



**Sycamore Park District  
Regular Board Meeting**

**April 24, 2018**

**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: March 27, 2018**
- Executive Session Minutes: March 27, 2018**

**APPROVAL OF MONTHLY CLAIMS:**

- 10. Claims Paid Since Board Meeting (Roll Call Vote)**
- 19. Claims Presented (Roll Call Vote)**

**CONSENT AGENDA:**

- 24. Superintendent of Finance Monthly Report**
- 28. Budget Report**
- 41. Superintendent of Recreation Monthly Report**
- 47. Superintendent of Golf Operations Monthly Report**
- 50. Superintendent of Parks and Facilities Monthly Report**
- 55. Executive Director Monthly Report**

**CORRESPONDENCE- None**

*Sycamore Park District - we put the "MORE" in Sycamore.*

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Sycamore Park District is an equal opportunity provider and employer.

**Board of Commissioners Meeting**

**April 24, 2018**

**PG 2**

**PUBLIC INPUT**

**POSITIVE FEEDBACK/REPORTS**

**MONTHLY REPORT – Report from Graduate Assistant**

**OLD BUSINESS:**

**Review Status of Legacy Campus Construction—Dan/Bill  
Action on the Main Bridge at the Golf Course– Dan (Roll Call)**

**NEW BUSINESS:**

- 57. Report on Opening Weekend at Community Center—Sarah Rex  
Updating the Personnel Policy Regarding Smoking  
At Sycamore Parks and Facilities—Dan (Roll Call)**

**PUBLIC INPUT**

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

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

**Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday, March 27, 2018**

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 6:09 p.m. on Tuesday, March 27, 2018.

Will the recording secretary please call the roll.

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

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

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

Staff members present were Jeanette Freeman, Director Gible, Jackie Hienbuecher, Jeff Donahoe, Lisa Metcalf, Kirk Lundbeck and Theresa Tevsh.

**Guests at the Board meeting were:** None

**Regular and Consent Agenda Approval –  
Motion**

Commissioner Schulz moved to approve the Regular Agenda and the Consent Agenda.  
Commissioner Kroeger seconded the Motion.

**Voice Vote**

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

**Approval of Minutes –  
Motion**

Commissioner Schulz moved to approve the February 27, 2018 Regular Meeting Minutes.  
Commissioner Kroeger seconded the Motion.

**Voice Vote**

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

**Motion**

Commissioner Schulz moved to approve the February 27, 2018 Executive Session Meeting Minutes and to remain confidential. Commissioner Kroeger seconded the Motion.

**Voice Vote**

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

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### **Claims and Accounts Approval**

#### **Motion**

Commissioner Graves moved to approve and pay the bills in the amount of \$613,976.17.  
Commissioner Schulz seconded the Motion.

#### **Roll Call**

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

#### **Correspondence –**

- Genoa Area Chamber of Commerce
- Sycamore History Museum – Michelle Donahoe

Public Hearing on FY2018 Budget & Appropriation Ordinance 03-2018

President Strack called for a Motion to open the Hearing:

#### **Motion**

Commissioner Tucker moved to open the FY2018 Budget & Appropriation Hearing.  
Commissioner Schulz seconded the Motion.

There were no comments from the public.

President Strack called for a Motion to close the Hearing:

#### **Motion**

Commissioner Schulz moved to close the FY2018 Budget & Appropriation Hearing.  
Commissioner Tucker seconded the Motion.

#### **Roll Call**

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

### **Public Input – None**

#### **Positive Feedback –**

- President Strack noted he is not sure how staff is doing everything.
- Commissioner Schulz noted she is hearing from the public great things and just WOW.
- All the Commissioners raved on the building.

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**Monthly Report -Program Supervisor Lisa Metcalf-** She pointed out that even with all the new things going on, we are still maintaining our existing facilities which includes the Community Pool. There have been some upgrades and changes to the Pool. The brown slat in the fence have been taken down and put in the mesh privacy screens. The guard room now has new flooring which is a poured resin. There is a new Lifeguard chair by the diving well. The bad tree has been removed that we received many complaints on. The rules signage has been improved and looks better. There are new fun brellas in the baby pool area. We will be receiving a new motor. Derek and Assistant Manager Lilia have now been certified in teaching CPR, so this can be taught in house. The OSCAR program has been revamped. Bringing on the Splash Pad as an addition to our Aquatics. Supt. of Finance Hienbuecher noted we are working on connecting the cash register and phone at the pool to our existing system using a point to point wi-fi.

### **Old Business**

**Review Status of Legacy Campus Construction** – Director Gible noted he gave a copy of the punch list to the Board. The walk through for the outside areas will be done later. He wanted to give the Board an idea of what was on the list and the status of each one.

**Emergency Action on Main Bridge** – Director Gible noted the Board has received a lot of the advance information on this. He is recommending the Board authorize for this to happen

### **Motion**

Commissioner Schulz moved to authorize this to happen. Commissioner Tucker seconded the Motion.

### **Roll Call**

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

### **Budget & Appropriation Ordinance 03-2018 –**

### **Motion**

Commissioner Tucker moved to approve the Budget & Appropriation Ordinance 03-2018. Commissioner Graves seconded the Motion.

### **Roll Call**

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

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**Executive Summary** – Office Manager Freeman recommended approval of the final version of the Executive Summary as presented.

**Motion**

Commissioner Schulz moved to approve the Executive Summary as presented.  
Commissioner Kroeger seconded the Motion.

**Voice Vote**

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

**Update on Grand Opening** – Supt. of Golf Operations Lundbeck noted the VIP formal invitations have been mailed and have started receiving RSVP's. The committee did a dry run of both the Sneak Peak and Grand Opening. On the Saturday of our Grand Opening before the opening there will be a formal dedication at 11:45 for the flag and bench. At the opening everyone will get a bag with information and at 4:00 that afternoon the doors will be open for real. The final event will be a shot to one of the baskets. Tom & Jerrys will be catering the event. OLT donated all the bags that will be handed out. Supt. of Recreation Tevsh noted that is multipurpose rooms there will be boards on easels with information on what is going on at the Campus. Recreation Supervisor Metcalf noted there will be a scavenger hunt during the day as they go around the building.

**Consideration of 24/7 Operation – Pathway Fitness** – Director Gibble noted this is on the agenda so if after the Executive Session we need to come out and take any action. None was taken.

**New Business**

**Annual Audit: First Review** - Supt of Finance Hienbuecher noted this is just a draft for review. There are some things that need to be finalized before the final can be approved. This will be presented at the May Board meeting. She noted the Auditors are encouraging us to eliminate the Enterprise Fund. Director Gibble noted we are not proposing anything right now.

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

**Authorize Treasurer to Transfer Funds** – Supt. of Finance Hienbuecher noted these entries are in the draft audit, but we need the Board to formally ratify these transfers to eliminate the negative cash and to transfer excess funds into Action 2020.

**Motion**

Commissioner Tucker moved to approve the transfer of funds as presented. Commissioner Graves seconded the Motion.

**Roll Call**

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

**Input on Installation of Memorial Plaque at the Good Tymes Shelter** – Commissioner Schulz noted this is the 35 year anniversary of the Good Tymes shelter in the park. The Good Tymes group would like to install a plaque on the shelter and do some updating work on the shelter. They would also like to be recognized during one of the summer concerts. They have asked for some seed money for the plaque to get things started. The Board suggested \$250.00 to help them start.

**Updating the Conduct Ordinance** – Director Gible noted the Board had asked him to broaden the sweep beyond the Legacy Campus for the Non-Smoking. He is recommending everything except the Concerts and the Golf Course.

**Motion**

Commissioner Schulz moved to approve the changes to the Conduct Ordinance as recommended. Commissioner Kroeger seconded the Motion.

**Roll Call**

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

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**Changes to Miscellaneous Benefits Based Upon Opening of New CC** – Director Gible noted he is recommending the changes to both the FT and PT Personnel Policy as presented.

**Motion**

Commissioner Schulz moved to approve the changes to the FT Personnel Policy Item 4-15 and PT Personnel Policy Item 4.5 as recommended. Commissioner Graves seconded the Motion.

**Roll Call**

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

**Public Input** - None

**Motion**

The Board adjourned the Regular Session to go into Executive Session at 7:14 pm on a motion made by Commissioner Schulz for the reasons listed below. The motion was seconded by Commissioner Tucker.

**Roll Call**

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

- 11 Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

The Board convened to Executive Session at 7:17 pm. The roll was called with Commissioners Graves, Kroeger, Schulz, Tucker, and Strack present along with Recording Secretary Jeanette Freeman, Director Gible and Supt. of Recr. Tevsh.

**Motion**

The Board adjourned the Executive Session at 7:28 p.m. and reconvened to Regular Session on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Tucker.

**Voice Vote**

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



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**Motion**

The Board adjourned the Regular Session at 7:28 p.m. on a motion made by Commissioner Tucker. The motion was seconded by Commissioner Schulz.

**Voice Vote**

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

Respectfully Submitted

Jeanette Freeman  
Recording Secretary  
Sycamore Park District

*Theremin*

FROM 03/28/2018 TO 04/18/2018

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
CCP	CCP INDUSTRIES INC.								
	IN02025959	01 SHOP RAGS	101500076500	01/17/18	00000000	58967	04/06/18	234.34	234.34
									234.34
CINTRA	CINTAS CORPORATION #355								
	355504729-BALANCE	01 RAG & RUG INV BALANCE	101000056301	01/26/18	00000000	58987	04/11/18	310.60	4.00
		02 RAG & RUG INV BALANCE	201000056301		00000000				2.00
									2.00
	355507925-BALANCE	01 RAG & RUG - INV BALANCE	101000056301	02/02/18	00000000	58987	04/11/18	310.60	4.00
									4.00
	355514273	01 RAG & RUG SERVICE	101000056301	02/16/18	00000000	58987	04/11/18	310.60	17.51
		02 RAG & RUG SERVICE	201000056301		00000000				6.30
		03 RAG & RUG SERVICE	207500056301		00000000				5.12
									6.09
	355514274	01 RAG & RUG SERVICE	101500056301	02/16/18	00000000	58987	04/11/18	310.60	27.84
		02 RAG & RUG SERVICE	504100056301		00000000				9.75
		03 RAG & RUG SERVICE	201000056301		00000000				9.75
		04 RAG & RUG SERVICE	101000056301		00000000				4.17
									4.17
	355520701	01 RAG & RUG SERVICE	101000056301	03/02/18	00000000	58987	04/11/18	310.60	17.51
		02 RAG & RUG SERVICE	201000056301		00000000				9.66
									7.85
	355520702	01 RAG & RUG SERVICE	101500056301	03/02/18	00000000	58987	04/11/18	310.60	33.94
		02 RAG & RUG SERVICE	504100056301		00000000				9.75
		03 RAG & RUG SERVICE	201000056301		00000000				9.75
		04 RAG & RUG SERVICE	101000056301		00000000				4.17
		05 RAG & RUG SERVICE	207500056301		00000000				4.17
									6.10
	355523863	01 RAG & RUG SERVICE	101000056301	03/09/18	00000000	58987	04/11/18	310.60	17.51
		02 RAG & RUG SERVICE	201000056301		00000000				9.66
									7.85
	355523864	01 RAG & RUG SERVICE	101500056301	03/09/18	00000000	58987	04/11/18	310.60	33.94
		02 RAG & RUG SERVICE	504100056301		00000000				9.75
		03 RAG & RUG SERVICE	201000056301		00000000				9.75
		04 RAG & RUG SERVICE	101000056301		00000000				4.17

VENDOR TOTAL: 234.34

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 03/28/2018 TO 04/18/2018

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	355523864	05 RAG & RUG SERVICE	207500056301	03/09/18	00000000	58987	04/11/18	310.60	33.94 6.10
	355527036	01 RAG & RUG SERVICE	101000056301	03/16/18	00000000	58987	04/11/18	310.60	17.51 9.66 7.85
	355527037	01 RAG & RUG SERVICE	101500056301	03/16/18	00000000	58987	04/11/18	310.60	33.94 9.75 9.75 4.17 4.17 6.10
	355530212	01 RAG & RUG SERVICE	101000056301	03/23/18	00000000	58987	04/11/18	310.60	17.51 9.66 7.85
	355530213	01 RAG & RUG SERVICE	101500056301	03/23/18	00000000	58987	04/11/18	310.60	33.94 9.75 9.75 4.17 4.17 6.10
	355533424	01 RAG & RUG SERVICE	101000056301	03/30/18	00000000	58987	04/11/18	310.60	17.51 9.66 7.85
	355533425	01 RAG & RUG SERVICE	101500056301	03/30/18	00000000	58987	04/11/18	310.60	33.94 9.75 9.75 4.17 4.17 6.10
CITY2	CITY OF SYCAMORE							VENDOR TOTAL:	310.60
	142056006/5650-0318	01 WATER/SEWER-POOL	518100096704	03/29/18	00000000	58968	04/06/18	213.84	213.84 213.84
CITY	CMJ TECHNOLOGIES, INC.							VENDOR TOTAL:	213.84
	10062			03/28/18		58969	04/06/18	6,775.35	6,775.35

FROM 03/28/2018 TO 04/18/2018

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
10062	01	LEGACY CAMPUS - TECHNOLOGY	711000207036	03/28/18	00000000	58969	04/06/18	6,775.35	6,775.35
10322	01	3 NEW WORSTATIONS BALANCE	711000207036	03/23/18	0002648	58970	04/06/18	5,922.63	1,894.00
10397	01	NETGEAR SWITCH	101000046200	03/23/18	00000000	58970	04/06/18	5,922.63	1,894.00
10403	01	PREPAID LABOR	101000056304	03/28/18	00000000	58970	04/06/18	5,922.63	2,520.00
10405	01	MONTHLY SERVICES	101000056304	04/01/18	00000000	58970	04/06/18	5,922.63	2,520.00
	02	MONTHLY SERVICES	201000056304		00000000				1,443.64
	03	OFFICE 365 NEW STAFF	101000046206		00000000				290.00
	04	OFFICE 365 NEW STAFF	201000046206		00000000				407.85
	05	PATCH CABLES	101000046200		00000000				407.85
	06	PATCH CABLES	201000046200		00000000				23.97
									VENDOR TOTAL: 12,697.98
031418	01	CABLE SERVICE/INSTALL	207500096705	03/14/18	00000000	58971	04/06/18	1,467.31	1,125.67
	02	INTERNET	101000096706		00000000				780.82
	03	INTERNET	201000096706		00000000				172.43
031918	01	INTERNET	101000096706	03/19/18	00000000	58971	04/06/18	1,467.31	341.64
	02	INTERNET	201000096706		00000000				119.92
	03	CABLE	303000096705		00000000				119.93
	04	CABLE	504000096705		00000000				50.89
87711009004687680418	01	CABLE-NEW INSTALL	303000096705	04/01/18	00000000	58997	04/18/18	335.38	335.38
	02	CABLE - NEW INSTALL	504000096705		00000000				167.69
									VENDOR TOTAL: 1,802.69
030818	01	FOUNDERS PARK	101500096702	03/08/18	00000000	58972	04/06/18	88.54	88.54
	02	GOOD TYMES SHELTER	101500096702		00000000				26.75
									VENDOR TOTAL: 1,802.69

FROM 03/28/2018 TO 04/18/2018

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

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
040518		01 FOUNDERS PARK	101500096702	04/05/18	00000000	58998	04/18/18	492.15	492.15
		02 BOYNTON PARK	101500096702		00000000				54.01
		03 KIWANIS PARK	101500096702		00000000				31.86
		04 EMIL CASSIER PARK	101500096702		00000000				89.14
		05 SYCAMORE LAKE	101500096702		00000000				48.60
		06 GOOD TYMES SHELTER	101500096702		00000000				73.66
		07 WETZEL PARK	101500096702		00000000				78.90
		08 ENTRY PARK	101500096702		00000000				48.84
									67.14

DYNEGY E DYNEGY ENERGY SERVICES VENDOR TOTAL: 580.69

138473618031		01 BASEBALL CONC	303300096702	03/07/18	00000000	59000	04/18/18	6,762.12	6,762.12
		02 POOL	518100096702		00000000				38.41
		03 MAINTENANCE	101500096702		00000000				363.55
		04 MAINTENANCE	504100096702		00000000				22.38
		05 PUMP HOUSE	504100096702		00000000				22.38
		06 CART BLDG	504000096702		00000000				8.56
		07 CLUBHOUSE	303000096702		00000000				311.74
		08 PROSHOP	504000096702		00000000				61.37
		09 ADMIN	101000096702		00000000				61.37
		10 ADMIN	201000096702		00000000				143.19
		11 ELECTRONIC SIGN	101000096702		00000000				143.19
		12 ELECTRONIC SIGN	201000096702		00000000				6.64
		13 SPORTS COMPLEX	202100096702		00000000				6.63
		14 COMMUNITY CENTER	207500096702		00000000				7.39
		15 MAINT BLDG	101500096702		00000000				4,636.44
		16 MAINT BLDG	504100096702		00000000				464.44

FRONTIER FRONTIER VENDOR TOTAL: 6,762.12

032218		01 MAINT BLDG	101500096700	03/22/18	00000000	58973	04/06/18	742.31	742.31
		02 MAINT BLDG	504100096700		00000000				70.36
		03 POOL	518000096700		00000000				70.37
		04 ADMINISTRATION	101000096700		00000000				42.32
		05 ADMINISTRATION	201000096700		00000000				279.63
040718		01 ADMIN	101000096700	04/07/18	00000000	59001	04/18/18	598.93	598.93
		02 ADMIN	201000096700		00000000				279.63
		03 CONCESSIONS	303000096700		00000000				279.63

VENDOR TOTAL: 1,341.24

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ILLDNR	S20180063	IDNR/OFFICE OF WATER RESOURCES	701000207005	04/18/18	00000000	59002	04/18/18	2,620.00	2,620.00
	01	APPL FOR PERMIT S20180063						2,620.00	2,620.00
									VENDOR TOTAL: 2,620.00
ILLITURF	02817	ILLINOIS TURFGRASS FOUNDATION	101000046204	03/28/18	00002775	59003	04/18/18	125.00	125.00
	01	ANNUAL DUES						125.00	125.00
									VENDOR TOTAL: 125.00
KISH	38	KISHWAUKEE SPECIAL RECREATION	221000076500	03/21/18	00000000	58974	04/06/18	64.89	64.89
	01	INCLUSION STAFF						64.89	64.89
									VENDOR TOTAL: 64.89
MUELLER	173	MUELLER BROS	701000207008	02/23/18	00000000	58975	04/06/18	3,000.00	3,000.00
	01	TREE REMOVAL UNION						3,000.00	3,000.00
									VENDOR TOTAL: 3,000.00
NICOR	032818	NICOR GAS		03/28/18		59004	04/18/18	2,603.59	2,603.59
	01	MAINT BLDG	101500096703		00000000			455.06	455.06
	02	MAINT BLDG	504100096703		00000000			455.05	455.05
	03	POOL	518100096703		00000000			476.85	476.85
	04	ADMIN	101000096703		00000000			168.14	168.14
	05	ADMIN	201000096703		00000000			168.14	168.14
	06	PRO SHOP	504000096703		00000000			72.06	72.06
	07	CLUBHOUSE	303000096703		00000000			72.06	72.06
	08	PUMP HOUSE	504100096703		00000000			47.74	47.74
	09	AIRPORT RD PROPERTY	207500096703		00000000			688.49	688.49
									VENDOR TOTAL: 2,603.59
NORTHILLU	PED0000150	NORTHERN ILLINOIS UNIVERSITY		03/22/18	00000000	58988	04/11/18	4,171.50	4,171.50
	01	GA - H. ALTON SPRING 2018	2070000056315					4,171.50	4,171.50
									VENDOR TOTAL: 4,171.50
NWITAPR	2018	NWITAPR-HUNTLEY PARK DISTRICT		03/01/18		58962	04/02/18	50.00	50.00
									VENDOR TOTAL: 50.00

FROM 03/28/2018 TO 04/18/2018

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
PDRMA	2018	01 ANNUAL DUES	101000046204	03/01/18	00000000	58962	04/02/18	50.00	50.00
		02 ANNUAL DUES	201000046204		00000000			25.00	25.00
								VENDOR TOTAL:	50.00
PDRMA	1515786160	01 JD - 2-28-18 TRAINING	101000046211	02/28/18	00000000	58961	04/02/18	60.00	30.00
	151786193	01 ST - 2-28-18 TRAINING	101000046211	02/28/18	00000000	58961	04/02/18	60.00	30.00
								VENDOR TOTAL:	60.00
PRIN	APRIL 2018	01 DENTAL INS PREMIUM	101000106801	04/05/18	00000000	58976	04/06/18	1,524.34	1,524.34
		02 DENTAL INS PREMIUM	101500106801		00000000			263.14	263.14
		03 DENTAL INS PREMIUM	504100106801		00000000			53.87	53.87
		04 DENTAL INS PREMIUM	504000106801		00000000			165.77	165.77
		05 DENTAL INS PREMIUM	201000106801		00000000			138.14	138.14
		06 DENTAL INS PREMIUM	202100106801		00000000			516.22	516.22
		07 DENTAL INS PREMIUM	303000106801		00000000			343.01	343.01
								44.19	44.19
								VENDOR TOTAL:	1,524.34
RINGCEN	441539	01 MONTHLY SERVICE	101000096700	03/20/18	00000000	58977	04/06/18	971.85	971.85
		02 MONTHLY SERVICE	201000096700		00000000			485.92	485.92
								485.93	485.93
								VENDOR TOTAL:	971.85
RINGLAND	216095-18R	01 CAMPUS PROJECT	711000056312	03/25/18	00000000	58978	04/06/18	275,739.00	275,739.00
								275,739.00	275,739.00
								VENDOR TOTAL:	275,739.00
STMARYHA	4-12-18	01 TABLE COVERS FOR G.O.	101200046214	04/11/18	00002791	58989	04/11/18	36.00	36.00
								36.00	36.00
								VENDOR TOTAL:	36.00







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SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 03/28/2018 TO 04/18/2018

VENDOR # INVOICE #  
 UNUM UNUM LIFE INSURANCE

ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
MARCH 2018							
01 STD INS PREMIUM	1010000106801	04/05/18	00000000	58981	04/06/18	253.40	253.40
02 STD INS PREMIUM	101500106801		00000000				41.63
03 STD INS PREMIUM	504100106801		00000000				7.22
04 STD INS PREMIUM	504000106801		00000000				22.20
05 STD INS PREMIUM	201000106801		00000000				18.50
06 STD INS PREMIUM	202100106801		00000000				76.30
07 STD INS PREMIUM	303000106801		00000000				79.00
							8.55

VENDOR TOTAL: 253.40

VERMONT SYSTEMS INC	58313	01 TRAINING-VARIOUS	101000046207	03/26/18	00000000	58966	04/02/18	1,150.00	700.00
		02 TRAINING-VARIOUS	201000046207		00000000				350.00
		01 TRAINING-INSTALL ACCESS	101000046207	03/26/18	00000000	58966	04/02/18	1,150.00	450.00
		02 TRAINING-INSTALL ACCESS	201000046207		00000000				225.00

VENDOR TOTAL: 1,150.00

WALM	031618	01 SPS JANITOR THANK YOU GIFT	101200046214	03/16/18	00002708	58982	04/06/18	81.46	81.46
		02 BINDERS	201000046200		00002708				52.97
		03 CAN OPENER	303000076500		00002708				16.52
									11.97

VENDOR TOTAL: 81.46  
 TOTAL --- ALL INVOICES: 322,466.58

*Board*

INVOICES DUE ON/BEFORE 04/24/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CORPORATE			
10	ADMINISTRATION		
AFLAC	AFLAC	1,514.59	432.74
BANK	THE BANK OF NEW YORK MELLON	750.00	750.00
CENTURY	CENTURY PRINT & GRAPHICS		517.18
COUNTRY	COUNTRY STORE & CATERING		225.50
ECO	ECOWATER SYSTEMS, INC.	30.60	9.72
ILLIN	ILLINI SECURITY SYSTEMS, INC.	28,608.75	151.88
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	7,483.90	93.10
KAR	KAR-FRE FLOWERS	115.00	57.95
MENA	MENARDS - SYCAMORE	2,021.56	32.95
PDRMA	PDRMA	34,700.28	2,710.55
SHAW	SHAW SUBURBAN MEDIA	1,229.66	30.58
SOFT	SOFT WATER CITY	793.75	28.75
SYCPK2	SYCAMORE PARK DISTRICT	1,100.00	375.00
T0000307	STRACK, TED		44.52
TIMECLOC	TIME CLOCK EXPRESS		24.55
WASTE	WASTE MANAGEMENT	580.95	68.73
	ADMINISTRATION		5,553.70
12	MARKETING		
BANN	BANNER UP SIGNS	132.00	15.00
BARRACUD	BARRACUDA CREATIVE STUDIO		75.00
LE PRINT	LE PRINT EXPRESS	82.50	13.50
NEWV	NEW VALUES MAGAZINE		350.00
PROVIDEN	PROVIDENT DIRECT	2,222.20	590.00
SHAW	SHAW SUBURBAN MEDIA	1,229.66	344.00
	MARKETING		1,387.50
15	PARKS		
ADVANCE	ADVANCE AUTO PARTS	3,673.80	205.70
ARTHU	ARTHUR CLESEN, INC.	241.68	150.90
BURKE	BURKE'S HAULING INC		30.00
BURRI	BURRIS EQUIPMENT CO.	3,696.21	366.10
CEDAR	CEDAR RAPIDS TIRE		334.35
CONS	CONSERV FS	2,407.22	929.20
GORDH	GORDON HARDWARE	43.57	23.06
GRAI	GRAINGER	523.99	41.00
INTERS	INTERSTATE BATTERIES ROCKFORD	875.35	182.85
KAR	KAR-FRE FLOWERS	115.00	26.53

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SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 04/24/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
CORPORATE			
15	PARKS		
LOWE	LOWE'S	675.24	61.46
MENA	MENARDS - SYCAMORE	2,021.56	68.85
PDRMA	PDRMA	34,700.28	817.78
RICHM	RICHMOND FISHERIES		1,000.00
SOFT	SOFT WATER CITY	793.75	97.00
THIELSEN	THIELSEN, CHRIS		120.00
WASTE	WASTE MANAGEMENT	580.95	37.16
	PARKS		4,491.94
RECREATION			
10	ADMINISTRATION		
CENTURY	CENTURY PRINT & GRAPHICS		517.17
COUNTRY	COUNTRY STORE & CATERING		225.50
ECO	ECOWATER SYSTEMS, INC.	30.60	9.73
ILLIN	ILLINI SECURITY SYSTEMS, INC.	28,608.75	151.87
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	7,483.90	93.10
PDRMA	PDRMA	34,700.28	4,448.73
SHAW	SHAW SUBURBAN MEDIA	1,229.66	30.57
T0000024	DOBBERSTEIN, MELISSA	189.67	88.84
T0000307	STRACK, TED		27.52
TIMECLOC	TIME CLOCK EXPRESS		24.55
	ADMINISTRATION		5,617.58
21	SPORTS COMPLEX MAINTENANCE		
BATTERIE	BATTERIES PLUS	61.18	568.75
CONS	CONSERV FS	2,407.22	156.56
CSR	CSR BOBCAT EQUIPMENT CO.	206.26	23.04
FAST	FASTENAL COMPANY	153.60	73.06
JOHN	JOHNSON SEAT & CANVAS SHOP		200.00
LOWE	LOWE'S	675.24	139.85
PDRMA	PDRMA	34,700.28	6,130.56
WASTE	WASTE MANAGEMENT	580.95	37.15
	SPORTS COMPLEX MAINTENANCE		7,328.97
25	MIDWEST MUSEUM OF NATURAL HIST		

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SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 04/24/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
25	MIDWEST MUSEUM OF NATURAL HIST		
MIDWESTM	MIDWEST MUSEUM OF NATURAL HIST		1,520.25
	MIDWEST MUSEUM OF NATURAL HIST		1,520.25
65	BROCHURE		
SWIFT	JOHN S SWIFT COMPANY		4,740.78
	BROCHURE		4,740.78
70	WEIGHT ROOM		
MENA	MENARDS - SYCAMORE	2,021.56	57.51
	WEIGHT ROOM		57.51
75	COMMUNITY CENTER		
LE PRINT	LE PRINT EXPRESS	82.50	21.50
LOWE	LOWE'S	675.24	41.76
MENA	MENARDS - SYCAMORE	2,021.56	298.36
WARE	WAREHOUSE DIRECT BUSINESS	119.20	59.60
WASTE	WASTE MANAGEMENT	580.95	454.97
	COMMUNITY CENTER		876.19
AUDIT			
10	ADMINISTRATION		
LAUTER	LAUTERBACH & AMEN LLP		12,500.00
	ADMINISTRATION		12,500.00
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
MENA	MENARDS - SYCAMORE	2,021.56	107.78
PDRMA	PDRMA	34,700.28	502.51
T0000024	DOBBERSTEIN, MELISSA	189.67	99.58

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SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 04/24/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
<b>CONCESSIONS</b>			
30	CLUBHOUSE CONCESSIONS		
WASTE	WASTE MANAGEMENT	580.95	58.73
	CLUBHOUSE CONCESSIONS		768.60
<b>GOLF COURSE</b>			
10	ADMINISTRATION		
EPOCH	EPOCH EYEWEAR		182.31
FOOT	FOOTJOY		101.72
GEAR	GEAR FOR SPORTS		1,154.34
HORN	HORNUNG'S PRO GOLF SALES INC.	461.09	264.64
MOBILE	MOBILE PRO SHOP		318.81
TAYLORMA	TAYLOR MADE GOLF COMPANY INC		266.40
	ADMINISTRATION		2,288.22
40	GOLF OPERATIONS		
ADVANCE	ADVANCE AUTO PARTS	3,673.80	74.15
PDRMA	PDRMA	34,700.28	2,097.74
	GOLF OPERATIONS		2,171.89
41	GOLF MAINTENANCE		
ADVANCE	ADVANCE AUTO PARTS	3,673.80	72.17
ARTHU	ARTHUR CLESEN, INC.	241.68	1,730.82
CONS	CONSERV FS	2,407.22	61.30
GRAI	GRAINGER	523.99	151.68
MENA	MENARDS - SYCAMORE	2,021.56	6.98
PDRMA	PDRMA	34,700.28	2,512.64
REIN	REINDERS, INC.	10,915.17	202.77
SOFT	SOFT WATER CITY	793.75	28.75
	GOLF MAINTENANCE		4,767.11
<b>CAPITAL PROJECTS</b>			
10	ADMINISTRATION		
ANCHOR	ANCHOR INDUSTRIES INC		3,528.00

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SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 04/24/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CAPITAL PROJECTS			
10	ADMINISTRATION		
CMJ	CMJ TECHNOLOGIES, INC.	92,501.13	1,820.00
RALPHHEL	RALPH HELM LAWN EQUIPMENT CTR		4,175.00
	ADMINISTRATION		9,523.00
ACTION 2020			
10	ADMINISTRATION		
BJS	BJ'S DECORATING	5,281.61	2,907.50
ENGIN	ENGINEERING RESOURCE ASSOC	64,288.29	4,517.36
MENA	MENARDS - SYCAMORE	2,021.56	353.46
VERMONT	VERMONT SYSTEMS INC	27,613.01	1,206.76
	ADMINISTRATION		8,985.08
	TOTAL ALL DEPARTMENTS		72,578.32

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: April 24, 2018

**Administrative Initiatives** (4/1/18 – 4/30/18)

- Attended scheduled Management Team and Board meetings.
- Continued to work with DCCF to structure distribution of Action 2020 donations.
- Continued to work with First Midwest Bank and Vermont Systems to finalize ACH set up in RecTrac.
- Reviewed draft of audit. Prepared Management Discussion & Analysis for audit report. Submitted final data from IMRF.
- Coordinated move and installation of workstations, printers and phones at Community Center.
- Finalized 2017 Tax Levy with County.
- Reviewed applications for financial assistance.
- Participated in Sneak Peek, April 12.
- Participated in Grand Opening Event, April 14.
- Participated in Chamber Ribbon Cutting, April 19.
- Worked with CMJ to setup wireless access point to join pool to district network. This will allow us to utilize RecTrac to it's fullest and put the pool phone into the same system the rest of the District is using.
- Continued to review cash flow and transferred funds as needed.



- Began pulling documents to be placed in the employee portal.
- Showed new full-time staff how to use PATH program.
- Continued to monitor new household accounts on Rectrac for residency.
- Transferred cost of goods sold in concessions (catering) and pro shop.
- Submitted engineering billing to IDOT for reimbursement.
- Assisted staff with technology problems. Coordinated assistance from CMJ to resolution.
- Performed criminal background checks on new hires.
- Assisted employee with insurance paperwork.
- Worked with staff to establish phone “trees” and set up in phone system.
- Facilitated installation of new network printer at 940 E State.
- Followed up with State of Illinois Treasurer regarding funds turned into state and recoupment.
- Attended OAC meeting prior to opening of Community Center.
- Met with staff to discuss further the Community Center front desk structure.
- Began notification process for address changes.
- Worked with CMJ, Vermont Systems, and CardConnect to resolve issues at Community Center customer service desk.
- Participated in RingCentral webinars to learn more on our phone system including administration and upcoming new feature release.
- Reviewed vending reports and developed procedures for recording revenue.

- Updated opening and closing procedures for Community Center customer service desk.
- Worked with CMJ to install UPS devices on select workstations. These UPS devices will provide a battery backup in case of power loss which will allow for completion of a transaction or process.
- Provided documentation to Dekalb Park District for Time Off Survey.
- Followed up with Physicians Intermediate Care regarding pre-employment physicals and workers comp services and the cost for these services. Finalized contract for services.
- Attended Pumpkin Festival Committee meeting.

**Administrative Initiatives** (5/1/18 – 5/31/18)

- Attend Management Team and Board meetings.
- Finalize audit and present to board. File with County.
- Work with staff to finalize monthly allocation of 2018 budget and enter in MSI.
- Meet with representatives from Speer Financial and PFM to discuss future bond issue.
- Continue to review applications for financial assistance.
- Perform first EFT billing for Pathway Fitness.
- Wellness Ambassador Training.
- Establish Frontier contact to terminate phone numbers no longer needed.
- Continue to work with CMJ to setup computer and phone at pool.
- Continue to work with Sarah and Visionary Webworks on Employee Portal documents.

- Participate in PDRMA PATH Water Works Challenge Webinar.
- Reconcile FSA accounts.
- Develop policy for Drivers Abstract.
- Perform criminal background check on any new hires.
- Transfer cost of goods sold in concessions (catering, sports complex, beverage cart) and pro shop sales.
- 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. Train on AssetMAXX software.
- Review outstanding accounts payable checks to determine validity. Review outstanding payroll checks.

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended March 31, 2018

**Corporate Fund (10)**

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	<u>Variance</u>
Revenues					
Administration	5,489.09	12,994.96	1,331,721.00	13,858.57	-6.2% (1)
Marketing			-		
Parks	-	-	14,207.00	-	#DIV/0!
Total Revenues	5,489.09	12,994.96	1,345,928.00	13,858.57	-6.2%
Expenses					
Administration	36,476.67	100,243.44	901,754.00	106,328.09	-5.7% (2)
Marketing	2,847.11	6,455.66	77,704.00	6,908.15	-6.6%
Parks	16,464.78	40,242.95	292,674.00	42,886.22	-6.2%
Total Expenses	55,788.56	146,942.05	1,272,132.00	156,122.46	-5.9%
Total Fund Revenues	5,489.09	12,994.96	1,345,928.00	13,858.57	-6.2%
Total Fund Expenses	55,788.56	146,942.05	1,272,132.00	156,122.46	-5.9%
Surplus (Deficit)	(50,299.47)	(133,947.09)	73,796.00	(142,263.89)	-5.8%

(1) Replacement taxes are lower in 2018 by 24.1% \$2,805

(2) Education/Training higher in 2017 by 60.8% \$7,316 due to Vermont Systems new system training.

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended March 31, 2018

**Recreation Fund (20)**

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	-	-	940,031.00	197.25	-100.0%
Sports Complex	-	-	44,867.00	601.00	-100.0%
Sports Complex Maintenance	-	-	41,216.00	-	#DIV/0!
Midwest Museum of Natural Hist	-	-	2,195.00	618.95	-100.0%
Programs-Youth	19.00	706.00	3,519.00	4,803.28	-85.3% (1)
Programs-Tweens	-	-	759.00	-	#DIV/0! (1)
Programs-Adult	35.00	1,138.00	5,951.00	912.00	24.8% (1)
Programs-Family	-	-	-	-	#DIV/0! (1)
Programs-Adult Athletic Leagues	-	-	9,653.00	-	#DIV/0! (1)
Programs-Youth Athletics	1,218.00	4,535.00	34,697.00	8,171.00	-44.5% (1)
Programs-Fitness	-	1,772.00	7,848.00	2,989.00	-40.7% (1)
Programs-Early Childhood	1,150.00	2,760.00	4,615.00	205.00	1246.3% (1)
Programs-Senior	-	-	-	-	#DIV/0! (1)
Programs-Dance	-	744.00	2,752.00	918.00	-19.0% (1)
Programs-Special Events	1,004.00	3,720.00	6,211.00	3,519.00	5.7% (1)
Programs-Community Events	1,460.00	1,960.00	14,620.00	1,600.00	22.5%
Programs-Trips	-	-	-	-	#DIV/0! (1)
Brochure	-	-	7,350.00	4,650.00	-100.0% (2)
Fitness Room	189.00	189.00	107,687.00	-	#DIV/0!
Community Center	-	-	37,444.00	-	#DIV/0!
<b>Total Revenues</b>	<b>5,075.00</b>	<b>17,524.00</b>	<b>1,271,415.00</b>	<b>29,184.48</b>	<b>-40.0%</b>

(1) Revenue from programs decreased 28.5%, \$6,142 compared to 2017.

(2) timing

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended March 31, 2018

## Expenses

Administration	47,212.78	129,414.59	517,861.00	101,998.28	26.9%	(1)
Sports Complex	-	-	250.00	-	#DIV/0!	
Sports Complex Maintenance	42,491.32	97,515.86	411,989.00	95,109.23	2.5%	
Midwest Museum of Natural Hist	614.19	2,502.14	9,750.00	7,629.88	-67.2%	(2)
Programs-Youth	257.01	469.61	2,744.00	1,584.54	-70.4%	(3)
Programs-Tweens	-	-	583.00	-	#DIV/0!	(3)
Programs-Adult	-	847.42	4,298.00	388.96	117.9%	(3)
Programs-Family	-	-	-	-	#DIV/0!	(3)
Programs-Adult Athletic Leagues	734.17	2,033.55	4,774.00	1,464.17	38.9%	(3)
Programs-Youth Athletics	-	895.50	22,080.00	2,293.00	-60.9%	(3)
Programs-Fitness	502.81	1,161.54	4,105.00	1,626.14	-28.6%	(3)
Programs-Early Childhood	-	1,305.00	3,084.00	169.73	668.9%	(3)
Programs-Senior	-	-	-	-	#DIV/0!	(3)
Programs-Dance	145.33	258.38	1,574.00	452.19	-42.9%	(3)
Programs-Special Events	103.00	1,013.11	3,847.00	2,473.01	-59.0%	(3)
Programs-Community Events	1,225.00	1,573.00	30,142.00	-	#DIV/0!	
Programs-Trips	-	-	-	952.33	-100.0%	(3)
Brochure	1,457.27	1,457.27	25,000.00	2,026.41	-28.1%	
Fitness Room	-	-	49,380.00	-	#DIV/0!	
Community Center	3,975.79	12,089.48	173,233.00	-	#DIV/0!	(4)
Total Expenses	98,718.67	252,536.45	1,264,694.00	218,167.87	15.8%	
Total Fund Revenues	5,075.00	17,524.00	1,271,415.00	29,184.48	-40.0%	
Total Fund Expenses	98,718.67	252,536.45	1,264,694.00	218,167.87	15.8%	
Surplus (Deficit)	(93,643.67)	(235,012.45)	6,721.00	(188,983.39)	24.4%	

(1) In 2018, Supt of Recreation wages and related (not hired until July 2017) and RecTrac Annual Maint (billed in May 2017).

(2) Installed 2 new heat exchangers in 2017

(3) Expenses for programs decreased 30.0%, \$3,420 compared to 2017.

(4) primarily utilities for new community center.

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended March 31, 2018

**Donations (21)**

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	20.00	48,915.00	450,000.00	6,468.54	656.2% (1)
Total Revenues	20.00	48,915.00	450,000.00	6,468.54	656.2%
Expenses					
Administration	-	-	450,000.00	-	#DIV/0!
Total Expenses	-	-	450,000.00	-	#DIV/0!
Total Fund Revenues	20.00	48,915.00	450,000.00	6,468.54	656.2%
Total Fund Expenses	-	-	450,000.00	-	#DIV/0!
Surplus (Deficit)	20.00	48,915.00	-	6,468.54	656.2%

(1) 2018 received two year installment from Northwestern Medicine \$40,000

**Special Recreation (22)**

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	-	-	179,000.00	127.65	-100.0%
Total Revenues	-	-	179,000.00	127.65	-100.0%
Expenses					
Administration	16.23	16.23	191,500.00	108,678.40	-100.0% (1)
Total Expenses	16.23	16.23	191,500.00	108,678.40	-100.0%
Total Fund Revenues	-	-	179,000.00	127.65	-100.0%
Total Fund Expenses	16.23	16.23	191,500.00	108,678.40	-100.0%
Surplus (Deficit)	(16.23)	(16.23)	(12,500.00)	(108,550.75)	-100.0%

(1) Changed timing of KSRA payment and 2017 expenses for ADA improvements at pool.

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended March 31, 2018

**Insurance (23)**

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	-	-	70,000.00	27.94	-100.0%
Total Revenues	-	-	70,000.00	27.94	-100.0%
Expenses					
Administration	-	-	65,738.00	-	#DIV/0!
Total Expenses	-	-	65,738.00	-	#DIV/0!
Total Fund Revenues	-	-	70,000.00	27.94	-100.0%
Total Fund Expenses	-	-	65,738.00	-	#DIV/0!
Surplus (Deficit)	-	-	4,262.00	27.94	-100.0%

**Audit (24)**

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	-	-	14,500.00	19.69	-100.0%
Total Revenues	-	-	14,500.00	19.69	-100.0%
Expenses					
Administration	-	-	14,500.00	-	#DIV/0!
Total Expenses	-	-	14,500.00	-	#DIV/0!
Total Fund Revenues	-	-	14,500.00	19.69	-100.0%
Total Fund Expenses	-	-	14,500.00	-	#DIV/0!
Surplus (Deficit)	-	-	-	19.69	-100.0%



**Paving & Lighting (25)**

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	-	-	100.00	32.50	-100.0%
Total Revenues	-	-	100.00	32.50	-100.0%
Expenses					
Administration	-	-	21,000.00	-	#DIV/0!
Total Expenses	-	-	21,000.00	-	#DIV/0!
Total Fund Revenues	-	-	100.00	32.50	
Total Fund Expenses	-	-	21,000.00	-	
Surplus (Deficit)	-	-	(20,900.00)	32.50	

**Park Police (26)**

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	-	-	100.00	4.60	-100.0%
Total Revenues	-	-	100.00	4.60	-100.0%
Expenses					
Administration	-	-	3,000.00	-	#DIV/0!
Total Expenses	-	-	3,000.00	-	#DIV/0!
Total Fund Revenues	-	-	100.00	4.60	-100.0%
Total Fund Expenses	-	-	3,000.00	-	
Surplus (Deficit)	-	-	(2,900.00)	4.60	-100.0%

Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended March 31, 2018

**IMRF (27)**

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	-	-	91,000.00	-	#DIV/0!
Total Revenues	-	-	91,000.00	-	#DIV/0!
Expenses					
Administration	-	-	95,462.00	-	#DIV/0!
Total Expenses	-	-	95,462.00	-	#DIV/0!
Total Fund Revenues	-	-	91,000.00	-	#DIV/0!
Total Fund Expenses	-	-	95,462.00	-	#DIV/0!
Surplus (Deficit)	-	-	(4,462.00)	-	

**Social Security (28)**

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	-	-	99,000.00	-	#DIV/0!
Total Revenues	-	-	99,000.00	-	#DIV/0!
Expenses					
Administration	-	-	103,108.00	-	#DIV/0!
Total Expenses	-	-	103,108.00	-	#DIV/0!
Total Fund Revenues	-	-	99,000.00	-	#DIV/0!
Total Fund Expenses	-	-	103,108.00	-	#DIV/0!
Surplus (Deficit)	-	-	(4,108.00)	-	

Sycamore Park District  
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**Concessions (30)**

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Clubhouse Concessions	15.00	33.40	77,231.00	92.50	-63.9%
Beverage Cart	-	-	13,844.00	-	#DIV/0!
Sports Complex Concessions	-	-	39,365.00	-	#DIV/0!
Pool Concessions	-	-	7,822.00	-	#DIV/0!
Catering	399.50	3,692.63	17,092.00	880.00	319.6% (1)
<b>Total Revenues</b>	<b>414.50</b>	<b>3,726.03</b>	<b>155,354.00</b>	<b>972.50</b>	<b>283.1%</b>
Expenses					
Clubhouse Concessions	3,062.53	7,195.36	96,337.00	4,655.29	54.6% (2)
Beverage Cart	-	-	9,654.00	-	#DIV/0!
Sports Complex Concessions	44.63	92.09	30,485.00	93.50	-1.5%
Pool Concessions	44.63	44.63	7,152.00	-	#DIV/0!
Catering	150.21	644.30	4,342.00	77.33	733.2% (1)
<b>Total Expenses</b>	<b>3,302.00</b>	<b>7,976.38</b>	<b>147,970.00</b>	<b>4,826.12</b>	<b>65.3%</b>
Total Fund Revenues	414.50	3,726.03	155,354.00	972.50	283.1%
Total Fund Expenses	3,302.00	7,976.38	147,970.00	4,826.12	65.3%
Surplus (Deficit)	(2,887.50)	(4,250.35)	7,384.00	(3,853.62)	10.3%

(1) Increased room rental in 2018 and some food and bar services.

(2) Concessions manager now Recreation Specialist (FT) working more hours due to upcoming opening of Community Center. 60% of salary going to concessions/40% recreation.

Sycamore Park District  
 Summarized Revenue & Expense Report  
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**Developer Contributions (32)**

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	-	-	30,000.00	121.44	-100.0%
Total Revenues	-	-	30,000.00	121.44	-100.0%
Expenses					
Administration	-	-	40,000.00	86,182.76	-100.0% (1)
Total Expenses	-	-	40,000.00	86,182.76	-100.0%
Total Fund Revenues	-	-	30,000.00	121.44	-100.0%
Total Fund Expenses	-	-	40,000.00	86,182.76	-100.0%
Surplus (Deficit)	-	-	(10,000.00)	(86,061.32)	-100.0%

(1) 2017 included expenses for entry park

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended March 31, 2018

**Golf Course (50)**

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Golf Operations	53,801.62	77,689.77	480,199.00	82,116.35	-5.4% (1)
Golf Maintenance	-	-	20,736.00	-	#DIV/0!
<b>Total Revenues</b>	<b>53,801.62</b>	<b>77,689.77</b>	<b>500,935.00</b>	<b>82,116.35</b>	<b>-5.4%</b>
Expenses					
Golf Operations	17,664.41	34,154.34	227,977.00	36,537.70	-6.5% (2)
Golf Maintenance	17,337.52	45,412.87	272,781.00	43,319.48	4.8% (3)
<b>Total Expenses</b>	<b>35,001.93</b>	<b>79,567.21</b>	<b>500,758.00</b>	<b>79,857.18</b>	<b>-0.4%</b>
Total Fund Revenues	53,801.62	77,689.77	500,935.00	82,116.35	-5.4%
Total Fund Expenses	35,001.93	79,567.21	500,758.00	79,857.18	-0.4%
Surplus (Deficit)	18,799.69	(1,877.44)	177.00	2,259.17	-183.1%

- (1) Daily Greens Fees -10.81% \$63  
Golf Events & Misc +8.5% \$302  
Carts -41.83% -\$209  
Season passes -7.35% -\$5,383  
Pro shop sales +21.13% \$909

(2) Maintenance cost lower in 2018-34.0% -\$1,386

(3) 2018 greater maintenance cost mowers/uv 121.9% \$4,982

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended March 31, 2018

**Aquatics (51)**

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
<b>Revenues</b>					
Pool	1,545.00	1,545.00	70,747.00	-	#DIV/0!
Swim Lessons	500.00	500.00	13,966.00		
Splashpad	-	-	5,213.00	-	#DIV/0!
	<hr/>			<hr/>	
Total Revenues	2,045.00	2,045.00	89,926.00	-	#DIV/0! (1)
<b>Expenses</b>					
Pool	273.35	432.51	50,042.00	619.33	-30.2%
Aquatics Maintenance	(305.95)	678.41	30,350.00	5,018.91	-86.5%
Swim Lessons			8,991.00	-	
Splashpad	-	-	360.00	-	#DIV/0!
	<hr/>			<hr/>	
Total Expenses	(32.60)	1,110.92	89,743.00	5,638.24	-80.3%
Total Fund Revenues	2,045.00	2,045.00	89,926.00	-	#DIV/0!
Total Fund Expenses	(32.60)	1,110.92	89,743.00	5,638.24	-80.3%
Surplus (Deficit)	2,077.60	934.08	183.00	(5,638.24)	-116.6%

(1) In 2018 started pass sales March 1 vs. April 1.

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended March 31, 2018

**Debt Service (60)**

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	-	-	602,000.00	53.74	-100.0%
Total Revenues	-	-	602,000.00	53.74	-100.0%
Expenses					
Administration	-	-	601,642.00	-	#DIV/0!
Total Expenses	-	-	601,642.00	-	#DIV/0!
Total Fund Revenues	-	-	602,000.00	53.74	-100.0%
Total Fund Expenses	-	-	601,642.00	-	#DIV/0!
Surplus (Deficit)	-	-	358.00	53.74	-100.0%

**Capital Projects (70)**

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	-	-	538,000.00	769.41	-100.0%
Total Revenues	-	-	538,000.00	769.41	-100.0%
Expenses					
Administration	12,935.91	16,327.33	685,745.00	71,089.47	-77.0%
Total Expenses	12,935.91	16,327.33	685,745.00	71,089.47	-77.0%
Total Fund Revenues	-	-	538,000.00	769.41	-100.0%
Total Fund Expenses	12,935.91	16,327.33	685,745.00	71,089.47	-77.0%
Surplus (Deficit)	(12,935.91)	(16,327.33)	(147,745.00)	(70,320.06)	-76.8%

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended March 31, 2018

**Action 2020 (71)**

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	-	-	7,172,500.00	704.67	-100.0%
Total Revenues	-	-	7,172,500.00	704.67	-100.0%
Expenses					
Administration	75,092.19	1,115,185.47	2,964,632.00	53,325.86	1991.3%
Total Expenses	75,092.19	1,115,185.47	2,964,632.00	53,325.86	1991.3%
Total Fund Revenues	-	-	7,172,500.00	704.67	-100.0%
Total Fund Expenses	75,092.19	1,115,185.47	2,964,632.00	53,325.86	1991.3%
Surplus (Deficit)	(75,092.19)	(1,115,185.47)	4,207,868.00	(52,621.19)	2019.3%
Total Fund Revenues	66,845.21	162,894.76	12,609,758.00	134,462.08	
Total Fund Expenses	280,822.89	1,619,662.04	8,511,624.00	783,888.36	
Surplus (Deficit)	(213,977.68)	(1,456,767.28)	4,098,134.00	(649,426.28)	



To: Board of Commissioners

From: Theresa Tevsh

Subject: Monthly Report

Date: April 24, 2018

### **Administrative Initiatives (4/1/18-4/30/18)**

#### **Theresa Tevsh, Superintendent of Recreation**

- Met with Sycamore High School faculty to introduce myself and welcome them to our new community center. Offered them the 24/7 membership for the Pass rate during Teacher Appreciation week May 7-11.
- Attended Green Drinks on April 11 at Taxco.
- Finalize Pathway Fitness and Track Agreement and Membership Forms.
- Conducted Front Desk & Instructor Training with Sarah Rex and Lisa Metcalf March April 3-5.
- Finalize Community Center Safety Procedures to add to the Park District Safety Manuals.
- Updated Physical Fitness Facility Medical ER document and mailed to Springfield, IL.
- Attended and worked the VIP and Grand Opening events of the Community Center.
- Attended Weekly Management Team Meetings and Board meeting.
- Attended Sycamore City Council meeting.
- Met with Spartan TV to discuss future park district programming.

- Interviewed two potential candidates for the Fall 2018 Graduate Assistant positions.
- Attended OCM meeting.
- Coordinated pricing/install date to have current vendor add two pickleball courts.
- Attended Snow Melt system training for exterior stairs of community center.
- Met with Sycamore Police staff to conduct safety walk through of the community center.
- Participated in Halo Life Fitness software training.
- Attended summer registration meeting with recreation team.
- Will attend Sycamore School District tree planting event.
- Will assist with the AYSO photo day being held in the gym for the first time on April 30<sup>th</sup>.
- Received 11, Fitness Center membership coupons for 25% off from past members as of 2015.

### **Melissa J Dobberstein, Recreation Specialist**

- Took food sanitation class and test.
- Led the Flashlight Egg Hunt, recruited volunteers.
- Organized and cooked at the Breakfast with the Bunny.
- Got all vending machines up and running at Community Center.
- Conducted food sanitation and hand washing training for all of food and beverage staff.
- Opened Caddy shack Grill

- Attended Birthday University for three days in Addison, IL. Received my “Master’s Degree” in birthday parties..
- Prepared for our Sneak Peek and Grand Opening event: Ordered food, prepared table set ups, arranged for all alcohol, champagne setup & hired bartender.
- Learned more of Rec Trac.  
Received my Food Sanitation Certificate, got a 95%.
- We all made it through Sneak Peek event without a hitch, beautiful night.
- Worked the Grand Opening in the Birthday Party room.
- Participated in Grand Opening basketball shoot for official opening.
- Reserved first clubhouse & gym rental on Rec Trac.
- Booked 2 Splash Fountain birthday parties and 3 room rentals.
- Working with Tony Seabass for SYB for May 5<sup>th</sup> event.
- Booked Sycamore Lions as a recurring room rental in the clubhouse for a year for every other Wed evening from Sept thru May.

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

- Attended Weekly Management Team Meetings.
- Was involved in an interview for a potential GA, Viktoria.
- Helped and lead trainings for new staff at the Community Center.
- Helped lead and attended the Sneak Peak and Grand Opening for the new Community Center.
- Coordinated free demo class between the Grand Opening and until the Summer Sessions begin.

- Registration for Summer Programs began on Monday, April 23.
- Helped with the school's tree planting program.
- Watched an American Red Cross Webcast to help prepare for the summer pool season.
- Coordinated Field Scheduling for Affiliates and User Groups.

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

- Finalized all indoor Community Center signs.
- Lead the April 11 Green Drinks meetup with the Sycamore School District Sustainability Committee as the presenter. 26 in attendance.
- Lead customer service portion of training for Service Desk staff and new Instructors.
- Worked with the Sycamore School District and its Sustainability Committee to assist with an Earth Day tree planting event. Third graders at each Elementary school will plant a tree in the park nearest to their school. Lions Club donated \$500 to pay for the trees. Park District staff acquired the trees, pre-dug the holes at each site and attended the 5 events.

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

- Organized an orientation guideline for fitness & track members
- Took all new members on orientations and building tours
- Set up and arranged fitness/ dance room for future classes
- Assisted with Sneak Peak/Grand Opening events
- Ordered equipment for Fitness studio
- Conducted G.A. candidate interview with Theresa and Sarah

## **Administrative Initiatives (5/1/18-5/31/18)**

### **Theresa Tevsh**

- Will attend the Life Fitness Academy 6-hour training May 9
- Will attend Weekly Management Team Meetings.
- Will attend Kiwanis Club meeting being held at community center.
- Will attend the the 2018 Park Pride Day event May 5.
- Will participate in Sycamore's Cinco de Mayo event downtown Sycamore on May 5.
- Will attend meeting with sycamore Middle school safety team being held at the community center.
- Will conduct the first Middle School Gym Jam with staff on May 24 in our gym.

### **Lisa Metcalf**

- Will attend Weekly Management Team Meetings.
- Will attend the Fitness Equipment Training.
- Summer Programs will begin. Will work with instructors to make sure they are ready with rosters and class preparation.
- Will start preparing to open the Splash Pad and Community Pool.
- Will attend trainings for pool staff.

**Sara Rex**

- May 5 will assist Jeff with coordinating the 2018 Park Pride Day event.
- May 5-6 will participate in Sycamore's Cinco de Mayo event downtown Sycamore.
- May 15. Along with Theresa, will host the Sycamore Kiwanis Club (Splash Fountain Sponsor) for their monthly meeting and a tour of the Community Center.

**Melissa Dobberstein, Recreation Specialist**

- Will assist with Gym Jam on May 24

To: Board of Commissioners

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: April 24, 2018

**Administrative Initiatives (4/1/18 – 4/30/18)**

- Attended weekly Management Team meetings as scheduled.
- Attended All Staff Meeting as scheduled.
- Attended Sycamore Chamber of Commerce Ambassador Club meeting.
- Developed April Golf Insight newsletter and updated reader board outside of the pro shop.
- Helped finalize Community Center Dance/Fitness room for VIP Sneak Peek and Grand Opening.
- Helped administer and attended the VIP Sneak Peek and Grand Opening for the new Community Center.
- Developed Temporary tee for hole 18 on the west side of the Kishwaukee River due to flood damage to the entrances to bridge 18. Created a par 3 hole. Worked with the Assistant Superintendent of Golf Maintenance to place tee and remove limbs and bushes.
- Developed temporary signage to help lead golfers through bridge construction area safely.
- Placed cart numbers on the front of all the “new” Yamaha carts and mounted sand bottle containers on those carts.
- Ordered rental carts for large 2018 outings with Players Golf Cars.
- Reattached and repaired wood barrier around the clubhouse decking.

- Opened golf course for the 2018 season on March 29<sup>th</sup> with riding carts available.
- Continued to bring in and display 2018 merchandise.
- Monitored tee sheet usage with Golfnow representatives and continued marketing techniques for 2018 golf season.
- Continued Golf Fitness Certification process to teach Golf Fitness classes at Pathway Fitness. Continue to take online classes and reading educational material.
- Finalized program to sell ad space on reader board outside pro shop and tournament scoreboard.
- Began regular cart rotation to use riding carts more efficiently and equally.

#### **Administrative Initiatives (5/1/18 – 5/31/18)**

- Attend weekly Management Team meetings as scheduled.
- Attend All Staff Meeting as scheduled.
- Attend Sycamore Chamber of Commerce Ambassador Club meeting.
- Develop May Golf Insight newsletter and update reader board outside of the pro shop.
- Begin in-house golf leagues including, Monday Match Play, Genoa Twilight League, Wednesday morning Nine Hole Ladies, Men's Wednesday Afternoon Fairway Club League.
- Host first in-house golf event of the season, The Spring Scramble, Saturday, May 12<sup>th</sup>.
- Continue to monitor temporary signage to help lead golfers through bridge construction area safely, update, replace and move if necessary.



- Finalize summer part-time staffing schedule.
- Continue to monitor tee sheet usage with Golfnow representatives and continue marketing techniques for 2018 golf season.
- Complete Golf Fitness Certification process to teach Golf Fitness classes at Pathway Fitness. Take online classes, reading educational material and take final exam.
- Begin to sell ad space on reader board outside pro shop and tournament scoreboard.
- Begin to offer monthly pro shop merchandise specials to increase pro shop sales.
- Begin peak season pro shop hours: 6:30am to dusk weekdays and 6:00am to dusk weekends.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: April 24, 2018

**Administrative Initiatives** (4/1/18-4/30/18)

**Golf**

- Bridge update: As of now, ERA engineer drawings are in the hands of the Ill. Dept. of Resources and the Army Corp of Engineers awaiting approval. Bids are due to from contractors on April 18<sup>th</sup>. Once the State approves the work we should be able to start repairs to the bridge hopefully in early-mid May.
- The planned bridge replacement project for 18 tee and 16 fairway is close to completion as both bridges are in place with final grading of the areas still to be finished and the pavement added once temperatures allow. We expect them to be back to work on those later this week.
- While the course has been opened for over two weeks, the weather has kept the grass and golfers from sprouting. Staff has cleaned the course, put out all course equipment, started mowing and rolling the greens, and has done an initial mowing of the fairways. Average weather is now in the forecast for next week, finally.
- I have been placing and receiving orders for golf products.
- The delayed turf growth has allowed staff extra time to complete winter checking and repairs of all turf equipment and golf carts.

## **Sports**

- While youth baseball and softball have technically started practices, many have been cancelled due to the weather. AYSO postponed their first Saturday of games last weekend.
- I have started to receive field prep schedules for the various baseball and softball user groups.
- Staff has measured and laid out soccer and baseball field lines and started weekly painting of all fields. Staff has also been adding ag-lime and leveling all infields and making repairs. The backstop cable for the net to the high school field was damaged during the high winds on the 14<sup>th</sup> so staff is working on a repair solution.
- The carpet in the pool guard room has been removed. This will be replaced with a poured resin product that will not need replaced and is easy to clean. This will take place in the next couple of weeks when temperatures allow.
- The new pool pump motor has been delivered and will be installed by Superior Pump the week of the 23<sup>rd</sup>. The pool will be drained this week and cleaning starting at the end of the month.
- New pool fence tarps were ordered and will be installed the first week of May.

## **Parks**

- I attended staff, board, and community center construction meetings.
- I worked with our construction managers and contractors on completing punch-list items at the new building along with other staff on receiving, assembling, and placing deliveries of new FF&E items. Helped with hanging

of message holders, emergency exit signs, AED holders and signs, and staff placed several outdoor signs and posts throughout the Campus.

- Attended VIP and Grand Opening events at the Community Center.
- Worked with Jerry our Custodian, and Bob on hiring a part-time custodian to aid Jerry.
- Coordinated with staff on moving staff from clubhouse admin to new building.
- Worked on binder for Community Center maintenance operations management. Coordinated with contractors and Ringland on startup issues and repairs.
- Worked with Theresa and Lisa on safety requirements, AED, first aid equipment, building operation plans for community center. Met with Asst. Fire Chief Zern for final building requirements.
- Sent in required elevator registration and operation applications to the State of Illinois, received and installed operation certificate. Attended elevator operations training with staff.
- Aided with final cleaning and organizing of Community Center prior to opening, put up snow fence to block soil areas yet to be seeded, cleaned parking lot and walks of construction dirt.
- Staff is putting garbage cans and picnic tables out at shelters and park areas. Cleaning of debris at several parks is taking place and cleanup from the wind debris last weekend on several paths and parks. Mowing will take place soon once the soil warms as green up of the turf has taken place.
- Preparing for Earth Day planting at five parks as five elementary schools around town will plant a small tree on the 20<sup>th</sup>. We will provide the tree and dig the hole prior to the children arriving to plant.

- We are also coming up with projects for Park Pride Day on May 5<sup>th</sup>. These will include adding playground mulch, trail mulch, cleaning trails, weeding landscape beds, planting flowers, and possible painting projects.
- Staff spent a day moving all materials and furniture from South Prairie school to the new building. Staff also moved the admin office from the clubhouse to the new building.
- I am working with the City of Sycamore on their plans to change the drainage under Airport Road to better flow under the new path and away from the ballfields. This work will take place this summer.
- Adding more security bars to the pond overflow fence system off Parkside Drive should be completed very soon.
- Met with Cooling, Ringland, and architects on the planning of outdoor seeding for the Campus. This will take place along with repair of the soil at the end of the month once the soil warms enough to start growing seed. Also discussed the Splash Pad schedule and landscaping with Stran's.
- Working on hiring seasonal staff. Also added an IMRF employee.

### **Administrative Initiatives** (5/1/18-5/31/18)

- Attend staff, board, and study session meetings along with meetings for outdoor completion and training for Splash Pad.
- Continue to work with Ringland-Johnson on building punch-list items as we close out construction of the Community Center and work on seeding, landscaping of outdoor area.
- Attend training and startup of Splash Pad along with maintenance and operations of the entire system.

- Attend training on operation and maintenance of Community Center generator once running.
- Continue to work with Jerry on written schedules and building maintenance operations.
- Meet with irrigation design firm to continue planning process for new system as they analyze water intake at the river line soon this spring.
- Continue to work with engineers on the 18-bridge repair project and during construction.
- Staff will be soon mowing all turf areas, spraying weeds on the course, prepping for shelter rentals, repairing/inspecting all structures and playgrounds, cleaning parks, and constantly prepping and painting sports fields.
- I will be finalizing seasonal staff hiring for all areas for the season.
- Continue Capital budget purchasing for required projects and equipment ordering.
- Work with ERA engineers and Martin Company contractor on the final work on the two new bridges on the course. This includes final dirt work around the structures, seeding, and asphalt paving of the approaches.
- Continue meetings with affiliate sports user groups as regular seasons and special tournaments begin.
- Work with all staff on safety training and scheduling first aid training.
- Order and plant memorial trees at several park areas.

To: Board of Commissioners  
From: Daniel Gibble, Executive Director  
Subject: Monthly Report  
Date: April 24, 2018

**Administrative Initiatives** (4/1/18 – 4/30/18)

- Grand Opening! Clicker broke at just over 2,000
- VIP Sneak Peek! Nearly 200 donors/sponsors/contractors in attendance.
- Completed Dog Park fence installation.
- Closed out final purchasing (FF&E) for Community Center.
- Completed initial walk-thru/Punch List for Gym and Track of Community Center.
- Coordinated Emergency Bridge Work and PDRMA/Engineer processes.
- Began Developing scenarios for future Bond Issues.
- Chamber Ribbon Cutting

**Administrative Initiatives** (5/1/18 – 5/31/18)

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

- CUSD#427 Financial Advisory Committee
- Owner/Architect/Contractor Meetings
  
- Troubleshoot VORTEX and City of Sycamore issues.
  
- Continue work on Old Mill to Forest Preserve trail issues.
  
- Finalize Engineering Contracts for bidding and construction process of Rte. 23 to Brickville Road trail project.
  
- Await announcement of possible IDOT/ITEP Grant for Forest Preserve to Old Mill Park—Section 1—trail.
  
- Draft contributory information for the DSATS process of updating the 2011 Active Transportation Study.



**SYCAMORE PARK DISTRICT**

Board of Commissioners

Date of Board Meeting: April 24, 2018**STAFF RECOMMENDATION**

**AGENDA ITEM: UPDATING PERSONNEL POLICY REGARDING SMOKING at SYCAMORE PARK DISTRICT PARKS and FACILITIES: Recommended Approval**

**BACKGROUND INFORMATION:** As the Board knows, we already made the Legacy Campus a “non-smoking” campus. Then last month, all but the golf course and Special Events at the Good Tymes Shelter. Upon that update, it is now necessary to update the FT and PT Personnel Policy to jibe with these changes. As we are a health-oriented public service, it is good to be making these changes.

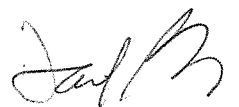
Attached are copies of both policies, with the recommended changes.

**FISCAL IMPACT:** There is no measurable cost to the park district, but there is infinite studies which show the millions/billions of costs to the health industry due to complications created by smoking—both direct and indirect. Encouraging our staff to be healthier saves us costs on lost time, and rising medical insurance costs.

**STAFF RECOMMENDATION:** That the Board adopt the amendment to the Conduct Ordinance related to smoking, and that the changes take effect April 12, 2018 with a “lead up” press/media/public information effort to generally notify the public and affiliates of the change.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

### **3-6 POLICY ON SMOKE-FREE WORKPLACE**

The Smoke Free Illinois Law (410 ILCS 82) prohibits smoking in all public places and places of employment. In addition, smoking is prohibited within 15 feet of entrances/exits, windows that open and ventilation intakes. No one may smoke in any vehicle owned, leased or operated by the Park District. This law is also enforced by the Illinois Dept. of Public Health, the Lake County Health Dept., and local law enforcement including the Sycamore Police.

~~Furthermore, the use of any tobacco product is prohibited on or within twenty-five feet of any Sycamore Park District playground, sports field, shelter or structure and at any Sycamore Park District outdoor special event.~~

As the park district encourages healthy living and lifestyles, defrays the costs of its employees health insurance, and has ordinances that prohibit smoking anywhere in or on park district property—except while playing golf, and only then when on the golf course—more than 50’ from the Club House—employees are expected to abide by the same smoking restrictions.

An employee who violates this policy, will be subject to disciplinary action up to and including dismissal.

Adopted on:

Revised on: October 2016

4824-9619-6153, v. 1

Section 6: Employee Conduct

# 6.4 Smoking

~~Smoking is prohibited in or on any District/SRA building, facility, equipment, or vehicle or while working directly with the public, except in designated areas.~~

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