

Sycamore

PARK DISTRICT

Established 1923

940 East State Street
Sycamore, IL 60178
email: info@sycamoreparkdistrict.com

(TEL) 815/895-3365
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www.sycamoreparkdistrict.com

Board of Commissioners Regular Meeting
February 28, 2012
Board Room – 6:00 PM
Agenda

Time Line (minutes)

>1	1.0	Call to Order
>1	2.0	Roll Call
3 minutes per	3.0	Petition and Public Comment
>3	4.0	Claim review and approval
	4.1	Review and ratify claims paid since board meeting Review and approval of claims presented
>5	5.0	Positive Feedback/Reports
> 5	6.0	Approval Regular and Consent Agenda

CONSENT AGENDA

>5	7.0	Approval of Minutes
	7.1	January 24, 2012 Regular Meeting Minutes
>10	8.0	Reports and Other Business
	8.1	Citizens Advisory Committee Chair-none
	8.2	Superintendent of Finance
	8.3	Superintendent of Golf Operations
	8.4	Superintendent of Parks
	8.5	Superintendent of Recreation
	8.6	President of the Board of Commissioners-none
	8.7	Executive Director

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

**Board of Commissioners Regular Meeting
February 28, 2012
P2**

REGULAR AGENDA

- 9.0 Orders of the Day- None
- >10 10.0 Old Business –
 - 10.1 Route 64 Bridgework and Entrance Pillars
 - 10.2 CAC Top Three Topics/Tour of Community Center
- >15 11.0 New Business
 - 11.1 Review of Executive Session Process and Minutes
 - 11.2 Sycamore Park District Liaison to Sycamore City Planning Commission
 - 11.3 Discuss Evaluation Form
 - 11.4 Recommendation for Future Board Meeting Agenda/Format
- ? 12.0 Board Discussion
 - 12.1 Discussion Regarding Board President Meetings with Executive Director
 - 12.2 Setting Dates for Study Sessions
- 3 minutes per 13.0 Petition and Public Comment
- >1 14.0 Correspondence/Communication
 - 14.1 Sycamore Chamber
 - 14.2 Family Service Agency
 - 14.3 DeKalb County Economic Development Corporation
- 7:00 PM 15.0 Executive Session
- 16.0 Adjournment

BOARD MEETING EVALUATION

Meeting Date _____

S-Satisfactory I-Needs Improvement U-Unsatisfactory

- | | | | | |
|-----|---|---|---|---|
| 1. | Board members were prepared for the meeting. | S | I | U |
| 2. | Our agenda was well-designed. | S | I | U |
| 3. | The board stuck to its agenda. | S | I | U |
| 4. | Each board member was given an adequate opportunity to participate in discussion and decision making. | S | I | U |
| 5. | The board's treatment of all persons was courteous, dignified, and fair. There was a respectful atmosphere. | S | I | U |
| 6. | We practiced good parliamentary procedure. | S | I | U |
| 7. | The board demonstrated a sense of responsibility for excellence in governing the district. | S | I | U |
| 8. | The board adhered to its adopted governance style. | | | |
| | a. It emphasized the future and the total community: | S | I | U |
| | b. It encouraged diversity in viewpoints: | S | I | U |
| | c. It exercised policy leadership more than overseeing administrative detail: | S | I | U |
| | d. It maintained a clean distinction between the roles of board and staff: | S | I | U |
| | e. It worked for group agreement and responsibility: | S | I | U |
| 9. | Your suggestions on where we could do better: | | | |
| 10. | Additional comments: | | | |

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, January 24, 2012**

President Strack called the meeting to order at 6:00 p.m.

The roll was called with Commissioners Owens, Schulz, Tucker and Strack present. Commissioner Graves was absent. Staff members present were Bart Desch, Jeanette Freeman, Dan Gibble, Jackie Hienbuecher and Kirk Lundbeck.

Guests at the Board meeting were:

Mary Jo McAdams, CAC

Greg Martin – CAC

3.0 Petition and Public Comment - None

Claims and Accounts Approval

Motion

Commissioner Schulz moved to approve and pay the bills in the amount of \$76,577.50.
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 4-0. Commissioner Graves was absent.

Positive Feedback/Reports

- President Strack noted he is very happy that Dan is here and that the process is over. He said the little time Dan has been here he has already heard positive things. Members of the Community that were involved in the process agreed with the Board's decision.
- Commissioner Tucker, Schulz, and Owens heard the same things and agreed with the statements.

Regular and Consent Agenda Approval –

- 7.1 Approval of the November 22, 2011 Regular Meeting Minutes
- 8.2 Superintendent of Finance
- 8.4 Superintendent of Parks
- 8.5 Superintendent of Recreation
- 8.7 Interim Executive Director

Motion

Commissioner Schulz made a motion to approve the regular agenda and consent agenda with Superintendent of Golf Operations 8.3 report removed. Commissioner Owens seconded the motion.

Voice Vote

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Graves was absent.

8.3 Superintendent of Golf Operations - President Strack commented on the cart situation and what is in the budget. He would like to see the numbers comparing the rental of carts versus buying carts. Commissioner Owens asked if this is just for replacing carts and not buying additional ones. He also wondered if we could keep the old ones for backup and not trade them in. President Strack noted he liked the installment plan, but recommending doing an auto debiting. Commissioner Tucker feels the \$100.00 administration fee is too much. The Board felt between \$25.00 and \$50.00 onetime fee would possibly work. President Strack noted they would defer to Director Gibble and Supt. of Golf Operations judgment.

Order of the Day - None

Old Business –

10.1 Approve FY2012 Golf Rates –

Motion

Commissioner Owens made a motion to approve the FY2012 golf rates as presented.
Commissioner Schulz seconded the motion.

Roll Call

President Strack called for a roll to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Graves was absent.

10.2 Approve Liners Fence Bid – President Strack noted he had talked to Director Gibble regarding the discussions earlier on the Liners fence Posts. Director Gibble recommended going with the wooden posts at this time, which would be about \$4000.00 less.

Motion

Commissioner Schulz made a motion to go with wooden posts for the renovation of the fence. 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 4-0. Commissioner Graves was absent.

10.3 Budget Review – President Gibble recommended approving the budget. He noted that he and staff have already starting talking about issues and will make modifications as needed going forward. There was general discussion on the budget.

10.4A Capital Budget - President Strack noted that the bucket truck and greens mowers have been consistently removed from the budget. Director Gibble noted the tennis courts have been brought to his attention – which has been moved to FY2015. He would like to watch other items and possibly keep in mind for later projects if the funds are available. The courts are in pretty bad condition. Commissioner Owens noted that they should be fixed or take them out.

Motion

Commissioner Schulz made a motion to approve the Capital budget 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 4-0. Commissioner Graves was absent.

10.4B Operating Budget

Motion

Commissioner Owens made a motion to approve the Operating budget 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 4-0. Commissioner Graves was absent.

New Business

11.1 New Executive Director Announcement- President Strack noted Director Gibble got started earlier than anticipated. Commissioner Schulz noted he should be introduced at the next Sycamore City Council meeting. President Strack noted he will be there to introduce Director Gibble. He will contact City Manager Brian Gregory and get on the agenda. President Strack noted there will be something written up by Director Gibble and then the Board will add commentary. This should be put on our website and Facebook, along with a picture of Director Gibble.

11.2 Adopt Ordinance 01-2012 An Ordinance abating the tax heretofore levied for the year 2011 to pay debt service on General Obligation Park Bonds (Alternate Revenue Source), Series 2006A of the Sycamore Park District, DeKalb County, Illinois.

Motion

Commissioner Owens made a motion to approve Ordinance 01-2012 abating the tax heretofore levied for the year 2011 to pay debt service on General Obligation Park Bonds (Alternate Revenue Source), Series 2006A of the Sycamore Park District, Dekalb County, Illinois. Commissioner Owens seconded the motion.

Roll Call

President Strack called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Graves was absent.

Board Discussion –

12.1 Board Discussion and Establishment of “Short List” of Topics/Issues for consideration by the CAC in FY2012. – Director Gibble is asking for a short list of topics for the CAC to engage in. He will be meeting with or talking to the Board. He would like to start with the Community Center. Other things that were brought up included sledding hill, outdoor events, marketing, facilitator or direct provider, groups adopting parks, dog park, volunteer programs. There was general discussion on some of these topics.

12.2 Consideration of Salary Adjustments – This was deferred to Executive Session.

Commissioner Owens noted he has been approached about groups renting the Boardroom. The Board thought this was a good idea. Superintendent of Finance Hienbuecher noted we would need to talk about the logistics since there is no bathroom in the room. Superintendent of Recreation Desch noted that depending on the day and time, the Community Center might be available. Commissioner Tucker asked about the FOIA training. Director Gibble noted he would send a link to the Board on the Open Meetings Act

Petition and Public Comment –None

Correspondence –

Lauren Brandmeyer- Community Center

NB & T – Mary E. Stevens Concert & Lecture Fund – President Strack gave congratulations to Bart on the money received for the concert series.

Adjournment

Motion

The Board adjourned the Regular Session to go into Executive Session at 6:46 p.m. on a motion made by Commissioner Schulz for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the District. 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 4-0. Commissioner Graves was absent.

Motion

The Board convened to Executive Session at 6:53 p.m. on a motion made by Commissioner Tucker. The motion was seconded by Commissioner Owens.

Voice Vote

President Strack called for a voice vote to approve the motion. All Commissioners present voted Aye. Motion carried 4-0. Commissioner Graves was absent.

Motion

The Board adjourned the Executive Session at 7:27p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Owens.

Voice Vote

President Strack called for a voice vote to approve the motion. All Commissioners present voted Aye. Motion carried 4-0. Commissioner Graves was absent.

Motion

The Board reconvened to the Regular Session at 7:28 p.m. on a motion by Commissioner Tucker. The motion was seconded by Commissioner Owens.

Voice Vote

President Strack called for a voice vote to approve the motion. All Commissioners present voted Aye. Motion carried 4-0. Commissioner Graves was absent.

Motion

Commissioner Schulz made a motion to give a 2% pay increase for Full and Part Time staff for FY2012. Commissioner Owens seconded the motion.

Roll Call

President Strack called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Graves was absent.

Motion

The Board adjourned the Regular Session at 7:29 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 4-0. Commissioner Graves was absent.

Respectfully Submitted,

Daryl Graves
Sycamore Park District
Board of Commissioners

DATE: 02/22/2012
 TIME: 15:46:35
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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

Inferim

FROM 01/24/2012 TO 02/21/2012

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
AFLAC	AFLAC								
	764990	01 EMPLOYEE PREMIUM	101000002006	01/24/12		49953	01/24/12	372.50	372.50
		02 EMPLOYEE PREMIUM	101000002007					18.48	18.48
								354.02	354.02
								VENDOR TOTAL:	372.50
AMTRUST	AMTRUST NORTH AMERICA INC								
	199677-022012	01 WORKERS COMP	231000106805	01/31/12		49966	02/08/12	838.00	838.00
	199677-022012-2ND	01 WORKERS COMP	231000106805	01/31/12		49967	02/08/12	838.00	838.00
								VENDOR TOTAL:	1,676.00
BLUE	BLUE CROSS/BLUE SHIELD OF ILL								
	FEBRUARY 2012	01 HEALTH INSURANCE PREMIUM	101000106801	01/24/12		49954	01/24/12	14,298.28	14,298.28
		02 HEALTH INSURANCE PREMIUM	101500106801					2,523.04	2,523.04
		03 HEALTH INSURANCE PREMIUM	504100106801					665.99	665.99
		04 HEALTH INSURANCE PREMIUM	504000106801					4,225.26	4,225.26
		05 HEALTH INSURANCE PREMIUM	201000106801					2,199.49	2,199.49
		06 HEALTH INSURANCE PREMIUM	202100106801					1,224.77	1,224.77
								3,459.73	3,459.73
								VENDOR TOTAL:	14,298.28
CHURCH	CHURCH OF ST MARY								
	021012	01 ROOM RENTAL-LINENS-DD DANCE	206095036216	02/09/12		49970	02/09/12	148.00	148.00
								VENDOR TOTAL:	148.00
CLEAR	CLEARVIEW POOLS, INC.								
	POOL HEATER 2012								
	01 HALF POOL HEATER REPLACEMENT		701000207006	02/01/12		49975	02/10/12	5,089.00	5,089.00
								VENDOR TOTAL:	5,089.00
CONST	CONSTELLATION NEWENERGY								
	0005039454								
		01 BASEBALL CONCESSIONS	303300096702	01/16/12		49955	01/24/12	1,896.87	1,896.87
		02 POOL	518100096702					45.72	45.72
		03 MAINTENANCE	101500096702					401.53	401.53
		04 MAINTENANCE	504100096702					21.39	21.39
								VENDOR TOTAL:	2,365.41

DATE: 02/22/2012
 TIME: 15:46:35
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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 01/24/2012 TO 02/21/2012

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
0005039454		05 CART BLDG	504000096702	01/16/12		49955	01/24/12	1,896.87	1,896.87
		06 CLUBHOUSE	303000096702						706.82
		07 PROSHOP	504000096702						116.67
		08 ADMINISTRATION	101000096702						233.34
		09 ADMINISTRATION	201000096702						175.00
									175.01
DIREC								VENDOR TOTAL:	1,896.87
16925882018		01 SATELLITE- CC	207500096705	01/17/12		49958	01/25/12	86.99	86.99
									86.99
DNA								VENDOR TOTAL:	86.99
72690		01 PHONE-MAINT	101500096700	01/22/12		49959	01/25/12	69.99	69.99
		02 PHONE-MAINT	504100096700						34.99
									35.00
FASTSER								VENDOR TOTAL:	69.99
3966		01 CC AMP WEIGHT ROOM REPAIR	2075000076500	02/09/12		49969	02/09/12	62.50	62.50
									62.50
ILLI								VENDOR TOTAL:	62.50
		ILLINOIS DEPT REVENUE							
		JANUARY 2012		02/21/12		49982	02/21/12	59.00	59.00
		01 PRO SHOP ILL SALES TAX	504000116852						59.00
JOHNDEFI								VENDOR TOTAL:	59.00
01-252828		01 PARKS 1435 PARTS	101500066402	01/10/12		49960	01/25/12	202.20	202.20
									202.20
KOHL								VENDOR TOTAL:	202.20
		KOHLER, JIM							
020612		01 DADDY DAUGHTER DANCE DJ FEE	206095036216	02/06/12		49965	02/07/12	250.00	250.00
									250.00
MARCH DANCE								VENDOR TOTAL:	250.00
		01 MARCH TEEN DANCE DJ PAYMENT	205120036216	02/09/12		49971	02/09/12	250.00	250.00
									250.00
								VENDOR TOTAL:	500.00

FROM 01/24/2012 TO 02/21/2012

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
NATION		NATIONAL BANK & TRUST CO							
	013012	01 HSA CONTRIBUTION	101000106803	01/30/12		49962	01/30/12	1,000.00	1,000.00
									1,000.00
PEKIN		PEKIN INSURANCE						VENDOR TOTAL:	1,000.00
		FEBRUARY 2012							
		01 DENTAL INSURANCE PREMIUM	101000106801	01/24/12		49956	01/24/12	1,291.49	1,291.49
		02 DENTAL INSURANCE PREMIUM	101500106801						179.63
		03 DENTAL INSURANCE PREMIUM	504100106801						81.94
		04 DENTAL INSURANCE PREMIUM	504000106801						391.25
		05 DENTAL INSURANCE PREMIUM	201000106801						198.25
		06 DENTAL INSURANCE PREMIUM	202100106801						96.52
								VENDOR TOTAL:	343.90
SYC3		SYCAMORE SIGN COMPANY						VENDOR TOTAL:	1,291.49
	542559	01 PARK SIGNS-ASSORTED	101500066405	12/26/11		49972	02/09/12	833.50	833.50
	542559-2	01 PARK SIGNS - ASSORTED	101500066405	12/26/11		49973	02/09/12	833.50	833.50
								VENDOR TOTAL:	1,667.00
SYCPK		SYCAMORE PARK DISTRICT							
	012512	01 CONFERENCE	101000046211	01/25/12		49961	01/25/12	700.00	700.00
								VENDOR TOTAL:	700.00
T0000024		DOBBERSTEIN, MELISSA							
	021611	01 DADDY DAUGHTER FOOD-2011	206095036216	02/09/12		49974	02/09/12	46.88	46.88
		02 DADDY DAUGHTER FOOD -2011	206095036216						39.92
								VENDOR TOTAL:	6.96
T0000531		WHITE, LISA							
	012512	01 MILEAGE	201000046211	01/25/12		49957	01/25/12	36.36	36.36
	013112	01 VOLLEYBALL LEAGUE PRIZES	205490036217	01/31/12		49963	01/31/12	100.00	100.00
								VENDOR TOTAL:	136.36

DATE: 02/22/2012
 TIME: 15:46:35
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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 01/24/2012 TO 02/21/2012

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	012612-6			01/26/12		49980	02/17/12	772.21	772.21
		02 BRIDAL EXPO	303500076500						275.00
		03 CONFERENCE HOTEL - FOOD	201000046211						267.70
		04 IAPD FINANCIAL PROC BOOK	101000046207						25.00
		05 CONFERENCE HOTEL CANC	101500046211						133.85
	012612-7			01/26/12		49981	02/17/12	895.02	895.02
		01 CONFERENCE HOTEL - FOOD	101000046211						895.02
WALM		WALMART COMMUNITY						VENDOR TOTAL:	5,654.07
	011612			01/16/12		49968	02/08/12	32.86	32.86
		01 FILE CASE	201000046200						11.44
		02 BATHROOM CLEANING SUPPLIES	303000076510						19.45
		03 DISH SOAP	303000076510						1.97
								VENDOR TOTAL:	32.86
								TOTAL --- ALL INVOICES:	35,332.92

DATE: 02/24/2012
TIME: 10:01:12
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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

Board

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INVOICES DUE ON/BEFORE 02/27/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
10	ADMINISTRATION		
AT&T2	A T & T	77.94	7.46
CINTA	CINTAS CORPORATION #355	272.28	53.59
COMCA	COMCAST	182.44	53.47
CONST	CONSTELLATION NEWENERGY	2,855.31	164.46
ENVIR	ENVIRONMENTAL SERVICES	35.00	35.00
FRONTIER	FRONTIER	1,080.18	229.88
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	121.42	109.07
MID	MID-CITY OFFICE PRODUCTS	7.59	6.77
NEXT	NEXTEL COMMUNICATIONS	345.90	69.62
NICOR	NICOR GAS	1,266.60	176.36
OF	OFFICE DEPOT	137.69	225.45
SOFT	SOFT WATER CITY	339.50	41.50
T0000352	OWENS, JOHN		30.50
T0000353	TUCKER, ANN		69.00
T0000580	GIBBLE, DANIEL		164.62
T0000581	GRAVES, DARYL		49.92
TBC	TBC	1,023.63	366.07
UNUM	UNUM LIFE INSURANCE	342.93	81.56
WASTE	WASTE MANAGEMENT	323.83	176.19
	ADMINISTRATION		2,110.49
15	PARKS		
BARN	BARNES GROUP		186.87
BOBJO	BOB-JO CYCLE CO.	4.10	80.45
BURRI	BURRIS EQUIPMENT CO.		879.87
CALIF	CALIFORNIA CONTRACTORS SUPP		200.16
CARQ	CARQUEST AUTO PARTS	90.78	941.18
CINTA	CINTAS CORPORATION #355	272.28	96.73
CINTA2	CINTAS FAS LOCKBOX 636525	126.21	19.72
CITY2	CITY OF SYCAMORE	32.75	73.95
COMMO	COMMONWEALTH EDISON	585.14	184.59
CONST	CONSTELLATION NEWENERGY	2,855.31	23.47
CSR	CSR BOBCAT EQUIPMENT CO.	159.74	1,493.39
DEKAM	DEKALB MECHANICAL INC	161.35	258.70
DEKANE	DEKANE EQUIPMENT CORP		36.88
DNA	DNA COMMUNICATIONS	69.99	34.99
FRONTIER	FRONTIER	1,080.18	152.80
GRAI	GRAINGER		31.92
HINT	HINTZSCHE OIL		992.56
JOHNDEFI	JOHN DEERE FINANCIAL	253.44	37.82
LOWE	LOWE'S	590.28	66.77

INVOICES DUE ON/BEFORE 02/27/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
15	PARKS		
MARK	MARK'S MACHINE SHOP INC.		40.00
MENA	MENARDS - SYCAMORE	320.17	140.06
MROUT	MR OUTHOUSE	1,160.00	1,240.00
NEXT	NEXTEL COMMUNICATIONS	345.90	51.05
NICOR	NICOR GAS	1,266.60	203.52
NIV	NIVEL PARTS & MANUFACTURING		62.92
PROS	PROSAFETY, INC.		16.93
RALPH	RALPHS CAR WASH		48.27
RONDO	RONDO ENTERPRISES, INC.	67.90	207.40
SOFT	SOFT WATER CITY	339.50	81.00
TELV	TELVENT DTN	14.32	1,104.00
UNUM	UNUM LIFE INSURANCE	342.93	13.13
VERM	VERMEER-ILLINOIS INC.		141.60
WASTE	WASTE MANAGEMENT	323.83	118.61
	PARKS		9,261.31
RECREATION			
10	ADMINISTRATION		
ASCAP	ASCAP		320.00
AT&T2	A T & T	77.94	7.46
CINTA	CINTAS CORPORATION #355	272.28	11.96
COMCA	COMCAST	182.44	53.48
CONST	CONSTELLATION NEWENERGY	2,855.31	164.47
FRONTIER	FRONTIER	1,080.18	229.89
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	121.42	109.08
MID	MID-CITY OFFICE PRODUCTS	7.59	29.07
NEXT	NEXTEL COMMUNICATIONS	345.90	53.72
NICOR	NICOR GAS	1,266.60	99.78
OF	OFFICE DEPOT	137.69	139.54
T0000013	DESCH, BART	79.92	106.95
TBC	TBC	1,023.63	366.07
UNUM	UNUM LIFE INSURANCE	342.93	57.95
	ADMINISTRATION		1,749.42
21	SPORTS COMPLEX MAINTENANCE		
BURRI	BURRIS EQUIPMENT CO.		1,183.76
CARQ	CARQUEST AUTO PARTS	90.78	497.84
CINTA2	CINTAS FAS LOCKBOX 636525	126.21	19.72

DATE: 02/24/2012
 TIME: 10:01:12
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SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 02/27/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
21	SPORTS COMPLEX MAINTENANCE		
CONST	CONSTELLATION NEWENERGY	2,855.31	958.29
CSR	CSR BOBCAT EQUIPMENT CO.	159.74	14.33
DEKA	DEKALB LAWN & EQUIPMENT CO.	100.80	23.09
DEKAM	DEKALB MECHANICAL INC	161.35	258.70
GRAI	GRAINGER		61.20
HINT	HINTZSCHE OIL		569.44
JW	J.W. TURF, INC.		438.50
MARK	MARK'S MACHINE SHOP INC.		216.76
NEXT	NEXTEL COMMUNICATIONS	345.90	129.96
UNUM	UNUM LIFE INSURANCE	342.93	85.37
WASTE	WASTE MANAGEMENT	323.83	118.61
	SPORTS COMPLEX MAINTENANCE		4,575.57
25	MIDWEST MUSEUM OF NATURAL HIST		
CINTA3	CINTAS FIRE PROTECTION		71.60
KONE	KONE INC.	194.84	194.84
	MIDWEST MUSEUM OF NATURAL HIST		266.44
52	PROGRAMS - ADULT		
OUT	MOSOLINO, MICHAEL C		80.00
	PROGRAMS - ADULT		80.00
53	PROGRAMS - FAMILY		
NEXT	NEXTEL COMMUNICATIONS	345.90	23.21
T0000582	HENGELS, TRACY		2.09
WALM	WALMART COMMUNITY	32.86	55.08
	PROGRAMS - FAMILY		80.38
55	PROGRAMS - YOUTH ATHLETICS		
ALL	ALL STAR SPORTS INSTRUCTION		52.00
	PROGRAMS - YOUTH ATHLETICS		52.00

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 02/27/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

RECREATION			
56	PROGRAMS - FITNESS		
T0000576	ENGH, BRANDON		24.00
T0000577	GREEN, DORIS		24.00
T0000579	WEINGARZ, JULIE		24.00
	PROGRAMS - FITNESS		72.00
57	PROGRAMS - PRESCHOOL		
T0000578	HABERCORN, ZAK		57.00
T0000582	HENGELS, TRACY		36.58
	PROGRAMS - PRESCHOOL		93.58
58	PROGRAMS - SENIOR		
OUT	MOSOLINO, MICHAEL C		100.00
	PROGRAMS - SENIOR		100.00
60	PROGRAMS - SPECIAL EVENTS		
BLUESKY	BLUE SKY LIMOUSINE		104.00
FOXR	FOX RIVER FOODS		56.71
WALM	WALMART COMMUNITY	32.86	51.55
	PROGRAMS - SPECIAL EVENTS		212.26
70	WEIGHT ROOM		
THEFI	THE FITNESS CONNECTION	400.00	204.50
	WEIGHT ROOM		204.50
75	COMMUNITY CENTER		
AT&T1	A T & T	49.49	50.55
AT&T2	A T & T	77.94	51.49
COMMO	COMMONWEALTH EDISON	585.14	366.12
DIREC	DIRECTV	86.99	89.99

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SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 02/27/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
75	COMMUNITY CENTER		
FOXR	FOX RIVER FOODS		196.37
FRONTIER	FRONTIER	1,080.18	207.19
ILLIN	ILLINI SECURITY SYSTEMS, INC.	303.75	295.00
NICOR	NICOR GAS	1,266.60	258.10
OF	OFFICE DEPOT	137.69	70.18
SOFT	SOFT WATER CITY	339.50	280.75
TBC	TBC	1,023.63	339.80
WALM	WALMART COMMUNITY	32.86	15.88
WASTE	WASTE MANAGEMENT	323.83	82.91
	COMMUNITY CENTER		2,304.33
INSURANCE			
10	ADMINISTRATION		
AUTO	AUTO-OWNERS INSURANCE CO.		1,383.00
CAYWO	CAYWOOD AND ASSOCIATES		888.00
FIRST	FIRST NONPROFIT UNEMPLOYMENT		2,431.50
	ADMINISTRATION		4,702.50
AUDIT			
10	ADMINISTRATION		
SIK	SIKICH LLP		3,000.00
	ADMINISTRATION		3,000.00
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
COMCA	COMCAST	182.44	37.75
CONST	CONSTELLATION NEWENERGY	2,855.31	109.64
FOXR	FOX RIVER FOODS		29.11
NEXT	NEXTEL COMMUNICATIONS	345.90	23.21
NICOR	NICOR GAS	1,266.60	83.77
WALM	WALMART COMMUNITY	32.86	31.13
WASTE	WASTE MANAGEMENT	323.83	114.79
	CLUBHOUSE CONCESSIONS		429.40

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SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 02/27/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CONCESSIONS			
33	SPORTS COMPLEX CONCESSIONS		
CONST	CONSTELLATION NEWENERGY	2,855.31	37.78
	SPORTS COMPLEX CONCESSIONS		37.78
35	CATERING		
FOXR	FOX RIVER FOODS		113.93
	CATERING		113.93
GOLF COURSE			
10	ADMINISTRATION		
ADAMS	ADAMS GOLF LTD		561.41
FOOT	FOOTJOY		141.65
HORN	HORNUNG'S PRO GOLF SALES INC.		236.81
PING	PING		663.65
RIVER	RIVERS END TRADING COMPANY		2,728.59
TITL	TITLEIST DRAWER CS	605.72	8,521.34
	ADMINISTRATION		12,853.45
40	GOLF OPERATIONS		
AT&T2	A T & T	77.94	26.28
CARQ	CARQUEST AUTO PARTS	90.78	391.45
CINTA	CINTAS CORPORATION #355	272.28	13.27
COMCA	COMCAST	182.44	37.75
CONST	CONSTELLATION NEWENERGY	2,855.31	912.97
FRONTIER	FRONTIER	1,080.18	72.57
MASS	MASS MARKETING, INC.		400.00
NEWV	NEW VALUES MAGAZINE		425.00
NEXT	NEXTEL COMMUNICATIONS	345.90	39.10
NICOR	NICOR GAS	1,266.60	93.67
NIV	NIVEL PARTS & MANUFACTURING		-49.88
SOFT	SOFT WATER CITY	339.50	22.00
TELV	TELVENT DTN	14.32	1,104.00
UNIVAD	UNIVERSAL ADVERTISING ASSOC		457.50
UNUM	UNUM LIFE INSURANCE	342.93	48.05
	GOLF OPERATIONS		3,993.73

INVOICES DUE ON/BEFORE 02/27/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GOLF COURSE			
41	GOLF MAINTENANCE		
BOBJO	BOB-JO CYCLE CO.	4.10	18.67
BURRI	BURRIS EQUIPMENT CO.		853.29
CARQ	CARQUEST AUTO PARTS	90.78	553.74
CINTA	CINTAS CORPORATION #355	272.28	96.73
CONST	CONSTELLATION NEWENERGY	2,855.31	23.47
DEKA3	DEKALB IRON & METAL CO.	60.92	33.25
DNA	DNA COMMUNICATIONS	69.99	35.00
FRONTIER	FRONTIER	1,080.18	152.79
HINT	HINTZSCHE OIL		569.43
ILLAG	ILLINOIS DEPT OF AGRICULTURE	15.00	20.00
JOHNDEFI	JOHN DEERE FINANCIAL	253.44	20.98
LOWE	LOWE'S	590.28	14.69
MENA	MENARDS - SYCAMORE	320.17	17.93
NEXT	NEXTEL COMMUNICATIONS	345.90	74.26
NICOR	NICOR GAS	1,266.60	245.11
REIN	REINDERS, INC.	2,535.70	4,215.41
UNUM	UNUM LIFE INSURANCE	342.93	78.37
	GOLF MAINTENANCE		7,023.12
SWIMMING POOL			
80	POOL		
FRONTIER	FRONTIER	1,080.18	39.82
	POOL		39.82
81	POOL MAINTENANCE		
CITY2	CITY OF SYCAMORE	32.75	71.22
CONST	CONSTELLATION NEWENERGY	2,855.31	374.58
	POOL MAINTENANCE		445.80
CAPITAL PROJECTS			
10	ADMINISTRATION		
TBC	TBC	1,023.63	1,430.06
THEFI	THE FITNESS CONNECTION	400.00	4,115.00
	ADMINISTRATION		5,545.06
TOTAL ALL DEPARTMENTS			59,346.87
<i>Interim \$ 35,732.92</i> <i>New \$ 59,346.87</i> <hr/> <i>to top \$ 94,679.79</i>			

**Minutes of the Regular Meeting of the Sycamore Park District
Citizens Advisory Committee
Tuesday, February 7, 2012**

The roll was called with Committee Members Christiene Drake, Denny Lane, Greg Martin, Dennis O'Sullivan, Dave Yanke, and Mary Jo McAdams present. Member Trembl arrived at 7:20 am. Member Countryman arrived at 7:17 am. Members Doug Kenney, Craig Mathey and Caroline Thompson were absent. Park Staff present was Superintendent of Recreation Desch, Program Supervisor White and Director Gibble. Park Board Commissioner Tucker and Schulz were present.

Agenda Approval –

Motion

CM Yanke made a motion to approve the agenda. CM Martin seconded the Motion.

Voice Vote

Chair McAdams called for a voice vote to approve the motion. All members voted aye.
Motion carried 6-0

Minutes Approval –

Motion

CM O'Sullivan made a motion to approve the December minutes. CM Drake seconded the Motion.

Voice Vote

Chair McAdams called for a voice vote to approve the motion. All members voted aye.
Motion carried 6-0

New Business

Chair McAdams introduced the new Park Director Dan Gibble. Each CAC Member introduced themselves and gave background on why they wanted to be on the CAC.

1. **CAC Member Terms/New Member** – Chair McAdams noted there is one opening on the CAC. We will put an ad in the paper. She asked that if anyone has any suggestions or knows someone that is interested in being on the CAC to please contact her or Director Gibble.
2. **Ex Officio – City of Sycamore and Sycamore Schools** - Chair McAdams gave congratulations to CM Countryman for her new position with the Schools. She asked CM Countryman if she was going to stay on the CAC as the School Ex Officio. Member Countryman noted she will let her know later on. Chair McAdams also noted that Brian Gregory is the new Sycamore City Manager. She will contact him to see who he would like to be the Ex Officio from the City.
3. **Chair Election** – Chair McAdams noted she would continue to serve as Chair unless someone else would like the position. All were in agreement for Chair McAdams to continue as the Chair.

New Business

4. **Liaison to Park Board** – Chair McAdams noted the Board is given copies of the CAC minutes. Any CAC Member can go to the Board meetings. CM Martin noted he will continue to go to the Park Board meetings.
5. **Goals/Review of the Charter** – Chair McAdams noted all of the CAC Members should have the CAC Charter that was sent out to all. Director Gibble noted the Charter defines the actions of the CAC. He wanted them to have the Charter to review the goals, etc. Chair McAdams asked the Members to review and email her if they have any thoughts or suggestions.
6. **CAC Issues for FY2012** – Director Gibble noted he had talked with Chair McAdams regarding how to focus the efforts of the CAC on key issues. In his experience it has worked well for the Board to give the CAC a short list. Then the CAC can decide the issues they want to take on. At the last Board meeting, the Board came up with a list. This included: Skate Park, Dog Park, Sled Hill, Marketing, Park being a Direct Provider or Facilitator. The most prevalent issue is the Community Center. Director Gibble would like to see the CAC to meet at the current Community Center to go over the facilities and needs. There will be an email sent out with dates for this.
7. **Process for addressing issues moving forward** – Chair McAdams noted she would like the CAC to review the process and she will then email everyone. She would like to know if everyone wants to continue to meet every other month with subcommittees meeting on the opposite months.

Old Business

1. **Rumors, comments heard on the street** – Chair McAdams noted they always ask what the CAC Members have heard. Director Gibble discussed what has been read about employee Brian Cobb. Nothing was related to work. Brian was a long time co-worker and there is a lot of emotion now. EAP has been brought in to help staff during this time. He asked the CAC to call him if they have any questions or concerns – he would rather not have any misconceptions out there. Superintendent of Golf Maintenance Jeff Donahoe is acting in both roles at this time.
2. **Community Center** – Director Gibble noted staff is looking at the short term issue – by April 1st we must notify current landlord if we want to renew lease. They are also looking at long term – if remain is this the right space. The landlord will extend the lease for another year under the current lease. We need to address if this space is the most viable and is it the best expenditure of funds. What programs are currently offered and shouldn't be or maybe ones we should be offering. He would like to have the CAC meet at the Community Center with staff to see what works and does not work in the current building. We need to do an assessment of who offers what programs in our area. Also how the money is best spent (lease or own space) and how important is the location. He would like the CAC to tackle this and give their input on what the community wants.

Old Business

2. **Community Center- cont'd** – Board Commissioner Tucker noted that the latest survey shows what the community is asking for. CM Countryman noted we need to see how many programs we have offsite. Commissioner Schulz asked Superintendent of Recreation Desch about the numbers for new visitors to the Community Center. Superintendent of Recreation Desch noted he had put the number in the last Board report. They have found out from the survey that the majority of the community hear about the programs from the brochure and flyers. Maybe we need to go to the community to see what we can do better and what is needed. Director Gibble noted some of this goes back to figuring out if the District should be a facilitator or direct provide. Maybe we should figure this out before deciding what should be done with the Community Center. Looking at a one year renewal of the current lease to have time to give answers to the CAC on questions on programs and go from there. There was more discussion on the Community Center and programs. Director Gibble noted they are meeting with Soft Water City soon to possibly renew the lease for another year. Then the CAC can have more time to look into this. Chair McAdams asked the CAC to go over the Charter, the list from Bart and the list of potential issues from the Board. Send their feedback to her or Director Gibble and then times can be set to meet on the issues. A date will also be set to have the CAC meet at the Community Center to look at the facilities.

Announcements - None

Adjournment –

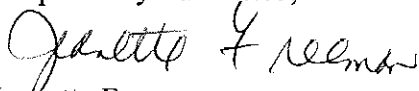
Motion

The Citizens Advisory Committee adjourned at 8:19 a.m. on a motion made by CM Martin. The motion was seconded by CM Yanke.

Voice Vote

Chair McAdams called for a voice vote to approve the motion. All Commissioners voted aye. Motion carried 7-0.

Respectfully Submitted,



Jeanette Freeman
Recording Secretary

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended January 31, 2012

Corporate Fund (10)

Department	January Actual	Annual Budget	2011 YTD Actual	Variance
Revenues				
Administration	6,060.91	548,770.00	4,615.64	31.3% (1)
Parks	-	16,429.00	-	#DIV/0!
Total Revenues	6,060.91	565,199.00	4,615.64	31.3%
Expenses				
Administration	19,671.93	357,119.00	27,122.26	-27.5% (2)
Parks	11,249.51	234,067.00	8,651.85	30.0% (3)
Total Expenses	30,921.44	591,186.00	35,774.11	-13.6%
Total Fund Revenues	6,060.91	565,199.00	4,615.64	31.3%
Total Fund Expenses	30,921.44	591,186.00	35,774.11	-13.6%
Surplus (Deficit)	(24,860.53)	(25,987.00)	(31,158.47)	-20.2%

(1) Replacement tax receipt in January 2012 37.6% higher than January 2011

(2) Wages and related expenses down 31.34% due to vacant position.

(3) 2012 higher primarily due to signs purchased \$1,700 and H.S.A. contribution \$700.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended January 31, 2012

Recreation Fund (20)

Department	January Actual	Annual Budget	2011 YTD Actual	
Revenues				
Administration	-	701,916.00	0.59	-100.0%
Sports Complex	-	45,100.00	-	#DIV/0!
Sports Complex Maintenance	-	32,490.00	-	#DIV/0!
Midwest Museum of Natural Hist	563.76	2,200.00	-	#DIV/0!
Programs-Youth	513.00	2,516.00	966.00	-46.9% (1)
Programs-Teens	-	9,202.00	590.00	-100.0% (1)
Programs-Adult	636.00	2,824.00	1,295.00	-50.9% (1)
Programs-Family	670.00	11,689.00	748.00	-10.4% (1)
Programs-Leagues	-	4,130.00	-	#DIV/0! (1)
Programs-Youth Athletics	1,177.00	24,053.00	10,216.00	-88.5% (1)
Programs-Fitness	6,505.00	28,770.00	7,403.72	-12.1% (1)
Programs-Preschool	488.00	1,078.00	320.00	52.5% (1)
Programs-Senior	185.00	300.00	60.00	208.3% (1)
Programs-Dance	1,187.00	2,900.00	517.00	129.6% (1)
Programs-Special Events	582.00	3,502.00	454.00	28.2% (1)
Programs-Concerts	-	8,600.00	700.00	-100.0%
Programs-Trips	1,690.00	4,400.00	360.00	369.4% (1)
Brochure	2,450.00	5,000.00	-	#DIV/0!
Weight Room	3,796.75	18,700.00	2,987.00	27.1%
Community Center	-	3,749.00	-	#DIV/0!
Total Revenues	20,443.51	913,119.00	26,617.31	-23.2%

(1) Revenue from programs has decreased 40.5% compared to 2011. This is due to the elimination of the travel basketball program. Factoring that out program revenue would be up 3.4%.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended January 31, 2012

Expenses					
Administration	14,694.45	197,451.00	11,380.19	29.1%	(1)
Sports Complex	-	950.00	-	#DIV/0!	
Sports Complex Maintenance	23,445.01	313,936.00	19,189.38	22.2%	(2)
Midwest Museum of Natural Hist	-	11,000.00	-	#DIV/0!	
Programs-Youth	35.00	1,266.00	34.21	2.3%	(3)
Programs-Teens	-	7,877.00	613.08	-100.0%	(3)
Programs-Adult	-	1,474.00	140.38	-100.0%	(3)
Programs-Family	467.20	10,439.00	560.49	-16.6%	(3)
Programs-Leagues	553.39	3,830.00	219.61	152.0%	(3)
Programs-Youth Athletics	51.96	19,561.00	3,804.36	-98.6%	(3)
Programs-Fitness	899.35	19,270.00	1,603.17	-43.9%	(3)
Programs-Preschool	32.34	628.00	104.00	-68.9%	(3)
Programs-Senior	-	150.00	-	#DIV/0!	(3)
Programs-Dance	167.00	2,100.00	-	#DIV/0!	(3)
Programs-Special Events	74.79	5,487.00	(41.62)	-279.7%	(3)
Programs-Concerts	-	8,600.00	-	#DIV/0!	
Programs-Trips	3,003.64	3,975.00	1,053.00	185.2%	(3)
Brochure	-	19,300.00	-	#DIV/0!	
Weight Room	26.89	4,000.00	509.30	-94.7%	
Community Center	9,374.97	147,845.00	10,843.33	-13.5%	
Total Expenses	52,825.99	779,139.00	50,012.88	5.6%	
Total Fund Revenues	20,443.51	913,119.00	26,617.31	-23.2%	
Total Fund Expenses	52,825.99	779,139.00	50,012.88	5.6%	
Surplus (Deficit)	(32,382.48)	133,980.00	(23,395.57)	38.4%	

- (1) Expenses have increased over 2011 primarily due to one full-time position being vacant in 2011 until May.
- (2) Expenses higher in 2012 primarily due to H.S.A. contribution of \$3,100.
- (3) Program expenses decreased 34.7% from 2011 due to the elimination of travel basketball. After adjusting for this expenses have increased 19.2%, \$852. This appears to be from the increase amount spent on the Bulls trip.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended January 31, 2012

Donations (21)

Department	January Actual	Annual Budget	2011 YTD Actual	
Revenues				
Administration	-	2,000.00	66.66	-100.0%
Total Revenues	-	2,000.00	66.66	-100.0%
Expenses				
Administration	-	-	-	#DIV/0!
Total Expenses	-	-	-	#DIV/0!
Total Fund Revenues	-	2,000.00	66.66	-100.0%
Total Fund Expenses	-	-	-	#DIV/0!
Surplus (Deficit)	-	2,000.00	66.66	-100.0%

Special Recreation (22)

Department	January Actual	Annual Budget	2011 YTD Actual	
Revenues				
Administration	-	175,000.00	0.42	-100.0% (1)
Total Revenues	-	175,000.00	0.42	-100.0%
Expenses				
Administration	-	175,000.00	-	#DIV/0! (3)
Total Expenses	-	175,000.00	-	#DIV/0!
Total Fund Revenues	-	175,000.00	0.42	-100.0%
Total Fund Expenses	-	175,000.00	-	#DIV/0!
Surplus (Deficit)	-	-	0.42	-100.0%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended January 31, 2012

Insurance (23)

Department	January Actual	Annual Budget	2011 YTD Actual	
Revenues				
Administration	-	115,000.00	-	#DIV/0! (1)
Total Revenues	-	115,000.00	-	#DIV/0!
Expenses				
Administration	1,676.00	98,000.00	1,800.01	-6.9% (2)
Total Expenses	1,676.00	98,000.00	1,800.01	-6.9%
Total Fund Revenues	-	115,000.00	-	#DIV/0!
Total Fund Expenses	1,676.00	98,000.00	1,800.01	-6.9%
Surplus (Deficit)	(1,676.00)	17,000.00	(1,800.01)	-6.9%

Audit (24)

Department	January Actual	Annual Budget	2011 YTD Actual	
Revenues				
Administration	-	18,000.00	0.09	-100.0% (1)
Total Revenues	-	18,000.00	0.09	-100.0%
Expenses				
Administration	-	16,000.00	-	#DIV/0! (2)
Total Expenses	-	16,000.00	-	#DIV/0!
Total Fund Revenues	-	18,000.00	0.09	-100.0%
Total Fund Expenses	-	16,000.00	-	#DIV/0!
Surplus (Deficit)	-	2,000.00	0.09	-100.0%

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended January 31, 2012

Paving & Lighting (25)

Department	January Actual	Annual Budget	2011 YTD Actual	
Revenues				
Administration	-	-	23.59	-100.0%
Total Revenues	-	-	23.59	-100.0%
Expenses				
Administration	-	30,000.00	-	#DIV/0!
Total Expenses	-	30,000.00	-	#DIV/0!
Total Fund Revenues	-	-	23.59	
Total Fund Expenses	-	30,000.00	-	
Surplus (Deficit)	-	(30,000.00)	23.59	

Park Police (26)

Department	January Actual	Annual Budget	2011 YTD Actual	
Revenues				
Administration	-	-	0.17	-100.0%
Total Revenues	-	-	0.17	-100.0%
Expenses				
Administration	-	-	-	#DIV/0!
Total Expenses	-	-	-	#DIV/0!
Total Fund Revenues	-	-	0.17	-100.0%
Total Fund Expenses	-	-	-	
Surplus (Deficit)	-	-	0.17	-100.0%

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended January 31, 2012

IMRF (27)

Department	January Actual	Annual Budget	2011 YTD Actual
Revenues			
Administration	-	97,000.00	-
Total Revenues	-	97,000.00	-
Expenses			
Administration	-	97,000.00	-
Total Expenses	-	97,000.00	-
Total Fund Revenues	-	97,000.00	-
Total Fund Expenses	-	97,000.00	-
Surplus (Deficit)	-	-	-

Social Security (28)

Department	January Actual	Annual Budget	2011 YTD Actual
Revenues			
Administration	-	82,000.00	-
Total Revenues	-	82,000.00	-
Expenses			
Administration	-	82,000.00	-
Total Expenses	-	82,000.00	-
Total Fund Revenues	-	82,000.00	-
Total Fund Expenses	-	82,000.00	-
Surplus (Deficit)	-	-	-

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended January 31, 2012

Concessions (30)

Department	January Actual	Annual Budget	2011 YTD Actual	
Revenues				
Clubhouse Concessions	-	64,822.00	-	#DIV/0!
Beverage Cart	-	15,633.00	-	#DIV/0! (1)
Vending	-	250.00	-	#DIV/0!
Sports Complex Concessions	-	30,012.00	-	#DIV/0! (2)
Pool Concessions	-	12,857.00	-	#DIV/0! (3)
Catering	550.00	18,562.00	459.50	19.7%
Total Revenues	550.00	142,136.00	459.50	19.7%
Expenses				
Clubhouse Concessions	1,452.01	75,054.00	1,217.55	22.0%
Beverage Cart	-	11,433.00	-	#DIV/0!
Vending	-	125.00	-	#DIV/0!
Sports Complex Concessions	-	24,822.00	-	#DIV/0!
Pool Concessions	-	11,382.00	-	#DIV/0!
Catering	-	8,812.00	203.95	-100.0%
Total Expenses	1,452.01	131,628.00	1,421.50	2.1%
Total Fund Revenues	550.00	142,136.00	459.50	19.7%
Total Fund Expenses	1,452.01	131,628.00	1,421.50	2.1%
Surplus (Deficit)	(902.01)	10,508.00	(962.00)	-6.2%

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended January 31, 2012

Working Cash (31) ABOLISHED IN 2011

Department	January Actual	Annual Budget	2011 YTD Actual
Revenues			
Administration	-	-	0.04
Total Revenues	-	-	0.04
Expenses			
Administration	-	-	-
Total Expenses	-	-	-
Total Fund Revenues	-	-	0.04
Total Fund Expenses	-	-	-
Surplus (Deficit)	-	-	0.04

Developer Contributions (32)

Department	January Actual	Annual Budget	2011 YTD Actual
Revenues			
Administration	-	5,000.00	0.04
Total Revenues	-	5,000.00	0.04
Expenses			
Administration	-	-	-
Total Expenses	-	-	-
Total Fund Revenues	-	5,000.00	0.04
Total Fund Expenses	-	-	-
Surplus (Deficit)	-	5,000.00	0.04

Sycamore Park District
Summarized Revenue & Expense Report
Period ended January 31, 2012

Golf Course (50)

Department	January Actual	Annual Budget	2011 YTD Actual	
Revenues				
Golf Operations	1,491.98	511,976.00	31.31	4665.2%
Golf Maintenance	-	33,557.00	-	#DIV/0!
Total Revenues	1,491.98	545,533.00	31.31	4665.2%
Expenses				
Golf Operations	14,424.02	322,245.00	13,148.16	9.7%
Golf Maintenance	26,578.18	378,897.00	22,863.69	16.2%
Total Expenses	41,002.20	701,142.00	36,011.85	13.9%
Total Fund Revenues	1,491.98	545,533.00	31.31	4665.2%
Total Fund Expenses	41,002.20	701,142.00	36,011.85	13.9%
Surplus (Deficit)	(39,510.22)	(155,609.00)	(35,980.54)	9.8%

(1) Expenses higher in 2012 primarily due to H.S.A. contribution of \$1,685.

(2) Expenses higher in 2012 primarily due to H.S.A. contribution of \$3,200.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended January 31, 2012

Debt Service (60)		January Actual	Annual Budget	2011 YTD Actual	
Department					
Revenues					
Administration		-	546,000.00	0.07	-100.0%
Total Revenues		-	546,000.00	0.07	-100.0%
Expenses					
Administration		-	545,867.00	-	#DIV/0!
Total Expenses		-	545,867.00	-	#DIV/0!
Total Fund Revenues		-	546,000.00	0.07	-100.0%
Total Fund Expenses		-	545,867.00	-	#DIV/0!
Surplus (Deficit)		-	133.00	0.07	-100.0%
Capital Projects (70)					
Department		January Actual	Annual Budget	2008 YTD Actual	
Revenues					
Administration		-	434,000.00	76.58	-100.0%
Total Revenues		-	434,000.00	76.58	-100.0%
Expenses					
Administration		-	543,025.00	-	#DIV/0!
Total Expenses		-	543,025.00	-	#DIV/0!
Total Fund Revenues		-	434,000.00	76.58	-100.0%
Total Fund Expenses		-	543,025.00	-	#DIV/0!
Surplus (Deficit)		-	(109,025.00)	76.58	-100.0%
Total Fund Revenues		28,546.40	3,718,764.00	31,891.42	-10.5%
Total Fund Expenses		127,905.25	3,902,019.00	125,094.76	2.0%
Surplus (Deficit)		(99,358.85)	(183,255.00)	(93,203.34)	6.3%

Sycamore Park District

	Unaudited 1/1/2012	Revenues	Expenses	1/31/2012	1/31/2012 Cash balance
10 Corporate	59,532.74	6,060.91	30,921.44	34,672.21	48,448.92
20 Recreation	11,127.39	20,443.51	52,825.99	(21,255.09)	(25,293.85)
21 Donations	219,403.39	-	-	219,403.39	219,403.39
22 Special Recreation	116,445.40	-	-	116,445.40	116,445.40
23 Insurance	51,110.54	-	1,676.00	49,434.54	13,811.21
24 Audit	13,389.03	-	-	13,389.03	13,389.03
25 Paving & Lighting	72,902.97	-	-	72,902.97	72,902.97
26 Park Police	7,987.34	-	-	7,987.34	7,987.34
27 IMRF	-	-	-	-	-
28 Social Security	-	-	-	-	-
30 Concessions	16,583.07	550.00	1,452.01	15,681.06	14,042.20
31 Working Cash	-	-	-	-	-
32 Developer Contributions	13,817.22	-	-	13,817.22	13,817.22
60 Debt Service	8,712.20	-	-	8,712.20	8,712.20
70 Capital Projects	771,979.64	-	-	771,979.64	771,979.64
Total governmental fund balance	1,362,990.93	27,054.42	86,875.44	1,303,169.91	1,275,645.67
50 Golf Course	(123,811.85)	1,491.98	41,002.20	(163,322.07)	
Net Assets	<u>(230,164.82)</u>			<u>(230,164.82)</u>	
	(353,976.67)			(393,486.89)	(375,269.65)
51 Swimming Pool	293,509.55	-	(267.63)	293,777.18	
Net Assets	<u>(294,058.36)</u>			<u>(294,058.36)</u>	
	(548.81)			(281.18)	(281.18)
Total proprietary funds	169,697.70	1,491.98	40,734.57	130,455.11	
Net assets	<u>(524,223.18)</u>			<u>(524,223.18)</u>	
Proprietary funds minue net assets	<u>(354,525.48)</u>			<u>(393,768.07)</u>	
	1,008,465.45			909,401.84	900,094.84

Summary of depository accounts as of 2/24/2012

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
Castle Bank	15,591.20	0.1
National Bank & Trust	268,923.32	0.05
Resource Bank	747,394.85	0.2
*DeKalb Co. Community Foundation	<u>10,805.70</u>	
	1,042,715.07	

* 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 12/31/11.

Superintendent of Finance
Report for the February 28, 2012
Board Meeting

If you have any questions concerning this report please feel free to email me, stop in, or give me a call at 815-895-3365 or 815-739-8943 prior to Tuesday's Board Meeting

1. **Audit** – The auditors were out the week of February 14th. Most of the work was completed while they were here. There are a couple of open items that I am completing. The final audit report will be distributed for the March board meeting.
2. **Financial Reports** – The January financial reports include January actual, 2012 annual budget and 2011 January actual for comparison. I will complete the monthly allocation of the budget for the February financial statements.
3. **2012 Budget and Appropriation Ordinance** – A draft of the ordinance has been prepared and is at the front counter available for public inspection as required for 30 days prior to final action. The ordinance must be passed and approved by the end of the first quarter of the fiscal year. The hearing for the budget and the approval and passage of the ordinance will need to be at the March meeting.
4. **Economic Interest Statements** – Everyone should have received an email from DeKalb County regarding filing the Economic Interest Statement electronically. If you have not already taken care of this please do so at your earliest convenience.

Superintendent of Golf Operations Report to the Board – February 2012

Swing into Spring Sale

The dates of our annual “Swing into Spring” Sale are Friday, March 2nd to Sunday, March 4th. During this sale we will offer a 5% discount on all Season Passes. This sale will also feature all pro shop merchandise at a discount. We are doing some advertising for this event which includes WLBK, the Weekly Shopper, a sign on Route 64, on our website and a letter sent to all previous pass holders.

Carts

I am still waiting for a document from Matt at Players Golf Cars in Rockford about the purchase price for new vehicles. I will have that information to you by the March board meeting. If the information is received soon I will contact the board members via email with the information I receive.

Last year we spent \$6,970.00 in rental fees for 160 rental carts. By increasing our fleet by 10 vehicles to 60 and not trading in any vehicles we would reduce our rental costs approximately \$2,600.00. In essence any outing of 116 players or less we would not need to rent any vehicles. Currently if I have an outing for 80 players I rent 10 extra carts at a cost of \$440.00. Many outings of this size I do a “modified shotgun” start. This allows the play of regular golfers not in the outing to play also to maximize the use of the facility and get as many golfers on the course as possible. By doing this technique we need additional rental carts for the outing and regular play. Friday outings, such as The Shriners or the Thursday Chamber of Commerce Funday I need 30 carts. Both events close the course due to their size of 144 golfers or more. By reducing our rental costs by 10 carts on days such as these shows a nice savings. Also by increasing the fleet we would have less wear on all our carts due to a greater rotation ratio which will help cut the costs of repair and breakdowns.

Outings

Since the last board meeting I have picked up two more outings. The Shiners outing has rebooked this year but is earlier than in years past. The event date is Friday, June 22nd. I have also scheduled a new event to Sycamore Golf Club and new to the DeKalb County Community. The First Annual Dee Palmer Memorial Golf Outing is scheduled for Friday, August 24th. The Shriners will do there after golf event off property but I am negotiating with the Palmer event to do all the catering here, both lunch and dinner.

Golf Course Opening

Jeff and I will get the golf course open as soon as it is ready to accept play and the abuse it receives from players. Since the winter has been very mild there is a possibility we could open early. The next 2 to 3 weeks will give us a better indication if opening early is possible. A major snow fall or heavy rains could certainly put a damper on opening early.

Jeff’s Report

Usually at this point of my report I add Jeff Donahoe’s report about the golf maintenance side of our operation. Since Jeff is now covering both the Superintendent of Golf Maintenance and Superintendent of Parks he will be supplying his own report as a separate report containing both Superintendents reports.

INTERIM PARKS/SPORTS AND GOLF COURSE SUPERINTENDENT'S REPORT

- SPECIAL NOTE: The maintenance staff members for all areas of the Park District have continued to cope with the shocking and tragic events which have taken place during the past weeks. Many of the staff members had known Brian for more than twenty years so getting over his loss will be an ongoing process. We are going to remember Brian for all the positive contributions he made to the parks over the years, and as the hard worker we enjoyed working with. The entire staff has continued to act in a professional manor and have stayed focused on performing their jobs. I want to thank those who have reached out and offered positive words of support for us during the past month.
- Since Mr. Gibble has put me in charge of all maintenance departments for the time being, I have been catching up with all the bids, projects, material ordering, meeting with sales reps. and sports league reps. which were recently scheduled or approved.

SPORTS

- The outfield fence for field #1 is scheduled to be replaced in mid to late March when weather allows
- Several of us met with Doug Glick from youth baseball about the new scoreboard that will be going up on field #4. Details about who will do what were discussed. We hope to install by mid/late May as time and weather allows.
- I met with our current paint rep. and looked into other paint companies for our supply of line paint for the season. I am also looking into ordering chalk as well.
- We met with the NIU rugby group leaders to discuss details about their event on April 21st.
- I have looked into ordering a few new goals for soccer as \$12K has been approved from the capital budget for the year. I plan on contacting AYSO reps. Soon, as I have been told they might be able to help with this in some capacity.
- Several of us will be meeting with the new commissioners from Sycamore Youth Baseball next week to discuss the season and organization of the fields. I have been including Bounie and Tyler in these meetings as they maintain the fields and their questions can be answered and communication is clear for all involved.

PARKS

- A new law concerning the application of any type of plant control product applied to our water bodies that flow into another water body (Kish River) has been passed by the IEPA. This includes the golf course ponds and the ponds/lake at our satellite parks. I recently turned in the required completed forms to the IEPA and am waiting to hear any

feedback. Other companies that apply to our ponds will also be required to have the permit.

- I plan on meeting soon with Russ Josh and Mr. Gibble concerning the renovation of the WPA MAIN shelter. I was not involved with the project so I wanted to get up to speed on where we are in the process and to find out the schedule moving forward. The new sign will also be ordered soon.
- Work continues on all equipment and golf carts are now being worked on as well. Even during the winter, the parks are checked weekly for any issues and garbage is emptied if needed.
- I am meeting this week with Marine Biochemists to discuss pond control for the four ponds and Lake Sycamore. To save money we plan on treating on an as needed basis to keep both costs and algae/pondweeds at an acceptable level.

GOLF

- I continue to meet with sales reps. and research the best prices/products for chemicals and fertilizers along with ordering needed course equipment like flags, ball washer parts, rakes, etc.
- Most full-time staff has or will soon be taking our state spray license exams.
- I have planned out and ordered annual flowers for the beds we plant in May.
- Most of the mower reels are now refurbished and sharpened and smaller course equipment is being worked on along with the golf carts.
- The course seems to be in good shape as we progress through the later stages of winter. The lack of ice cover and snow has not been conducive to disease or ice damage issues, and the above normal temperatures have not allowed desiccation from direct temperature kill. Current long term forecasts do not predict any heavy snow event or deep cold plunge. If we can stay reasonably dry and get a bit warmer on a consistent basis, we should be able to open the course earlier than normal.

POOL

- The new heater has been ordered from Clearview Pools with a price of \$10,137 which includes installation. This is well below the \$16K which was approved from the capital budget. We will be removing the old heater in-house to save some money. The heater should be installed by the end of April.

Please contact me with any questions 815-895-3403.

Jeff Donahoe

Superintendent of Recreation's February Board Report

The Community Center's Fitness area attracted 1510 users in January. Area's such as Zumba has seen high numbers as well. We have added another evening of Zumba at South Prairie School to help accommodate the demand.

The Daddy Daughter Dance was recently held and was a success. We had over 63 couples for the event. This year we held the event at St. Mary's and we heard nothing but good comments about the location. Like many of our events, this was a team effort, special thanks to Melissa for the food and Bob for his back drop for the pictures.

Work has started on the summer brochure. The goal is to get it out to the public the second week in May. We are looking forward to some new changes to the brochure and some added advertising.

The NIU rugby team will once again be holding their tournament out at the Sports Complex. They will be using the fields on Saturday, April 21.

We received a \$500.00 grant from the Mary E. Stevens Concert and Lecture Fund for the upcoming Summer Concert Series. This grant helped start the series in 2005.

A second men's soccer group will be renting fields from us beginning in May on Sundays at the Sports Complex.

Please feel free to contact me if you have any questions, 815-739-8780.

Par.Sec. 120/1.05. Training

Every public body shall designate employees, officers, or members to receive training on compliance with this Act. Each public body shall submit a list of designated employees, officers, or members to the Public Access Counselor. Within 6 months after the effective date of this amendatory Act of the 96th General Assembly, the designated employees, officers, and members must successfully complete an electronic training curriculum, developed and administered by the Public Access Counselor, and thereafter must successfully complete an annual training program. Thereafter, whenever a public body designates an additional employee, officer, or member to receive this training, that person must successfully complete the electronic training curriculum within 30 days after that designation.

Added by P.A. 96-542, eff. Jan. 1, 2010

120/2. Open Meetings

§2. (a) Openness required. All meetings of public bodies shall be open to the public unless excepted in subsection (c) and closed in accordance with Section 2a.

(b) Construction of exceptions. The exceptions contained in subsection (c) are in derogation of the requirement that public bodies meet in the open, and therefore, the exceptions are to be strictly construed, extending only to subjects clearly within their scope. The exceptions authorize but do not require the holding of a closed meeting to discuss a subject included within an enumerated exception.

(c) Exceptions. A public body may hold closed meetings to consider the following subjects:

- (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
- (2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.
- (3) The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

(4) Evidence or testimony presented in open hearing, or in closed hearing, where specifically authorized by law, to a quasi-judicial body, as defined in this Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning.

(5) The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

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

(7) The sale or purchase of securities, investments, or investment contracts.

(8) Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.

(9) Student disciplinary cases.

(10) The placement of individual students in special education programs and other matters relating to individual students.

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

(12) The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member.

(13) Conciliation of complaints of discrimination in the sale or rental of housing, when closed meetings are authorized by the law or ordinance prescribing fair housing practices and creating a commission or administrative agency for their enforcement.

(14) Informant sources, the hiring or assignment of undercover personnel or equipment, or ongoing, prior or future criminal investigations, when discussed by a public body with criminal investigatory responsibilities.

(15) Professional ethics or performance when considered by an advisory body appointed to advise a licensing or regulatory agency on matters germane to the advisory body's field of competence.

(16) Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member.

(17) The recruitment, credentialing, discipline or formal peer review of physicians or other health care professionals for a hospital, or other institution providing medical care, that is operated by the public body.

(18) Deliberations for decisions of the Prisoner Review Board.

(19) Review or discussion of applications received under the Experimental Organ Transplantation Procedures Act.

(20) The classification and discussion of matters classified as confidential or continued confidential by the State Government Suggestion Award Board.

(21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

(22) Deliberations for decisions of the State Emergency Medical Services Disciplinary Review Board.

(23) The operation by a municipality of a municipal utility or the operation of a municipal power agency or municipal natural gas agency when the discussion involves (i) contracts relating to the purchase, sale, or delivery of electricity or natural gas or (ii) the results or conclusions of load forecast studies.

(24) ...

(d) Definitions. For purposes of this Section: "Employee" means a person employed by a public body whose relationship with the public body constitutes an employer-employee relationship under the usual common law rules, and who is not an independent contractor. "Public office" means a position created by or under the Constitution or laws of this State, the occupant of which is charged with the exercise of some portion of the sovereign power of this State. The term "public office" shall include members of the public body, but it shall not include organizational positions filled by members thereof, whether established by law or by a public body itself, that exist to assist the body in the conduct of its business. "Quasi-adjudicative body" means an administrative body charged by law or ordinance with the responsibility to conduct hearings, receive evidence or testimony and make determinations based thereon, but does not include local electoral boards when such bodies are considering petition challenges.

(e) Final action. No final action may be taken at a closed meeting. Final action shall be preceded by a public recital of the nature of the

matter being considered and other information that will inform the public of the business being conducted.

Amended by P.A. 83-945, § 22, eff. Dec. 1, 1983; P.A. 83-1046, § 1, eff. Jan. 5, 1984; P.A. 83-1362, Art. II, § 106, eff. Sept. 11, 1984; P.A. 84-626, § 1, eff. Sept. 20, 1985; P.A. 84-988, § 1, eff. Sept. 25, 1985; P.A. 84-1028, § 5, eff. Nov. 18, 1985; P.A. 84-1431, Art. VIII, § 2, eff. Nov. 25, 1986; P.A. 85-1355, § 1, eff. Jan. 1, 1989; P.A. 86-287, § 1, eff. Jan. 1, 1990; P.A. 86-727, § 1, eff. Sept. 1, 1989; P.A. 86-1019, § 5, eff. Jan. 1, 1990; P.A. 86-1037, § 2, eff. Jan. 24, 1990; P.A. 86-1389, § 1, eff. Sept. 10, 1990; P.A. 87-491, § 1, eff. Jan. 1, 1992; P.A. 90-144, eff. July 23, 1997; 91-730, eff. Jan. 1, 2001; P.A. 93-57, eff. July 1, 2003; P.A. 93-79, eff. July 2, 2003; P.A. 93-422, eff. Aug. 5, 2003; P.A. 93-577, eff. Aug. 21, 2003; P.A. 94-931, eff. June 26, 2006; P.A. 95-185, eff. Jan. 1, 2008

Par. 120/2.01. Time and Place; Holidays

§2.01. All meetings required by this Act to be public shall be held at specified times and places which are convenient and open to the public. No meeting required by this Act to be public shall be held on a legal holiday unless the regular meeting day falls on that holiday.

A quorum of members of a public body must be physically present at the location of an open meeting. If, however, an open meeting of a public body (i) with statewide jurisdiction or (ii) that is an Illinois library system with jurisdiction over a specific geographic area of more than 4,500 square miles is held simultaneously at one of its offices and one or more other locations in a public building, which may include other of its offices, through an interactive video conference and the public body provides public notice and public access as required under this Act for all locations, then members physically present in those locations all count towards determining a quorum. "Public building", as used in this Section, means any building or portion thereof owned or leased by any public body. The requirement that a quorum be physically present at the location of an open meeting shall not apply, however, to State advisory boards or bodies that do not have authority to make binding recommendations or determinations or to take any other substantive action.

A quorum of members of a public body that is not (i) a public body with statewide jurisdiction or (ii) a public body that is an Illinois library system with a jurisdiction over a specific geographic area of more than 4,500 square miles must be physically present at the location of a closed meeting. Other members who are not physically present at a

RESOLUTION NO. _____

**A RESOLUTION ESTABLISHING PROCEDURES
FOR THE RECORDING OF CLOSED SESSIONS
FOR SYCAMORE PARK DISTRICT,
DEKALB COUNTY, ILLINOIS**

WHEREAS, Sycamore Park District is an Illinois unit of local government operating under the laws of the State of Illinois; and

WHEREAS, Section 2.06 of the Open Meetings Act, 5 ILCS 120/2.06, requires public entities to audio or video record their closed or executive session meetings; and

WHEREAS, the Illinois General Assembly enacted such legislation to have a mechanism by which to review whether Illinois public entities violated the provisions of the Illinois Open Meetings Act while conducting their closed sessions; and

WHEREAS, the Board of Commissioners of Sycamore Park District seeks to establish procedures by which the Park District can comply with the provisions of the law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF SYCAMORE PARK DISTRICT, DEKALB COUNTY, ILLINOIS, as follows:

SECTION 1: Recording Closed Sessions: Sycamore Park District shall keep a verbatim record of all Closed Session meetings (also referred to as executive session meetings) of the Board of Commissioners or any subsidiary "public body" as defined by the Illinois Open Meetings Act, 5 ILCS 120/1. The verbatim record shall be in the form of an audio or video recording as determined by the Board of Commissioners.

SECTION 2: Responsibility for Recording Closed Sessions and Maintaining Recordings: The Board Secretary or his/her designee shall be responsible for arranging for the recording of such closed sessions. In the absence of the Board Secretary or his/her designee, the Executive Director will arrange for the audio or video recording of the closed session of the Board of Commissioners. Each subsidiary public body of the Park District shall designate an individual who will be responsible for the recording of any and all closed sessions of the subsidiary body and for providing the Board Secretary with a copy of such recording. The Board Secretary, or his/her designee, shall securely maintain the verbatim recordings of all closed sessions of the Board of Commissioners and all subsidiary public bodies of the Park District.

SECTION 3: Closed Session Minutes: In addition to the recordings of the closed session as addressed in this Resolution, the Park District will keep minutes of all closed meetings in accordance with the requirements of the Open Meetings Act, 5 ILCS 120/2.06.

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SECTION 4: Procedure for Recording. At the beginning of each closed session, those present shall identify themselves by voice for the audio recording. If the meeting is videotaped, those present shall individually appear on camera and identify themselves by voice at the beginning of the closed session. The meeting Chair shall also announce the times the closed session commences and ends at the appropriate points on the recording.

SECTION 5: Back-Up Equipment/Procedure for Equipment Malfunction. The Park District will maintain sufficient tapes, batteries and equipment for the Park District to comply with this Resolution. The Board Secretary or his/her designee will periodically check the equipment to confirm that it is functioning. In the event that anyone present at a closed session determines that the equipment is not functioning properly, the closed session will be temporarily suspended to attempt to correct any malfunction. In the event that an equipment malfunction cannot be corrected immediately, the closed session will terminate until such time as time as the closed session may proceed with a functioning recording device.

SECTION 6: Maintenance and Public Release of Recordings and Access to Tapes. The audio or video tape recordings of closed sessions shall be maintained for 18 months after the closed session and shall not be released to the public unless such release is required by a court order or specifically authorized for release by a vote of the Board of Commissioners. Members of the Board may listen to the closed session recordings in the presence of the Board Secretary or his/her designee. Copies of such tapes will not be made or provided to anyone unless specifically authorized by vote of the Board.

SECTION 7: Procedure for Destruction of Recordings. The Board Secretary or his/her designee is hereby authorized to destroy the audio and video recordings of those closed sessions for which:

- A. The Board of Commissioners has approved the minutes of the closed sessions as to accurate content, regardless of whether the minutes have been released for public review; and
- B. More than 18 months have elapsed since the date of the closed session; and
- C. There is no court order requiring the preservation of such recording; and
- D. The Board of Commissioners has not passed a motion requiring the preservation of the verbatim recording of that meeting.

SECTION 8: If any section, paragraph, clause, or provision of this Resolution shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Resolution.

SECTION 9: All Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 10: This Resolution shall be in full force and effect after its

passage, approval and publication as provided by law.

PASSED this ____ day of _____, 2012.

AYES: _____

NAYS: _____

ABSENT: _____

ATTEST:

8.0 Consent Agenda Action Items

There is no additional information related to these items.

9.0 Orders of the Day – None**10.0 Old Business**

- 10.1 In September of 2011, the Board and Staff had a conversation about the pillars at the east entrance to the golf course as it related to the Route 64 Bridgework and widening. The summary of that occurs in the minutes from that meeting. Those minutes said:

“Commissioner Tucker asked about the plans for the stone pillars.

Superintendent of Parks Cobb noted he would estimate \$5000 to put new footings in and excavation. He also checked with a crane company to see if they could move the pillars. They really could not give a price estimate at this point. The pillars can be moved, but it could cost a lot of money. Commissioner Owens noted the Board needs to decide if the historical value is worth spending \$10,000 or more. He also wanted to make sure that if the Board decided not to move the pillars then it would be at IDOT expense to tear them down. Interim Director Lundbeck noted that IDOT was ok with us moving the pillars if done before they start their work. He also noted that IDOT will not move on the price of the property. They would like to start on November 8th. Commissioner Schulz mentioned notifying the public about the movement of the pillars to see if any interest in funding the project. This will also show that we had the public input. Interim Director Lundbeck noted he could put something together and also put on the website. Commissioner Owens noted that perhaps knocking down the pillars and save the boulders to maybe reassemble in a different location. Superintendent of Parks Cobb noted he had talked to someone on this and it would cost considerable to knock down and then clean all the boulders and cleanup. Interim Director Lundbeck noted he will get with IDOT and get the start date. Commissioner Tucker asked what the \$20,000 from IDOT would cover. Superintendent of Parks Cobb noted there will be the expense of replacing the fence once the trees are knocked down. Interim Director Lundbeck noted that we will receive nothing from IDOT for loss of revenue while the work is being done. There will be signs and press releases done regarding this. Commissioner Owens wants to make sure that no work is done until the District receives the money from IDOT for the property.”

After discussing this recently with staff, it is my impression that there was not a desire to save the pillars unless community interest arose, and an alternative source of funds outside the park district's budget was found to cover that cost.

A cost estimate of \$9,375 to build something of similar likeness was obtained.

Staff announced the chance to help save the pillars, and publicity was solicited, however there was no organized effort or reaction.

Recommendation: Do not replace the pillars.

- 10.2 The CAC met in early February, and will meet again on March 8th for a tour of the Community Center. The CAC reviewed the board's recommendations for study topics in the coming year, and the result was highlighted by Mary Jo McAdams in here recent email to the CAC, as follows:

"Jeanette has emailed to each of you the topics that could be items that we can address to help the board out. I am going to list my top 3 and if you have any other suggestions or concerns on these three please let me know. If I don't hear differently from anyone then on our meeting on April 5th we should have some direction from the board as to the key questions they would like answered or investigated by the CAC.

We will set out time line and proceed from there.

The three items I feel are most important to assist the Board are:

- 1. Community Center*
- 2. Marketing the Park District*
- 3. Facilitator versus Direct Provider of Programs*

Please let me know if you have other thoughts on these three items or feel something else may be more important for us to tackle. If I do not hear from anyone then we will go forward."

It was agreed by the group that all of these topics are inter-related, and must be dealt with in determining the future of any community center before we move, stay, lease, build, etc.

Recommendation: The CAC felt that staff should seek a one year lease on the current community center with two- one year options, while CAC studies and makes recommendations about a future community center. Staff would recommend this, as well.

11.0 New Business

- 11.1 At last month's meeting I informed the Board that we should review how we handle our Executive Session process. I indicated that I would be bringing some recommendations to the next meeting for the board's consideration.

The following are some key points that Derke Price, park district counsel, has provided me:

Based upon my review of the FOIA/OMA regulations, we must take the following steps to come into compliance with FOIA/OMA regulations:

- A. Get the policy regarding recordings of executive session minutes in place (separate agenda item at March meeting).
- B. Executive Session minutes must be transcribed from tapes and in written form for approval no later than the second meeting after that Executive Session takes place.
- C. The approval of the Executive Session Minutes can take place in Executive Session or in regular session, but provided to the board in written form in a documented, confidential delivery to the board members.
- D. Tapes and minutes can be kept off site, but on site is preferable, with the following requirements:
 - a. The person keeping them off-site (not on at the park district Admin. Building or Archives) must be able to provide them within 5 working days should a FOIA request cause the AG's office request them.
 - b. If the board wants them secured from staff's eyes, they could keep them on site at the Administration Building in a locked box with two board members holding the keys and passing them onto new board members as they leave.
 - c. Whoever keeps them "off-site" should have current FOIA/OMA Training and Certification.
- E. Bi-annual review of all Executive Session minutes must take place (preferably in January and July), with the board reviewing all executive session minutes and voting to release or keep confidential, as they see fit.
- F. When going into Executive Session from a Regular Session, and upon beginning recording of Executive Session, the Chair/President or their Designee must state the reason for going into Executive Session for the record (see enclosed list).

Recommendation: Adopt ordinance next month after reviewing this month, and follow the actions and guidelines outlined above.

- 11.4 In order to help the flow of our meetings, and to clearly delineate actions items from informational items, plus improve the flow and referencing of material in the board packet, I would like to recommend changing our Board Agenda to the following format:

**Sycamore Park District
Regular Board Meeting
February 28, 2012
Board Room-Administrative Office
940 East State Street
AGENDA**

CALL TO ORDER (Roll Call Vote)

APPROVAL OF REGULAR AND CONSENT AGENDA (Roll Call Vote)

APPROVAL OF MINUTES:

6. Regular Meeting – January 24, 2012 (Voice Vote)

9. Executive Session – January 24, 2012 (Approve & Remain Confidential)

PUBLIC INPUT

APPROVAL OF MONTHLY FINANCIAL REPORTS AND ACCOUNTS PAYABLE:

13. Claims Paid Since Board Meeting (Voice Vote)

27. Claims Presented (Voice Vote)

CONSENT AGENDA:

31. Citizens Advisory Committee

32. Superintendent of Finance

37. Superintendent of Golf Operations

39. Superintendent of Parks

40. Superintendent of Recreation

43. President: Board of Commissioners

44. Executive Director

48. Correspondence

POSITIVE FEEDBACK/REPORTS

DEPARTMENT PRESENTATIONS

OLD BUSINESS:

56. Item A

59. Item B

63. Item C

NEW BUSINESS:

65. Item A

72. Item B

73. Item C

81. Item D

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:

(fill in with language from handout)

ADJOURNMENT (Voice Vote)

I will explain how this format will work at the meeting, and then request the following:

Recommendation: That the board adopts this agenda on a 6 month trial basis to see how it will work.

12.0 Board Discussion

12.1 This item was placed on the Agenda as a request of the Board President.

12.2 I have placed this item on the agenda so that action could be taken should the Board deem it necessary.

I would like to guide a preliminary discussion with the Board on two topics over the next 4 months. As a result, I would like to hold a 2 hour study session on three occasions between now and June 1st. The two topics will be:

- A. Reaching Consensus on what a strategic plan is.
- B. Developing a strong working relationship with administrative staff.

Recommendation: That the Board consider setting three dates between now and June 1st for which the Executive Director will lead a discussion and program on the two topics listed above.



February 1, 2012

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

Dear Daniel ,

Thank you for your continued support of the Sycamore Chamber of Commerce and your business community. Your membership is important because it amplifies the voice of the Sycamore Chamber and provides the necessary funding for us to advocate on behalf of our 471 members to improve our business climate.

Standing together, the Chamber and its membership will continue to combine our vision, expertise, energy, and leadership to help shape today's business environment and the future of our community.

We encourage you to support your fellow Chamber Members. Your support keeps our economy vibrant and promotes retention and growth of our business community.

We are proud to be at your service. Please feel free to contact us at (815) 895-3456 with questions about your membership and to see how you can get more involved with the Sycamore Chamber.

Together we can make a difference.

Sincerely,

Rose Trembl
Executive Director

*Hi Daniel!
Thank you for your
membership. Look's forward
to work's with you in
2012.
Rose*

Sycamore Chamber of Commerce





Family Service Agency

Big Brothers Big Sisters • Center For Counseling
Children's Advocacy Center • Senior Services

January 26, 2012

Mr. Daniel Gibble
Sycamore Park District
940 East State Street
Sycamore, IL 60178

Dear Mr. Gibble:

The Family Service Agency Senior Services acknowledges the generosity of the Sycamore Park District for allowing us to use the park district building without charge. Our senior activity center occupied your building on thirty-one occasions during the 2nd quarter of our 2012 fiscal year. Based on the quoted daily rental fees of three hundred dollars (\$300) (6 hours per day @ \$50.00/hour) your in-kind donation to our agency in the amount of nine thousand three hundred dollars (\$ 9,300.00) has been recorded. No goods or services were exchanged for this donation.

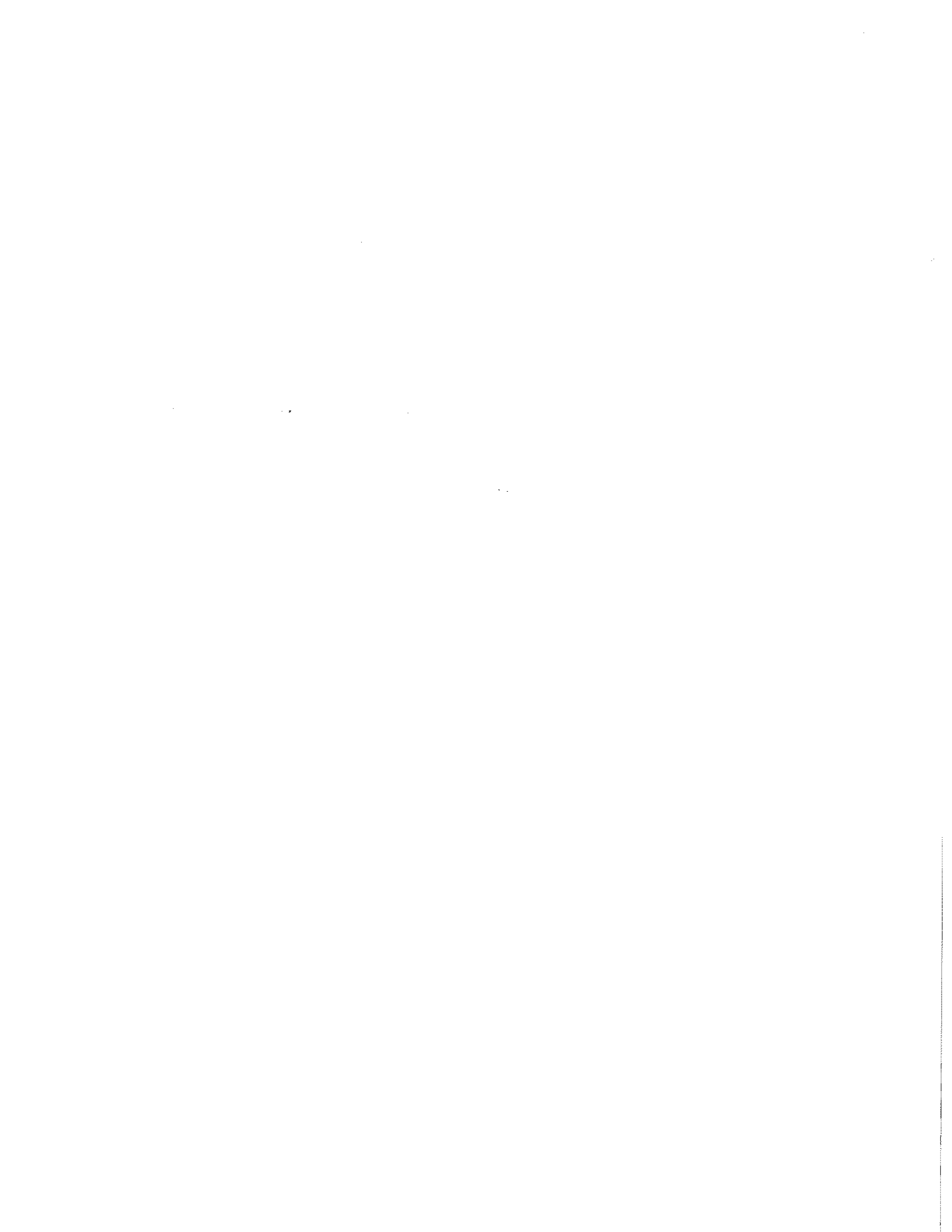
Our ability to provide socialization, health education, nutrition and activity programs to the seniors of Sycamore depends on the use of this building. We are grateful for the opportunity to partner with the Sycamore Park District to provide these needed services.

Attached is a summary of the statistics and activities of our senior activity center for this period.

We extend a sincere thank you to your organization for allowing us to use these great facilities.

Yours truly,

Mary F. Overbey, RN
Senior Services Director



Sycamore Senior Activity Center Statistics

2nd Quarter Fiscal Year 2012 Statistics – October 1 – December 31, 2011

The Sycamore Senior Activity Center was open thirty-one days during this quarter. The NIU student nurses were at the facility each Wednesday. These senior students provide health information, do blood pressure screenings and are available for medication questions – and also facilitate games and activities. The center was closed for 4 holidays and 5 days at the request of the park district.

Average daily attendance this quarter is **38** with 51 visiting at least one time per month. Fifteen special programs were presented including health programs such as foot care, memory testing, glucose and cholesterol testing, fire safety – presented by the local fire department, a presentation by the local police about holiday scams and cons plus a variety of entertainment such as special occasion parties, bingo and of course Wii Bowling with a tournament held at the Cortland facility with more than 100 seniors in attendance.

Bread and bakery goods – in ample supplies, donated by Schnucks, are delivered each Friday. Communication about special events is conveyed through the monthly senior newsletter called “Senior Moments”.

Our Christmas “Giving Tree” provided holiday gifts to 126 DeKalb County seniors thanks to the generosity of the community.

The staff of the center consists of one worker who is present during all operational hours and the coordinator who visits at least weekly. All communicate using FSA cell phones.

Family Service Agency is extremely grateful to the Sycamore Park District for all the accommodations.

The attached letter is the formal acknowledgment of your generous donation –we extend a most sincere thank you.



421 N. California Street, Suite 200
Sycamore, IL 60178

[phone] 815.895.2711

[fax] 815.895.8713

January 30, 2012

Mr. Daniel Gibble
Sycamore Park District
940 East State Street
Sycamore, IL 60178

Dear Dan:

On behalf of the DeKalb County Economic Development Corporation, thank you for your contribution to our fundraising campaign in the amount of \$750.00. We sincerely appreciate your interest and financial support. Your contribution is tax deductible as we are designated as a 501©(3) nonprofit organization.

We hope you will call upon DCEDC whenever you have questions or require assistance. And don't forget about our website, www.dcedc.org, it's a great resource for information about DeKalb County. Our **Members Only** section includes presentations from DCEDC events; updates on retention and attraction activity and other informative materials. The *username* is dcedc and the *password* is dkcounty.

Again, thank you for your support!

Sincerely yours,

A handwritten signature in black ink that reads "Paul J. Borek". The signature is written in a cursive, flowing style.

Paul J. Borek
Executive Director

*We appreciate your
contribution, Mr. Gibble!*

