrict.com)

Message Score: 1

High (60): Pass

From: richard@northerncontracting.net

My Spam Blocking Level: High

Medium (75): Pass

Low (90): Pass

[Block this sender](#)

[Block northerncontracting.net](#)

*This message was delivered because the content filter score did not exceed your filter level.*

## INDEPENDENT CONTRACTORS AGREEMENT

THIS AGREEMENT entered into by and between \_\_\_\_\_ (your firm name) (hereafter the "Contractor") and the SYCAMORE PARK DISTRICT (hereafter "Agency").

WHEREAS, Contractor will be performing services and work for the Agency as set forth in the BID, dated 1-16, 2017; which incorporates by express reference the following documents: "Invitation to Bid: DOG PARK FENCING INSTALLATION and all Appendicies" (collectively the "Project Documents")—and which is attached hereto and incorporated herein as Exhibit A; and

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

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

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

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

construed to negate, abridge or otherwise reduce any other right to indemnity which the Agency would otherwise have. The Contractor shall similarly, protect, indemnify and hold and save harmless, the Agency, its officers, officials, employee, volunteers and agents against and from any and all claims, costs, causes, actions and expenses, including, but not limited to, legal fees, incurred by reason of Contractor's breach of any of its obligations under, or Contractor's default of any provisions of the Contract. The indemnification obligations under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor or any subcontractor under Workers' Compensation or Disability Benefit Acts or Employee Benefit Acts.

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

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

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

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

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

deductible or self-insurance retention amount in excess of \$5,000.00 per occurrence. All insurance shall be written on an "occurrence" basis rather than a "claims-made" basis. Failure of Agency to demand any certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Agency to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance. The Contractor agrees that the obligation to provide the insurance required by these documents is solely its responsibility and that this is a requirement which cannot be waived by any conduct, action, inaction or omission by the Agency. Upon request, the Contractor will provide copies of any or all policies of insurance maintained in fulfillment hereof.

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

8. In the case of work exceeding \$49,999.99, the Contractor, before commencing the Work, shall furnish a Performance Bond and a Labor and Material Payment Bond. The Performance Bond shall be in an amount equal to 100% of the full amount of the Contract Sum as security for the faithful performance of the obligation of the Contract Documents, and the Labor and Material Payment Bond shall be in an amount equal to 100% of the full amount of the Contract Sum as security for the payment of all persons performing labor and furnishing materials in connection with the Contract Documents. Such bonds shall be on standard AIA Documents, shall be issued by a surety satisfactory to the Owner, and shall name the Owner as a primary co-obligee. The cost of the bonds is to be included in the Bid Bid. The Performance Bond and Labor and Material Payment Bond will become a part of the Contract. The failure of the successful Bidder to enter into a Contract and supply the required Bonds within ten (10) days after the Notice of Award or within such extended period as the Owner may grant if the forms do not meet its approval shall constitute a default, and the Owner may either award the Contract to the next responsible, responsive Bidder or re-advertise for bids. A charge against the defaulting Bidder may be made for the difference between the amount of the bid and the amount for which a contract for the work is subsequently executed, irrespective of whether the amount thus due exceeds the amount of the bid guarantee.
9. Contractor agrees to maintain, without charge to the Owner, all records and documents for projects of the Owner in compliance with the Freedom of Information Act, 5 ILCS 140/1 et seq. In addition, Contractor shall produce records which are responsive to a request received by the Owner under the Freedom of Information Act so that the Owner may provide records to those requesting them within the time frames required. If additional time is necessary to compile records in response to a request, then Contractor shall so notify the Owner and if possible, the Owner shall request an extension so as to comply with the Act. In the event that the Owner is found to have not complied with the Freedom of Information Act due to Contractor's failure to produce documents or otherwise appropriately respond to a request under the Act, then Contractor shall indemnify and hold the Owner harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorneys' fees and penalties.

/SIGNATURE PAGE TO FOLLOW/



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

This agreement shall be in full force and effect from the 9th day of Nov, 20 17 until such time as it is terminated by the Agency.

IN WITNESS WHEREOF, THE PARTIES have executed this Agreement this 9th day of Nov, 20 17.

SYCAMORE PARK DISTRICT

CONTRACTOR

\_\_\_\_\_  
Signature

Richard R. Roesch  
Signature

\_\_\_\_\_  
Print Name

Richard R. Roesch  
Print Name

\_\_\_\_\_  
Date

11-9-17  
Date

NOTARY (stamp and signature):

DOG PARK FENCE INSTALLATION BID OPENING: November 16, 2017 at 11:00am (CST)

FIRM NAME	BID Bond Form	BID Form	References Form	Sub Cont. Form	Indep. Contractor Agreement	NET BID COST TO OWNER	NOTES
1 Northern IL Force Concord, IL		✓	✓	✓ none	✓	33,898	
2 Northern Force Subs Sycamore		✓	✓	✓ none		32,699.88	
3 Rock Valley Force Loves Park		✓	✓	✓ none	✓	54,000	
4							
5							
6							

**SYCAMORE PARK DISTRICT****Board of Commissioners****Date of Board Meeting: November 28, 2016****STAFF RECOMMENDATION****AGENDA ITEM: REVIEW OF MODIFIED BUDGET TIMELINE:  
Discussion and Comment Only**

**BACKGROUND INFORMATION:** Normally a first draft of the operating budget is presented at the November board meeting. This year I have revised the timeline. The reason behind this is there is a lot more involved in developing the 2018 budget. I have spent time creating new departments, account numbers, etc. in order to budget for our new facilities. Staff has been working on developing budget figures based on many unknowns.

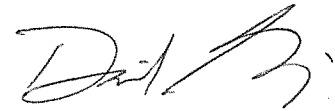
I project to email the first draft to the board by the end of the day December 1. Please do not hesitate to contact me with any questions or concerns.

**FISCAL IMPACT:** Unknown at this time.

**STAFF RECOMMENDATION:** None at this time.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

### Operating Budget Timeline

- By November 13, 9:00 am – Spreadsheets delivered to Superintendents for completion. Spreadsheets will include historical data, 2017 Budget, YTD actual as of September 30, 2017.
- By November 22, 9:00 am – Superintendents return spreadsheets to SOF with Projected 2017 and proposed 2018 budget figures.
- By December 1, 4:30 pm – Consolidate and prepare first draft to be emailed to board.
- By December 6, 4:30 pm – SOF and ED review and return to superintendents with questions, comments, concerns
- By December 12, 9:00am – provide any revisions
- By December 14, 4:30 pm – Update consolidated budget and prepare for presentation to board.
- December 19 – Present second draft to board.
- By January 15, 2018 – Finalize Operating Budget for board approval at January 23 board meeting.
- By January 26, 2018 – Superintendents submit monthly breakdown of final budget.

### Capital Budget Timeline

- By November 10, noon – provide Superintendents and Executive Director current capital budget with additions from Capital Asset List and Equipment Lifecycle Spreadsheet.
- By November 16, Management Team Meeting – Superintendents return capital budget with revisions. Discuss and update
- By November 17, noon – provide updated Capital Asset List to Superintendents and Executive Director
- November 23, Management Team Meeting – further discussion
- November 28 – Present first draft of capital budget to board.
- Continue to review/revise at Management Team Meetings
- December 19 – Present second draft to board. Approve if desired.

### Capital Asset List and Equipment Lifecycle Spreadsheet update

- By November 27, noon – provide Management Team with Capital Asset List and Equipment Lifecycle Spreadsheet for review.
- By December 15, noon – provide updates to spreadsheets