

Sycamore

PARK DISTRICT

Established 1923

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

(TEL) 815/895-3365
(FAX) 815/895-3503
www.sycamoreparkdistrict.com

**Sycamore Park District
Regular Board Meeting**

August 28, 2012

6:00 pm

Board Room-Administrative Office

940 East State Street

AGENDA

CALL TO ORDER (Roll Call Vote)

APPROVAL OF REGULAR AND CONSENT AGENDA (Voice Vote)

APPROVAL OF MINUTES:

3. Regular Meeting – July 24, 2012 (Voice Vote)
Executive Session Minutes – July 24, 2012
(APPROVE TO REMAIN CONFIDENTIAL – VOICE VOTE)

PUBLIC INPUT

APPROVAL OF MONTHLY CLAIMS:

9. Claims Paid Since Board Meeting (Roll Call Vote)
18. Claims Presented (Roll Call Vote)

CONSENT AGENDA:

26. Superintendent of Finance Monthly Report
29. Budget Report/Monthly Cash Flow Monthly Report
45. Superintendent of Golf Operations Monthly Report
47. Superintendent of Parks and Facilities Monthly Report
51. Superintendent of Recreation Monthly Report
53. CAC Report
57. Executive Director Monthly Report

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

August 28, 2012

PG 2

CORRESPONDENCE

- 61. DCEDC – Paul Borek
- 63. DeKalb County Community Foundation – Dan Templin
- 67. Justin Curran

POSITIVE FEEDBACK/REPORTS

DEPARTMENT PRESENTATIONS: Sycamore Park District 90th Anniversary: Bart

OLD BUSINESS:

- 69. Update on Electricity Contract: Information Only-Dan
- 71. Revised Board Operations Manual: Information Only-Dan
- 83. Pond Maintenance Standards: Final Approval (Voice Vote)-Jeff
- 89. Update on Septic Connections: Informational Only-Dan
- 93. Ordinance Regarding Encroachment in Parks (Roll Call Vote) Dan

NEW BUSINESS:

- 99. Ordinance Regarding Conduct in Park: Discussion/Review Only-Dan
- 117. Action Regarding Current Encroachments (Voice Vote) Dan
- 119. Capital Funds Update: Information Only- Dan
- 121. Adoption of Parking Stall/Sign Template (Voice Vote)-Dan

PUBLIC INPUT

EXECUTIVE SESSION (Roll Call Vote):

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

- 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.
- 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.

ADJOURNMENT (Voice Vote)

3

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, July 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 were present.

Commissioner Graves was absent. Staff members present were Bart Desch, Jeff Donahoe, Jeanette Freeman, Dan Gibble, Jackie Hienbuecher and Kirk Lundbeck.

Guests at the Board meeting were:

Mary Jo McAdams – CAC

Greg Martin - CAC

Regular and Consent Agenda Approval –

Motion

Commissioner Tucker moved to approve the Regular and Consent Agenda.

Commissioner Schulz 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.

Approval of Minutes –

Motion

Commissioner Schulz moved to approve the June 26, 2012 Regular Meeting Minutes.

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.

Motion

Commissioner Schulz moved to approve the June 26, 2012 Executive Session Minutes and Past Executive Session Minutes May 24, 2011, June 7, 2011 and September 27, 2011 with all remaining confidential along with the June 21, 2012 Study Session Minutes. 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.

Petition and Public Comment - None

President Strack noted he wants to be cremated and would like his ashes buried under a tree with a large bronze plaque with a number of sayings by Ted. Commissioner Schulz and Director Gibble noted you cannot bury ashes. He can do the plaque, but not burying ashes. President Strack would like a written authorization eventually that this would be ok to be done – all expenses would be paid from his estate.

Claims and Accounts Approval

Motion

Commissioner Schulz moved to approve and pay the bills in the amount of \$130,699.94.

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.

Correspondence –

- FSA – David Miller
 - Director Gibble had a meeting with David Miller regarding some programming for older adults. He will be talking more with Superintendent of Recreation Desch and Program Supervisor White on this matter.
- Castle Challenge
- Pay-It-Forward House
- Bessie Oltman – Clubhouse Questionnaire
- John Owens – Clubhouse Questionnaire
- Jen Smith O’Sullivan – FB Comment
- The Gibble Family

Positive Feedback/Reports

- President Strack noted the articles in the Chronicle were outstanding. The partnership with the OSCAR Program positioned us as the leader in the community.
- Commissioner Tucker noted all the reports were very good. She especially noted Superintendent of Parks & Facilities Donahoe’s report regarding the inventory of all playground equipment.
- Superintendent of Parks & Facilities Donahoe noted they needed a master list, which will have all the manufacturers of the equipment and product.
- Commissioner Schulz has had 3 different people tell her how great the Parks look – all of them. They have never seen them look better. She would also like the golf cart story on Facebook. She has heard that no one did anything – it was neat to know that Kip did try to put it out with the fire extinguisher.
- Director Gibble would like to give kudos to everybody dealing with different issues. Community Center dealing with the phone problems, Jeff and staff with cleanup, Kirk and staff with the Junior tournament.
- Director Gibble noted he is doing the 50 Men Cook-off.
- Director Gibble noted for information purposes only an ad will be in the paper getting RFP’s from engineering services for bid specifications for the tennis courts and lot at Old Mill Park. He hopes to have a recommendation at the August or September meeting.
- Commissioner Owens noted he has heard several positive comments on the golf course condition with the drought.

Department Presentations

Superintendent of Parks & Facilities Jeff Donahoe – Jeff noted he chose the Sports Complex to present to the Board. He handed out to the Board a report with statistics on the usage of our fields. The report shows how well used the fields are – for baseball the number does not include all the practices that are held out there. KYFL started the day after baseball finished. The facilities are very well used and are in high demand. He went through their process of prepping the fields for usage which includes mowing, dragging, painting/chalking, top dressing, weed eating fences, along with other things. It gets very hectic, but feels they have done a good job communicating with everyone.

Department Presentations

Superintendent of Parks & Facilities Jeff Donahoe- cont'd – The leagues are always requesting more, but they have been really positive. For his first season in charge of this, he feels it has gone well. Bonnie and Tyler are very dedicated and do an excellent job. The Storm Tournament went very well. He had a meeting with them after the tournament and they had no complaints. Director Gibble noted that Supt. Donahoe and Superintendent of Recreation Desch met with the sports groups before and throughout the season. He also noted that 80% on the map that Jeff provided is in a flood plain. We will no longer be allowed any future additions to the Park in that area. There also has been a letter sent to each group for written agreements for the future that will need to be in place before next year. There will also be a re-keying project since there seems to be so many keys out there at this point. President Strack asked if the cost to maintain an acre of Parkland is being monitored each year. Director Gibble noted it was done the last time the Board wanted and not since. He and Supt. Desch feel the need is there to look at the fees again. Supt. Donahoe noted that Supt. Desch is working on a monitoring system for the lights to make sure we are charging enough.

Old Business –

Park Permit Process: Final Review & Approval.

Motion

Commissioner Tucker made a motion to approve the Park Permit Process as presented.
Commissioner Schulz 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.

Adoption of Board By-Laws: Final Review and Approval

Director Gibble gave a copy to the Board with some changes made after he attended an IAPD workshop.

Motion

Commissioner Schulz made a motion to adopt the Board By-Laws as presented. 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.

Long Term Strategic Plan Community Team. Director Gibble would like to collect the rankings. or get to him by the end of the day on Thursday. He would like the list for the next study session.

New Business

Consider Release of Prior Executive Session. President Strack noted the recommendation is not to release anything and destroy tapes older than 18 months. Director Gible noted that each year in June and January you will see the Executive Session binder to review minutes.

Motion

Commissioner Schulz made a motion to not release any of the said minutes at this time and approve to destroy any tapes over 18 months. 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 absent.

Youth Scholarship Fund Presentation – Superintendent of Golf Operations Lundbeck noted that over \$500 was raised from the Charity Golf last year and there will be money this year also that is not earmarked for anything. At a staff meeting it was suggested to establish a Youth Scholarship Fund. This could be given at the school awards night. Commissioner Tucker suggested having a specific number of recommendations required for the application. President Strack also suggested the amount raised from the previous year be put towards the scholarship of the following year.

Motion

Commissioner Tucker made a motion to approve the Youth Scholarship Fund. 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.

Authorization to Award Electricity.

Superintendent of Finance Hienbuecher noted they have received some updated numbers from Constellation NewEnergy. Director Gible noted they made comparisons to the City aggregate contract. We are currently in a contract and we would receive penalties if we pull out now. He would like the Board to give the Executive Director authorization to work with a broker and award a contract for electricity.

Motion

Commissioner Tucker made a motion to authorize the Executive Director to work with a broker and award a contract for electricity. 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.

Adjournment

Motion

The Board adjourned the Regular Session to go into Executive Session at 7:02 p.m. on a motion made by Commissioner Owens for the reasons listed below. The motion was seconded by Commissioner Schulz.

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.

#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.

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

#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.

#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.

The Board convened to Executive Session at 7:08 p.m. The roll was called with Commissioners Owens, Schulz, Tucker and Strack present along with Director Gible and Recording Secretary Freeman. Commissioner Graves was absent.

Motion

The Board adjourned the Executive Session at 8:10 p.m. and reconvened to Regular Session 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.

Motion

The Board adjourned the Regular Session at 8:10 p.m. 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 4-0. Commissioner Graves was absent.

Respectfully Submitted,



Jeanette Freeman
Recording Secretary
Sycamore Park District

New Business- cont'd

Appoint CAC Member.

CAC Chair McAdams noted there was a CAC member with health issues that was still trying to be on the CAC. The CAC member feels at this point it would be better to resign her position on the CAC, but possibly help with sub committees. Chair McAdams and Director Gibble reviewed the previous applications to the CAC and have chosen Susan Benson. She feels Susan will be a good addition to the CAC.

Motion

Commissioner Schulz made a motion to approve Susan Benson to complete the term of Caroline Thompson on the CAC. 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.

Renewal of Liability Coverage. Superintendent of Finance Hienbuecher noted annually we receive a renewal contract on our liability coverage. Three years ago the District looked into changing our carrier and at that time our current carrier dropped our rate 53%. They continue to keep at a lower amount. President Strack asked if this covered the Board. Supt. Hienbuecher and Director Gibble noted they would get clarification on the matter.

Motion

Commissioner Tucker made a motion to approve the renewal of the liability coverage. 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 4-0. Commissioner Graves was absent.

Petition and Public Comment –None

DATE: 08/22/2012
 TIME: 13:58:55
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

Interim

FROM 07/24/2012 TO 08/21/2012

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
AFLAC	357459	01 EMPLOYEE PREMIUM	101000002006	07/12/12		50741	07/24/12	372.50	372.50
		02 EMPLOYEE PREMIUM	101000002007						18.48
									354.02
									372.50
AMTRUST	199677	AMTRUST NORTH AMERICA INC	231000106805	08/20/12		50771	08/20/12	951.00	951.00
		01 WORKERS COMP							951.00
		199677-2ND CHECK	231000106805	07/31/12		50772	08/20/12	951.00	951.00
		01 WORKERS COMP							951.00
									1,902.00
ARTS	080212	ARTS WARRIOR	206194006128	07/24/12		50742	07/24/12	1,000.00	1,000.00
		01 SUMMER CONCERT							1,000.00
									1,000.00
BLUE	AUGUST 2012	BLUE CROSS/BLUE SHIELD OF ILL		07/24/12		50752	07/24/12	15,088.94	15,088.94
		01 HEALTH INSURANCE PREMIUM	101000106801						4,078.66
		02 HEALTH INSURANCE PREMIUM	101500106801						482.82
		03 HEALTH INSURANCE PREMIUM	504100106801						2,747.55
		04 HEALTH INSURANCE PREMIUM	504000106801						2,224.74
		05 HEALTH INSURANCE PREMIUM	201000106801						1,273.09
		06 HEALTH INSURANCE PREMIUM	202100106801						4,282.08
									15,088.94
CAYWO	2012	CAYWOOD AND ASSOCIATES	231000106806	07/19/12		50761	07/31/12	59,092.00	59,092.00
		01 GENERAL LIABILITY							59,092.00
CHICAGO	IN002576	CHICAGO BULL/WHITE SOX	205550196128	07/17/12		50743	07/24/12	2,225.00	2,225.00
		01 BULLS CAMP FEE							2,225.00
									2,225.00
CITY	JULY 2012	CITY OF SYCAMORE		08/20/12		50773	08/20/12	375.00	375.00

1 2 3 4 5 6 7 8 9

DATE: 08/22/2012
 TIME: 13:58:55
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 07/24/2012 TO 08/21/2012

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	JULY 2012			08/20/12		50773	08/20/12	375.00	375.00
		01 CITY SALES TAX - CLUBHOUSE	303000116852						177.00
		02 CITY SALES TAX - BEVERAGE CART	303100116852						51.00
		03 CITY SALES TAX - BASEBALL CONC	303300116852						48.00
		04 CITY SALES TAX - POOL CONC	303400116852						77.00
		05 CITY SALES TAX - CATERING	303500116852						22.00
							VENDOR TOTAL:		375.00
COMCA	COMCAST								
	071912	01 CABLE	303000096705	07/19/12		50777	08/21/12	190.45	190.45
		02 CABLE	504000096705						39.75
		03 INTERNET	101000096706						39.75
		04 INTERNET	201000096706						55.48
									55.47
							VENDOR TOTAL:		190.45
COMMO	COMMONWEALTH EDISON								
	080812	01 FOUNDERS PARK	101500096702	08/08/12		50778	08/21/12	762.40	762.40
		02 BOYNTON PARK	101500096702						15.76
		03 KIWANIS PARK	101500096702						15.78
		04 EMIL CASSIER PARK	101500096702						15.74
		05 COMMUNITY CENTER	207500096702						303.34
		06 COMMUNITY CENTER	207500096702						309.18
		07 SYCAMORE LAKE	101500096702						16.15
		08 GOOD TYMES SHELTER	101500096702						55.21
		09 WETZEL PARK	101500096702						15.50
							VENDOR TOTAL:		762.40
CONST	CONSTELLATION NEWENERGY								
	0006899814	01 SPORTS COMPLEX	202100096702	08/05/12		50779	08/21/12	5,185.17	864.04
		02 MAINT BLDG	101500096702						715.76
		03 MAINT BLDG	504100096702						74.14
									74.14
	0006946213	01 BASEBALL CONCESSIONS	303300096702	08/09/12		50779	08/21/12	5,185.17	4,321.13
		02 POOL	518100096702						151.74
		03 MAINTENANCE	101500096702						1,600.27
		04 MAINTENANCE	504100096702						15.54
		05 PUMP HOUSE	504100096702						15.54
									954.56

DATE: 08/22/2012
 TIME: 13:58:55
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 07/24/2012 TO 08/21/2012

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	0006946213			08/09/12		50779	08/21/12	5,185.17	4,321.13
		06 CART BLDG	504000096702						64.75
		07 CLUBHOUSE	303000096702						227.81
		08 PROSHOP	504000096702						227.81
		09 ADMINISTRATION	101000096702						531.56
		10 ADMINISTRATION	201000096702						531.55
								VENDOR TOTAL:	5,185.17
DIREC									
	18256000348			07/24/12		50754	07/25/12	184.98	184.98
		01 SATELLITE - CC	207500096705						184.98
								VENDOR TOTAL:	184.98
DNA									
	75022			07/22/12		50744	07/24/12	69.99	69.99
		01 PHONE-MAINT	101500096700						34.99
		02 PHONE-MAINT	504100096700						35.00
								VENDOR TOTAL:	69.99
ELBURN									
	335154			05/10/12		50745	07/24/12	54.00	54.00
		01 AD	504000046208						54.00
								VENDOR TOTAL:	54.00
EUCL									
	8178110588			07/20/12		50755	07/27/12	379.30	379.30
		01 BEER	303000086634						370.00
		02 MIKES HARD LEMONADE	303000086635						66.30
		03 EMPTY KEG - RETURN	303000086634						-60.00
		04 DELIVERY CHARGE	303000086634						3.00
								VENDOR TOTAL:	379.30
	8178110675			08/01/12		50762	08/01/12	912.30	912.30
		01 BEER	303000086634						710.40
		02 MIKES	303000086635						198.90
		03 DELIVERY	303000086634						3.00
								VENDOR TOTAL:	912.30
	COD 80312			08/03/12		50763	08/03/12	848.60	848.60
		01 MIKES	303000086635						198.90
		02 BEER	303000086634						649.70
								VENDOR TOTAL:	2,140.20
FOXR									
	986313			07/24/12		50756	07/27/12	403.47	403.47

12

19

DATE: 08/22/2012
 TIME: 13:58:55
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 07/24/2012 TO 08/21/2012

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
986313		01 PAPER TOWELS	303000076510	07/24/12		50756	07/27/12	403.47	403.47
		02 GATORADE	303000086631						51.76
		03 HAMBURGER BUNS	303000086613						243.12
		04 CHICKEN BREASTS	303000086616						32.11
		05 SAUSAGE PATTIES	303000086610						44.90
		06 SURCHARGE	303000086631						27.08
									4.50
HINT		HINTZSCHE OIL					VENDOR TOTAL:		403.47
908769		01 DIESEL-GOLF	504100076515	06/11/12		50747	07/24/12	4,153.58	1,101.91
		02 DIESEL-PARKS	101500076515						515.90
		03 DIESEL-SC	202100076515						358.82
908770		01 GASOLINE-GOLF	504100076515	06/11/12		50747	07/24/12	4,153.58	733.82
		02 GASOLINE-PARKS	101500076515						71.84
		03 GASOLINE-SC	202100076515						12.36
		04 GASOLINE-TRUCKS	101500076515						111.62
908987		01 GAS-OLD TANKS - GOLF	504100076515	06/21/12		50747	07/24/12	4,153.58	1,078.22
908988		01 GASOLINE - GOLF	504100076515	06/11/12		50747	07/24/12	4,153.58	543.27
		02 GASOLINE - PARKS	101500076515						128.95
		03 GASOLINE - SC	202100076515						33.34
		04 GASOLINE - PARKS	101500076515						70.33
908989		01 DIESEL-GOLF	504100076515	06/11/12		50747	07/24/12	4,153.58	696.36
		02 DIESEL-PARKS	101500076515						316.02
		03 DIESEL-SC	202100076515						304.77
ILL1		ILLINOIS DEPT REVENUE					VENDOR TOTAL:		4,153.58
JULY 2012		01 STATE SALES TAX - PRO SHOP	504000116852	08/20/12		50774	08/20/12	944.00	944.00
JULY 2012-2ND CHECK		01 STATE SALES TAX-CLUBHOUSE	303000116852	08/20/12		50775	08/20/12	916.00	916.00
									710.00

DATE: 08/22/2012
 TIME: 13:58:55
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 07/24/2012 TO 08/21/2012

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
		JULY 2012-2ND CHECK		08/20/12		50775	08/20/12	916.00	916.00
		02 STATE SALES TAX-BEVERAGE CART	303100116852						206.00
		JULY 2012-3RD CHECK		08/20/12		50776	08/20/12	592.00	592.00
		01 STATE SALES TAX - BASEBALL CON	303300116852						193.00
		02 STATE SALES TAX - POOL CONC	303400116852						312.00
		03 STATE SALES TAX - CATERING	303500116852						87.00
		VENDOR TOTAL:							2,452.00
NATFIRE		NATIONAL FIRE SAFETY COUNCIL		08/17/12		50769	08/17/12	95.00	95.00
		AUGUST 2012	101000046214						95.00
		01 SPONSORSHIP							
PEKIN		PEKIN INSURANCE		07/24/12		50753	07/24/12	1,318.55	1,318.55
		AUGUST 2012							323.74
		01 DENTAL INSURANCE PREMIUM	101000106801						50.79
		02 DENTAL INSURANCE PREMIUM	101500106801						247.14
		03 DENTAL INSURANCE PREMIUM	504100106801						198.25
		04 DENTAL INSURANCE PREMIUM	504000106801						96.52
		05 DENTAL INSURANCE PREMIUM	201000106801						402.11
		06 DENTAL INSURANCE PREMIUM	202100106801						
		VENDOR TOTAL:							1,318.55
REED		REED IRRIGATION		06/12/12		50748	07/24/12	177.00	177.00
		06-12-12							177.00
		01 REPLACEMENT IRRIGATION HEADS	504100076505						
SUP		SUPERIOR BEVERAGE		07/20/12		50757	07/27/12	336.00	336.00
		533257							319.00
		01 BEER- CAN	303000086634						121.00
		02 BEER - KEG	303000086634						44.00
		03 ARNIE PALMERS	303000086631						3.00
		04 DELIVERY CHARGE	303000086634						-121.00
		05 KEG -BAD - RETURN	303000086634						-30.00
		06 KEG - EMPTY	303000086634						
		VENDOR TOTAL:							336.00
SYCAYO		SYCAMORE YOUTH BASEBALL		05/31/12		50749	07/24/12	4,423.00	4,423.00
		NI FENCE PARK PART							

DATE: 08/22/2012
 TIME: 13:58:55
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 07/24/2012 TO 08/21/2012

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
		NI FENCE PARK PART		05/31/12		50749	07/24/12	4,423.00	4,423.00
		01 BATTING CAGE - PARK PORTION	701000207008						4,423.00
T0000013	DESCH, BART						VENDOR TOTAL:		4,423.00
	072412	01 MILEAGE	201000046211	07/24/12		50750	07/24/12	91.24	91.24
T0000531	WHITE, LISA						VENDOR TOTAL:		91.24
	073112	01 MILEAGE	201000046211	08/09/12		50764	08/09/12	52.89	52.89
T0000666	RAHN, JEAN						VENDOR TOTAL:		52.89
	071912	01 WEDDING SEMINAR REFUND	205230026218	07/19/12		50751	07/24/12	30.00	30.00
T0000667	BEYER, TIFFANY						VENDOR TOTAL:		30.00
	081312	01 ADVANCE FOR 8/10 PAYROLL-SEE 02 NOTES	201000001102	08/13/12		50767	08/13/12	125.00	125.00
			** COMMENT **						0.00
T0000668	SIDDIQUI, NAHEED						VENDOR TOTAL:		125.00
	081512	01 SHELTER REFUND	101000004000	08/16/12		50768	08/16/12	50.00	50.00
UNIT1	U.S. POSTAL SERVICE-CMRS-FP						VENDOR TOTAL:		50.00
	08-17-12	01 POSTAGE RENEWAL	101000046202	08/17/12		50770	08/17/12	500.00	500.00
UNIT2	UNITED STATES POSTAL SERVICE						VENDOR TOTAL:		500.00
		FALL BROCH-2ND		07/27/12		50758	07/27/12	773.60	773.60

DATE: 08/22/2012
 TIME: 13:58:55
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 07/24/2012 TO 08/21/2012

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

FALL BROCH-2ND 01 BROCHURE POSTAGE 206500046202 07/27/12 50758 07/27/12 773.60 773.60
 FALL BROCHURE 2012 01 BROCHURE POSTAGE 206500046202 07/27/12 50759 07/27/12 773.59 773.59
 POSTAGE-FALL BROC 01 POSTAGE FOR FALL BROCHURE 206500046202 08/09/12 50765 08/09/12 272.00 272.00

UNUM LIFE INSURANCE VENDOR TOTAL: 1,819.19
 JULY 2012 01 LIFE INSURANCE PREMIUM 101000106801 07/27/12 50760 07/27/12 352.70 352.70
 02 LIFE INSURANCE PREMIUM 101500106801 82.20
 03 LIFE INSURANCE PREMIUM 504100106801 10.95
 04 LIFE INSURANCE PREMIUM 504000106801 50.38
 05 LIFE INSURANCE PREMIUM 201000106801 48.58
 06 LIFE INSURANCE PREMIUM 202100106801 58.53
 202100106801 102.06

VISACA VISA CARDMEMBER SERVICE VENDOR TOTAL: 352.70
 080312 01 BATTERY 504100066403 08/03/12 50781 08/21/12 3,271.41 3,271.41
 02 FAN MOTOR-POOL 518100066410 27.99
 03 UPS STORE 201000046202 582.00
 04 UPS STORE 101000046202 5.00
 05 MARKERS INC 202100076536 5.00
 06 PARK ROAD SIGNS 101500066405 97.21
 07 CHAMBER DAY 201000046214 147.31
 08 CHAMBER DAY 101000046214 345.00
 09 IPAD BOOKS 101000046205 345.00
 10 MEETING 101000046212 261.00
 11 MEETING 201000046212 8.79
 12 FORE MARKETING 101000046206 199.00
 13 STAFF MEETINGS 101000046212 7.24
 14 STAFF MEETINGS 201000046212 7.24
 15 LAPTOPS 701000207004 1,059.84
 16 NEW CREDIT CARD TERMINAL 701000207004 165.00

WALM WALMART COMMUNITY VENDOR TOTAL: 3,271.41
 071612 50766 08/09/12 817.24 817.24

DATE: 08/22/2012
 TIME: 13:58:55
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 07/24/2012 TO 08/21/2012

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
071612		01 FIRST AID SUPPLIES	518000046215	07/16/12		50766	08/09/12	817.24	817.24
		02 TOMATOES-OIL-GARLIC-BREAD	303500086640						23.72
		03 COFFEE-CREAMER	303000086632						22.90
		04 TOMATO-LETTUCE-ONION	303000086629						31.13
		05 SAMS	30100002101						13.22
		06 MARINARA SAUCE	303000086629						698.91
		07 HOT DOG BUNS	303000086615						2.00
		08 HOT DOG BUNS	303400086615						4.68
		09 CLOROX WIPES	101000076500						3.12
		10 SUB BUNS	303000086612						9.97
		11 ENGLISH MUFFINS	303000086610						3.03
									4.56

VENDOR TOTAL: 817.24
 TOTAL --- ALL INVOICES: 109,110.90

Interim \$109,110.90
New \$102,526.98

Total \$211,637.88

DATE: 08/23/2012
TIME: 14:21:45
ID: AP443000.WOW

SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

PAGE: 1

Board

18

INVOICES DUE ON/BEFORE 08/22/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
10	ADMINISTRATION		
AFLAC	AFLAC	3,292.56	372.50
ANCEL	ANCEL, GLINK - LAW OFFICES OF	2,572.50	1,053.75
AT&T2	A T & T	599.54	7.91
BOCKY	BOCKYN, LLC	2,100.00	150.00
CINTA	CINTAS CORPORATION #355	1,936.70	54.09
CNA	CNA SURETY		60.00
COUNTRY	COUNTRY STORE & CATERING		352.75
DEKAM	DEKALB MECHANICAL INC	774.75	880.77
ECO	ECOWATER SYSTEMS, INC.	380.25	113.75
ENVIR	ENVIRONMENTAL SERVICES	320.00	17.50
GRAI	GRAINGER	2,198.55	77.90
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	6,352.44	53.79
INTER	INTERACT BUSINESS PRODUCTS	415.00	420.00
NEXT	NEXTEL COMMUNICATIONS	2,800.64	60.73
NICOR	NICOR GAS	12,842.47	74.46
OF	OFFICE DEPOT	1,600.98	25.32
SHAW	SHAW SUBURBAN MEDIA	67.53	39.10
SOFT	SOFT WATER CITY	2,781.75	48.00
STAPLES	STAPLES ADVANTAGE	265.85	57.79
T0000230	FREEMAN, JEANETTE	685.16	90.02
TBC	TBC	13,609.82	1,739.79
WARE	WAREHOUSE DIRECT BUSINESS		99.14
WASTE	WASTE MANAGEMENT	4,704.65	-104.42
	ADMINISTRATION		5,744.64
15	PARKS		
ARTHU	ARTHUR CLESEN, INC.	10,833.47	189.64
BOBJO	BOB-JO CYCLE CO.	547.04	753.87
BURRI	BURRIS EQUIPMENT CO.	4,135.61	427.23
CARQ	CARQUEST AUTO PARTS	3,862.23	224.53
CARR	CARROT-TOP INDUSTRIES		517.53
CHICAG	CHICAGOLAND TURF	350.00	390.00
CINTA	CINTAS CORPORATION #355	1,936.70	103.82
CINTA2	CINTAS FAS LOCKBOX 636525	450.66	21.50
DEK3	DEKALB COUNTY COLLECTOR	931.16	931.16
DNA	DNA COMMUNICATIONS	489.93	34.99
GRAI	GRAINGER	2,198.55	82.80
JOHN	JOHNSON SEAT & CANVAS SHOP	5,227.00	270.00
LOV	LOVELL'S DISCOUNT TIRE		182.95
LOWE	LOWE'S	6,232.96	46.55
MAR	MARINE BIOCHEMISTS	4,093.00	1,124.00

INVOICES DUE ON/BEFORE 08/22/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
CORPORATE			
15	PARKS		
MENA	MENARDS - SYCAMORE	3,167.93	111.48
MIKESA	MIKE'S AUTO & TRUCK	42.50	21.50
MROUT	MR OUTHOUSE	9,156.00	945.00
NEXT	NEXTEL COMMUNICATIONS	2,800.64	48.39
NICOR	NICOR GAS	12,842.47	56.68
SAF	SAFETY-KLEEN CORP.	355.33	150.81
SOFT	SOFT WATER CITY	2,781.75	162.00
SYC3	SYCAMORE SIGN COMPANY	2,053.00	945.00
WASTE	WASTE MANAGEMENT	4,704.65	444.80
	PARKS		8,186.23
RECREATION			
10	ADMINISTRATION		
AT&T2	A T & T	599.54	7.91
BOCKY	BOCKYN, LLC	2,100.00	150.00
CINTA	CINTAS CORPORATION #355	1,936.70	12.08
COUNTRY	COUNTRY STORE & CATERING		352.75
ECO	ECOWATER SYSTEMS, INC.	380.25	113.75
ENVIR	ENVIRONMENTAL SERVICES	320.00	17.50
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	6,352.44	53.80
INTER	INTERACT BUSINESS PRODUCTS	415.00	420.00
NEXT	NEXTEL COMMUNICATIONS	2,800.64	46.87
NICOR	NICOR GAS	12,842.47	48.56
OF	OFFICE DEPOT	1,600.98	25.33
SHAW	SHAW SUBURBAN MEDIA	67.53	39.10
STAPLES	STAPLES ADVANTAGE	265.85	43.69
T0000013	DESCH, BART	716.28	95.68
TBC	TBC	13,609.82	1,739.79
WARE	WAREHOUSE DIRECT BUSINESS		85.69
	ADMINISTRATION		3,252.50
21	SPORTS COMPLEX MAINTENANCE		
BANN	BANNER UP SIGNS	1,245.00	225.00
BARN	BARNES GROUP	489.87	95.20
CARQ	CARQUEST AUTO PARTS	3,862.23	43.04
ENVIR	ENVIRONMENTAL SERVICES	320.00	25.00
JOHNDE	JOHN DEERE LANDSCAPES/LESCO	2,900.84	2.11
JOHNDEFI	JOHN DEERE FINANCIAL	1,034.58	119.69

DATE: 08/23/2012
TIME: 14:21:45
ID: AP443000.WOW

SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 08/22/2012

20

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
21	SPORTS COMPLEX MAINTENANCE		
MENA	MENARDS - SYCAMORE	3,167.93	59.14
MROUT	MR OUTHOUSE	9,156.00	1,201.00
NEXT	NEXTEL COMMUNICATIONS	2,800.64	129.77
NORTH	NORTHERN ILLINOIS FENCE	7,162.00	5.00
OZI	OZINGA ILLINOIS RMC. INC.	302.75	263.50
WASTE	WASTE MANAGEMENT	4,704.65	321.65
	SPORTS COMPLEX MAINTENANCE		2,490.10
25	MIDWEST MUSEUM OF NATURAL HIST		
DEKAM	DEKALB MECHANICAL INC	774.75	505.68
SELDAL	SELDAL PLUMBING		300.00
	MIDWEST MUSEUM OF NATURAL HIST		805.68
50	PROGRAMS - YOUTH		
T0000676	LEBE, KATHY		20.00
	PROGRAMS - YOUTH		20.00
51	PROGRAMS - TEENS		
KOHL	KOHLER, JIM	1,500.00	250.00
	PROGRAMS - TEENS		250.00
52	PROGRAMS - ADULT		
DICKMAN	DICKMAN, LORI	150.00	75.00
T0000670	BLOCK, TRACI		30.00
T0000672	EDWARDS, DAWN		45.00
T0000674	HAMEL, KAYTE		45.00
T0000678	RAHN, JEAN		30.00
	PROGRAMS - ADULT		225.00
53	PROGRAMS - FAMILY		

INVOICES DUE ON/BEFORE 08/22/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
53	PROGRAMS - FAMILY		
NEXT	NEXTEL COMMUNICATIONS	2,800.64	20.24
	PROGRAMS - FAMILY		20.24
55	PROGRAMS - YOUTH ATHLETICS		
T0000655	CARLSON, JUDITH		35.00
T0000671	COMER, MARY		48.00
T0000675	HART, MICHELLE		6.50
T0000677	MCCLURE, JESSICA		8.00
	PROGRAMS - YOUTH ATHLETICS		97.50
60	PROGRAMS - SPECIAL EVENTS		
CHURCH	CHURCH OF ST MARY	148.00	100.00
	PROGRAMS - SPECIAL EVENTS		100.00
61	PROGRAMS - CONCERTS		
NEWODY	NEW ODYSSEY	1,000.00	1,000.00
RENE	RENE, LISA	900.00	1,000.00
	PROGRAMS - CONCERTS		2,000.00
65	BROCHURE		
SWIFT	JOHN B SWIFT COMPANY	5,694.00	5,268.50
YOUNG	YOUNG, ERIKA	600.00	600.00
	BROCHURE		5,868.50
70	WEIGHT ROOM		
THEFI	THE FITNESS CONNECTION	4,737.60	400.00
	WEIGHT ROOM		400.00

DATE: 08/23/2012
TIME: 14:21:45
ID: AP443000.WOW

SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

PAGE: 5

INVOICES DUE ON/BEFORE 08/22/2012

22

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
75	COMMUNITY CENTER		
AT&T1	A T & T	353.04	50.04
AT&T2	A T & T	599.54	32.30
C&L	C & L PROPERTIES, L.L.C.	41,684.06	7,853.07
DIREC	DIRECTV	636.93	89.99
ILLIN	ILLINI SECURITY SYSTEMS, INC.	1,501.25	295.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	6,352.44	118.11
NICOR	NICOR GAS	12,842.47	30.50
REINHART	REINHART FOOD SERVICE	10,021.05	54.18
SOFT	SOFT WATER CITY	2,781.75	217.50
STAPLES	STAPLES ADVANTAGE	265.85	29.53
WASTE	WASTE MANAGEMENT	4,704.65	84.05
	COMMUNITY CENTER		8,854.27
SPECIAL RECREATION			
10	ADMINISTRATION		
KISH	KISHWAUKEE SPECIAL RECREATION	2,725.00	37,399.50
	ADMINISTRATION		37,399.50
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
AT&T2	A T & T	599.54	3.08
BROWNS	BROWN'S COUNTY MARKET	295.59	277.99
EUCL	EUCLID BEVERAGE LTD.	5,312.75	404.40
FOXR	FOX RIVER FOODS	10,477.86	440.60
GOR	GORDON FOOD SERVICE INC.	1,318.05	130.14
GRAI	GRAINGER	2,198.55	15.09
NEXT	NEXTEL COMMUNICATIONS	2,800.64	20.24
NICOR	NICOR GAS	12,842.47	20.81
PEPSI	PEPSI COLA GEN. BOT.	9,633.45	519.05
REINHART	REINHART FOOD SERVICE	10,021.05	1,632.68
SOU	SOUTHERN WINE & SPIRITS OF ILL	530.27	496.54
SUP	SUPERIOR BEVERAGE	2,972.05	927.85
T0000024	DOBBERSTEIN, MELISSA	1,860.50	4.52
WASTE	WASTE MANAGEMENT	4,704.65	-72.28
	CLUBHOUSE CONCESSIONS		4,820.71

DATE: 08/23/2012
 TIME: 14:21:46
 ID: AP443000.WOW

SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

PAGE: 6

INVOICES DUE ON/BEFORE 08/22/2012

23

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
CONCESSIONS			
33	SPORTS COMPLEX CONCESSIONS		
BROWNS	BROWN'S COUNTY MARKET	295.59	160.32
REINHART	REINHART FOOD SERVICE	10,021.05	153.65
	SPORTS COMPLEX CONCESSIONS		313.97
34	POOL CONCESSIONS		
BROWNS	BROWN'S COUNTY MARKET	295.59	23.74
FOXR	FOX RIVER FOODS	10,477.86	175.09
PEPSI	PEPSI COLA GEN. BOT.	9,633.45	304.35
REINHART	REINHART FOOD SERVICE	10,021.05	75.87
T0000024	DOBBERSTEIN, MELISSA	1,860.50	5.02
	POOL CONCESSIONS		584.07
35	CATERING		
BROWNS	BROWN'S COUNTY MARKET	295.59	60.96
T0000024	DOBBERSTEIN, MELISSA	1,860.50	10.17
	CATERING		71.13
GOLF COURSE			
10	ADMINISTRATION		
CALLA	CALLAWAY GOLF		294.25
FOOT	FOOTJOY	4,643.18	369.27
HORN	HORNUNG'S PRO GOLF SALES INC.	3,782.72	77.46
TITL	TITLEIST DRAWER CS	30,024.06	3,178.61
	ADMINISTRATION		3,919.59
40	GOLF OPERATIONS		
AT&T2	A T & T	599.54	39.83
BARNABY	BARNABY PRINTING SERVICES		565.00
CARQ	CARQUEST AUTO PARTS	3,862.23	92.19
CINTA	CINTAS CORPORATION #355	1,936.70	13.61
ELBURN	ELBURN HERALD	262.00	100.00
FAST	FASTENAL COMPANY	158.16	9.32

DATE: 08/23/2012
 TIME: 14:21:46
 ID: AP443000.WOW

SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

PAGE: 7

24

INVOICES DUE ON/BEFORE 08/22/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GOLF COURSE			
40	GOLF OPERATIONS		
FOXR	FOX RIVER FOODS	10,477.86	247.05
GEAR	GEAR FOR SPORTS	3,271.42	505.51
HORN	HORNUNG'S PRO GOLF SALES INC.	3,782.72	118.34
NEXT	NEXTEL COMMUNICATIONS	2,800.64	34.11
NICOR	NICOR GAS	12,842.47	20.81
NIV	NIVEL PARTS & MANUFACTURING	3,821.47	744.86
PLAY	PLAYERS GOLF CARS	32,975.00	2,125.00
SOFT	SOFT WATER CITY	2,781.75	106.50
UNIVAD	UNIVERSAL ADVERTISING ASSOC	457.50	457.50
	GOLF OPERATIONS		5,179.63
41	GOLF MAINTENANCE		
ARTHU	ARTHUR CLESEN, INC.	10,833.47	4,283.52
BARN	BARNES GROUP	489.87	151.12
BOWM	BOWMAN'S TREE SERVICE		200.00
BURRI	BURRIS EQUIPMENT CO.	4,135.61	79.18
CINTA	CINTAS CORPORATION #355	1,936.70	103.82
DNA	DNA COMMUNICATIONS	489.93	35.00
GRAI	GRAINGER	2,198.55	53.54
JOHNDE	JOHN DEERE LANDSCAPES/LESCO	2,900.84	120.00
MENA	MENARDS - SYCAMORE	3,167.93	65.31
MROUT	MR OUTHOUSE	9,156.00	110.00
NEXT	NEXTEL COMMUNICATIONS	2,800.64	44.54
NICOR	NICOR GAS	12,842.47	82.47
PENDL	PENDELTON TURF SUPPLY	2,812.97	201.80
REED	REED IRRIGATION	177.00	162.00
REIN	REINDERS, INC.	38,990.65	298.61
TYLER	TYLER ENTERPRISES	5,705.50	122.50
WASTE	WASTE MANAGEMENT	4,704.65	129.32
	GOLF MAINTENANCE		6,242.73
SWIMMING POOL			
80	POOL		
BROWNS	BROWN'S COUNTY MARKET	295.59	102.35
MENA	MENARDS - SYCAMORE	3,167.93	2.56
REINHART	REINHART FOOD SERVICE	10,021.05	36.90
SOFT	SOFT WATER CITY	2,781.75	113.50
SPEC	SPECIAL FX	1,348.00	280.00
	POOL		535.31

DATE: 08/23/2012
TIME: 14:21:46
ID: AP443000.WOW

SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

PAGE: 8

INVOICES DUE ON/BEFORE 08/22/2012

25

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

SWIMMING POOL			
81	POOL MAINTENANCE		
CITY2	CITY OF SYCAMORE	694.79	1,110.90
HAWK	HAWKINS INC	2,149.58	50.00
MENA	MENARDS - SYCAMORE	3,167.93	29.83
NEWB1	NEWBY POOL & SPA	1,804.35	1,548.52
WASTE	WASTE MANAGEMENT	4,704.65	64.66
	POOL MAINTENANCE		2,803.91
82	SWIM LESSONS		
T0000673	FITZENREIDER, BETH		48.00
	SWIM LESSONS		48.00
CAPITAL PROJECTS			
10	ADMINISTRATION		
ENCAP	ENCAP, INC	699.20	699.19
INTER	INTERACT BUSINESS PRODUCTS	415.00	165.00
LOWE	LOWE'S	6,232.96	379.05
TBC	TBC	13,609.82	1,050.53
	ADMINISTRATION		2,293.77
	TOTAL ALL DEPARTMENTS		102,526.98

To: Board of Commissioners
From: Jackie Hienbuecher
Subject: Monthly Report
Date: August 28, 2012

Administrative Initiatives (8/1/12 – 8/31/12)

- Attended Board of Commissioners study session.
- Prepared health/dental insurance census and premium data back to 2007.
- Contacted and met with Sprint/Nextel representative regarding quality of service. Changes in their towers have affected the quality of our service with both direct connect and calls. The representative, Phil Kay, suggested we try a different phone. We were given two phones to demo. I have had a few different employees try them out. Seems to have clearer reception. An added bonus is that these phones are military spec, so will withstand much more abuse, and are waterproof, a plus for our maintenance staff. Will be negotiating a possible replacement program with a buy back option on our current phones
- Projected 2012 revenues and expenses for all administrative and concessions funds. Assisted department heads with completing their respective projections.
- Worked with Dan Gible and David Hoover, Executive Director of NIMEC, on negotiating electricity rates. Mr. Hoover was recommended to us by Brian Gregory. Results can be found in related staff recommendation.
- Met with Dan Gible and Kirk Lundbeck regarding finalizing aged inventory.
- Corresponded with District attorneys on finalizing vendor agreement and supporting documents.

- Worked with District attorneys on filing exempt property status with the county.
- Discussed status of capital projects with Dan Gibble and Department Heads.
- Gathered and consolidated pricing information on tables and chairs for the clubhouse.
- Met with Dan Gibble, Bart Desch and representatives from TBC. Discussed current services, opportunities for additional services, and concerns regarding recent issues with telecommunications.
- Met with Bart Desch, David Burdick and Dan Gibble to discuss matters related to the website, phones, and computers.
- Concessions catering/special events/room rentals: 6 golf outings, two weekends of club championship and the Summer Concert Series.

Administrative Initiatives (9/1/12 – 9/30/12)

- Attend Board of Commissioners study session.
- Consolidate projections provided by department heads. Meet with Dan Gibble to review and discuss.
- Finalize purchase of tables and chairs for clubhouse.
- Review attorney's recommendations for vendor agreement and present to the board for final approval.
- Arrange to meet with Comcast and Frontier regarding services available.
- Begin preparation of 2013 draft budget.
- Attend Sycamore Kiwanis meeting as guest and future member.

- Add Crystal Reporting module to accounting system and train.
Discuss the addition of Purchase Order module in conjunction with the ability to utilize the module at department heads' workstations.
- Catering/special events/room rentals currently scheduled: 3 golf outings, 3 miscellaneous clubhouse reservations and 2 fall concerts.

Sycamore Park District

	1/1/2012	Revenues	Expenses	7/31/2012	7/31/2012 Cash balance
10 Corporate	59,532.74	302,315.65	309,169.81	52,678.58	51,175.73
20 Recreation	11,127.39	498,668.70	438,580.59	71,215.50	67,176.13
21 Donations	219,403.39	14.49	-	219,417.88	219,417.88
22 Special Recreation	116,445.40	90,719.45	2,725.00	204,439.85	204,439.85
23 Insurance	51,110.54	59,325.23	77,774.50	32,661.27	(2,962.06)
24 Audit	13,389.03	9,275.19	14,295.00	8,369.22	8,369.22
25 Paving & Lighting	72,902.97	5.06	-	72,908.03	72,908.03
26 Park Police	7,987.34	0.56	-	7,987.90	7,987.90
27 IMRF	-	50,049.09	50,049.09	-	-
28 Social Security	-	42,292.93	42,292.93	-	-
30 Concessions	16,583.07	101,070.87	87,511.46	30,142.48	27,908.87
31 Working Cash	-	-	-	-	-
32 Developer Contributions	13,817.22	9,738.39	-	23,555.61	23,555.61
60 Debt Service	8,712.20	284,448.01	21,363.75	271,796.46	271,796.46
70 Capital Projects	771,979.64	554.43	110,670.81	661,863.26	661,863.26
Total governmental fund balance	1,362,990.93	1,448,478.05	1,154,432.94	1,657,036.04	1,613,636.88
50 Golf Course	(83,271.85)	404,961.48	385,117.67	(63,428.04)	
Net Assets	<u>(230,164.82)</u>			<u>(230,164.82)</u>	
	(313,436.67)			(293,592.86)	(318,313.73)
51 Swimming Pool	293,509.55	74,206.55	61,694.78	306,021.32	
Net Assets	<u>(294,058.36)</u>			<u>(294,058.36)</u>	
	(548.81)			11,962.96	11,762.96
Total proprietary funds	210,237.70	479,168.03	446,812.45	242,593.28	
Net assets	(524,223.18)			(524,223.18)	
Proprietary funds minue net assets	(313,985.48)			(281,629.90)	
	1,049,005.45			1,375,406.14	1,307,086.11

Summary of depository accounts as of 8/23/2012

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
Castle Bank	15,598.95	0.1
National Bank & Trust	1,037,966.24	0.05
Resource Bank	347,856.59	0.2
*Dekalb Co. Community Foundation	<u>11,358.71</u>	
	1,412,780.49	

* There is currently an gain on investments which has increased the original \$10,000 that was placed with the foundation. This balance is as of 6/30/12.

BLANK

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

Corporate Fund (10)

Department	July Budget	July Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual	Variance
Revenues									
Administration	10,643.00	12,621.27	18.6%	285,164.00	294,526.40	3.3% (1)	548,770.00	305,467.34	-3.6% (2)
Parks	143.00	(76.29)	-153.3%	7,329.00	7,789.25	6.3%	14,371.00	9,459.15	-17.7% (3)
Total Revenues	10,786.00	12,544.98	16.3%	292,493.00	302,315.65	3.4%	563,141.00	314,926.49	-4.0%
Expenses									
Administration	29,477.00	27,197.13	-7.7%	211,636.00	191,367.03	-9.6% (4)	357,119.00	215,160.34	-11.1% (5)
Parks	20,965.00	17,732.52	0.0%	134,332.00	117,802.78	-12.3% (6)	217,271.00	127,542.32	-7.6% (7)
Total Expenses	50,442.00	44,929.65	-10.9%	345,968.00	309,169.81	-10.6%	574,390.00	342,702.66	-9.8%
Total Fund Revenues	10,786.00	12,544.98	16.3%	292,493.00	302,315.65	3.4%	563,141.00	314,926.49	-4.0%
Total Fund Expenses	50,442.00	44,929.65	-10.9%	345,968.00	309,169.81	-10.6%	574,390.00	342,702.66	-9.8%
Surplus (Deficit)	(39,656.00)	(32,384.67)	-18.3%	(53,475.00)	(6,854.16)	-87.2%	(11,249.00)	(27,776.17)	-75.3%

- (1) The YTD Actual is over budget in three areas: Real Estate Taxes, budgeted to have collected 51%, actual is 51.5%, \$2,376; Replacement taxes over budget 21.4%, \$5,383; and Shelter Rentals up 22.5%, \$1,350 over budget primarily due to Kishwaukee Hospital family picnic.
- (2) Real Estate Tax receipts is the primary cause of the prior year YTD variance. Overall, the Corporate levy decreased due to lower EAV by 5.86% compared to 2011.
- (3) The amount of the SS/IMRF tax levy was reduced based upon the vacancy of the Supt. of Parks position.
- (4) Wages and related expenses down 3.4%, \$5,434, due to short term vacancy in Executive Director. Legal fees/Misc consultants, Administrative expenses and Contracted Services are below budget 73%, \$6,022, 12%, \$2,697, and 22.6% \$1,651 respectively. Also, an additional contribution to H.S.A. was budgeted in July. This is delayed pending further review of overall financial projections. This translates to being 59.3%, \$3,915 below budget.
- (5) Wages and related expenses down 2.8%, \$3,794, compared to 2011, due to short term vacancy in Executive Director in 2012 and additional compensation paid to Interim Director in 2011. Legal fees/Misc consultants are also 87.2%, \$15,187 less than 2011 due to higher legal expenses and community survey expense in 2011.
- (6) Materials and Supplies are below budget 41.2%, \$15,131 (primarily trees and shrubs, seed/sod/flowers, fish restocking and pesticides)
- (7) 2012 Materials and Supplies are 29.3%, \$8,937, below 2011.

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

Recreation Fund (20)

Department	July Budget	July Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	7,019.00	6,639.86	-5.40%	357,726.00	371,967.30	3.98% (1)	701,423.00	334,472.34
Sports Complex	-	16,992.00	#DIV/0!	17,300.00	20,937.00	21.02% (3)	45,100.00	16,157.00
Sports Complex Maintenance	325.00	453.29	39.47%	17,675.00	17,916.85	1.37%	34,655.00	18,506.46
Midwest Museum of Natural Hist	-	-	#DIV/0!	1,100.00	1,146.09	4.19%	2,200.00	563.76
Programs-Youth	-	118.90	#DIV/0!	2,008.00	2,230.58	11.08% (4)	2,516.00	5,830.94
Programs-Teens	2.00	(14.65)	-832.50%	5,303.00	2,233.59	-57.88% (4)	9,202.00	2,781.49
Programs-Adult	50.00	155.49	210.98%	2,362.00	2,692.41	13.99% (4)	2,824.00	2,323.75
Programs-Family	7.00	(52.50)	-850.00%	7,392.00	4,151.40	-43.84% (4)	11,689.00	6,122.78
Programs-Leagues	2.00	(25.37)	-1368.50%	117.00	136.96	17.06% (4)	4,130.00	281.56
Programs-Youth Athletics	477.00	669.91	40.44%	22,103.00	17,004.22	-23.07% (4)	24,053.00	30,067.27
Programs-Fitness	904.00	1,265.28	39.96%	18,532.92	23,000.73	24.11% (4)	28,770.00	22,841.81
Programs-Preschool	-	(6.30)	#DIV/0!	814.00	653.04	-19.77% (4)	1,078.00	959.08
Programs-Senior	-	-	#DIV/0!	200.00	265.00	32.50% (4)	300.00	245.00
Programs-Dance	-	60.00	#DIV/0!	1,304.00	3,004.00	130.37% (4)	2,900.00	1,713.00
Programs-Special Events	-	348.16	#DIV/0!	3,296.00	3,267.98	-0.85% (4)	3,502.00	2,757.94
Programs-Concerts	-	1,100.00	#DIV/0!	6,600.00	4,900.00	-25.76% (5)	8,600.00	6,400.00
Programs-Trips	-	560.00	#DIV/0!	4,400.00	3,435.00	-21.93% (4)	4,400.00	2,135.00
Brochure	1,700.00	1,350.00	-20.59%	3,400.00	4,200.00	23.53%	5,000.00	1,750.00
Weight Room	1,115.00	1,282.15	14.99%	11,376.00	13,474.75	18.45%	18,700.00	13,111.00
Community Center	37.00	(65.51)	-277.05%	1,912.00	2,051.80	7.31%	3,749.00	2,466.62
Total Revenues	11,638.00	30,830.71	164.91%	484,920.92	498,668.70	2.84%	914,791.00	471,486.80

(1) Real Estate Tax Receipts were over budget 3.77%, \$13,080. This is due to a conservative budget because final EAV was unknown at the time of budget.

(2) Real Estate Tax Receipts are also the reason for the Prior YTD variance. Extended amounts for the 2012 Recreation Fund is 9.68%, \$61,594 higher than 2011.

(3) Timing.

(4) 2012 Program revenue is under budget 8.49%, \$5,757. It has decreased 20.5%, \$15,984 compared to 2011. This is primarily due to the elimination of the travel basketball program. Factoring this out, program revenue is down 8.7%, \$5,928 compared to last year.

(5) Timing.

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

Expenses	15,927.00	15,299.45	-3.94%	117,681.00	110,369.19	-6.21% (1)	193,271.00	109,301.46	1.0%
Administration	-	-	#DIV/0!	950.00	-	-100.00%	950.00	-	#DIV/0!
Sports Complex	33,586.00	27,772.91	-17.31%	197,809.00	175,693.19	-11.18% (2)	333,714.00	172,369.99	1.9%
Sports Complex Maintenance	892.00	3,654.83	309.73%	6,392.00	5,416.99	-15.25%	11,000.00	6,904.84	-21.5%
Midwest Museum of Natural Hist	26.00	423.99	1530.73%	985.00	1,446.50	46.85% (3)	1,266.00	4,810.88	-69.9% (3)
Programs-Youth	-	-	#DIV/0!	4,913.00	2,441.88	-50.30% (3)	7,877.00	2,888.84	-15.5% (3)
Programs-Teens	400.00	517.19	29.30%	1,067.00	1,776.42	66.49% (3)	1,474.00	1,529.81	16.1% (3)
Programs-Adult	21.00	18.47	-12.05%	6,454.00	4,499.14	-30.29% (3)	10,439.00	5,761.44	-21.9% (3)
Programs-Family	-	-	#DIV/0!	2,550.00	2,727.37	6.96% (3)	3,830.00	3,088.36	-11.7% (3)
Programs-Leagues	8,637.51	5,991.92	-30.63%	15,948.79	13,734.86	-13.88% (3)	19,561.00	23,023.56	-40.3% (3)
Programs-Youth Athletics	1,169.00	1,115.48	-4.58%	12,034.00	10,466.75	-13.02% (3)	19,270.00	17,318.03	-39.6% (3)
Programs-Fitness	50.00	40.00	-20.00%	520.00	668.72	28.60% (3)	628.00	264.16	153.1% (3)
Programs-Preschool	50.00	-	-100.00%	100.00	170.00	70.00% (3)	150.00	-	#DIV/0!
Programs-Senior	-	-	#DIV/0!	609.00	1,872.00	207.39% (3)	2,100.00	861.00	117.4% (3)
Programs-Dance	-	-	#DIV/0!	4,254.00	3,014.21	-29.14% (3)	5,487.00	3,452.26	-12.7% (3)
Programs-Special Events	350.00	4,447.00	1170.57%	7,700.00	7,872.00	2.23%	8,600.00	7,550.00	4.3%
Programs-Concerts	-	-	#DIV/0!	3,975.00	5,428.29	36.56% (3)	3,975.00	3,959.20	37.1% (3)
Programs-Trips	-	1,547.19	#DIV/0!	8,550.00	9,192.30	7.51% (4)	19,300.00	7,863.13	16.9% (4)
Brochure	40.00	9.13	-77.18%	1,570.00	395.90	-74.78%	4,000.00	1,588.36	-75.1%
Weight Room	10,989.00	10,476.42	-4.66%	83,917.00	81,394.88	-3.01%	147,845.00	81,547.85	-0.2%
Community Center	-	-	#DIV/0!	477,978.79	438,580.59	-8.24%	794,737.00	454,083.17	-3.4%
Total Expenses	72,137.51	71,313.98	-1.14%	477,978.79	438,580.59	-8.24%	794,737.00	454,083.17	-3.4%
Total Fund Revenues	11,638.00	30,830.71	164.91%	484,920.92	498,668.70	2.84%	914,791.00	471,486.80	5.8%
Total Fund Expenses	72,137.51	71,313.98	-1.14%	477,978.79	438,580.59	-8.24%	794,737.00	454,083.17	-3.4%
Surplus (Deficit)	(60,499.51)	(40,483.27)	-33.08%	6,942.13	60,088.11	765.56%	120,054.00	17,403.63	245.3%

- (1) Expenses are below budget primarily in administrative expenses 27.91% \$4,322. Also, as in the Corporate Fund, H.S.A. contribution \$1,447 budgeted delayed pending review.
- (2) Materials & Supplies are below budget 61.09%, \$17,364. H.S.A. contribution \$3,410 budgeted delayed pending review.
- (3) 2012 program expenses are 9.67%, \$5,164, below budget. They also decreased 27.9%, \$18,711, from 2011, primarily due to the elimination of the travel basketball program. After adjusting for this, expenses are still down 19.0%, \$11,336 compared to 2011.
- (4) Costs for brochure have gone up due to higher quality of brochure. Additional marketing revenue has been taken in to offset some of these expenses.

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

Donations (21)

Department	July Budget	July Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	-	#DIV/0!	-	14.49	#DIV/0!	2,000.00	865.16
Total Revenues			#DIV/0!		14.49	#DIV/0!	2,000.00	865.16
Expenses								
Administration	-	-		-	-		-	-
Total Expenses							-	-
Total Fund Revenues	-	-	#DIV/0!	-	14.49	#DIV/0!	2,000.00	865.16
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	-	-
Surplus (Deficit)	-	-	#DIV/0!	-	14.49	#DIV/0!	2,000.00	865.16

Special Recreation (22)

Department	July Budget	July Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	1,750.00	1,663.09	-4.97%	89,250.00	90,719.45	1.65%	175,000.00	95,600.55
Total Revenues	1,750.00	1,663.09	-4.97%	89,250.00	90,719.45	1.65%	175,000.00	95,600.55
Expenses								
Administration	15,000.00	-	-100.00%	80,000.00	2,725.00	-96.59% (2)	175,000.00	52,146.50
Total Expenses	15,000.00	-	-100.00%	80,000.00	2,725.00	-96.59%	175,000.00	52,146.50
Total Fund Revenues	1,750.00	1,663.09	-4.97%	89,250.00	90,719.45	1.65%	175,000.00	95,600.55
Total Fund Expenses	15,000.00	-	-100.00%	80,000.00	2,725.00	-96.59%	175,000.00	52,146.50
Surplus (Deficit)	(13,250.00)	1,663.09	-112.55%	9,250.00	87,994.45	851.29%	-	43,454.05

(1) Real Estate Tax receipts is the primary cause of the prior year YTD variance. Overall, Special Recreation levy decreased due to lower EAV 5.86%, \$10,956 compared to 2011.
(2) It was budgeted to start making improvements based upon the accessibility audit earlier in the year. Separate information has been provided on the anticipated progress.
(3) 2011 included costs for the accessibility audit.

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

Insurance (23)

Department	July Budget	July Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	1,150.00	1,087.65	-5.42%	58,650.00	59,325.23	1.15%	115,000.00	50,161.09
Total Revenues	1,150.00	1,087.65	-5.42%	58,650.00	59,325.23	1.15%	115,000.00	50,161.09
Expenses								
Administration	67,150.00	63,425.50	-5.55%	84,750.00	77,774.50	-8.23%	98,000.00	72,273.77
Total Expenses	67,150.00	63,425.50	-5.55%	84,750.00	77,774.50	-8.23%	98,000.00	72,273.77
Total Fund Revenues	1,150.00	1,087.65	-5.42%	58,650.00	59,325.23	1.15%	115,000.00	50,161.09
Total Fund Expenses	67,150.00	63,425.50	-5.55%	84,750.00	77,774.50	-8.23%	98,000.00	72,273.77
Surplus (Deficit)	(66,000.00)	(62,337.85)	-5.55%	(26,100.00)	(18,449.27)	-29.31%	17,000.00	(22,112.68)

(1) Overall, 2012 Real Estate Tax receipts to increase 17.32% over 2011. This was done in anticipation of increases in unemployment expense and slight increase in general liability.

Audit (24)

Department	July Budget	July Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	180.00	170.04	-5.53%	9,180.00	9,275.19	1.04%	18,000.00	11,782.24
Total Revenues	180.00	170.04	-5.53%	9,180.00	9,275.19	1.04%	18,000.00	11,782.24
Expenses								
Administration	-	-	#DIV/0!	16,000.00	14,295.00	-10.66%	16,000.00	13,887.00
Total Expenses	-	-	#DIV/0!	16,000.00	14,295.00	-10.66%	16,000.00	13,887.00
Total Fund Revenues	180.00	170.04	-5.53%	9,180.00	9,275.19	1.04%	18,000.00	11,782.24
Total Fund Expenses	-	-	#DIV/0!	16,000.00	14,295.00	-10.66%	16,000.00	13,887.00
Surplus (Deficit)	180.00	170.04	-5.53%	(6,820.00)	(5,019.81)	-26.40%	2,000.00	(2,104.76)

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

Paving & Lighting (25)

Department	July Budget	July Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	-	-	-	5.06	5.06	-	55.50
Total Revenues	-	-	-	-	5.06	5.06	-	55.50
Expenses								
Administration	15,000.00	-	-	-	-	-	30,000.00	-
Total Expenses	15,000.00	-	-	-	-	-	30,000.00	-
Total Fund Revenues	-	-	-	-	5.06	5.06	-	55.50
Total Fund Expenses	15,000.00	-	-	-	-	-	30,000.00	-
Surplus (Deficit)	(15,000.00)	-	-	-	5.06	5.06	(30,000.00)	55.50

Park Police (26)

Department	July Budget	July Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	-	-	-	0.56	0.56	-	1.98
Total Revenues	-	-	-	-	0.56	0.56	-	1.98
Expenses								
Administration	2,000.00	-	-	4,000.00	-	-	-	-
Total Expenses	2,000.00	-	-	4,000.00	-	-	-	-
Total Fund Revenues	-	-	-	-	0.56	0.56	-	1.98
Total Fund Expenses	2,000.00	-	-	4,000.00	-	-	-	-
Surplus (Deficit)	(2,000.00)	-	-	(4,000.00)	0.56	0.56	-	1.98

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

IMRF (27)

Department	July Budget	July Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	970.00	917.61	-5.40%	49,470.00	50,049.09	1.17%	97,000.00	50,160.05
Total Revenues	970.00	917.61	-5.40%	49,470.00	50,049.09	1.17%	97,000.00	50,160.05
Expenses								
Administration	970.00	917.61	-5.40%	49,470.00	50,049.09	1.17%	97,000.00	50,160.05
Total Expenses	970.00	917.61	-5.40%	49,470.00	50,049.09	1.17%	97,000.00	50,160.05
Total Fund Revenues	970.00	917.61	-5.40%	49,470.00	50,049.09	1.17%	97,000.00	50,160.05
Total Fund Expenses	970.00	917.61	-5.40%	49,470.00	50,049.09	1.17%	97,000.00	50,160.05
Surplus (Deficit)	-	-	-	-	-	-	-	-

Social Security (28)

Department	July Budget	July Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	820.00	775.40	-5.44%	41,820.00	42,292.93	1.13%	82,000.00	45,547.33
Total Revenues	820.00	775.40	-5.44%	41,820.00	42,292.93	1.13%	82,000.00	45,547.33
Expenses								
Administration	820.00	775.40	-5.44%	41,820.00	42,292.93	1.13%	82,000.00	45,547.33
Total Expenses	820.00	775.40	-5.44%	41,820.00	42,292.93	1.13%	82,000.00	45,547.33
Total Fund Revenues	820.00	775.40	-5.44%	41,820.00	42,292.93	1.13%	82,000.00	45,547.33
Total Fund Expenses	820.00	775.40	-5.44%	41,820.00	42,292.93	1.13%	82,000.00	45,547.33
Surplus (Deficit)	-	-	-	-	-	-	-	-

#DIV/0!

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

Concessions (30)

Department	July Budget	July Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Clubhouse Concessions	11,867.00	9,948.13	-16.17%	35,675.00	42,261.20	18.46% (1)	64,822.00	34,494.60
Beverage Cart	4,450.00	2,903.10	-34.76%	8,433.00	9,000.22	6.73% (1)	15,633.00	7,939.45
Vending	-	-	#DIV/0!	-	-	#DIV/0!	250.00	-
Sports Complex Concessions	4,571.00	2,729.57	-40.29%	28,825.00	27,757.77	-3.70%	30,012.00	28,612.46
Pool Concessions	5,303.00	4,424.21	-16.57%	10,732.00	11,093.02	3.36% (2)	12,857.00	10,487.37
Catering	2,666.00	1,469.82	-44.87%	10,947.00	10,958.66	0.11%	18,562.00	10,493.91
Total Revenues	28,857.00	21,474.83	-25.58%	94,612.00	101,070.87	6.83%	142,136.00	92,027.79
Expenses								
Clubhouse Concessions	9,184.00	12,192.52	32.76%	45,018.00	48,070.98	6.78% (3)	75,054.00	44,940.91
Beverage Cart	3,604.00	2,117.10	-41.26%	5,593.00	5,514.11	-1.41%	11,433.00	3,156.08
Vending	-	-	#DIV/0!	-	-	#DIV/0!	125.00	31.00
Sports Complex Concessions	8,279.00	10,287.36	24.26%	22,907.00	20,964.11	-8.48%	24,822.00	18,540.87
Pool Concessions	3,355.00	3,918.35	16.79%	8,043.00	9,192.29	14.29%	11,382.00	5,537.83
Catering	1,436.00	799.68	-44.31%	4,971.00	3,769.97	-24.16%	8,812.00	3,606.41
Total Expenses	25,858.00	29,315.01	13.37%	86,532.00	87,511.46	1.13%	131,628.00	75,813.10
Total Fund Revenues	28,857.00	21,474.83	-25.58%	94,612.00	101,070.87	6.83%	142,136.00	92,027.79
Total Fund Expenses	25,858.00	29,315.01	13.37%	86,532.00	87,511.46	1.13%	131,628.00	75,813.10
Surplus (Deficit)	2,999.00	(7,840.18)	-361.43%	8,080.00	13,559.41	67.81%	10,508.00	16,214.69

- (1) 2012 clubhouse revenue up due to early season! Opened March 13! Budgets were based upon 2011 actuals and weather has been drier than 2011 giving greater opportunity for sales.
- (2) Overall, 2012 weather has been conducive to higher pool attendance and concessions sales.
- (3) Greater amount of supply and labor cost in 2012 due to increased sales
- (4) Excess inventory at sports complex. Will be using for KYFL.

38

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

Working Cash (31) ABOLISHED IN 2011

Department	July Budget	July Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	-	-	-	-	-	-	0.24
Total Revenues	-	-	-	-	-	-	-	0.24
Expenses								
Administration	-	-	-	-	-	-	-	-
Total Expenses	-	-	-	-	-	-	-	-
Total Fund Revenues	-	-	-	-	-	-	-	0.24
Total Fund Expenses	-	-	-	-	-	-	-	-
Surplus (Deficit)	-	-	-	-	-	-	-	0.24

Developer Contributions (32)

Department	July Budget	July Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	-	-	2,500.00	9,738.39	289.54%	5,000.00	11,814.73
Total Revenues	-	-	-	2,500.00	9,738.39	289.54%	5,000.00	11,814.73
Expenses								
Administration	-	-	-	-	-	-	-	-
Total Expenses	-	-	-	-	-	-	-	-
Total Fund Revenues	-	-	-	2,500.00	9,738.39	-	5,000.00	11,814.73
Total Fund Expenses	-	-	-	-	-	-	-	-
Surplus (Deficit)	-	-	-	2,500.00	9,738.39	-	5,000.00	11,814.73

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

Golf Course (50)

Department	July Budget	July Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Golf Operations	76,383.00	71,955.36	-5.8%	351,531.00	390,165.16	11.0% (1)	510,903.00	329,701.76
Golf Maintenance	252.00	(472.51)	-287.5%	12,835.00	14,796.32	15.3%	25,164.00	18,166.33
Total Revenues	76,635.00	71,482.85	-6.7%	364,366.00	404,961.48	11.1%	536,067.00	347,868.09
Expenses								
Golf Operations	35,858.00	36,067.80	0.6%	181,637.00	188,831.52	4.0% (3)	308,111.00	175,068.93
Golf Maintenance	25,807.00	29,636.97	14.8%	206,382.00	196,286.15	-4.9% (5)	311,373.00	213,390.58
Total Expenses	61,665.00	65,704.77	6.6%	388,019.00	385,117.67	-0.7%	619,484.00	388,459.51
Total Fund Revenues	76,635.00	71,482.85	-6.7%	364,366.00	404,961.48	11.1%	536,067.00	347,868.09
Total Fund Expenses	61,665.00	65,704.77	6.6%	388,019.00	385,117.67	-0.7%	619,484.00	388,459.51
Surplus (Deficit)	14,970.00	5,778.08	-61.4%	(23,653.00)	19,843.81	-183.9%	(83,417.00)	(40,591.42)

(1) Daily Greens Fees +20.77% \$16,914
 Golf Events & Misc +10.7% \$1,606

Lessons -64.17% -\$9,715

Carts +41.74% \$21,777

Season passes -3.45% -\$4,588

Pro shop sales +25.76% \$11,168

(2) Daily Greens Fees +37.89% \$27,022

Golf Events & Misc +13.6% \$1,932

Lessons -61.81% -\$8,781

Carts +51.39% \$25,102

Season passes +2.57% \$3,220

Pro shop sales +26.44% \$11,402

(3) Expenses are higher due to increased cost of goods sold 49.3%, \$15,465. Inventory is being reduced and old merchandise sold at or slightly below cost.

(4) 2012 expenses are higher than 2011 due to increased cost of goods sold 52.5%, \$16,121.

(5) 2012 YTD expenses are below budget primarily due to pesticides 49.9%, \$15,217.

(6) 2012 expenses are lower than 2011 mainly due to staff reorganization 10.9%, \$17,112.

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

Swimming Pool (51)

Department	July Budget	July Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Pool	15,979.00	12,406.59	-22.4%	61,526.00	62,621.89	1.8%	67,706.00	57,908.32
Swim Lessons	2,298.00	2,808.06	22.2%	10,511.00	11,584.66	10.2%	11,071.00	9,414.63
Total Revenues	18,277.00	15,214.65	-16.8%	72,037.00	74,206.55	3.0% (1)	78,777.00	67,322.95
Expenses								
Pool	16,585.00	16,745.69	1.0%	34,732.00	38,740.66	11.5% (3)	69,146.00	36,013.43
Pool Maintenance	6,473.00	5,286.80	-18.3%	17,289.00	17,757.84	2.7%	35,000.00	15,161.41
Swim Lessons	5,577.00	3,821.29	-31.5%	5,624.00	5,196.28	-7.6%	7,886.00	4,439.69
Total Expenses	28,635.00	25,853.78	-9.7%	57,645.00	61,694.78	7.0%	112,032.00	55,614.53
Total Fund Revenues	18,277.00	15,214.65	-16.8%	72,037.00	74,206.55	3.0%	78,777.00	67,322.95
Total Fund Expenses	28,635.00	25,853.78	-9.7%	57,645.00	61,694.78	7.0%	112,032.00	55,614.53
Surplus (Deficit)	(10,358.00)	(10,639.13)	2.7%	14,392.00	12,511.77	-13.1%	(33,255.00)	11,708.42

- (1) Daily Fees +5.62% \$1,154
 Season passes -3.62% \$1,368
 Misc income (includes pool rentals and middle school pool party) +58.77% \$838
 Swim Lessons +2.47% \$253
- (2) Daily Fees +6.45% \$1,313
 Season passes +2.07% \$738
 Misc income (includes pool rentals and middle school pool party) +44.18% \$693
 Swim Lessons +11.53 \$1,085
- (3) Payroll wages and taxes are up 12.6%, \$3,896 over budget and 6.0%, \$1,976 higher than 2011. Hotter weather, greater attendance, increased labor dollars.
- (4) 2012 expenses are up primarily due to various repairs: fence, leak location and flood lights.
- (5) Payroll wages and taxes are higher than 2011 by 15.3%, \$650 due to higher enrollment.

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

Debt Service (60)

Department	July Budget	July Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	5,460.00	5,215.02	-4.5%	278,460.00	284,448.01	2.2%	546,000.00	278,036.18
Total Revenues	5,460.00	5,215.02	-4.5%	278,460.00	284,448.01	2.2%	546,000.00	278,036.18
Expenses								
Administration	-	-	#DIV/0!	21,364.00	21,363.75	0.0%	545,867.00	22,257.50
Total Expenses	-	-		21,364.00	21,363.75		545,867.00	22,257.50
Total Fund Revenues	5,460.00	5,215.02	-4.5%	278,460.00	284,448.01	2.2%	546,000.00	278,036.18
Total Fund Expenses	-	-		21,364.00	21,363.75		545,867.00	22,257.50
Surplus (Deficit)	5,460.00	5,215.02	-4.5%	257,096.00	263,084.26	2.3%	133.00	255,778.68

Capital Projects (70)

Department	July Budget	July Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	-	#DIV/0!	-	554.43	#DIV/0!	434,000.00	771.04
Total Revenues	-	-	#DIV/0!	-	554.43	#DIV/0!	434,000.00	771.04
Expenses								
Administration	117,500.00	8,549.42	-92.7%	317,175.00	110,670.81	-65.1% (1)	543,025.00	168,380.70
Total Expenses	117,500.00	8,549.42	-92.7%	317,175.00	110,670.81	-65.1%	543,025.00	168,380.70
Total Fund Revenues	-	-		-	554.43	#DIV/0!	434,000.00	771.04
Total Fund Expenses	117,500.00	8,549.42	-92.7%	317,175.00	110,670.81	-65.1%	543,025.00	168,380.70
Surplus (Deficit)	(117,500.00)	(8,549.42)	-92.7%	(317,175.00)	(110,116.38)	-65.3%	(109,025.00)	(167,609.66)

(1) Detailed Capital Expenditure Spreadsheet included.

Total Fund Revenues	156,523.00	161,376.83		1,837,758.92	1,927,646.08	4.9%	3,708,912.00	1,838,428.21
Total Fund Expenses	457,177.51	310,785.12	-32.0%	1,970,721.79	1,601,245.39	-18.7%	3,819,163.00	1,741,325.82
Surplus (Deficit)	(300,654.51)	(149,408.29)	-50.3%	(132,962.87)	326,400.69	-345.5%	(110,251.00)	97,102.39

Sycamore Park District
Capital Funding Plan

Department

Funding	Item	Budgeted 2012	YTD Receipts/ Expenditures	Additional Committed/ Anticipated	Anticipated 2012
	Balance forward	771,980			771,980
	interest income		554.43	446	1,000
	DCCF Grant		800		800
	General Obligation Bond	<u>438,340</u>	-	438,340	<u>438,340</u>
	Total funding available	1,210,320			1,212,120
Administration/concessions	CONTINGENCY	30,000	(6,519)		-
	Fence Replacement Field #1	10,000	(225)	9,775	6,519
	bond issue costs	185,650	-	185,650	10,000
	alternate bond payment	12,000	(6,030)		185,650
	Technology Replacement/upgrades -	7,600	-	5,970	12,000
	New accounting modules	500	-	7,600	7,600
	display board		-	500	500
	Total Administration	245,750			222,269
Concessions	A/c- Pool concessions	1,000	-	1,000	1,000
	greaseless fryer - pool concessions	3,000	-		
	catering units (cambro warmers, chafing)	1,500	-	1,500	1,500
	double door freezer - baseball	3,500	-	3,500	3,500
	countertop - clubhouse concessions	3,500	(3,174)	3,174	3,174
	Total Concessions	12,500			9,174
Maintenance	used bucket truck	<u>25,000</u>	-	23,276	<u>23,276</u>
	Total Maintenance	25,000			23,276
Clubhouse	remodeling of clubhouse	5,000	-	5,000	5,000
	tables (15)	7,500	-	7,500	7,500
	chairs (60)	7,500	-	7,500	7,500
	bar stools (5)	750	-	750	750
	Total Clubhouse	20,750			20,750

43

Golf Course									
	a/c pro shop	1,000	(379)	379					
	drag rope	1,000	(1,000)	1,000					
	greens mower	30,000	(30,973)	30,973					
	golf carts (10)	30,000	(30,000)	30,000					
	Total Golf Course	62,000		62,352					
Pool									
	Canopy - concession sitting area	10,000	(4,885)	4,885					
	water heaters	15,000	(10,178)	10,178					
	Total Pool	26,000		15,063					
Community Center									
	fitness equipment	6,200	(4,115)	4,115					
	additional staging	2,000	-	900					
	laptops for computer classes	2,600	(1,060)	1,060					
	duplicator/copier	5,000	(3,663)	3,663					
	Total Community Center	15,800		9,738					
Parks & grounds									
	soccer goals	12,000	(5,986)	5,986					
	road repair - east entrance	35,000	-	25,000					
	main shelter renovation	10,000	(465)	9,535					
	Old Mill parking lot	40,000	-	-					
	Syc Lake/Brickville connection	40,000	-	22,000					
	Total Parks & Grounds	137,000		62,986					
	Total Capital Expenses	532,300		416,434					
	Ending balance								795,686

Funded by annual G.O. Bond or previous G.O. Bond proceeds not spent

1.3 44

To: Board of Commissioners
From: Kirk T. Lundbeck
Subject: Monthly Report
Date: August 23, 2012

Administrative Initiatives (8/1/12 – 8/31/12)

- Finalized annual Sycamore Golf Club, Club Championship.
- Finalized August and September outings and events.
- Attended weekly Department head meetings as scheduled.
- Attended monthly Sycamore Chamber of Commerce Board meeting.
- Began planning process for fall staffing needs as college staff heads back to school and the Assistant Professional position eliminated as of September 28th.
- Attended 90th Anniversary planning meetings as scheduled.
- Attended Sycamore Chamber of Commerce Small Business Roundtable.
- Attended Sycamore Chamber of Commerce Business Network.

Administrative Initiatives (9/1/12 – 9/30/12)

- Finalize Pro Shop Surplus Inventory.
- Finalize September golf events.
- Finalize Golf Operations staffing needs for October through end of season.

- Attend Chamber of Commerce monthly Board of Directors meeting.
- Attend weekly Department head meetings as scheduled.
- Attend 90th Anniversary planning meetings as scheduled.
- Finalize Sycamore Park District Park and Recreation Scholarship.
- Pre-book all possible golf outings for the 2013 season.
- Attend Illinois PGA Seminar.
- Finalize carts and all preparations for Sycamore High School's Homecoming parade.
- Finalize plans for a PGA Intern with Ferris State University for next summer season.

Golf Course Revenue Comparison 2011 to 2012

	January 1 – August 31, 2011	January 1 – August 22, 2012	Difference
Season Passes	\$126,314.50	\$131,853.25	+\$5,538.75
Green Fees	\$113,103.00	\$132,840.00	+\$19,737.00
Cart Fees	\$72,941.00	\$92,655.56	+\$19,714.56
Pro Shop Sales	\$54,007.43	\$64,191.72	+\$10,84.29
Lessons/Misc.	\$32,696.83	\$25,879.02	-\$6,817.81
TOTAL REVENUE	\$399,062.76	\$447,419.55	+\$48,356.49

Golf Course Rounds Played Comparison 2011 - 2012

Rounds	January 1 – August 31, 2012	January 1 – August 22, 2012	Total	Daily Average
2011	7285	16755	24040	135.06
2012	9715	12934	22649	138.95

To: Board of Commissioners
From: Jeff Donahoe
Subject: Monthly Report
Date: August 28, 2012

Administrative Initiatives (8/1/12-8/31/12)

Golf

- Cooler weather has helped the stressed golf course turf while rainfall amounts have remained low. July produced 1.6 inches of rain and the first three weeks of August have provided only 0.9 inches.
- The storms we have had produced more wind than rain so staff has had some branch and debris cleanup at times in July and August.
- Mowing frequency has increased as dormant areas of turf have started to grow again.
- Checking, repairing, and cleaning of irrigation heads continues along with hand-watering of hot spots on the greens and collars.
- Many recent outings and high school practices have kept the course busy and staff working around the heavy traffic. Pruning, painting, mulching and other out of the way projects are performed to limit interference during peak golf traffic.

Sports

- Men's and women's league softball finished for the season last week.
- AYSO soccer began play on the 11th of August. I meet regularly with Steve Sapita, regional commissioner, to make field corrections and help with any other issues.

- The DeKalb County Liners are done and are removing fencing and concessions items this week.
- Met with Bart and KYFL leaders to discuss details of youth football this fall.
- Started regular mowing as fields have greened up with better weather.
- Met with Bart and Storm Dayz leaders to discuss details of tourney recently held and plans for 2013. They were very happy with the 2012 event.
- Started edging dugouts, cleaning out washed ag lime, roundup on errant grasses on ball fields.
- Continued tree and shrub trimming throughout the sports complex.

Parks

- Continue to water city parks with 300 gallon water tank and hose from the back of the truck. Trying to keep many new trees and landscaped areas alive during the drought.
- Mowing/trimming of parks has increased with the improved weather and some grass areas greening up and growing.
- Replaced worn swings at Brothers and Kiwanis Prairie parks.
- Have pruned trees, cut out stumps, cleared paths, and sprayed roundup to many city parks and play areas to control weedy areas and some pond edges. Cleanup of storm debris performed as needed. Horseshoe pits at Community Park cleaned out and edged.
- Hiking trail through Chief Black Partridge was pruned and cleared.
- Cut down high grasses along Merry Oaks Trail, Leon Larson Park areas.

- Progress on the Main Shelter continues at a slow pace as volunteer electricians have been busy with work and on vacation. Should start in the next few weeks with electrical installation as their schedules relax according to recent conversations.
- Repaint parking lines at several parks; repaint basketball court lines at Kiwanis Prairie Park.
- Natural History Museum fire alarm sensors had to be serviced, still have to address solving repair of a couple of difficult to reach sensors with Sycamore Fire Dept.
- Attended staff and board meetings, and ADA transition plan public meeting.
- Had new partitions installed in the clubhouse men's room.
- Have been working on gathering information for Parks Tour on August 30th at 5:15 p.m. I hope to see you there!
- At the pool, a new exhaust fan motor on the roof was installed to ventilate the mechanical room. P.A. system repaired, pool shower pipe breaks repaired.

Administrative Initiatives (9/1/12-9/30/12)

- Continue to work with AYSO officials as the season continues until the end of October.
- Work on selling the approved list of used equipment
- Continue to work through drought issues related to maintaining the golf, sports turf and park landscaping as best we can.

- Address the under pavement leak affecting the baby pool seals.
- Will attend Illinois Sports Turf Managers field day in Lisle, IL with Bounie and Tyler on Sept. 21st.
- Golf course will start reseeding thin damaged areas on the course, aerating and fertilizing turf.
- Will have staff safety and operating certified training day for the newly acquired aerial lift.

To: Park Board of Commissioners
From: Bart Desch
Subject: Monthly Board Report
Date: August 28, 2012

Administrative Initiatives: 8/1/2012 – 8/31/2012

- Attracted 676 people in July to the Community Center.
- Conducted Sumer Concert Series concert on July 26 which attracted 300+ people.
- Conducted Sumer Concert Series concert on August 3 which attracted 400+ people.
- Attracted 2640 people to the 2012 Summer Concert Series in total, a 200+ person increase over 2011.
- Conducted site visit tour August 2 with Board Members, staff, and CAC members.
- Attended (with our aerobics staff) the Sycamore School District Health Fair August 21
- Met and began planning 90th celebration activities for 2013 with the Superintendent of Golf and the Recreation Supervisor.
- Met with Northern Rehabilitation Services regarding brochure advertising.
- Conducted & supervised Cubs Trip on August 3.
- Hired Sarah Elm as our new brochure/newsletter/web site part time employee.
- Met with Boy Scout Troop that provides food service to AYSO participants regarding Park District requirements of sales of food on Park District property.

Administrative Initiatives: 9/1/2012 – 9/30/2012

- Conduct Fall Concert Series on September 9 and 16.
- Will continue to meet with 90th committee to continue planning 2013 activities.
- Continue to write a user agreement with Sycamore Baseball, and other park users.
- Begin work on re-keying district, working with Jeff Donahoe.
- Coordinate transition of web site management from David Burdick to my position.
- Work with Lisa White on planning for cooperative programming with Family Service Agency.
- Finalize plans for Spring 2013 Soccer.

**Minutes of the Regular Meeting of the Sycamore Park District
Citizens Advisory Committee
Thursday, August 9, 2012**

The roll was called with Committee Members Susan Benson, Scott Buzzard, Christiene Drake, Brian Gregory, Doug Kenney, Denny Lane, Craig Mathey, Dennis O'Sullivan, Dave Yanke present. CM Treml arrived at 7:22 a.m. Members Kathy Countryman, Greg Martin, and Mary Jo McAdams were absent. Park Staff present was Superintendent of Recreation Desch, Program Supervisor White, and Director Gible.

Agenda Approval

Motion

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

Voice Vote

CM Buzzard called for a voice vote to approve the motion. All members present voted aye. Motion carried 9-0

Minutes Approval

Motion

CM Yanke made a motion to approve the June 7, 2012 minutes. CM Mathey seconded the Motion.

Voice Vote

CM Buzzard called for a voice vote to approve the motion. All members present voted aye. Motion carried 9-0

Susan Benson was introduced to the CAC as the newest member.

New Business

1. **Update from June and July Board Meeting** – Director Gible noted the Board approved the new CAC appointment, they narrowed down the list for the Community wide team for the long term process. There were other standard business items that were on the agenda.
2. **Review of "Findings" from Community Center Visits** – Superintendent of Recreation Desch noted they visited three different Park Districts – Lan Oak, Oak Forest and LaGrange. All three had different scenarios with their buildings. CM Mathey noted there was a nice contrast between them. It helped him to see both positive and negative of a community center. CM Yanke noted that with an indoor pool there would be a lot to consider and the relationship with the architect would be very important. He also noted that Oak Forest and LaGrange seemed to be used frequently and they were more turned into the Community. He also noticed that LaGrange had a lot of open space. He also noted that Oak Forest partnered with the Community and share a football field, which has created challenges but has worked out for them. Lan Oak was underutilized, but it may have been the time of day they were there. CM Mathey noted that Lan Oak noted they have 500-600 a day through their building since they have no competition in town. Director Gible noted that none of the 3 Parks have the Park acreage that we do. They have the same EAV and full time staff, but a greater percentage went to Recreation and not Park maintenance. He also noted that 2 of the 3 required referendum dollars for their community centers. Program Supervisor White noted that Lan Oak had preschool programs and all the rooms were being used, Oak Forest had gym programs, but really didn't have the space for them, and LaGrange had a really big warehouse for their

1. **Review of "Findings" from Community Center Visits- cont'd** – Community Center and had a lot going on or they seem to be utilizing it well. Superintendent of Recreation Desch noted that Lan Oak and Oak Forest seemed to be making do with what they have. He also noted that having an indoor pool is a lot of work and no pay back on it. He felt it was good for everyone to see the different Districts. He also noted a gym can be a multiuse facility. Special events can be held in the gym instead of using the schools and paying for a janitor. CM Yanke noted he could see where having hot tubs or whirlpools would create a lot of headaches. Director Gibble noted we need go into this a lot of flexibility of use for the facility. He noted some of the observations he heard were: didn't realize the cost to renovate a blank warehouse would be so high, there is not enough parking at some sites, having a site with room to grow is good– not building all at once but add square footage in the future. We must also go with an architect with a proven track record with recreation facilities.
2. **Planning Community Center Visits** - Director Gibble noted that we have seen Districts fit into existing buildings, but would like to now see recent or new constructions. He noted that Superintendent of Recreation Desch will talk to a few Districts and send something out to the CAC with dates.

Old Business

1. **Sub-Committee Reports** –
 - a. **Marketing** – Superintendent of Recreation Desch noted they will be setting up another meeting date in September. They will be working on how to get the message "Something for Everyone" out to the community, along with information on the 90th Anniversary for the Park District. Director Gibble noted that at the October Study Session he would like to see a representative from the committee to present to the Board their findings based upon the original objectives provided each sub-committee.
 - b. **Program Analysis:** Program Supervisor White noted they have been working on the program analysis spreadsheet. They made some changes and the most recent one was sent out to the committee. They will be meeting next month also. Director Gibble noted he would also like to see a representative at the October Study Session. A presentation based upon the original objectives provided each subcommittee would be best.
2. **Program Analysis Spreadsheet** – Director Gibble asked for the most recent version to be sent to the entire CAC. Program Supervisor White asked that if anyone sees anything else that should be on the spreadsheet to let her know.
3. **Park Tour** – Director Gibble informed the CAC that Park Tour will be on August 30th at 5:30. He will send an email to all to remind them and asked that everyone RVSP either way. They will be visiting every Park except the Sports Complex and the main Park – mainly the smaller neighborhood Parks. Superintendent of Parks & Facilities Donahoe and his staff have put together a booklet on the Parks. They will talk about the maintenance challenges. They cover 300 acres with 1 full time staff and part time staff. They get a lot done with very little staff.

Minutes of the Regular Meeting of the Citizens Advisory Committee
Tuesday, August 9, 2012
P. 3

Sycamore City Manager Brian Gregory asked at this time if a Community Center operationally pays for itself. Director Gibble noted if you have enough revenue producing programs then it can make enough to do such.

4. **Rumors, comments heard on the street** – Susan Benson noted about the Open House for the Park District. Director Gibble noted there will be an Open House for the ADA Transition Plan on Monday, August 13th. The Board will be approving the Plan at the September meeting. The cost will be about \$400,000 over the next 5 years. CM O’Sullivan noted he has been asked about the town and the NW trail. Sycamore City Manager noted at the end of the City limits, it becomes the County or State jurisdiction.

Announcements - The next CAC meeting will be October 4th, 2012 at 7:15 a.m.

Adjournment –

Motion

The Citizens Advisory Committee adjourned at 8:10 a.m. on a motion made by CM Treml. The motion was seconded by CM Drake.

Voice Vote

CM Buzzard called for a voice vote to approve the motion. All Commissioners voted aye. Motion carried 10-0.

Respectfully Submitted,

Jeanette Freeman
Recording Secretary

BLANK

To: Board of Commissioners
From: Daniel Gibble, Executive Director
Subject: Monthly Report
Date: August 28, 2012

Administrative Initiatives (8/1/12 – 8/31/12)

- Prepared for the August Community Center site visits.
- Attended CAC meeting.
- Began work on drainage issues with adjacent landholders at park sites.
- Continued research on lakeshore management as it relates to:
 - Swans
 - Algae
 - Water Quality
 - Geese
- Updated Agenda Planner and Distributed to Board/Administrative Staff.
- Assisted Board with developing their list of contacts of individuals to serve on the Community-Wide Strategic Planning Team.
- Continued meeting with community leaders.
- Began FY 2013 Budget Planning.
- Began planning for transition of tech/web duties to existing staff.
- Finalized selection of professional services for:
 - Tennis Courts

- Parking Adjacent to Tennis Courts
- Parking Lot at Old Mill Park

- Finalized Plans for the Sycamore Park District 90th Anniversary.

- Developed a promotional plan in cooperation with Kish Hospital to begin in January 2013.

- Began completing budget analysis, capital option planning, and scenario assessment for the strategic planning process.

- Held Open House for ADA Transition Plan.

- Worked with Sycamore Public Schools, Kish Health Systems, City of Sycamore, KSRA, and Opportunity House on review and assessment of ADA Transition Plan.

- Continued guiding the preparations for public sale of surplus inventory.

- Led “make-up” Study Session on Strategic Planning.

- Coordinated planning for the August 30 Park Tour.

- Using a volunteer, began the long process of centralizing our legal documentation and records on each Sycamore park.

Administrative Initiatives (9/1/12 – 9/30/12)

- Began meetings with groups/organizations that are large users of our facilities to develop Memorandums of Understanding (MOU’s).

- Finalize Election packets for Commissioner elections in April 2013.

- Schedule and hold meetings with additional community leaders and organizations.

- Continue working with landholders on drainage, pond and intrusion issues.
- Finalize ADA Transition Plan for Board approval using input from Open House and key organizations.
- Hold Board Study Session to finalize plans for Community Wide Team to conduct the Long-Range Plan: Vision 2020, and Short-term Plan.
- Hold Board Study Session to conduct a complete review of financial process, regulations, and options available to a park district.
- Hold meetings with homeowners in key areas to review Pond Maintenance Standards.
- Work with Recreation Staff on their tasks related to the CAC Sub-Committees.
- Update Agenda Planner for Staff/Board.
- Begin work on record preservation policy.
- Consider alternatives for researching and centralizing park district ordinances.
- Begin assessment of re-keying process for district with Bard Desch.
- Coordinate a planning team with Family Service Agency on expanded cooperative programming for older adults.
- Begin planning process on “image” standards for employees at the district.
- Continue to try and get past-due payment of Liners fees and expenses incurred by the district.

BLANK



61

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

[phone] 815.895.2711
[fax] 815.895.8713

August 6, 2012

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


Dear Daniel:

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.

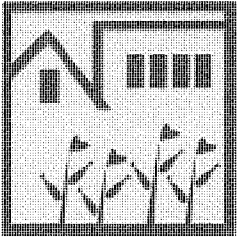
Again, thank you for your support!

Sincerely yours,


Paul J. Borek
Executive Director

*We appreciate your
contribution, Dan!*

BLANK



DEKALB COUNTY
COMMUNITY
FOUNDATION

63

July 31, 2012

Officers

Tim Dunlop
President
Tim Suter
Vice President
Frank Roberts
Treasurer
Daniel P. Templin
Secretary

Directors:

Marcy Billington
Kingston
Larry D. Bolles
DeKalb
Kevin Buick
Sycamore
Tim Dunlop
DeKalb
Patricia A. Foster
Shabbona
Kevin Fuss
DeKalb
Kristina Garcia
Sycamore
Marcia Goodrich
DeKalb
Lana Haines
Kingston
Alethia Hummel
Sandwich
Donna Larson
Sycamore
Dean Lundeen
Somonauk
Thomas J. Matya
DeKalb
Kevin McArtor
Malta
Charles McCormick
Sycamore
Mary E. Pritchard
Hinckley
Frank Roberts
DeKalb
Penny Rosenow
DeKalb
Tim Suter
DeKalb
Donna Turner
Kingston
Beth K. White
Waterman

Daniel P. Templin
Executive Director

2600 DeKalb Avenue
Sycamore, IL 60178-3132
815-748-5383
Fax: 815-748-5873
email: dan@dekalbccf.org
www.dekalbccf.org

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

Dear Dan:

Greetings! I hope you are enjoying the summer, despite such dry and hot conditions. Enclosed are the Balance Sheet and Statement of Activities reports for the Sycamore Park District Endowment Fund for the Second Quarter of 2012.

We have been relatively pleased with the investment performance of our portfolios. In the short term, we have realized a roughly **5.77% return since January** of this year; and a longer term **3 year return** of approximately **11.6%**.

Our Board of Directors remains committed to transparency in our fiduciary responsibilities. As **stewards** of yours and others' charitable gifts, our Finance Committee, chaired by our Treasurer Frank Roberts, closely monitors investment performance and strives to balance long-term returns with the ongoing grantmaking of the Foundation.

Thanks to those donors who continue to contribute additional gifts to endowment funds. If you wish to add to your fund, please use the enclosed remittance envelope.

Also, if you are not receiving our monthly e-newsletter, "**What Gives**", be sure to visit our website, www.dekalbccf.org, to sign up. It's a great way to stay connected to the various **Endowment & Donor Services, Stewardship, Grantmaking, and Community Initiative** aspects of your Community Foundation.

Please remember that the Foundation provides these statements semi-annually. However, do not hesitate to call should you have any questions at any time.

Thanks for partnering with us in your Philanthropy!

Sincerely,

Daniel P. Templin
Executive Director

Encls.

BLANK

64

DEKALB COUNTY COMMUNITY FOUNDATION
BALANCE SHEET
Sycamore Park Distr Endowment
June 30, 2012

65

ASSETS

Current Assets

Cash and Investments \$ 11,358.71

Total Current Assets \$ 11,358.71

Fixed Assets

\$.00

Total Fixed Assets \$.00

Total Assets \$ 11,358.71

LIABILITIES AND NET ASSETS

Current Liabilities

Total Current Liabilities \$.00

Net Assets

Net Assets - Beginning \$ 10,805.70
Change in Net Assets 553.01

Total Net Assets \$ 11,358.71

Total Liabilities and Net Assets \$ 11,358.71

DEKALB COUNTY COMMUNITY FOUNDATION
STATEMENT OF ACTIVITIES
Sycamore Park Distr Endowment
For the Month of June and Six Months Ended June 30, 2012

	Current-Period Amount	Year-to-Date Amount
REVENUE AND SUPPORT		
Investment Income	\$ 33.52	\$ 94.82
Gain on Sale of Investments	(19.36)	24.40
Unrealized Gain on Investments	266.12	490.48
TOTAL REVENUE AND SUPPORT	\$ 280.28	\$ 609.70
EXPENSES		
Administrative Fees	\$.00	\$ 56.69
TOTAL EXPENSES	\$.00	\$ 56.69
CHANGE IN NET ASSETS	\$ 280.28	\$ 553.01

Dear Mr. Desch,

I am writing this letter to ask you, if we can have a skate park at Old Mill Park, Its across the street from the Sycamore Middle School.

I and other people have been talking about a skate park in Sycamore and how cool it would be to not have to ride all the way to De Kalb.

Please try to get a skate park in sycamore for the kids. Thank you for reading my letter. Have a nice day!

Sincerely,
Justin Curran

There are three

I can imagine the letter
to ask you if you can
send me the book on
the history of the
state of Ohio.

I would like to see
the book on the
history of the state
of Ohio and also
the book on the
history of the
state of Ohio.

Please let me know
if you can send me
the book on the
history of the
state of Ohio.

Thank you
for your letter.

Dear Mr. Desch,

I am writing this letter to ask you, if we can have a skate park at Old Mill Park, Its across the street from the Sycamore Middle School.

I and other people have been talking about a skate park in Sycamore and how cool it would be to not have to ride all the way to De kalb.

Please try to get a skate park in sycamore for the kids. Thank you for reading my letter. Have a nice day!

Sincerely,
Justin Curran

BLANK

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: August 28, 2012

STAFF RECOMMENDATION

AGENDA ITEM: AWARDING OF ELECTRICITY CONTRACT:
Information Only

BACKGROUND INFORMATION: Public entities have the authority to bid a variety of work and services, and to award bids to the most qualified and low cost bidder. Utilities, given their “spot market” nature, pose problems for the more standard, formal bidding process of construction projects, or professional services when attempting to capture a good price.

Therefore, in this case the Board must authorize the Executive Director, on behalf of the Board of Commissioners, to negotiate a contract on their behalf. That happened last month. Negotiations have now completed.

Recently, the City of Sycamore awarded a bid for electricity for two years from FirstEnergy Corporation. That cannot be adopted by the park district. Additionally, the park district has a contract that ends in early December with Constellation Energy. Normally, we might wait until later in the year to begin negotiations for renewing our contract, but signs in the market were pointing toward increasing rates.

Here is the background information:

Our Current Rate Per KWH =	\$0.0652
City of Sycamore Rate Per KWH =	\$0.0481

Within a few days of the city awarding its contract, the rates had pulsed upward already. In the end, we received two bids:

Constellation Energy
2yr - \$0.049597

IntegrysEnergy
2 yr: \$0.05112

I accepted the bid from Constellation Energy. It is a 100% Renewable supplier. It should be noted that this contract covers our major accounts (in Kwh of Consumption). Most bidders will not bid on the numerous small accounts (meters at pavilions or a park light, etc.) we have. However, it should be noted that Constellation has also agreed to work with us on bringing those account rates down, and we will receive a \$1,000 refund on our next bill for extending our contract with them.

FISCAL IMPACT: Based upon the Constellation rate it is estimated that we would save at least \$7,200 per year as compared to our level of use in FY 2011.

STAFF RECOMMENDATION: This is informational only, as a follow-up to the Board's authorization for me to award the contract based upon negotiations and spot bids.

PREPARED BY: Daniel Gible, Executive Director.

EXECUTIVE DIRECTOR REVIEW/APPROVAL: 

BOARD ACTION: None

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: August 28, 2012

STAFF RECOMMENDATION


AGENDA ITEM: ADOPTION OF BOARD BY-LAWS (Operations Manual): Information Only

BACKGROUND INFORMATION: As part of my efforts to coordinate a review and update of information governing the Board of Commissioners of the Sycamore Park District, I have provided the Board with two reviews/revisions based upon recommendations and comments from Board and Staff. Those were adopted in July.

Attached is the approved version.

FISCAL IMPACT: NONE.

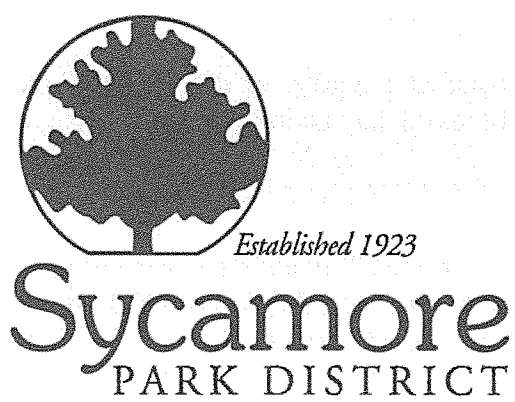
STAFF RECOMMENDATION: Information only. Final version.

PREPARED BY: Daniel Gible, Executive Director 

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION: None

BLANK



Board of Commissioners Operations Manual

I. ORGANIZATION

The Sycamore Park District was organized in 1923 and is governed by a board of five elected commissioners, pursuant to Illinois Laws and Compiled Statutes, Chapter 70, also commonly known as the Park District Code.

II. STATUTORY AUTHORITY

A Park District is a municipal corporation created for the purpose of acquiring and maintaining parks and other property placed under its jurisdiction and operating and regulating activities held therein pursuant to Chapter 70 of the Illinois Laws and Compiled Statutes, Sec. 1205 et seq.

III. DEFINITIONS

Sycamore Park District will herein after be referred to as "the District".

Sycamore Park District Board of Commissioners will herein after be referred to as "the Board".

Executive Director will herein after be referred to as "the Director".

IV. APPLICATION OF THE PARK DISTRICT CODE

Subjects not contained herein but included in the Illinois Park District Code shall be applicable to the District. In the event that there should be any future conflict between same, the Park District Code shall prevail.

V. PROVISIONS FOR CHANGE OF POLICY

Any of the policies contained herein may be revised, deleted, or added thereto by a majority vote of the Board at a regular or special meeting, provided, and only if, same

shall have been introduced at a regular or special board meeting a minimum of two weeks prior to the board taking any action thereon.

VI. FISCAL YEAR AND ANNUAL MEETING

The fiscal year of the District shall commence on the first day of January and end on December 31 of the same year. The Annual Meeting of the Board shall take place at its regular meeting in May of each year.

VII. PREPARATION OF MANUALS AND HANDBOOKS

Manuals and handbooks may be written for the purpose of defining in greater detail procedures to be followed in regard to specific activities. Such manuals and handbooks shall be in accordance with the policies contained herein. It shall be the duty of the Director to insure that all such manuals and handbooks are in concert with these and other policies of the Board.

VIII. NAMING OF PARKS, RECREATION AREAS, AND FACILITIES

- A. The Park District Board of Commissioners will be responsible for accepting, reviewing, and acting upon all nominations for public dedication of park district property.
- B. The decision to name a specific property (whether land or structure) in honor or memory of a deserving person or group will be made at a regularly scheduled meeting.
- C. The public will be informed that written nominations will be accepted by the Board. Applications may be obtained at the District office and must be returned not less than seven days prior to the next regular meeting of the Board. At the next regular meeting the nominations will be voted upon by the entire Board.
- D. The requirement that nominations be submitted may be waived, if the district has received a property as a donation, or a cash endowment that is earmarked for a specific facility or structure, and the Board has voted to accept that donation/cash endowment.

IX. BOARD OF COMMISSIONERS

A. ELECTIONS

Park Board elections shall be held in odd numbered years for terms of four years.

B. POWERS AND DUTIES OF THE BOARD

It shall be the duty of the Board to formulate and adopt policies for the current operation, control, and improvements, and future park and recreation facilities, programs, and activities of the District. In the performance of its duties, the Board shall:

Adopt policies, regulations, ordinances, resolutions, and procedures to govern and insure the orderly operation of the District. Such policies, regulations, ordinances, resolutions, and procedures shall be reviewed from time to time as appropriate and may be amended as prescribed herein. The District shall keep at its administrative office an up to date, master copy of this manual which shall serve for all purposes as the official transcript of District policy.

The District shall also, for the convenience of the public, Board, and staff, make and distribute additional copies of this manual in whole or in part and periodic revisions and/or updates as the Board deems appropriate.

Additionally, the Board shall:

- (A) Select a Director as its chief executive officer and delegate to him/her the commensurate authority to effectively execute responsibilities, enforce the policies of the Board, the rules and regulations of the District, and otherwise insure the effective administration and operation of all District assets, programs, and services.
- (B) Provide for the levy of taxes and when appropriate the issuance of bonds in order that sufficient funds may be available to pay the obligations the District incurs for the acquisition, maintenance, development, and beautification of all district property and for the operation of its recreational facilities, programs, and services.
- (C) Adopt a budget to the end that the best possible facilities, programs, and services may be provided.
- (D) Develop parks, facilities, programs and services responsive to the needs and desires of the residents of the District, and to approve

ways and means whereby same may be achieved and efficiently administered.

- (E) Appraise the effects of District programs, their execution, and the efficiency of delivery in terms of value rendered to the community.
- (F) Keep the residents of the district informed concerning the purposes, accomplishments, requirements, and financial condition of the park district.
- (G) Study improved park and recreational facilities and practices to assist in presenting pertinent and up to date information of the residents of the District.

C. STANDARDS OF CONDUCT FOR BOARD MEMBERS

In conducting the business of the District, members of the Board shall, at all times scrupulously observe the following standards:

- (A) In the discharge of their duties, Board members act as a Board, not as individuals. The individual Commissioner has no more authority over park and recreation policies, facilities, or any other aspect of the Districts operation than any other citizen. He should not speak or act for the board unless specifically authorized to do so, by action of the Board. The role of Board Spokesperson to the public/media is defined in IX. D. (A)
- (B) Board members represent all the residents of the District and therefore should avoid partisanship based upon special or personal self interest.
- (C) Board members should base decisions upon objective study, evidence, and factual information, rather than feelings, personal opinions, or other subjective factors.
- (D) Board members should be cognizant of and respect the separation of their responsibilities from those of the Director and staff. Members should respect the Board's commitment to work through its chief executive officer by requesting desired information directly from him, by referring to him suggestions for new policies for his professional consideration and opinion, by refraining from acting on any complaint until after the Director has had an opportunity to investigate fully and report, and publicly supporting approved actions of the administration.

D. OFFICERS OF THE BOARD

The officers of the Board are: President, Vice President, Secretary, and Treasurer.

- (A) Duties of the President – The President shall preside at all meetings of the Board and shall call special meetings thereof of his own motion or on request of two or more members, and in case of a special meeting shall cause notice to be given to all members as provided by said rule of board. The President shall have the right to vote on all questions coming before the Board and shall be a member thereof, perform such other duties as customarily pertain to this office and are required and prescribed by law. The duty of Board spokesperson shall fall solely to the Board President, unless they are unreachable, at which time the Executive Director may contact the Board Vice President.
- (B) Duties of the Vice President – If the President shall be absent, the Vice President shall preside and perform such duties as usually pertain to the President as prescribed by law.
- (C) Duties of the Secretary – It shall be the duty of the Secretary to be present at all meetings of the Board; to make and preserve an accurate record of the proceedings of the Board; to present at each regular meeting written minutes of the preceding meeting; to prepare and publish such reports as are required by law; to maintain a current compilation of this document and any other policy as directed by the Board. The Secretary shall have the right to administer oaths and affirmations. The Secretary of the Board shall be the Executive Director, unless otherwise designated by the Board.
- (D) Duties of the Treasurer – The Treasurer shall keep true and accurate records of all receipts and disbursements of District funds. The Treasurer shall make no disbursement of District funds except upon order of the Board and shall cause to keep on file proper vouchers at the Districts administration office for same. In addition, the Treasurer shall perform such other duties as the Board may, by rule or regulation, prescribe. The Treasurer of the Board shall be the Superintendent of Finance, unless otherwise designated by the Board.

E. ELECTION AND APPOINTMENT OF OFFICERS AND COUNSEL

The Board shall commence its annual meeting by electing a President, and Vice President, and appointing a Secretary, Treasurer, and Park District Attorney. The term of office for each shall begin upon their election or appointment and shall continue until the following year's annual meeting.

F. VACANCIES OF THE BOARD

Whenever any member of the Board shall (1) die, (2) resign, (3) become under legal disability, (4) cease to become a legal voter, (5) be convicted of any infamous crime, (6) refuse or neglect to take his oath of office, (7) not reside in, or moves from the District, or (8) fail to attend to the duties of his office or neglect to attend regular and special meetings for a period of three consecutive calendar months, or neglect to attend a minimum of six regular or special meetings in a twelve month period, said office shall be declared vacant by the Board, unless the Board by a 4/5 vote rule that the absence is excusable. If the Board shall find the position to be vacant, the vacancy may be filled by appointment by a majority vote of the Board in accordance with the Park District Code.

X. MEETINGS

A. DAY AND LOCATION OF REGULAR MEETING

The regular meeting of the Board shall be held at 6:00 p.m. on the fourth Tuesday of each month in the District's Administration Office, unless the Board in, compliance with the Illinois Open Meetings Act, shall designate otherwise.

B. SPECIAL MEETINGS

Special meetings may be called by the President or any two members of the Board. Notice of such meetings stating the time, place, and purpose for which the meeting has been called shall be served to the members through the Secretary of the Board, and by the current obligations of the Open Meetings Act.

C. QUORUM

A majority of the Commissioners shall constitute a quorum for the transaction of all business.

D. AGENDA

The agenda shall follow substantially the following form:

CALL TO ORDER
APPROVAL OF REGULAR AND CONSENT AGENDA
APPROVAL OF MINUTES
PUBLIC INPUT
APPROVAL OF MONTHLY CLAIMS
CONSENT AGENDA:
 Superintendent of Finance
 Budget Report/Monthly Cash Flow
 Superintendent of Golf Operations
 Superintendent of Parks and Facilities
 Superintendent of Recreation
 Executive Director
CORRESPONDENCE
POSITIVE FEEDBACK/REPORTS
DEPARTMENT PRESENTATIONSOLD BUSINESS
NEW BUSINESS
PUBLIC INPUT
EXECUTIVE

E. ROBERT'S RULES OF ORDER

Unless provided for otherwise herein, Robert's Rules of Order--most recent edition at time of action--shall govern all deliberations of this Board.

F. VOTING

A roll call vote shall be taken for the passage of any ordinance, for all propositions to create any liability for the District, for the expenditure or appropriation of money, and the result of same shall be entered into the record of the proceedings. The act of a majority of the Board shall be an act of the Board.

G. PUBLIC MEETING LAW

All meetings of the Board or any committee shall be public excepting when those meetings involve any of the following matters:

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-adjudicative 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 of 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 Employees 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.

H. NOTICE OF MEETINGS

- (1) The press and public shall be notified as to the date, time, and location of all regular meetings at the beginning of each calendar year.
- (2) All meetings shall be held in a place convenient to the public.
- (3) No meeting shall be held on a legal holiday.
- (4) An agenda must be included in the notice for any special, rescheduled, or reconvened meeting.
- (5) Notice of a meeting held in the event of an emergency need not be given 24 hours prior to such meeting. Notice shall, however, be given as soon as practical, and in any event to any news media that has filed an annual request for notice pursuant to the Illinois Open Meetings Act.
- (6) If a change shall be made in the regular meeting dates, notice of the change must be given no less than 10 days in advance in the same

manner specified for announcing the original schedule: by posting a notice of meeting and sending a notice of the change to any news media which has filed a request to receive such notice. Additionally, notice of the change must be published in a newspaper of general circulation which services the residents of the District.

I. PUBLIC MEETING LAW - Notice of Meetings

Public notice of any special meeting must be made at least 48 hours in advance of the meeting, excluding weekends or park district holidays. Rescheduled or reconvened meeting must be given no less than 48 hours notice in advance of such meeting.

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: August 28, 2012

STAFF RECOMMENDATION

AGENDA ITEM: FINAL REVIEW OF SYCAMORE PARK DISTRICT POND MAINTENANCE STANDARDS: Recommend Approval

BACKGROUND INFORMATION: The Sycamore Park District Board of Commissioners was presented with a rough draft of the Pond Maintenance Standards at the June 26, 2012 meeting. The purpose of a written set of standards to maintain the district's nine ponds is needed to ensure consistency and to provide parameters on how they are maintained. The standards allow us to clarify what work will be done based upon a pond's condition, and create a base level of care that will be consistent amongst all ponds.

A couple of minor changes were made since the Board was presented with a rough draft. Under monthly care, the amount of allowable algae present until chemical control is considered along with budget ability to perform the service, changed from 30% algae coverage to 40% to 50% coverage to allow more flexibility in our treatment schedule. Under annual bank erosion care, allowing the grasses maintained at regular mowing height to grow taller to better support the soil was added. This measure is also listed as a goose control method if the number of permanent geese becomes an issue.

These standards allow us to adjust to changing conditions which can occur with time, while explaining why they need to be adjusted to the general public. Also, when one neighbor might make demands for different levels of service or improvements, these will allow us to explain the limits to what we will allow or provide.

FISCAL IMPACT: Most of these standards are reflective of our current level of service. Costs will come when a pond deviates from the standards, and requires further care to bring it to standard.

STAFF RECOMMENDATION: Recommend approval of the Pond Maintenance Standard as presented

PREPARED BY: Jeff Donahoe, Superintendent of Parks and Facilities

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

D. M.

BOARD ACTION:

Passed

Ayes: 4

Nays: 0

Absent: 1

SYCAMORE PARK DISTRICT POND MAINTENANCE STANDARD

<u>Maintenance Interval</u>	<u>Defect</u>	<u>Conditions When Maintenance is Needed</u>	<u>Results Expected When Maintenance is Performed</u>
Weekly	Trash & Debris	Any heavier trash areas equal to one can per 1000 square feet or trash in general mowing lanes	Trash and debris cleared from site
	Tall lawn type grass around ponds and on banks excluding edges	Grass has grown over four to five inches in height	Grass mowed to lawn height
	Overflows and inlets covered with debris or plant material	Any blockage of water flow from plant debris or animal activity. Animal control might be needed if daily blockage is severe	Flows cleared allowing water flow in and out of ponds
Monthly	Trash & Debris	Sparsely spaced trash evident around water edge perimeter	Trash and debris cleared from site
	Algae	Algae covers 40% to 50% of water surface Ponds known to be constructed with shallow centers and with an urban interface shall receive control priority as budget allows	Algae cover reduced below 40% coverage Work with neighbors on how they can assist. Ex: no fert strips, low P fertilizer
	Tall lawn type grasses unreachable with mowers	Any grasses over 8 inches on bank edges not designated as a goose control edge	Grass height on edges cut to near mower length

	Bank erosion	Large areas of soil on water edge quickly falling into water, threatening walking paths or public safety	Rock or blanket added to stop immediate threat of bank loss
Every three months	Cattails and grass reeds	Shoreline contains more than 40% to 50% coverage of pond grasses	Plant material on water edges reduced
	Willows, trees	Trees growing within 30 feet of in/outlets	Trees eliminated, water flows
	Muskrat/animal holes along banks	Holes causing severe undercutting of walk paths, banks weakened and erosion severe	Fill in holes as observed to reduce under cuts and erosion, live trapping if permit
Annually	Willows, trees	Not allowing any public or maintenance access	Tree density reduced to allow access to pond edge
	Bank erosion	Damaged banks and perimeter edges of bare soil where there is a potential for continued erosion	Slopes and edges should be stabilized using rock or grass plantings, grass maintained taller to support soil
	Geese	Water bodies continually have more than 50 geese living in or around them year round	Grasses allowed to grow to min. 12-15 inches high and 24 inches wide around edges to deter goose activity
	Inflows/outflow damage	Inspect annually concrete, steel blockage gates, piping, manholes for break, cracks, loose gates	Fescue grass or ground covers planted in heavily fed grassy areas to reduce food source Inflow and outflow structures remain intact for water flow

Mosquitos/Insects

Park District will not treat ponds for insects

Low fish numbers

Desirable fish populations are low as determined by a biologist inventory

Signs placed around ponds asking users to catch and release fish for a period of time will grow populations. Stocking of ponds will occur as needed and if resources allow

BLANK

SYCAMORE PARK DISTRICT**Board of Commissioners****Date of Board Meeting: August 28, 2012****STAFF RECOMMENDATION****AGENDA ITEM: UPDATE ON SPETIC ISSUES: Information Only**

BACKGROUND INFORMATION: When I came to work at Sycamore Park District one of the issues I was given to resolve that was left in need of attention was the matter of homeowners along Airport Road, and along Hillside Road who had their septic systems—usually a simple septic tanks, with no leach field—tied directly to field tiles that were on park district property or the adjacent farmland.

Recently, I met with the DeKalb County Health Department's Greg Maurice to discuss these matters. I am happy to report that we are down to just two homes that are in violation. Both are in the process of being served or have been served notice of a need to resolve the issues. The one property on Airport Road is up for sale—brought to my attention by Commissioner Owens. That property has been vacant for 11 months and is no longer spewing material onto our property. It is closer to the center of the homes along Airport Road before Bethany. The realtor has been notified by the Health Department, and the home has been posted that, before occupancy, the septic system must be disconnected and updated to a “stand-alone” system on the home's property.

The other property, also on Airport Road, is occupied and does back up onto the northern corner of our farm property. Nonetheless, I am glad to report that the owner of that property has been served notice that they have 30 days to comply or they will be taken to court. The Health Department is moving on these matters.

I would suggest we hire a contractor to locate the outlet pipe from the Airport Road property that is unoccupied. We would find where it comes onto park district property and have it disconnected and capped. The Health Department indicates their support for this action, and a permit is not required.

Finally, the Health Department has done a complete inspection of all the other properties on Hillside Road and along Airport Road and can report that all other properties are "stand-alone" septic systems not tied to any field tile or our property.

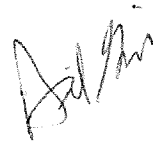
Attached are simple aerial photos of the subject properties, and the Hillside Road properties.

FISCAL IMPACT: Based upon the information provided by the Health Department I believe no more than \$1,500

STAFF RECOMMENDATION: Authorization to retain a contractor to seek, find, and cap the outlet from property on Airport Road that is currently tied to our tile.

PREPARED BY: Daniel Gibble, Executive Director.

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION: None

Search

Maps
Legend
Information

CLICK for more tax and assessment Information


Parcel Number	0903301001
Tax Bill Mailed To	JEFFREY FREISE
Site Address	23615 AIRPORT RD SYCAMORE 60178
2011 Tax Bill - payable 2012 (not including penalties or fees)	4134.62
2011 Taxable Value (after exemptions)	52277
2011 Tax Code and Rate	Code: C002, Rate: 7.909040
Acreage	0.51
Zone Code	RC-2
Alternate Zone Code	
Special Use (y/n)	no
Zoning Notes	
Part of 4.02.d.2 Split?	
map_page	9-3E
Inactive Parcel (y/n)	

500 m Scale 1: 5494

Map navigation toolbar: Home, Back, Forward, Stop, Refresh, Full Screen, Print, Search, etc.

Map Legend:

- Addressname
- BaseMap
- Census Block
- County Board District
- 2013 County Board District
- MDC (Metro Area)
- Parcel
- Political Area
- Polling Location
- Precinct
- 2013 Precinct
- Proposed Fiber
- Safe Zones
- Sex Offender Info
- Seta
- Subdivision
- Trails
- Waste
- Zip Codes
- Aerial



Scale: 1:1573

100 m

Information

SYCAMORE PARK DISTRICT**Board of Commissioners****Date of Board Meeting: August 28, 2012****STAFF RECOMMENDATION****AGENDA ITEM: ORDINANCE REGARDING ENCROACHMENT:
Recommended Approval**

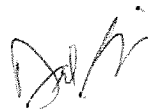
BACKGROUND INFORMATION: Based upon direction from the board regarding the intrusion or encroachment of homeowners onto park district property, and need for the district to take care of the property for which it is owner, I am providing as an attachment to this recommendation and ordinance for approval of the board. This will provide structure and future reference for how these matters should be managed.

FISCAL IMPACT: None

STAFF RECOMMENDATION: Staff and Counsel recommend approval.

PREPARED BY: Daniel Gible, Executive Director.

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION: *passed*

Ayes: 4

Nays: 0

Absent: 1

BLANK

ORDINANCE NO. 05-2012

**AN ORDINANCE FORBIDDING UNLAWFUL CONSTRUCTION
OR ENCROACHMENT ON TO PARK PROPERTY**

WHEREAS, the Sycamore Park District, DeKalb County, Illinois (the "District"), is a local unit of government and a duly organized and existing park district created under the laws of the State of Illinois, and is now operation under the provisions of the Park District Code of the State of Illinois, as supplemented and amended; and

WHEREAS, the Park District has become aware of various encroachments by adjacent property owners and desires to adopt a formal prohibition against such unlawful construction and encroachment.

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

SECTION 1: The Recitals set forth above are incorporated herein and made a part of this Ordinance as if set forth fully herein.

SECTION 2: The Board of Commissioners hereby adopts the following policy concerning Construction, Maintenance or Encroachment on Park District property:

Unlawful Construction, Maintenance or Encroachment

No Person shall upon or in connection with any property owned and/or managed by the District:

(a) Erect, construct, install, or place any structure, building, improvement, shed, fence, wall, dog run, dog house, tree house, playhouse, play equipment, TV or radio reception device, machinery, equipment, or apparatus of any type, whether stationary or moveable and whether permanent or temporary in character, or stockpile, store or place any organic or inorganic material used for the construction of such items on, below, over or across a Park, without the written authorization of the District, and then only in accordance with the terms and conditions set forth in a license agreement, easement or other written agreement. Corporations may be prosecuted for a violation of this Section when an agent of the corporation performs the conduct that is prohibited.

(b) Perform, cause or authorize any mowing, trimming, cutting, or grooming of District property, or perform any similar grounds maintenance for any purpose, or in any like manner encroach onto District property from privately or publicly owned lands.

(c) Place, stockpile or store any gravel, stone, dirt, sand, wood, lumber or any other organic or inorganic material on District Property.

(d) Place any electrical wire, conduit, or pipe, or any public service or private utility, into, upon, above, or across or beneath District Property, unless a Permit, License, or Contract therefor has first been obtained from the District and any other authority with jurisdiction.

(e) Plant vegetation of any kind on District Property without written authorization of the District.

(f) Allow, authorize, build, construct, or place the discharge point of any sump pump, pool, water feature, or foundation drainage, or any storm water management measures, including but not limited to swales, drains and contouring, that directs or is intended to direct sump pump or foundation drainage discharge, onto District Property. All discharge of sump pumps and foundation drainage adjacent to Park property, shall be setback from the Park property line, in such a manner that the water flow is discharged onto the originating property and flows in accordance with Illinois drainage law.

(g) Any person, who violates any part of this Ordinance shall remove any encroachment from District Property, after receiving written notification of violation from the District and in accordance with the timeframe and removal specifications outlined in such notification. Any person receiving a notice of violation shall have 10 business days to appeal in writing to the District Superintendent of Parks (or corresponding equivalent), who will rule on the merits of the appeal and determine necessary actions. If dissatisfied with the Director of Parks decision, the appellant(s) may appeal to the District Executive Director. The Executive Director, in consultation with legal counsel if necessary, will make a final ruling on the merits of the appeal and respond in writing to the appellant(s).

(h) The District may remove any encroachment(s) from District Property and assess the person(s) who violated this Ordinance the cost of removing such encroachment(s), and such charge shall be in addition to and not in lieu of any other penalties or remedies provided for in this Ordinance or any applicable ordinance and/or State law.

(g) Any person who commits a violation of any part of this Ordinance, in addition to being subject to injunctive relief and any other civil or criminal penalty imposed, may be subject to a District ordinance fine of not less than one hundred dollars (\$100.00) and not more than five hundred dollars (\$500.00).

SECTION 3: If any section, subsection, sentence, clause, phrase or portion of this Resolution is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions hereof.

SECTION 4: This Ordinance shall be effective immediately upon its passage and approval by a majority of the Board of Commissioners.

VOTE:

AYE:

NAY:

ABSENT AND

NOT VOTING:

APPROVED by the Board on _____, 2012

PRESIDENT

ATTEST:

SECRETARY

BLANK

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: August 28, 2012

STAFF RECOMMENDATION

AGENDA ITEM: ORDINANCE REGARDING CONDUCT IN THE PARKS: Review and Discussion Only

BACKGROUND INFORMATION: Based upon direction from Counsel it may be worth us considering an ordinance regarding general conduct in our parks. First, it spells out what is acceptable and what is not. Second, it gives us an enforceable document that we can then supply the Sycamore Police. They cannot enforce behavior issues in our parks without an ordinance governing that behavior. This draft is presented for review and discussion, and will come back next month for final review and approval.

FISCAL IMPACT: None

STAFF RECOMMENDATION: Staff and Counsel recommend discussion and consideration.

PREPARED BY: Daniel Gible, Executive Director.

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION: *None*

BLANK

ORDINANCE NO. 06-2012

AN ORDINANCE REGULATING CONDUCT IN THE PARKS

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

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

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

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

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

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

§ 1 DEFINITIONS.

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

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

§2 SUPERVISION

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

§3 ASSEMBLIES

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

§4 PERMITS

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

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

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

§5 MOB ACTION

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

§6 USE AND PROTECTION OF FACILITIES

- a) Clean up – Requirements Concerning Use of Grounds and Facilities: Each person using the Park System, shall clean up all debris, extinguish all fires

when such fires are permitted, and leave the premises in good order, and the facilities in a neat and sanitary condition.

- b) No person shall commit any nuisance in the Park System.
- c) No person shall paste or affix or inscribe any handbill or poster on any structure or property in the Park System.
- d) No person shall swim, wade, play on or in, sail, boat, canoe, float, skate, ice-fish or enter any permanent body of water within the Park System.

§7 VANDALISM

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

§8 LITTERING / POLLUTION

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

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

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

§9 PUBLIC DECENCY

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

§10 DISORDERLY CONDUCT AND LOITERING

- a) No person shall make, countenance or assist in making any improper noise, riot, disturbance, breach of the peace, or diversion tending to a breach of the peace, in the Park System, which unreasonably interferes with or detracts from the promotion of public health, welfare, safety and recreation; such prohibitions shall include, but is not limited to, any of the following:
1. Any act performed in such an unreasonable manner as to provoke, make or aid in making a breach of peace;
 2. Any unreasonable or offensive act, utterance, gesture or display which, under the circumstances, creates a clear and present danger of a breach of the peace or imminent threat of violence;
 3. The failure to obey a lawful order of dispersal by a person known by him to be a peace officer or park representative under circumstances where two (2) or more persons are committing or appear to be committing acts of disorderly conduct in the immediate vicinity, which acts are likely to cause substantial harm, serious inconvenience or alarm;
- b) The assembling with two (2) or more persons for the purpose of using force or violence to disturb the public peace;
- c) The begging or soliciting of funds on any property of the Park District, except as otherwise specifically authorized by Permit;
- d) The appearance on any property of the Park District manifestly under the influence of alcohol, narcotics or other drug not therapeutically administered, to the degree that the person so appearing endanger him(or her)self or other persons or property, or alarm or disturb other persons within his/her vicinity;
- e) The transmittal, in any manner, to another a false alarm to the effect that a bomb or other explosive of any nature is concealed in such place on or about any property owned or leased by the Park District that its explosion would endanger human life, knowing at the time of such transmission that there is no reasonable ground for believing that such bomb or explosive is concealed in such place;
- f) The transmittal, in any manner, to another a false alarm to the effect that a fire or other potential hazard, including but not limited to opening fire warning devices or alarms, preventive or safety equipment, or any

containers thereof; or other similar structures on or about the Park District property.

- g) No person shall commit any assault. A person commits an assault when he engages in conduct, without lawful authority, which places another in reasonable apprehension of receiving a battery, within the Park System.
- h) No person shall commit battery. A person commits a battery if he intentionally or knowingly, without legal justification (a) causes bodily harm to an individual, or (b) makes physical contact of an insulting or provoking nature with an individual, within the Park System.
- i) No person shall loiter, protractedly lounge or permit such loitering or protracted lounging in, on or around any parking lots or parking facilities of the Park District in the Park System; or, in or around the entrance of or to the Park System or any building or improvement thereto; on or around any abutting or adjoining fences or other boundary markings of the Park District; in or around any public restrooms or related facilities of the Park District; or in, on or around any other structures or improvement of the Park District within the Park System.
- j) This section shall not be construed to suppress the right to lawful assembly, picketing, public speaking or other lawful means of expressing public opinion not in contravention of other laws.

§11 ALCOHOL, DRUGS AND SMOKING

- a) No person present in the Park System shall use or possess or have any alcoholic liquor or beverage of any kind.
- b) No person shall carry, possess, use or ingest any drug or controlled substance illegal under the laws of the United States or the laws of the State of Illinois while in the Park System.
- c) Except in designated smoking areas, smoking within any building or enclosed structure in the Park System is strictly prohibited.

§12 INTERFERENCE

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

§13 DISOBEDIENCE OF A LAWFUL COMMAND

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

§14 CRUELTY TO ANIMALS

No person shall trap, catch, wound or kill, or treat cruelly, or attempt to trap, catch, wound or kill any bird or animal, or molest or rob any nest of any bird or animal, in the Park System.

§15 ANIMALS

- a) No person shall lead, bring or allow to be loose upon any portion of Park System, any animal, except on such places and at such times as the Board of Commissioners may designate by Resolution.
- b) The owner of every animal shall be responsible for the removal and sanitary disposition of excreta deposited by his animal anywhere in the Park System. When accompanying the animal onto the Park System, the owner shall have on his person suitable means for the removal of such excrement that will then be placed in a refuse container for sanitary removal.

§16 INTOXICATION

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

§17 MISSILES

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

**§18 IMPERSONATION OF PEACE OFFICERS OR
PARK OFFICIALS**

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

§19 BEGGING

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

§20 SLEEPING IN THE PARK SYSTEM

No person shall place, swing, occupy or use any hammock in the Park System, nor shall any person, sleep or otherwise remain in the Park System between the hours of dusk and dawn, unless a Permit has been obtained from the Director.

§21 FIREARMS, FIREWORKS

- a) No person shall carry or possess any weapon, discharge or set off any firearms, rocket, firecracker, torpedo, squib or other fireworks or things containing any substance of an explosive nature in the Park System.
- b) A person commits the offense of unlawful possession of weapons when he, within the Park System, knowingly:
 - i) Sells, manufactures, purchases, possesses or carries any bludgeon, blackjack, sling-shot, bow & arrow, sandclub, sandbag, metal knuckles or any knife, commonly referred to as a switchblade knife, which has a blade that opens automatically by hand pressure applied to a button spring or other device in the handle of the knife; or
 - ii) Carries or possesses with intent to use the same unlawfully against another, a dagger, dirk, billy, dangerous knife, razor, stiletto, broken bottle or other piece of glass, or any other dangerous or deadly weapon or instrument of like character; or
 - iii) Carries on or about his person or in any vehicle, a tear gas gun, projector or bomb, or any other object containing noxious liquid gas or substance; or
 - iv) Carries concealed in any vehicle or concealed on or about his person any pistol, revolver or other firearm; or
 - v) Sets a spring gun; or
 - vi) Sells, manufactures, purchases, possesses or carries any bomb, bombshell, grenade, bottle or other container containing an explosive substance, such as but not limited to black powder bombs and Molotov cocktails.

- c) Sections a) and b) do not apply to or affect the following:
- i) Peace Officers or any person summoned by any such officers to assist in making arrests or preserving the peace while he is actually engaged in assisting such officer.
 - ii) Any agent, investigator or member of any Illinois or United States Law Enforcement Bureau, Commission or Agency authorized by law to carry weapons, while on duty in the course of any investigation from said Bureau, Commission or Agency.

§22 USE OF PLAYGROUND AND PARKS

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

§23 PROHIBITIONS

- a) **General Prohibitions:**
 - i) **Prohibited Areas:** It shall be unlawful for any person to go upon the grass, lawn, turf, or any other portion of the Park System wherein signs and directions are posted by or by order of the Director of the Park District prohibiting a person from entering upon the designated area.
 - ii) **Fishing:** No person shall perform or permit to be performed, upon or in connection with any property of the Park District in the Park System, the act or sport of fishing, casting or performing or permitting such performance of any and all other related activities (a) in any waters of the Park System posted against fishing, including ice fishing or (b) from any bridge posted "no fishing".

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

§24 SIGNS

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

§25 SELLING DISTRIBUTING AND SOLICITING

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

§26 VEHICLES, BOATS AND AIRCRAFT

No person shall bring, use operate, drive or park any motor driven vehicle, boat or aircraft, including but not limited to automobiles, trucks, power driven model boats, power driven model aircraft, power driven model automobiles, minibikes, motorcycles, snowmobiles, except on a street, driveway, parking lot or such portion of the Park System and at such times as are designated by the Board of Trustees.

§27 GROUP ACTIVITY

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

§28 PICNIC AREAS AND USE

No person in the Park System shall picnic or lunch in a place other than those designated for that purpose. Park Officials shall have the authority to regulate the activities in such areas when necessary to prevent congestion and to secure the maximum use for the comfort and convenience of all. Visitors shall comply with any directions given to achieve this end. No person in the Park System shall use any portion of the picnic areas or of the building or structures therein for an unreasonable time if the facilities are crowded.

§29 HOURS OF OPERATION

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

light provided by the system under the control of the Park District, unless the presence is pursuant to a Permit issued in accordance with this Ordinance.

§30 SKATE PARK REGULATIONS.

The following rules are hereby established for the Skate Park and, together with other appropriate information, these rules shall be prominently displayed at the Skate Park: Skateboards and inline skates only; Use of Safety Equipment is highly recommended; No ramps, boxes, or other devices other than those provided by the Park District may be used in the Facility; No food or beverages allowed on or near the equipment; Skaters shall respect the safety of others; Smoking or any other use of tobacco products is prohibited; Alcoholic Beverages are prohibited.

§31 PENALTY.

Any person violating the provisions of this and other applicable Park District Ordinances shall be guilty of an offense against the Park District and shall be punishable by a fine of thirty dollars (\$30.00). Should the offense include the use of improper equipment or other objects within the Skate Park Facility, then the offending equipment or object shall be impounded and delivered to the Director of Parks and Recreation at Park District Hall at 10 North Water Street, and punishable by a fine of \$150.00.

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

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

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

APPROVED AND ADOPTED by the Board of Commissioners of the Sycamore
Park District this ___ day of _____, 2012 pursuant to roll call vote as
follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

President

ATTEST:

Secretary

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: August 28, 2012STAFF RECOMMENDATION

AGENDA ITEM: ACTION REGARDING CURRENT ENCROACHMENTS: Recommended Board Direction to Counsel

BACKGROUND INFORMATION: Based upon the information shared with the Board, the approval of the Encroachment Ordinance, and question/answer with Counsel present this evening, I recommend the Board discuss, and then give specific direction to Counsel and the Executive Director as to how to proceed with existing, known encroachments.

FISCAL IMPACT: Legal fees for proceeding with direction from the Board.

STAFF RECOMMENDATION: Staff and Counsel recommend approval.

PREPARED BY: Daniel Gibble, Executive Director.

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION: passed

Ayes: 4

Nays: 0

Absent: 1

B LANK

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: August 28, 2012**STAFF RECOMMENDATION****AGENDA ITEM: CAPITAL FUNDS UPDATE: Information Only**

BACKGROUND INFORMATION: As part of our monthly reports, The Superintendent of Finance, Jackie Hienbuecher, provides you with a status report on the Capital Projects. Some of the language/jargon used might be confusing. Therefore, on a quarterly basis she will begin to provide you with the attached report in lieu of the other report she does (which we will continue to provide in other months). It is intended to make clear:

- Where money has been spent thus far.
- Where money will be spent yet this year.
- How much is yet to be spent.
- Estimated completion dates for work in progress or yet to be done.
- Projects that, due to their complexity or timing must be moved to next year, but funds are committed.

Attached is that report.

FISCAL IMPACT: Part of Capital Projects. Dollar amounts shown in report.

STAFF RECOMMENDATION: Information only.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL: 

BOARD ACTION: none

PROJECT	2012 BUDGET	YTD SPENT		YTD SPENT Completed	Add.'1 Still to Be Spent	Net SAVINGS Project Done	Estimated Finish Date	Funds To Next Year
		In Progress	Completed					
Fence Replacement on Field #1	\$0		\$6,519			-\$6,519	Completed	Yet to Finish
Technology Replacement	\$12,000	\$6,030		\$5,970		\$0	December	
Accounting Modules	\$7,600			\$7,600		\$0	October	
Display Board	\$500			\$500		\$0	December	
Air Conditioning Pool Concessions	\$1,000			\$1,000		\$0	November	
Greaseless Fryer at Pool Concessions	\$3,000					\$3,000	Deleted	
Catering Units	\$1,500			\$1,500		\$0	September	
Double Door Freezer at Baseball Concessions	\$3,500			\$3,500		\$0	Deferred	\$3,500
Countertop for Clubhouse Concessions	\$3,500		\$3,174			\$326	Completed	
Bucket Truck/Lift	\$25,000	\$21,476		\$1,800		\$1,724	Training	
Clubhouse Remodeling	\$5,000			\$5,000		\$0	December	
Tables for Clubhouse	\$7,500			\$7,500		\$0	November	
Chairs for Clubhouse	\$7,500			\$7,500		\$0	November	
Bar Stools	\$750			\$750		\$0	November	
Air Conditioning for Pro Shop	\$1,000		\$379			\$621	Completed	
Drag Rope for Golf Course	\$1,000		\$1,000			\$0	Completed	
Greens Mower for Golf Course	\$30,000		\$30,973			-\$973	Completed	
Golf Carts for Golf Course	\$30,000		\$30,000			\$0	Completed	
Canopy for Pool Concession Area	\$10,000		\$4,885			\$5,115	Completed	
Water Heaters at Pool	\$16,000		\$10,178			\$5,822	Completed	
Fitness Center Equipment at Comm. Center	\$6,200		\$4,115			\$2,085	Completed	
Staging for Expanded Stage	\$2,000			\$900		\$1,100	December	
Laptops for Computer Classes	\$2,600		\$260		(grant)	\$2,340	Completed	
Duplicator/Copier for Comm. Center	\$5,000		\$3,663			\$1,337	Completed	
Soccer Goals	\$12,000		\$5,986			\$6,014	Completed	
Paving: East Entrance	\$35,000			\$25,000		\$10,000	September	\$40,000
Paving: Old Mill Parking Lot	\$40,000					\$0		
Paving: Brickville Rd. Extension of Trail	\$40,000			\$22,000		\$18,000	September	
WPA Main Shelter Renovation	\$10,000	\$465		\$9,535		\$0		\$48,892
SAVINGS EARMARKED FOR TENNIS COURTS						\$49,992		

SYCAMORE PARK DISTRICT**Board of Commissioners****Date of Board Meeting: August 28, 2012****STAFF RECOMMENDATION****AGENDA ITEM: ADA TRANSITION PLAN—ADOPTION OF STANDARD PARKING STALL REGULATIONS: Recommended Approval**

BACKGROUND INFORMATION: Title II of the Americans with Disabilities Act (42 USC 12131) prohibits the more than 86,000 units of local government, such as the Sycamore Park District, from discrimination on the basis of disability in the delivery of programs and services. The definition of programs and services is broad and includes public parks and recreation operations, such as the many unique opportunities made available for the enjoyment of our citizens by the District.

The Department of Justice issued an implementing regulation for title II, effective on January 26, 1992. That was amended with a regulation published September 14, 2010 in the Federal Register.

Title II requirements that come into play for the District include:

- section 35.105 self evaluation
- section 35.133 maintenance requirement
- section 35.150 program access test regarding existing sites, and
- section 35.163 requirements regarding building signage.

Additionally, incorporation of the Illinois Accessibility Code requirements must be considered where, in some cases, they are more stringent than the ADA requirements.

Besides the fiscal components of this effort, there are some organizational steps that must be taken to support the work and to honor the letter of the law.

KEY STEPS:

Staff is preparing to take action on the following:

1. Finalize Plan:
 - a. Cost estimates.
 - b. Re-Organizing the Costs for a Five Year Plan (versus prior 3).
 - c. Integrating into Special Recreation and Capital Funds.

2. Allow for Review:
 - a. Board Input.
 - b. Public/Related Agency Input.
 - c. Staff.
3. Adopt Plan:
 - a. Modifications Based Upon #2 – Review.
 - b. Board Adoption.
4. Take Action
 - a. Initiate actions based upon adopted plan.
 - b. Budget in Special Recreation and Capital Funds over Five Years to Address the 705 Access Deficits.
 - c. Assure that all future new construction or renovation budgets for accessibility to be included in work.
 - d. Provide Training:
 - i. Bob Swedberg and Jeff Donahoe will be our key leaders on the park, facility and maintenance side of this effort.
 - ii. Bart Desch and Kirk Lundbeck will be our key leaders on the program/activity end of things.
 - iii. Begin budgeting for them to attend key training opportunities to address basic program, design and maintenance measures.
5. Policies to be Adopted:
 - a. Electronic Personal Assistive Mobility
 - b. Create a Parking Stall Template – In place by Fall 2012.
 - c. Develop a Sign Template – In place by Fall 2012.
 - d. Audit all Buildings for Date of Construction or Upgrade – In place by Fall 2012.
 - e. Update Brochure Grid of Parks and Facilities – In place by Fall 2012.
 - f. Update Website to Meet Accessibility Requirements – In place by Winter 2012-13.

The adoption of the Sign and Parking Stall Template is the purpose for this particular staff recommendation. Below are the Parking and Sign Template recommendations:

Parking

Any facility offering parking for employees or visitors must provide accessible parking for people with disabilities. An accessible parking space consists of a vehicle space and a diagonally striped access aisle. The entire space must be kept clear of obstructions—including ice, snow, shopping cart corrals, trash cans, seasonal garden displays, and bicycle racks—at all times.

SIZE AND MARKINGS

Each accessible parking space, except on street spaces, shall be 16 feet wide, including either an eight-foot or five-foot wide diagonally striped access aisle. The access aisle can be located on either side of the vehicle portion of the accessible space. High-quality yellow paint,

manufactured especially for pavement striping, must be used. Adjacent accessible parking spaces cannot share a common access aisle.

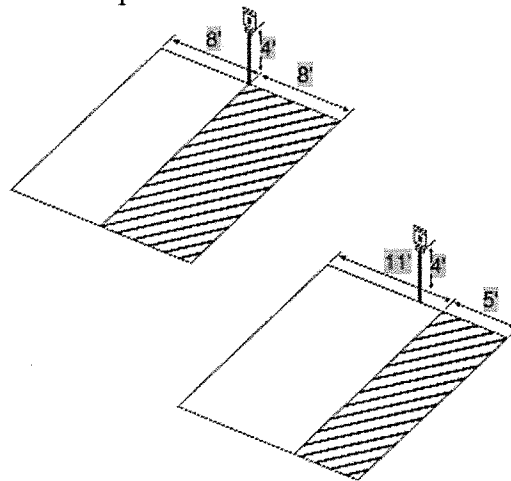
NUMBER OF SPACES

To comply with Illinois law, a minimum number of accessible parking spaces must be provided:

Total Off-Street Parking Spaces Provided	Number of Accessible Parking Spaces Required
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1,000	2% of total
over 1,000	20 plus 1 for each 100 over 1,000

LOCATION

Accessible parking must be placed on level pavement on the shortest accessible route to an accessible entrance. The accessible route, which may include a curb ramp or curb cut, must be installed as close as possible to the accessible entrance it serves. Additionally, a curb ramp must never be built so that it protrudes into or interferes with the diagonally striped access aisle of an accessible space.



Slope

The access aisles should connect to an accessible route. Also, a compliant detectable warning must be used which are now a colored background and raised, truncated domes where the aisle

meets the route. The Illinois Accessibility Code limits the slope to not more than 2% in any direction. This is a challenging requirement that can take considerable effort to meet.

Signs

The collection of signs must include the US Department of Transportation R7-8 standard sign (the blue icon in a wheelchair). Below that must be the fine sign. The statewide fine is \$250. Unless the City of Sycamore has adopted a higher fine by ordinance (which they have not), the sign must note the \$250 fine. Signs must be mounted on posts not farther than 5' from the head of the stall, at center. Federal settlement agreements in Illinois require a third sign, on at least one stall in each lot, that says VAN ACCESSIBLE. At a minimum, the bottom of the R7-8 sign must be five feet above the pavement. Finally, the bottom edge of the lowest sign is a minimum of 48" above the finished grade. We recommend 60" so it cannot be obstructed by a parked auto.



FISCAL IMPACT: The cost is built into our estimate, as reported by our Access Consultant, and part of the transition plan and its proposed budget.

STAFF RECOMMENDATION: Adoption of these guidelines as a template for all Sycamore Park District Parking and Signs.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

D. Gible

BOARD ACTION: *passed*

Ayes: 4

Nays: 0

Absent: 1