

# Sycamore

PARK DISTRICT

*Established 1923*

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

### Regular Board Meeting

February 24, 2015

6:00 pm

Maintenance Building, 435 Airport Road

### AGENDA

**CALL TO ORDER (Roll Call Vote)**

**APPROVAL OF REGULAR AND CONSENT AGENDA (Voice Vote)**

**APPROVAL OF MINUTES: (Voice Vote)**

**3. Regular Meeting**

**January 20, 2015**

**PUBLIC INPUT:**

**APPROVAL OF MONTHLY CLAIMS:**

**7. Claims Paid Since Board Meeting (Roll Call Vote)**

**16. Claims Presented (Roll Call Vote)**

**CONSENT AGENDA:**

**20. Superintendent of Finance Monthly Report**

**23. Budget Report**

**39. Superintendent of Golf Operations Monthly Report**

**42. Superintendent of Parks and Facilities Monthly Report**

**47. Superintendent of Recreation Monthly Report**

**50. Executive Director Monthly Report**

“Sycamore Park District - we put the MORE in Sycamore”

“Sycamore Park District is an equal opportunity provider and employer”

February 24, 2015

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**CORRESPONDENCE-**

53. The Metcalf Family
54. Midwest Museum of Natural History
55. Clubhouse Rental Quest. – Cathy Pivonka
56. Clubhouse Rental Quest. – Jackie Shroeder
57. Toys for Tots Thank You
60. Sycamore Chamber

**POSITIVE FEEDBACK/REPORTS**

**STAFF REPORT:** Electronic Promotion – Kirk

**OLD BUSINESS:**

- Discussion and Possible Action on Enterprise Zone Agreement—Dan (Roll Call)
61. Policy On Advertising and Promotion in Parks and Facilities – Dan (Roll Call)
  66. Bi-Annual Review of Executive Session Minutes – Dan (Roll Call)
  67. Adopting Executive Summary – Jeanette (Roll Call)

**NEW BUSINESS:**

74. Approve February CAC Minutes--Jeanette (Roll Call)
77. Award 2015 Paving Bid—Dan (Roll Call)
81. Approve MOU's—Bart (Voice Vote)
110. Annexation Ordinance 02-2015: An Ordinance Annexing Certain Territory to the Sycamore Park District —Dan (Roll Call)  
Discussion on Zoning of South Airport Road and CARLS Farm—Dan  
Setting of Date for Next Study Session – Dan (Roll Call)
125. Budget and Appropriation Ordinance 03-2015 -- Jackie (Roll Call)

**PUBLIC INPUT**

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

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

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.
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.

**ADJOURNMENT (Voice Vote)**

**Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday, January 20, 2015**

The regular meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Sycamore Park District Maintenance Building located at 435 Airport Road in Sycamore, Illinois is called to order at 6:03 p.m. on Tuesday, January 20, 2015.

Will the recording secretary please call the roll.

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

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

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

Staff members present were Director Dan Gibble, Bart Desch, Jeff Donahoe, Jackie Hienbuecher, Kirk Lundbeck, and Recording Secretary Jeanette Freeman.

**Guests at the Board meeting were:**

None

**Regular and Consent Agenda Approval –**

**Motion**

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

**Voice Vote**

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

**Approval of Minutes –**

**Motion**

Commissioner Graves moved to approve the December 23, 2014 Regular Meeting Minutes. Commissioner Kroeger seconded the Motion.

**Voice Vote**

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

**Motion**

Commissioner Schulz moved to approve the December 23, 2014 Executive Session Minutes to remain confidential. Commissioner Kroeger seconded the Motion.

**Voice Vote**

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

Minutes of the Regular Meeting of the Board of Commissioners  
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**Petition and Public Comment - None**

**Claims and Accounts Approval**

**Motion**

Commissioner Schulz moved to approve and pay the bills in the amount of \$101,826.89.  
 Commissioner Graves seconded the Motion.

**Roll Call**

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

**Correspondence – None**

**Positive Feedback/Reports –**

- President Strack noted he met with Mark Petrosky, the Chairman of the County Board and the Vice Chairman. He feels they are very open to working with us in whatever manor makes sense. They also talked about the Enterprise Zone. Mark was checking on a few things, so he suggested tabling this discussion.
- Director Gibble noted we cannot table it, but there are other approaches that can be taken.
- Director Gibble showed the Board the final concept for the sport complex and the remaining Clubhouse parking. The parking is being bid now and the bid opening will be February 12<sup>th</sup>. He then went over both the plans.

**Department Presentation – Supt. of Parks Jeff Donahoe –** He handed out information on the PDRMA Risk Management which we switched to a year ago. He noted that PDRMA requires members to meet certain requirements. We are already being trained and have a rep assigned to us. Their website is a great tool also. Their goal is to reduce risks to the pool of all the Park Districts. We will have a Safety Coordinator Staff which will include the superintendents.

**OLD BUSINESS**

**IPRA Conference Final Details** – Supt. of Finance Hienbuecher noted everyone should have received the book which has all the classes listed. She asked everyone to bring the barcode email they should have received.

**Discussion and Possible Action on Enterprise Zone Agreement** – Director recommends making a motion and if there is no second then the item dies. He is also recommending that SPD works with the School District on the Enterprise Zone. They are considering having some form of an abatement. He gave the Board what the School District is currently using for abatements. There was discussion on this issue.

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**Discussion and Possible Action on Enterprise Zone Agreement – cont'd –**

**Motion**

Commissioner Schulz moved to adopt Resolution 01-2015. There was no second of the motion so the motion failed.

Commissioner Schulz suggested revisiting the abatement at a later date once we have more details of the modifications to be made by the school district. Director Gibble recommended allowing him to present options and what the cost implications would be once that time comes.

**Policy on Advertising and Promotion in Parks and Facilities –** Director Gibble noted we all need to be in agreement what we are and are not going to allow. We need it to be clear cut and need guidelines. He needs sense from the board to narrow. President Strack noted we need to have a standard. Director Gibble noted the Board has in front of them the seven issues that have to be addressed. There was discussion on the issues. Director Gibble noted he feels we should have this decided by the February meeting, so he will bring more information to the next study session.

**NEW BUSINESS**

**Review of Timeline for Board and Committees/Action 2020 –** Director Gibble noted he put in the Board packet his proposed timelines for the different committees. He is recommending this be our framework for the various committees moving forward. He is seeking consensus from the Board. There was consensus on the Board.

**Appointment/Selection Process for Action 2020 Committees –** Director Gibble asked if everyone is clear on this. President Strack noted that before the final committees are selected the Board will be able to review and approve.

**First Review of Executive Summary** - Director Gibble noted his listing of the major events were not in this version, but will be in the final one in February for Board approval

**Bi-Annual Review of Executive Session Minutes** - Director Gibble noted he is recommending that all of the 2012 Executive Session minutes except May 24 and June 7 be released and that staff be authorized to dispose of all closed session audio tapes more than 18 months old for those meetings that Executive Session Minutes were approved more than 18 months ago.

**Motion**

Commissioner Graves moved to approve the recommendation as presented. . The motion was seconded by Commissioner Kroeger.

**Roll Call**

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

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**Tax Abatement: Alternate Revenue Bonds** – Supt. of Finance Hienbuecher noted this is our annual abatement for the bond issue from 2006.

**Motion**

Commissioner Schulz moved to approve Ordinance 01-2015. The motion was seconded by Commissioner Kroeger.

**Roll Call**

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

**Setting of Date for Next Study Session** – Director Gibble is recommending we schedule a study session in the first part of February. We have CAC on February 5<sup>th</sup> and will be asking them if they are interested in being on any of the committees. These could be brought to the study session meeting. We could make final approval on committee purpose statements. Two dates were brought up – 1<sup>st</sup> choice February 12<sup>th</sup> and 2<sup>nd</sup> choice February 17<sup>th</sup>. Director Gibble will check with Commissioner Tucker and let everyone know which date for sure.

**Motion**

The Board adjourned the Regular Session at 7:45 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Kroeger.

**Voice Vote**

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

**Public Input** - None

Respectfully Submitted,

Jeanette Freeman  
 Recording Secretary  
 Sycamore Park District

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
AFLAC	405279	01 EMPL PREMIUM	101000002007	01/12/15	00000000	54508	01/21/15	372.50	372.50
		02 EMPL PREMIUM	101000002006		00000000			18.48	18.48
								354.02	354.02
BATTERIE		BATTERIES PLUS						VENDOR TOTAL:	372.50
	297-244518	01 BATTERY	101000046200	11/18/14	00000000	54519	01/30/15	3.59	3.59
BC LIMO		BC LIMO						VENDOR TOTAL:	3.59
	012715	01 LIMO SERVICE - DADDY DAUGHTER	206095036216	01/27/15	00000000	54511	01/27/15	175.00	175.00
BURRI		BURRIS EQUIPMENT CO.						VENDOR TOTAL:	175.00
	PS90985	01 MOWER BUSHINGS	101500066403	01/20/15	00000000	54512	01/27/15	123.97	123.97
	PS91069	01 REEL MOTOR- BANK MOWER	504100066403	01/30/15	00000331	54525	02/05/15	469.50	469.50
		02 FREIGHT	504100066403		00000331			453.73	453.73
CARQ		CARQUEST AUTO PARTS						VENDOR TOTAL:	15.77
	2454-285717	01 AIR, FUEL, OIL, BRAKE CLEANER, PLU	504100066403	01/05/15	00000289	54528	02/05/15	3,451.08	599.49
	2454-285718	01 HYDROLIC OIL, FUEL, MORK GLOVES	101500066403	01/05/15	00000292	54528	02/05/15	3,451.08	599.49
		02 AIR FILTERS, ALL EQUIP CARTS	504100066403		00000292			1,482.17	494.06
		03 AIR FILTERS, ALL EQUIP CARTS	202100066403		00000292			494.06	494.06
	2454-285719	01 AIR FILTERS, SPARK PLUGS, EQUIP	101500066402	01/05/15	00000293	54528	02/05/15	3,451.08	854.48
		02 AIR FILTERS, SPARK PLUGS, EQUIP	202100066402		00000293			284.84	284.84
		03 AIR FILTERS, SPARK PLUGS, EQUI	504100066402		00000293			284.82	284.82
	2454-285911	01 SNOW BLOWER BOLTS	101500066403	01/07/15	00000290	54528	02/05/15	3,451.08	7.20
								7.20	7.20

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2454-286015	01	FUSES- EQUIPMENT	101500066403	01/08/15	00000291	54528	02/05/15	3,451.08	13.70 13.70
2454-286220	01	ALL EQUIP ANTI FREEZE	101500066402	01/12/15	00000306	54528	02/05/15	3,451.08	146.52 146.52
2454-286368	01	LUBE GREASE- ALL EQUIP	101500066402	01/14/15	00000303	54528	02/05/15	3,451.08	28.32 28.32
2454-286759	01	SPARK PLUGS	202100066402	01/20/15	00000319	54528	02/05/15	3,451.08	18.96 18.96
2454-286761	01	FILTERS- LINE PAINTER	202100066402	01/20/15	00000321	54528	02/05/15	3,451.08	8.63 8.63
2454-286767	01	FUEL FILTER- LINE PAINTER	202100066403	01/20/15	00000320	54528	02/05/15	3,451.08	1.36 1.36
2454-286798	01	FILTERS- GOLF CARTS	504000066409	01/20/15	00000314	54528	02/05/15	3,451.08	116.96 116.96
2454-286885	01	GREASE GUN HOSE	101500066402	01/21/15	00000322	54528	02/05/15	3,451.08	46.60 46.60
2454-286930	01	OIL FILTERS- MOWERS	101500066402	01/22/15	00000318	54528	02/05/15	3,451.08	13.24 13.24
2454-286931	01	CREDIT- FILTER RETURN	101500066403	01/22/15	00000317	54528	02/05/15	3,451.08	-106.66 -106.66
2454-286932	01	FILTERS- EQUIP- SPORTS	202100066403	01/22/15	00000316	54528	02/05/15	3,451.08	125.28 125.28
2454-286956	01	CAP SCREW- MOWER	504100066403	01/22/15	00000315	54528	02/05/15	3,451.08	3.40 3.40
2454-287154	01	TIRE VALVES- CARTS	504000066409	01/26/15	00000313	54528	02/05/15	3,451.08	10.80 10.80
2454-287245	01	TIRE REPAIR AND GREASE GUN	101500066402	01/27/15	00000330	54528	02/05/15	3,451.08	58.93 58.93
2454-287410	01	GREASE GUN PARTS	202100066402	01/29/15	00000329	54528	02/05/15	3,451.08	21.70 21.70

VENDOR TOTAL:

3,451.08



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CHARITEE	CHARITEE GOLF LLC								
1007		01 MAY-JUNE	501000002101	07/10/14	00000000	54545	02/18/15	2,290.87	1,047.36
		02 DRINK TICKETS	301000001100		00000000				1,752.00
		03 GIFT CERT	501000002110		00000000				-342.00
		04 DONATION	501000002115		00000000				-240.00
									-122.64
1028		01 TICKETS SOLD	501000002101	08/13/14	00000000	54545	02/18/15	2,290.87	251.86
		02 DRINK TICKETS	301000001100		00000000				759.00
		03 GIFT CERTS	501000002110		00000000				-174.00
		04 DONATION	501000002115		00000000				-280.00
									-53.14
1096		01 TICKETS SOLD	501000002101	02/13/15	00000000	54545	02/18/15	2,290.87	921.38
		02 GIFT CERTS	501000002110		00000000				1,641.00
		03 DONATION	501000002115		00000000				-220.00
		04 DRINK TICKETS	301000001100		00000000				-114.87
									-384.75
921		01 2013 FINAL	504000076500	12/05/13	00000000	54545	02/18/15	2,290.87	70.27
		02 DONATION	501000002115		00000000				54.00
		03 GIFT CERT	501000002110		00000000				-7.98
		04 DRINK TICKETS	303000086630		00000000				-20.00
		05 TICKETS SOLD	501000002101		00000000				-15.75
									60.00
CINTAS	CINTAS CORP							VENDOR TOTAL:	2,290.87
8401917157		01 1ST AID CABINET	101500076514	01/09/15	00000000	54513	01/27/15	53.17	53.17
								VENDOR TOTAL:	53.17
CITY2	CITY OF SYCAMORE								
14205600/5650-011215		01 WATER-SEWER-POOL	518100096704	02/11/15	00000000	54541	02/11/15	52.76	52.76
								VENDOR TOTAL:	52.76
COMMO	COMMONWEALTH EDISON								
21015		01 FOUNDERS PARK	101500096702	02/10/15	00000000	54546	02/18/15	613.21	613.21
		02 BOYNTON PARK	101500096702		00000000				25.21
		03 KIWANIS PARK	101500096702		00000000				16.30
									56.33

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21015				02/10/15		54546	02/18/15	613.21	613.21
		04 EMIL CASSIER PARK	101500096702		00000000				21.23
		05 COMM CTR	207500096702		00000000				222.29
		06 COMM CTR	207500096702		00000000				126.53
		07 SYCAMORE LAKE	101500096702		00000000				21.23
		08 GOOD TYMES SHELTERS	101500096702		00000000				46.46
		09 WETZEL PARK	101500096702		00000000				21.23
		10 AIRPORT ROAD PROPERTY	101500096702		00000000				56.40
								VENDOR TOTAL:	613.21
CONS									
	2020040-IN	01 EQUIPMENT OIL	101500076515	01/26/15	00000328	54529	02/05/15	64.20	64.20
								VENDOR TOTAL:	64.20
CONST									
	002177795	CONSTELLATION NEWENERGY		02/05/15		54547	02/18/15	3,327.35	2,267.64
		01 BB CONC	303300096702		00000000				49.95
		02 POOL	518100096702		00000000				398.70
		03 MAINTENANCE	101500096702		00000000				26.38
		04 MAINTENANCE	504100096702		00000000				26.38
		05 PUMP HOUSE	504000096702		00000000				1,169.31
		06 CLUBHOUSE	303000096702		00000000				89.54
		07 PROSHOP	504000096702		00000000				89.54
		08 ADMINISTRATION	101000096702		00000000				208.92
		09 ADMINISTRATION	201000096702		00000000				208.92
								VENDOR TOTAL:	3,327.35
DEKA2									
	002177814	DEKALB IMPLEMENT CO.,		02/05/15		54547	02/18/15	3,327.35	1,059.71
		01 SPORTS COMPLEX	202100096702		00000000				9.91
		02 MAINT BLDG	101500096702		00000000				524.90
		03 MAINT BLDG	504100096702		00000000				524.90
								VENDOR TOTAL:	3,327.35
DEKA3									
	16672	DEKALB IRON & METAL CO.		01/19/15		54509	01/27/15	10,790.00	10,790.00
		01 HARD CAB	7010000207002		00000278				5,895.00
		02 SNOW BLOWER ATTACHMENT	7010000207002		00000278				4,895.00
								VENDOR TOTAL:	10,790.00
	189687	DEKALB IRON & METAL CO.		01/20/15		54514	01/27/15	77.64	77.64
		01 STOCK STEEL -SHOP	101500066401		00000000				77.64
								VENDOR TOTAL:	77.64

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DEKAM		DEKALB MECHANICAL INC							
	63910	01 FREEZER REPAIR - CH	101000056300	01/16/15	00000000	54515	01/27/15	99.00	99.00
DIREC		DIRECTV							99.00
	24944945518	01 SATELLITE - CC	207500096705	01/17/15	00000000	54510	01/27/15	97.99	97.99
EGGSCL		EGGSCLUSIVE CAFE							97.99
	013015	01 CAC THANK YOU BREAKFAST	101000046212	01/30/15	00000000	54520	01/30/15	290.00	290.00
		02 CAC THANK YOU BREAKFAST	201000046212		00000000				145.00
ELM REX		ELM REX, SARAH							145.00
	1031	01 WEB UPDATES	201000036130	02/08/15	00000000	54539	02/09/15	250.00	250.00
FRONTIER		FRONTIER							250.00
	012815	01 COMM CTR	207500096700	01/28/15	00000000	54548	02/18/15	1,359.18	1,359.18
		02 MAINT BLDG	101500096700		00000000				363.57
		03 MAINT BLDG	504100096700		00000000				102.16
		04 POOL	518000096700		00000000				102.16
		05 ADMINISTRATION	101000096700		00000000				46.99
		06 ADMINISTRATION	201000096700		00000000				331.07
		07 PRO SHOP	504000096700		00000000				331.08
GRAI		GRAINGER							82.15
	9609477170	01 FLOW SWITCH	101500066402	12/03/14	00000000	54530	02/05/15	12.77	12.77
	9640611878	01 ELECTRIC CONTACT - MOWER	101500066403	01/15/15	00000000	54516	01/27/15	8.73	12.94
	9643408876			01/19/15		54516	01/27/15	8.73	12.94
									38.59

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9643408876	01	MOWER-PUSH BUTTON STOP	101500066403	01/19/15	00000000	54516	01/27/15	8.73	38.59
9645416794	01	RETURN-MOWER START BUTTON	101500066403	01/21/15	00000000	54516	01/27/15	8.73	38.59
							VENDOR TOTAL:		-42.80
									-42.80
KIWANIS	KIWANIS CLUB						VENDOR TOTAL:		21.50
013015	01	SPECIAL EVENT	205660186216	01/30/15	00000000	54521	01/30/15	180.00	180.00
KOHL	KOHLER, JIM						VENDOR TOTAL:		180.00
012615	01	DJ - DADDY DAUGHTER DANCE	206095036216	01/26/15	00000000	54517	01/27/15	250.00	250.00
MENA	MENARDS - SYCAMORE						VENDOR TOTAL:		250.00
76961	01	FLASHLIGHT, DROP LIGHT - SHOP	101500076512	01/21/15	00000324	54531	02/05/15	73.68	59.73
76963	01	HAND & DISH SOAP -SHOP	101500076500	01/21/15	00000323	54531	02/05/15	73.68	59.73
PEKIN	PEKIN INSURANCE						VENDOR TOTAL:		13.95
02015	01	DENTAL INSURANCE PREMIUM	101000106801	01/21/15	00000000	54507	01/21/15	1,327.13	1,327.13
	02	DENTAL INSURANCE PREMIUM	101500106801		00000000				275.88
	03	DENTAL INSURANCE PREMIUM	504100106801		00000000				50.79
	04	DENTAL INSURANCE PREMIUM	504000106801		00000000				247.14
	05	DENTAL INSURANCE PREMIUM	201000106801		00000000				144.11
	06	DENTAL INSURANCE PREMIUM	202100106801		00000000				163.00
REIN	REINDERS, INC.						VENDOR TOTAL:		446.21
1564370-00	01	ENGINE-RAKES SC-GOLF-PARKS	101500066402	01/14/15	00000000	54518	01/27/15	1,514.67	1,322.62
	02	ENGINE-RAKES SC-GOLF-PARKS	504100066402		00000000				440.87

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 TIME: 14:13:32  
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SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

*Interim*

FROM 01/21/2015 TO 02/18/2015

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	1564370-00	03 ENGINE-RAKES-SC-GOLF-PARKS	202100066402	01/14/15	00000000	54518	01/27/15	1,514.67	1,322.62 440.88
	1567362-00	01 SPRINGS-GOLF MOWER REELS	504100066403	01/15/15	00000000	54518	01/27/15	1,514.67	138.22 138.22
	1567583-00	01 SEAL - GREASE	504100066403	01/19/15	00000000	54518	01/27/15	1,514.67	53.83 53.83
REINHART		REINHART FOOD SERVICE						VENDOR TOTAL:	1,514.67
	821934	01 POPCORN CHICKEN	303000076500	10/31/14	00000000	54532	02/05/15	32.00	32.00 32.00
ROCKNKID		ROCK-N-KIDS INC						VENDOR TOTAL:	32.00
	SYCWI15	01 CONTRACTUAL INSTRUCTOR FEE	205010256128	02/04/15	00000000	54533	02/05/15	340.00	340.00 340.00
SOFT		SOFT WATER CITY						VENDOR TOTAL:	340.00
	020315	ICE MELT		02/03/15	00000311	54534	02/05/15	82.00	82.00 82.00
		01 SAFETY SALT- ICE MELT	101500076500					VENDOR TOTAL:	82.00
SPARKLE		SPARKLE JANITORIAL SERVICE						VENDOR TOTAL:	82.00
	904917	01 CLEANING-DEC	101000056303	12/29/14	00000000	54535	02/05/15	1,560.00	1,560.00 780.00 780.00
		02 CLEANING-DEC	201000056303					VENDOR TOTAL:	1,560.00
STMARYHA		ST MARYS MEMORIAL HALL						VENDOR TOTAL:	1,560.00
	020515	01 DD DANCE-ROOM-TABLES-LLINENS	206095036216	02/05/15	00000000	54540	02/09/15	181.00	181.00 181.00
T0000024		DOBBERSTEIN, MELISSA						VENDOR TOTAL:	181.00
	012815	01 TIP 12-13-14 PARTY	303500003090	01/28/15	00000000	54522	01/30/15	68.28	68.28 68.28
								VENDOR TOTAL:	68.28

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SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

*Interim*

FROM 01/21/2015 TO 02/18/2015

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0000531	WHITE, LISA								
	012915	01 MILEAGE	201000046211	01/29/15	00000000	54523	01/30/15	131.03	131.03
									131.03
									131.03
T0001111	BROWN, PAMELA								
	013015	01 INCORRECT REGISTRATION	206095036218	01/30/15	00000000	54536	02/05/15	32.00	32.00
									32.00
									32.00
T0001112	KROEGER, WILLIAM								
		CONFERENCE REIMB							
		01 CONF REIMB-PARKING & MEALS	101000046207	02/11/15	00000000	54542	02/11/15	186.42	186.42
									186.42
									186.42
THEFI	THE FITNESS CONNECTION								
	22960	01 MAINT OF FITNESS EQUIP	207000056307	01/28/15	00000312	54537	02/05/15	459.70	459.70
									459.70
UNUM	UNUM LIFE INSURANCE								
	JANUARY 2015								
		01 STD INS PREMIUM	101000106801	02/18/15	00000000	54549	02/18/15	233.29	233.29
		02 STD INS PREMIUM	101500106801		00000000			40.16	40.16
		03 STD INS PREMIUM	504100106801		00000000			7.22	7.22
		04 STD INS PREMIUM	504000106801		00000000			40.70	40.70
		05 STD INS PREMIUM	201000106801		00000000			18.50	18.50
		06 STD INS PREMIUM	202100106801		00000000			50.39	50.39
								76.32	76.32
									233.29
VANGEM	VANGEMERT, LAURA								
	013015	01 CLUBHOUSE PATCH AND PAINT	201000056300	01/30/15	00000000	54524	01/30/15	500.00	500.00
									500.00
WALM	WALMART COMMUNITY								
	11615	01 LIQUID SOAP	101000076500	01/16/15	00000284	54543	02/11/15	23.91	23.91
		02 DISH DETERGENT	303000076551		00000284			3.97	3.97
								4.64	4.64

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SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

*Interim*

FROM 01/21/2015 TO 02/18/2015

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
11615				01/16/15		54543	02/11/15	23.91	23.91
		03 SHOUT	303500076500		00000286				2.84
		04 ALL DETERGENT	303500076500		00000286				4.97
		05 SPONGE REFILL	303000076551		00000286				2.98
		06 SERVICE CHARGE	101000056306		00000286				2.25
		07 SERVICE CHARGE	201000056306		00000286				2.26

WASTE	WASTE MANAGEMENT	VENDOR TOTAL:
3454795-2011-5		23.91
01 REFUSE REMOVAL - ADM	101000056302	
02 REFUSE REMOVAL - CH	303000056302	
03 REFUSE REMOVAL - ADM	101000056302	
04 REFUSE REMOVAL - GC	504100056302	
05 REFUSE REMOVAL - SC	202100056302	
06 REFUSE REMOVAL - PARK	101500056302	
07 REFUSE REMOVAL - CC	207500056302	
		VENDOR TOTAL:
		219.73

TOTAL	--- ALL INVOICES:
219.73	219.73
56.92	56.92
5.00	5.00
-37.26	-37.26
43.27	43.27
51.61	51.61
	VENDOR TOTAL:
	219.73
	31,377.35

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SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

Board

*New Bills*

INVOICES DUE ON/BEFORE 02/19/2015

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
CORPORATE			
10	ADMINISTRATION		
AFLAC	AFLAC	372.50	372.50
ANCEL	ANCEL, GLINK - LAW OFFICES OF	4,015.01	285.00
AT&T2	A T & T	80.71	11.69
BOCKY	BOCKYN, LLC	300.00	150.00
CINTA	CINTAS CORPORATION #355	128.32	30.64
ECO	ECOWATER SYSTEMS, INC.		11.23
ENGIN	ENGINEERING RESOURCE ASSOC	1,912.25	3,756.20
ILLAG	ILLINOIS DEPT OF AGRICULTURE	15.00	20.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	343.33	122.14
NICOR	NICOR GAS	1,787.25	177.73
OF	OFFICE DEPOT	255.90	154.39
PDRMA	PDRMA	28,671.18	3,995.12
SHAW	SHAW SUBURBAN MEDIA	309.00	42.39
SOFT	SOFT WATER CITY	511.30	22.00
STAPLES	STAPLES ADVANTAGE		27.90
SUNDOG	SUN DOG IT	1,184.61	573.00
SYC	SYCAMORE CHAMBER OF COMMERCE	275.00	30.00
UNUM	UNUM LIFE INSURANCE	641.06	40.16
	ADMINISTRATION		9,822.09
15	PARKS		
ALLAROUN	ALL AROUND PUMPING SERVICE		470.00
CARR	CARROT-TOP INDUSTRIES		466.88
CEDAR	CEDAR RAPIDS TIRE		211.42
CINTA	CINTAS CORPORATION #355	128.32	52.76
CSR	CSR BOBCAT EQUIPMENT CO.		19.16
DEKA2	DEKALB IMPLEMENT CO.,	10,933.50	403.63
FAST	FASTENAL COMPANY		84.00
FOX1	FOX VALLEY FIRE & SAFETY CO.	165.00	396.00
LOWE	LOWE'S	356.90	124.85
MENA	MENARDS - SYCAMORE	106.57	39.09
MROUT	MR OUTHUSE	390.00	180.00
NICOR	NICOR GAS	1,787.25	732.31
PDRMA	PDRMA	28,671.18	571.06
SOFT	SOFT WATER CITY	511.30	86.00
UNUM	UNUM LIFE INSURANCE	641.06	7.22
	PARKS		3,844.38

RECREATION



INVOICES DUE ON/BEFORE 02/19/2015

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
10	ADMINISTRATION		
AT&T2	A T & T	80.71	11.69
BOCKY	BOCKYN, LLC	300.00	150.00
CINTA	CINTAS CORPORATION #355	128.32	8.56
ECO	ECOWATER SYSTEMS, INC.		11.22
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	343.33	122.15
NICOR	NICOR GAS	1,787.25	106.28
OF	OFFICE DEPOT	255.90	50.65
PDRMA	PDRMA	28,671.18	3,017.21
SHAW	SHAW SUBURBAN MEDIA	309.00	44.39
SUNDOG	SUN DOG IT	1,184.61	573.01
SYC	SYCAMORE CHAMBER OF COMMERCE	275.00	30.00
UNUM	UNUM LIFE INSURANCE	641.06	50.39
	ADMINISTRATION		4,175.55
21	SPORTS COMPLEX MAINTENANCE		
BURRI	BURRIS EQUIPMENT CO.	2,335.82	570.41
CARR	CARROT-TOP INDUSTRIES		93.45
CEDAR	CEDAR RAPIDS TIRE		211.42
CINTA3	CINTAS FIRE PROTECTION		300.00
FOX1	FOX VALLEY FIRE & SAFETY CO.	165.00	186.00
MENA	MENARDS - SYCAMORE	106.57	53.82
MROUT	MR OUTHOUSE	390.00	210.00
PDRMA	PDRMA	28,671.18	6,419.02
UNUM	UNUM LIFE INSURANCE	641.06	76.32
	SPORTS COMPLEX MAINTENANCE		8,120.44
25	MIDWEST MUSEUM OF NATURAL HIST		
CINTA3	CINTAS FIRE PROTECTION		1,074.00
	MIDWEST MUSEUM OF NATURAL HIST		1,074.00
54	PROGRAMS - LEAGUES		
T0000531	WHITE, LISA	131.03	450.00
	PROGRAMS - LEAGUES		450.00

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SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 02/19/2015

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
56	PROGRAMS - FITNESS		
T0001113	ZEHELEIN, MELISSA		10.00
	PROGRAMS - FITNESS		10.00
60	PROGRAMS - SPECIAL EVENTS		
T0000024	DOBBERSTEIN, MELISSA	758.77	99.94
	PROGRAMS - SPECIAL EVENTS		99.94
75	COMMUNITY CENTER		
AT&T1	A T & T	55.42	55.76
AT&T2	A T & T	80.71	60.16
C&L	C & L PROPERTIES, L.L.C.	5,558.00	5,558.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	343.33	99.27
NICOR	NICOR GAS	1,787.25	276.90
SOFT	SOFT WATER CITY	511.30	223.25
	COMMUNITY CENTER		6,273.34
SPECIAL RECREATION			
10	ADMINISTRATION		
ENGIN	ENGINEERING RESOURCE ASSOC	1,912.25	716.38
	ADMINISTRATION		716.38
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
DEKAM	DEKALB MECHANICAL INC	99.00	1,940.31
NICOR	NICOR GAS	1,787.25	45.55
WARE	WAREHOUSE DIRECT BUSINESS	63.90	116.88
	CLUBHOUSE CONCESSIONS		2,102.74
GOLF COURSE			
40	GOLF OPERATIONS		

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SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 02/19/2015

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
GOLF COURSE			
40	GOLF OPERATIONS		
AT&T2	A T & T	80.71	0.23
BANN	BANNER UP SIGNS		42.00
CINTA	CINTAS CORPORATION #355	128.32	8.00
KANELAND	KANELAND PUBLICATIONS INC		543.20
MASS	MASS MARKETING, INC.		150.00
NEWV	NEW VALUES MAGAZINE		489.00
NICOR	NICOR GAS	1,787.25	45.55
PDRMA	PDRMA	28,671.18	1,915.23
PREMIER	PREMIER IMPRESSIONS		589.50
SOFT	SOFT WATER CITY	511.30	22.00
STAPLES	STAPLES ADVANTAGE		45.84
UNUM	UNUM LIFE INSURANCE	641.06	18.50
	GOLF OPERATIONS		3,869.05
41	GOLF MAINTENANCE		
CEDAR	CEDAR RAPIDS TIRE		211.43
CINTA	CINTAS CORPORATION #355	128.32	52.76
NICOR	NICOR GAS	1,787.25	708.00
PDRMA	PDRMA	28,671.18	3,613.39
REIN	REINDERS, INC.	5,602.42	1,946.59
UNUM	UNUM LIFE INSURANCE	641.06	40.70
	GOLF MAINTENANCE		6,572.87
SWIMMING POOL			
81	POOL MAINTENANCE		
DEKAM	DEKALB MECHANICAL INC	99.00	153.75
MENA	MENARDS - SYCAMORE	106.57	17.78
	POOL MAINTENANCE		171.53
TOTAL ALL DEPARTMENTS			47,302.31

Interim \$ 31,377.35

New \$ 47,302.31

Total \$ 78,679.66

To: Board of Commissioners

From: Jackie Hienbuecher

Subject Monthly Report

Date: February 24, 2015

**Administrative Initiatives** (2/1/15 – 2/28/15)

- Attended Superintendent and Board meetings.
- Attended Action 2020 study session.
- Continued to work with third party administrator for new Flexible Spending Accounts. Arranged to close old accounts and transfer any remaining balances.
- Provided documentation and information for auditors during Final Fieldwork. Reviewed and updated reports as needed.
- Prepared initial draft of Budget & Appropriation Ordinance.
- Coordinated staff and board garment orders.
- Allocated FY2015 Budget over 12 months in order to create 2015 budgeted cash flow report.
- Trained part time office assistant on procedures for receiving and recording inventory.
- Finalized bid for the installation of fiber optic line for the Technology Study recommendation.
- Attended Integra Lunch & Learn, program for educating staff in advancements in document management and imaging equipment technology.
- Reconciled 2014 Charitee program and requested final billing.

- Participated in conference call with EZLinks regarding upgrade.
- Scheduled cleaning of clubhouse carpets and kitchen floors.
- Provided information to PDRMA for Workers' Compensation Payroll Audit.
- Reviewed and assisted in development of Promotion and Advertising in Parks policy.
- Reviewed IDOR Notice of Late Payment. Confirmed received in error. Working with IDOR to correct.
- Worked with PDRMA to obtain Certificates of Insurance for events and lease of Community Center.
- Catering/special events/room rentals: 2 room rentals.

**Administrative Initiatives** (3/1/15 – 3/31/15)

- Attend any scheduled "Action 2020" meetings.
- Attend Superintendent and Board meetings.
- Complete 2015 budgeted cash flow report.
- Enter monthly budget figures into MSI accounting system.
- Review audited financials. Prepare annual MD&A.
- Finalize Budget & Appropriation.
- Participate in Sycamore Chamber Community Expo.
- Attend PDRMA Health Program Low-Cost Plan Option focus group.
- Contact IMRF regarding paying back amount from reduced rate in previous years.

- Work with Speer Financial on refunding of 2006 Alternate Bond.
- Update Criminal Background Check software.
- Upgrade scheduled on March 9<sup>th</sup> for Point of Sale software with EZLinks for Pro Shop and Concessions. Training to follow.
- Complete work on IMRF project for the purpose of ensuring that proper enrollment has been made in the past.
- Put the bid out for the boring and installation of fiber optic line. Review and award.
- Continue training of Office Assistant specifically on inventory to prepare for the upcoming season.
- Prepare concessions for opening for the 2015 season.
- Review outstanding accounts payable checks to determine if valid.
- Catering/special events/room rentals: 3 room rentals

Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended January 31, 2015

**Corporate Fund (10)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	<u>Variance</u>
Revenues				
Administration	8,600.07	1,237,143.00	8,112.90	6.0%
Parks	-	12,949.00	-	#DIV/0!
	<hr/>	<hr/>	<hr/>	
Total Revenues	8,600.07	1,250,092.00	8,112.90	6.0%
Expenses				
Administration	28,643.18	619,082.00	22,098.13	29.6% (1)
Parks	7,816.39	238,703.00	6,397.59	22.2% (2)
	<hr/>	<hr/>	<hr/>	
Total Expenses	36,459.57	857,785.00	28,495.72	27.9%
Total Fund Revenues	8,600.07	1,250,092.00	8,112.90	6.0%
Total Fund Expenses	36,459.57	857,785.00	28,495.72	27.9%
Surplus (Deficit)	(27,859.50)	392,307.00	(20,382.82)	36.7%

(1) Wages/taxes higher in 2015.

(2) Timing of maintenance expenses

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended January 31, 2015

**Recreation Fund (20)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2014 YTD</u>	
			<u>Actual</u>	
Revenues				
Administration	-	852,736.00	4.93	-100.0%
Sports Complex	-	33,650.00	-	#DIV/0!
Sports Complex Maintenance	-	37,607.00	-	#DIV/0!
Midwest Museum of Natural Hist	-	2,398.00	-	#DIV/0!
Programs-Youth	3,504.00	16,730.00	3,360.00	4.3% (1)
Programs-Teens	907.25	4,163.00	1,131.75	-19.8% (1)
Programs-Adult	415.00	975.00	310.00	33.9% (1)
Programs-Family	1,354.00	11,693.00	315.00	329.8% (1)
Programs-Leagues	-	5,190.00	-	#DIV/0! (1)
Programs-Youth Athletics	539.00	21,020.00	1,178.00	-54.2% (1)
Programs-Fitness	8,323.00	37,815.00	8,571.00	-2.9% (1)
Programs-Preschool	-	-	-	#DIV/0! (1)
Programs-Senior	-	-	150.00	-100.0% (1)
Programs-Dance	1,324.00	240.00	935.00	41.6% (1)
Programs-Special Events	906.50	3,710.00	665.00	36.3% (1)
Programs-Concerts	450.00	8,800.00	500.00	-10.0%
Programs-Trips	-	-	-	#DIV/0! (1)
Brochure	-	7,900.00	-	#DIV/0!
Weight Room	3,018.00	18,245.00	2,091.00	44.3%
Community Center	(10.00)	3,724.00	-	#DIV/0!
	<u>20,730.75</u>	<u>1,066,596.00</u>	<u>19,211.68</u>	<u>7.9%</u>
Total Revenues	20,730.75	1,066,596.00	19,211.68	7.9%

(1) Revenue from programs increased 4.0%, \$657 compared to 2014.



Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended January 31, 2015

Expenses				
Administration	21,113.25	316,360.00	19,137.44	10.3% (1)
Sports Complex	-	-	-	#DIV/0!
Sports Complex Maintenance	23,641.87	383,722.00	21,262.59	11.2% (2)
Midwest Museum of Natural Hist	17.10	9,500.00	-	#DIV/0!
Programs-Youth	83.51	11,414.00	-	#DIV/0! (3)
Programs-Teens	627.86	3,926.00	683.15	-8.1% (3)
Programs-Adult	55.00	785.00	50.00	10.0% (3)
Programs-Family	546.04	10,850.00	420.25	29.9% (3)
Programs-Leagues	177.62	3,647.00	290.66	-38.9% (3)
Programs-Youth Athletics	-	17,149.00	-	#DIV/0! (3)
Programs-Fitness	1,078.78	21,178.00	1,703.04	-36.7% (3)
Programs-Preschool	-	-	-	#DIV/0! (3)
Programs-Senior	-	-	-	#DIV/0! (3)
Programs-Dance	531.03	180.00	-	#DIV/0! (3)
Programs-Special Events	568.04	13,480.00	250.00	127.2% (3)
Programs-Concerts	-	8,700.00	-	#DIV/0!
Programs-Trips	-	-	-	#DIV/0! (3)
Brochure	-	25,100.00	-	#DIV/0!
Weight Room	446.33	600.00	9.26	4720.0%
Community Center	8,957.56	155,352.00	9,332.34	-4.0%
Total Expenses	57,843.99	981,943.00	53,138.73	8.9%
Total Fund Revenues	20,730.75	1,066,596.00	19,211.68	7.9%
Total Fund Expenses	57,843.99	981,943.00	53,138.73	8.9%
Surplus (Deficit)	(37,113.24)	84,653.00	(33,927.05)	9.4%

(1) Wages/taxes higher in 2015.

(2) Timing of maintenance expenses

(3) Expenses for programs increased 7.9%, \$1,248 compared to 2014.

**Donations (21)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
Revenues				
Administration	-	35,000.00	5.31	-100.0%
	<hr/>			
Total Revenues	-	35,000.00	5.31	-100.0%
Expenses				
Administration	-	48,500.00	-	#DIV/0!
	<hr/>			
Total Expenses	-	48,500.00	-	#DIV/0!
Total Fund Revenues	-	35,000.00	5.31	-100.0%
Total Fund Expenses	-	48,500.00	-	#DIV/0!
Surplus (Deficit)	-	(13,500.00)	5.31	-100.0%

**Special Recreation (22)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
Revenues				
Administration	-	144,000.00	7.24	-100.0%
	<hr/>			
Total Revenues	-	144,000.00	7.24	-100.0%
Expenses				
Administration	34,515.00	90,780.00	-	#DIV/0! (1)
	<hr/>			
Total Expenses	34,515.00	90,780.00	-	#DIV/0!
Total Fund Revenues	-	144,000.00	7.24	-100.0%
Total Fund Expenses	34,515.00	90,780.00	-	#DIV/0!
Surplus (Deficit)	(34,515.00)	53,220.00	7.24	#####

(1) Timing of payment to KSRA changed due to change in fiscal year end.

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended January 31, 2015

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended January 31, 2015

**Insurance (23)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
Revenues				
Administration	-	55,000.00	0.95	-100.0%
	<hr/>			
Total Revenues	-	55,000.00	0.95	-100.0%
Expenses				
Administration		65,413.00	5,042.00	-100.0% (1)
	<hr/>			
Total Expenses	-	65,413.00	5,042.00	-100.0%
Total Fund Revenues	-	55,000.00	0.95	-100.0%
Total Fund Expenses	-	65,413.00	5,042.00	-100.0%
Surplus (Deficit)	-	(10,413.00)	(5,041.05)	-100.0%

(1) Workers comp carrier changed to PDRMA which resulted in a different timing for payments.

**Audit (24)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
Revenues				
Administration	-	14,000.00	0.33	-100.0%
	<hr/>			
Total Revenues	-	14,000.00	0.33	-100.0%
Expenses				
Administration	-	14,500.00	-	#DIV/0!
	<hr/>			
Total Expenses	-	14,500.00	-	#DIV/0!
Total Fund Revenues	-	14,000.00	0.33	-100.0%
Total Fund Expenses	-	14,500.00	-	#DIV/0!
Surplus (Deficit)	-	(500.00)	0.33	-100.0%

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended January 31, 2015

**Paving & Lighting (25)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
Revenues				
Administration	-	18,000.00	1.44	-100.0%
	<hr/>			
Total Revenues	-	18,000.00	1.44	-100.0%
Expenses				
Administration	-	-	-	#DIV/0!
	<hr/>			
Total Expenses	-	-	-	#DIV/0!
Total Fund Revenues	-	18,000.00	1.44	
Total Fund Expenses	-	-	-	
Surplus (Deficit)	-	18,000.00	1.44	

**Park Police (26)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
Revenues				
Administration	-	100.00	0.20	-100.0%
	<hr/>			
Total Revenues	-	100.00	0.20	-100.0%
Expenses				
Administration	-	2,000.00	-	#DIV/0!
	<hr/>			
Total Expenses	-	2,000.00	-	#DIV/0!
Total Fund Revenues	-	100.00	0.20	-100.0%
Total Fund Expenses	-	2,000.00	-	
Surplus (Deficit)	-	(1,900.00)	0.20	-100.0%

Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended January 31, 2015

**IMRF (27)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
Revenues				
Administration	-	88,000.00	-	#DIV/0!
	<hr/>			
Total Revenues	-	88,000.00	-	#DIV/0!
Expenses				
Administration	-	88,000.00	-	#DIV/0!
	<hr/>			
Total Expenses	-	88,000.00	-	#DIV/0!
Total Fund Revenues	-	88,000.00	-	#DIV/0!
Total Fund Expenses	-	88,000.00	-	#DIV/0!
Surplus (Deficit)	-	-	-	

**Social Security (28)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
Revenues				
Administration	-	78,000.00	-	#DIV/0!
	<hr/>			
Total Revenues	-	78,000.00	-	#DIV/0!
Expenses				
Administration	-	78,000.00	-	#DIV/0!
	<hr/>			
Total Expenses	-	78,000.00	-	#DIV/0!
Total Fund Revenues	-	78,000.00	-	#DIV/0!
Total Fund Expenses	-	78,000.00	-	#DIV/0!
Surplus (Deficit)	-	-	-	

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended January 31, 2015

**Concessions (30)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2014 YTD</u>	
			<u>Actual</u>	
<b>Revenues</b>				
Clubhouse Concessions	-	70,398.00	-	#DIV/0!
Beverage Cart	-	15,607.00	-	#DIV/0!
Sports Complex Concessions	-	27,267.00	-	#DIV/0!
Pool Concessions	-	10,361.00	-	#DIV/0!
Catering	545.00	25,092.00	72.50	651.7%
	<hr/>	<hr/>	<hr/>	
Total Revenues	545.00	148,725.00	72.50	651.7%
<b>Expenses</b>				
Clubhouse Concessions	1,431.70	89,892.00	1,747.36	-18.1%
Beverage Cart	-	11,563.00	-	#DIV/0!
Sports Complex Concessions	-	23,520.00	-	#DIV/0!
Pool Concessions	-	9,733.00	-	#DIV/0!
Catering	44.26	8,400.00	-	#DIV/0!
	<hr/>	<hr/>	<hr/>	
Total Expenses	1,475.96	143,108.00	1,747.36	-15.5%
Total Fund Revenues	545.00	148,725.00	72.50	651.7%
Total Fund Expenses	1,475.96	143,108.00	1,747.36	-15.5%
Surplus (Deficit)	(930.96)	5,617.00	(1,674.86)	-44.4%



Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended January 31, 2015

**Developer Contributions (32)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2014 YTD</u> <u>Actual</u>	
Revenues				
Administration	-	5,000.00	1.88	-100.0%
	<hr/>			
Total Revenues	-	5,000.00	1.88	-100.0%
Expenses				
Administration	-	-	-	#DIV/0!
	<hr/>			
Total Expenses	-	-	-	#DIV/0!
Total Fund Revenues	-	5,000.00	1.88	-100.0%
Total Fund Expenses	-	-	-	#DIV/0!
Surplus (Deficit)	-	5,000.00	1.88	-100.0%

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended January 31, 2015

**Golf Course (50)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
Revenues				
Golf Operations	6,578.89	514,979.00	2,871.05	129.1% (1)
Golf Maintenance	-	21,249.00	-	#DIV/0!
	<hr/>	<hr/>	<hr/>	
Total Revenues	6,578.89	536,228.00	2,871.05	129.1%
Expenses				
Golf Operations	7,626.30	244,751.00	8,181.86	-6.8%
Golf Maintenance	14,602.19	290,921.00	15,634.68	-6.6%
	<hr/>	<hr/>	<hr/>	
Total Expenses	22,228.49	535,672.00	23,816.54	-6.7%
Total Fund Revenues	6,578.89	536,228.00	2,871.05	129.1%
Total Fund Expenses	22,228.49	535,672.00	23,816.54	-6.7%
Surplus (Deficit)	(15,649.60)	556.00	(20,945.49)	-25.3%

(1) Increased sales through Groupon/Group Golfer compared to 2014.

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended January 31, 2015

**Swimming Pool (51)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2014 YTD</u>	
			<u>Actual</u>	
Revenues				
Pool	-	49,368.00	-	#DIV/0!
Swim Lessons	-	13,573.00	-	#DIV/0!
Total Revenues	-	62,941.00	-	#DIV/0!
Expenses				
Pool		53,238.00	31.34	-100.0%
Pool Maintenance	(262.11)	28,120.00	240.35	-209.1%
Swim Lessons	-	8,166.00	-	#DIV/0!
Total Expenses	(262.11)	89,524.00	271.69	-196.5%
Total Fund Revenues	-	62,941.00	-	#DIV/0!
Total Fund Expenses	(262.11)	89,524.00	271.69	-196.5%
Surplus (Deficit)	262.11	(26,583.00)	(271.69)	-196.5%

Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended January 31, 2015

**Debt Service (60)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
Revenues				
Administration	-	586,000.00	0.37	-100.0%
	<hr/>			
Total Revenues	-	586,000.00	0.37	-100.0%
Expenses				
Administration	-	580,376.00	-	#DIV/0!
	<hr/>			
Total Expenses	-	580,376.00	-	#DIV/0!
Total Fund Revenues	-	586,000.00	0.37	-100.0%
Total Fund Expenses	-	580,376.00	-	#DIV/0!
Surplus (Deficit)	-	5,624.00	0.37	-100.0%

**Capital Projects (70)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
Revenues				
Administration	-	498,172.00	52.91	-100.0%
	<hr/>			
Total Revenues	-	498,172.00	52.91	-100.0%
Expenses				
Administration	15,122.60	596,707.00	-	#DIV/0!
	<hr/>			
Total Expenses	15,122.60	596,707.00	-	#DIV/0!
Total Fund Revenues	-	498,172.00	52.91	-100.0%
Total Fund Expenses	15,122.60	596,707.00	-	#DIV/0!
Surplus (Deficit)	(15,122.60)	(98,535.00)	52.91	-28681.7%
Total Fund Revenues	36,454.71	4,585,854.00	30,338.76	
Total Fund Expenses	167,383.50	4,172,308.00	112,512.04	

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended January 31, 2015

Surplus (Deficit)	(130,928.79)	413,546.00	(82,173.28)
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Sycamore Park District  
Fund Balances

	unaudited 1/1/2015	Revenues	Expenses	Unaudited 1/31/2015	1/31/2015 Cash balance
10 Corporate	156,691.74	8,600.07	36,459.57	128,832.24	124,892.81
20 Recreation	87,073.66	20,730.75	57,843.99	49,960.42	50,059.74
21 Donations	203,328.33	-	-	203,328.33	203,328.33
22 Special Recreation	38,645.98	-	34,515.00	4,130.98	27,632.96
23 Insurance	23,242.85	-	-	23,242.85	23,242.85
24 Audit	13,511.32	-	-	13,511.32	13,511.32
25 Paving & Lighting	7,391.29	-	-	7,391.29	7,391.29
26 Park Police	7,994.56	-	-	7,994.56	7,994.56
27 IMRF	-	-	-	-	-
28 Social Security	-	-	-	-	-
30 Concessions	36,136.12	545.00	1,475.96	35,205.16	32,868.99
32 Developer Contributions	102,275.19	-	-	102,275.19	102,275.19
60 Debt Service	20,186.12	-	-	20,186.12	20,186.12
70 Capital Projects	590,867.53	-	15,122.60	575,744.93	575,744.93
<b>Total governmental fund balance</b>	<b>1,287,344.69</b>	<b>29,875.82</b>	<b>145,417.12</b>	<b>1,171,803.39</b>	<b>1,189,129.09</b>
50 Golf Course Net Assets	206,913.82 <u>(224,879.35)</u> (17,965.53)	6,578.89	22,228.49	191,264.22 <u>(224,879.35)</u> (33,615.13)	(16,928.01)
51 Swimming Pool Net Assets	276,147.83 <u>(276,234.34)</u> (86.51)	-	(262.11)	276,409.94 <u>(276,234.34)</u> 175.60	211.70
<b>Total proprietary funds</b>	<b>483,061.65</b>	<b>6,578.89</b>	<b>21,966.38</b>	<b>467,674.16</b>	
<b>Net assets</b>	<b><u>(501,113.69)</u></b>			<b><u>(501,113.69)</u></b>	
<b>Proprietary funds minus net assets</b>	<b><u>(18,052.04)</u></b>			<b><u>(33,439.53)</u></b>	
	1,269,292.65			1,138,363.86	1,172,412.78

Summary of depository accounts as of **2/19/2015**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
Castle Bank	15,638.04	0.10
National Bank & Trust	631,030.82	0.03
Resource Bank	559,735.14	0.10

\*Dekalb Co. Community Foundation 15,027.15

1,221,431.15

\* There is currently an gain on investments which has increased the original \$10,000 that was placed with the foundation. This balance is as of 12/31/14.

To: Board of Commissioners  
From: Kirk T. Lundbeck  
Subject: Monthly Report  
Date: February 24, 2015

**Administrative Initiatives (2/1/15 – 2/28/15)**

- Attended weekly Department Head meetings as scheduled.
- Attended Chamber of Commerce Ambassadors Club meeting.
- Developed February Golf Insight newsletter for golf operation through website.
- Finished updating golf course website with new rates, league dates, Swing into Spring Sale dates and additional information.
- Closed Pro Shop until February 15<sup>th</sup> and schedule appointments as necessary.
- Continued to develop website and flyers for Crowdfunding campaign for irrigation funding with help from Crowdsourcing.com
- Continued to develop 2015 outing and tournament schedule.
- Continued to develop spring marketing for the 2015 golf season with the addition of social media marketing through Facebook, Twitter and Instagram.
- Restructured closet storage area outside pro shop to create more efficient use of space provided.
- Continued research the thought of offering a family pass for the golf course.

- Attended Vision 20/20 Committee meetings or study sessions as scheduled.
- Met with Amy Doll, Superintendent of Recreation at DeKalb Park District, to develop a joint golf lesson program.

### **Administrative Initiatives (3/1/15 – 3/31/15)**

- Attend weekly Department Head meetings as scheduled.
- Attend Chamber of Commerce Ambassadors Club meeting.
- Attend Voluntary Action Center Board Meeting.
- Attend all staff meeting as scheduled.
- Finalize and mail Season Pass Holder letters.
- Hold Swing into Spring Sale March 6<sup>th</sup> through March 8<sup>th</sup>.
- Display new 2015 golf merchandise and redesign display areas in the Proshop.
- Develop March Golf Insight newsletter for golf operation through website.
- Finalize golf course website with new information on Irrigation and Crowdfunding programs.
- Finalize 2015 outing and tournament schedule.
- Finalize spring marketing for the 2015 golf season.
- Continue research the thought of offering a family pass for the golf course.
- Update hardware and software for the POS System with EZLINKS Representatives.



- Rollout Social Media Marketing in early March.
- Hold a meeting with Dan, Bart and Lisa about future Junior Golf lessons and promotions.
- Attend Vision 20/20 Committee meetings or study sessions as scheduled.
- Restructure Cart Barn storage area as carts are removed for maintenance.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: February 24, 2015

**Administrative Initiatives** (2/1/15-2/28/15)

**Golf**

- Sixteen inches of snow fell on the first two days of the month during the Super Bowl blizzard. We were able to plow our roads and paths during the calmer snow periods and after the storm. The late February forecast seems to be somewhat dry but continued cold.
- Staff continues the winter-long process of performing annual maintenance on all equipment and renovating the mower reels. Plowing has also been completed as needed.
- I have been collecting information on golf maintenance products and plant protectants for the upcoming season maintenance schedules. I have updated application schedules for the various areas of the course and started to price out products.
- I planned annual flower bed plantings and ordered about 40 flats of flowers from the nursery for a mid-May delivery.
- I have completed required renewal testing for my pesticide applicator spray license through the Illinois Department of Agriculture. Other staff will also be taking the exams this winter.
- Worked with other staff to complete minor clubhouse repair projects including painting and repair of damaged or chipped areas on walls, carpet cleaning, repair concessions freezer, and fastened the concessions condiment counter to wall and add base trim.

- Steve Tritt attended and the second year of Maintenance Management School at the end of January.

### **Sports**

- Staff continues to work on all maintenance equipment and works with all other maintenance staff during plowing during snow events.
- Bart and I have already met with or been in contact with several user groups as they prepare for the spring sport season schedules and possible tournaments. Sign-ups for the AYSO spring season, Sycamore Youth Baseball, and Sycamore Girls' Softball completed registrations this month at the clubhouse.
- Met with Dan Gible and ERA engineers about concept plan for planned south sports complex design.
- Met with sales reps and gathered pricing and product info for sports equipment and products like paint, chalk, bases, and field prep tools.
- Developing a written soccer goal safety policy.
- Tyler Burke and Bounie attended the first year of Maintenance Management School in West Virginia.

### **Parks**

- Staff completed picnic table refurbishing, is plowing as needed, and working on all equipment for winter maintenance.
- I attended staff, board, CAC meetings, and board study sessions.

- Organized required annual inspections of all facility fire detection and sprinkler systems, all of which have been completed as of now.
- Completed set of bid documents for the professional removal of several dead and damaged trees throughout district.
- Working on organizing PDRMA risk management requirements and gathering staff training materials.
- Attended the Parks State Conference January 22-24.
- Attended meetings with ERA engineers and the bid opening for the parking lot paving project south of the clubhouse.
- Collected information for the update of fire system controls as required for the next step in the ADA compliance plan. The clubhouse will need to add some visual and/or audio alarms in rooms that currently don't have any. I have met with the Assistant Fire Chief and am meeting with fire protection installers to receive price quotes for the work.
- The pool mechanical room furnace pilot went out causing the water meter in the building to freeze and crack open. This will be replaced in April.
- Gathering price quotes for the replacement of intake pipe and main pump intake support parts inside the mechanical room at the pool. This cost is included as part of the approved capital project budget.
- We received a price for the addition of heat tracer pipe wrapping lines for the Midwest Museum fire protection pipes above the lobby. These lines will be wired into the existing fire panel warning system to make sure it is functioning correctly along with the smoke detector system. I am awaiting one more price quote for this project.

- Gathering quotes and information on approved capital purchases of two mowers for this spring.

### **Administrative Initiatives** (3/1/15-3/31/15)

- Attend staff, CAC, board, and study session meetings along with Action 20/20 planning meetings.
- Staff will plow as needed and continue winter service work for all Park District maintenance equipment. Mower reels will also be sharpened and parts replaced. Golf carts will be serviced as well.
- When weather breaks, staff will clean and prep golf course, parks, and sports fields for use. The first Sycamore High School baseball game is scheduled on field # 1 on March 24<sup>th</sup>.
- I will gather job applications and begin hiring season maintenance staff.
- I will meet with sports user groups to discuss needs and issues related to field use for the season. Will also obtain spring schedules from all user groups and write out field prep schedules for our staff.
- Continue PDRMA compliance requirements for future insurance review. Staff training opportunities will be explored and steps needed to complete compliance issues will be planned and written.
- Will bid tree removal project and acquire qualified company for tree removal.
- Will continue work on organizing fixed asset items for all parks, sports, building, and golf course items.

- Will finalize prices and order needed maintenance products for all areas of the District's maintenance needs – ball field chalk, marking paint, ag-lime infield fill, playground mulch, swing chains, golf cups/flagsticks, ball washer parts, plant protectants, etc.
- Finalize needed fire protection updates at the clubhouse and Midwest Museum.
- Receive final quotes and order a large scale mower and trim mower as listed in approved capital equipment budget.
- Collect pool repair quotes and complete repairs prior to spring.
- Meet with Encap Environmental services and begin final section of pond edge restoration at Emil Cassier Park large pond.

To: Park Board of Commissioners

From: Bart Desch

Subject: Monthly Board Report

Date: February 20, 2015

**Administrative Initiatives:** (02/01/15 – 02/28/15)

- Attended the Board meeting on February 27.
- Attended the CAC meeting on February 5.
- Attended the Board work study session on February 12.
- Met with Kreg Wesley of the School District regarding summer programming in the schools.
- Contacted all local sports groups to let them know about the “Positive Coaching Alliance” workshop and the date, which is April 1, at the High School Auditorium. Boys Youth Baseball and the District are paying for the workshop. So far Girls’ Softball will have 15 coaches attend, KYFL will have 2, and one of our travel teams will have 3 coaches attend.
- Met with Amy Doll, the Supt. of Recreation, Paul Bafia, of Genoa regarding “partnering” on submitting a grant request to the Dekalb County Community Foundation for the 4 District’s to purchase and share a movie projector and screen to show outdoor movies in the summer. The group will submit a grant request for the purchase of this equipment. Each staff person will write part of the grant request.
- Assisted sports groups with facility usage of the clubhouse for their registrations.
- Began the process of putting the Summer Brochure together. Contacted staff about dates and possible ideas for the brochure.
- Met with Sarah and John Staples of Visionary Webworks to continue the development of our new web site. Staff will be asked to give input on this subject later in February, with 3 possible designs being shown to them. The goal is for the new web site to go online when the summer brochure is mailed out in April.
- Contacted staff, partners and user groups in regards to the summer brochure being created.

- Contacted and supplied an ad to the next edition of “Discover Your Hometown” magazine. The ad will include golf course, pool pass sales and an upcoming recreation event.
- Re-started the “Frequent Flyer” program with the members of the fitness center. 30 members are participating. This program was created last year in response to the Short Term Goals and Objectives criteria.
- Donated several gift certificates to the “Health Fair” that was conducted at West School.
- Met with Thomas Franks of the School District to begin planning for the upcoming summer of offering programming with “OSCAR” youth. The Midwest Museum will also be part of this as well.
- Met with Kevin (AYSO) soccer regarding the Spring league they are operating in late April. Also discussed was AYSO distributing District summer programming information to their participants.
- Contacted and discussed with leaders of the Kiwanis Club regarding the scholarship program for swimming lessons for the upcoming summer.
- 

**Administrative Initiatives:** (03/01/15 – 03/31/15)

- Will attend the Board Meeting on March 24.
- Will meet with John Staples of Visionary WebWorks and Sarah on the next steps in the web development process.
- Will attend the Sycamore Chamber’s “EXPO” event on March 26. We will be promoting the District’s programs as well as offer several program demonstrations.



- Will give a presentation to the Park Board at the Board meeting regarding the new web site design.
- Continue to inform user groups regarding the “Positive Coaching Alliance” workshop in April.
- Will contact several other instructors regarding offering a program demonstration for the Chamber Expo in March.
- Will purchase several web site domains for the future in case we decide to change web addresses.
- Begin assisting with the various Action 20/20 committees I was assigned to.

To: Board of Commissioners  
From: Daniel Gibble, Executive Director  
Subject: Monthly Report  
Date: January 20, 2015

**Administrative Initiatives** (2/1/15 – 2/28/15)

- Held follow-up meetings with Youth Sports Groups on Site Planning.
- Continued seeking cooperation from Shodeen Development and Krpan Estates to get final Development Agreements.
- Continued serving on Pumpkin Festival Committee.
- Updated Agenda Planner for Staff/Board.
- Attended Meetings/Served On:
  - KSRA
  - Rotary
  - Chamber
  - Pumpkin Festival
- Completed the bidding of the paving at the Club House.
- Put ADA Phase III work out for quotes.
- Finalized “Roll Out” of ACTION 2020
- Made final decision about extending lease of Community Center.
- Finalized apparel orders for staff apparel as part of image plan for SPD.
- Finalized ACTION 2020 Committee Membership and Purpose.
- Passed the Certified Playground Safety Inspector Exam.

- Asked to teach a half-day session of the Sycamore Chamber's Young Leadership Academy.
- Finalized resolution to last year's parking lot paving problem.
- Provided documents for auditors.
- Finalized Executive Summary.
- Coordinated final planning for the KSRA "Inclusion Plan" for the three member districts.
- Coordinated the investigation of missing land annexation ordinance.

### **Administrative Initiatives** (3/1/15 – 3/31/15)

- Hold meetings about South Airport Road Sports Complex and CARLS Farm with City and County regarding:
  - Zoning
  - Annexation
  - Building Code
  - Entry Roads
- Finalize transfer of deeds on two parcels from City to Park District related to Kiwanis East Park and Parkside Preserve.
- Hold follow-up meetings with Youth Sports Groups on Site Planning.
- Continue seeking cooperation from Shodeen Development and Krpan Estates to get final Development Agreements.
- Continue serving on Pumpkin Festival Committee.
- Update Agenda Planner for Staff/Board.
- Attend Meetings/Serve On:
  - KSRA
  - Rotary
  - Chamber

- Begin serving a new, three year term on the Board of Regents and as an instructor for NCSU/NRPA Maintenance Management School.
- Get Quotes to complete Phase III of ADA work from the Transition Plan.
- Work with SOF on getting quotes for the Fiber Optic pipe install, and fiber pull.
- Finalize First Draft of ASSET Inventory.
- Finalize Roll-out of ACTION 2020.

Everyone at Sycamore  
Park District,

Thank you so much  
for the generous donation  
to Gary's memorial.

Your love and  
support is so  
appreciated.

There is a saying...

"People will forget what you did...

They may forget what you said...

But they will never forget how  
you made them feel."

Thank you for caring.

Becky, Robin, Dawn, Russ  
Derrick, Lisa and  
the Mulcahy family



TRAVEL A FEW MILES TO SEE THE WORLD

February 11, 2015

Greetings,

On behalf of the Board of Directors, staff, and volunteers of the Midwest Museum of Natural History, I would like to say thank you for your donation to our Groundhog Gala fundraiser on February 7, 2015. Over 100 people enjoyed the event, and your contribution to our silent auction helped to make the evening a success. This year's Gala was the most successful yet, and we are incredibly grateful for your support. All proceeds from the Gala are going straight into the educational programming, exhibit development, and collection care at the Museum.

The Museum is lucky to have friends like you in the community; it is truly through the support and strength of the community that the Museum is able to remain a resource in DeKalb County. Thank you for helping the Museum to continue its mission of inspiring an appreciation for the great diversity of the natural environment and human culture.

Aloha,

Cindy Chang

Executive Director

The Midwest Museum of Natural History

director@mmnh.org

815-895-9777

Thank you for the generous  
fitness pass membership & golf passes!  
We appreciate your continued  
support!

# Sycamore Park District Clubhouse Post Rental Questionnaire

Name: Cathy Plvonka  
Date of Event: 11/25/15  
Type of Event: Baby Shower

1. How was your event? Excellent!

2. How was the service of the Park District Staff? Excellent!

3. How was the room rental fee? Awesome!

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

4. How was your menu/meal/bartending? N/A

5. How was the pricing? N/A

6. Would you change anything? No

7. Would you recommend the Clubhouse to a friend? Yes  
Why or Why not Won't find better!

8. How did you hear about us? Employee

9. Please note your overall experience. Excellent!

# Sycamore Park District Clubhouse Post Rental Questionnaire

Name: Jackie Schroeder  
Date of Event: 1/18/15  
Type of Event: Bridal Shower

- 1. How was your event? The event ran very smoothly.
- 2. How was the service of the Park District Staff? Very attentive and accomodating.
- 3. How was the room rental fee? Reasonable

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

- 4. How was your menu/meal/bartending? \_\_\_\_\_
- 5. How was the pricing? \_\_\_\_\_
- 6. Would you change anything? I would use your catering and bar services.
- 7. Would you recommend the Clubhouse to a friend? yes.  
Why or Why not The facility is clean and laid-out well. I also like the quality of the tables & cha,
- 8. How did you hear about us? google search for Bridal Shower venues.
- 9. Please note your overall experience. Excellent!





January 8, 2015

DeKalb County Toys for Tots  
P.O. Box 729  
Sycamore, IL 60178-0729

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

Dear Sycamore Park District,

Thank you for your support of Toys for Tots by having one or more of our boxes in your establishment and/or having a special promotion. It is the generosity of businesses such as yours along with the entire community that made Christmas 2014 merrier for the over 2300 less fortunate children of DeKalb County.

Please accept the enclosed "Commander's Award" as a token of our appreciation.

Our 2015 campaign will begin in November and we will be contacting you again at that time. However, you don't have to wait until then. *Anytime* you wish to run a special promotion for Toys for Tots please contact us so that we may assist you in advertising and spreading the word.

Thanks again,

Kara E. Eckhardt

Kathi and Kara

Kathi Hogshead Davis, Ph.D.  
Coordinator

Kara E. Eckhardt  
Assistant Coordinator

U.S. Marine Corps Reserve Toys for Tots Program  
DeKalb County Toys for Tots

toysfortots60115@comcast.net  
sycamore-il.toysfortots.org  
779-777-5896



**Maegan Thodos**  
Parenting Consultant

155 N. Third St., Suite 300  
DeKalb, IL 60115

(815) 758-8149 ext. 233  
(800) 848-8727  
Fax (815) 758-5652  
maegant@four-c.org

Bart,

Thank you so much for the 3-month fitness pass donation to our 2014 Staff Silent Auction. Your support to our organization is truly appreciated. We look forward to working with you again in the future.

Respectfully,

United States Marine Corps Reserve

**TOYS FOR TOTS**

☆☆☆ **Commander's Award** ☆☆☆

*The U.S. Marine Corps Reserve  
is proud to recognize*

*Sycamore Park District  
for outstanding support of the  
2014 DeKalb County Illinois  
Marine Toys for Tots Program*

*Your generous contributions have enabled the Marine Corps  
to bring the joy of Christmas and send a message of hope  
to America's less fortunate children.*

*R. P. Mills*

Richard P. Mills  
LtGen, USMC  
Commander  
Marine Forces Reserve



*Kathi Hogshead Davis*

Coordinator  
U.S. Marine Corps Reserve  
Toys for Tots Program



February 4, 2015

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

Dear Dan,

Thank you for your investment in our community and your confidence in the Sycamore Chamber of Commerce.

We are your partner for success and work hard to advance business in the Sycamore area. Our mission is to create opportunities to help your business succeed, strengthen our community and grow our local economy.

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

We applaud your continuing diligence to become part of a vibrant group of business people who, through active engagement, strive to create economic vitality for our community.

If I can be of assistance, please feel free to contact me personally at (815) 895-3456.

Best,

RoseMarie M. Trembl  
Executive Director

**We are business leaders empowering people to follow their dreams for over 100 years.**

## SYCAMORE PARK DISTRICT

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### Board of Commissioners

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Date of Board Meeting: February 24, 2015

### STAFF RECOMMENDATION

#### **AGENDA ITEM: POLICY ON ADVERTISING and PROMOTION in PARKS AND FACILITIES: Recommend Approval**

**BACKGROUND INFORMATION:** As we move to place an expectation on our youth and adult sports groups/organizations to fundraise, there will be questions and challenges that we must be prepared to meet. One of those is our willingness to let them “sell” a name for one of the features within the sports complex. Hopefully, we have addressed that in our prior agenda item this evening.

Other challenges remain that we must discuss and agree upon answers to.

We have had pressure in 2014, and again, now, to allow banners on the fences to help teams raise money. Girls Softball has not approached us, yet, but Sycamore Youth Baseball has. The rhetorical questions are:

1. If we let youth baseball sell fence space, how much do we give them?
2. If we don't let the same be done by girls softball, is that fair?
3. Thinking ahead, then, must we be ready to allocate space fairly to everyone when they ask?
4. Where does it stop?
5. How much is too much advertising?
6. What does the park district get from it?
7. What if a new group comes along (Sycamore Youth Football) and want to share space with another group (Kishwaukee Youth Football)? Do we give them space? Let them sell advertising?

We have fields that more than one organization uses. WHICH ONE GETS TO SELL ADVERTISING TO APPEAR ON THE OUTFIELD FENCES OR BASELINE FENCES?

We have some fields where very little space is available to sell. THINK OF A SOCCER FIELD.

We have some organizations less likely to be willing to fundraise for their fields.  
**SHOULD THEY GET THE SAME BENEFITS OF THOSE WHO ARE ACTIVE CONTRIBUTORS or FUNDRAISERS?**

The cornerstone of most of the questions will turn on what we allow in our parks and facilities in the way of advertising. To that end, we must formulate policy in that area.

To that end, we have now had two regular meetings and one study session where these matters have been discussed. At the last session, we reviewed a document and made final changes from the Board's recommendations.

Additionally, I have met with Sycamore Youth Baseball—who indicates that they have met with and worked out details with youth softball to cooperate on quantities of banners, and common price structure.

With their input, we made a few changes—including size of banners.

**FISCAL IMPACT:** None.

**STAFF RECOMMENDATION:** Today we should approve the attached final version of the “Policy on Promotion and Advertising in Parks”.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



## Policy on Promotion and Advertising in Parks

### Issue

It is the responsibility of the Sycamore Park District to manage its parks and facilities for the good of all the community, and in fairness and balance to avoid having users feel that some organizations or individuals have preference. In the end, the parks are for everyone. At the same time, there are organizations that gain by having access to Sycamore parks and facilities. These organizations, in many cases, also work diligently to assist the park district in achieving goals that serve the greater good of the community while also serving their own organization. The park district greatly appreciates their contributions. Difficulty arises when one group feels more or less well treated than another, or when the park district allows actions or behavior that makes some feel mistreated or disadvantaged, and, conversely, creates a feeling of entitlement. As it relates to promotion and advertising in the park, this can manifest itself in who gets to sell what in the parks, how many signs, banners, or other promotions are placed in the park—often without knowledge of the park district—and the future potential for an unattractive appearance in the park. Other challenges the park district faces, include:

- Which organization gets preference for “selling” the park?
- How much advertising is too much?
- How does the overall park district gain from this “selling”?
- If a new group comes along and wants to sell space, how do they fit in?
- What is the “value” of the space? For example: If one organization promises a business a banner for one season for \$300, and another organization sells a banner for five seasons for \$500, where is the mistake in this “selling”?
- What are appropriate materials for banners and signs?
- What are appropriate commitment periods for various “sales”?
- Are banners for bars, alcohol, cigarettes, etc. to be allowed?
- Who gets the final say in what that banner or sign looks like?
- Who installs these items, and what is the proper way to install them?
- Are there places where items should not appear or be located for safety or other legitimate concerns?
- What are our expectations for each group to fundraise for the park projects in Vision 20/20?
- Affiliate Agreements should define these matters.

In many ways, we should consider this a natural evolution or expansion of the VENDOR policy we adopted last year, and an obvious extension of the growth we will be experiencing in coming years. WE can choose to let it happen haphazardly, or plan for it.

It is important to note—with no disrespect to our user groups, as they are all volunteers—that unless we create guidelines/requirements, nobody will.

## Purpose

To develop an advertising and promotion policy to guide our growth situation. It should be:

- Simple
- Easy to enforce/police
- Easy to Explain
- Raise Needed Funds

## Key Guidelines and Rules

1. SPD Approves all banners, signs, or other items that will be affixed to, or placed on/in park district facilities other than those that are temporary signs (see #2).
2. Temporary signs/banners/items are those that do not require being affixed to/in/on any park district property, and will only be “up” during the actual game(s) or tournament. For the time being, if they meet all other sign/banner/item requirements, do not require prior approval, but cannot be affixed.
3. Signs/banners/other items will NEVER be allowed to be posted on baseline fences, dugouts, backstops, batting cages goal posts, bleachers/other seating, roofing, or with temporary or permanent stand-alone posts of any sort.
4. Materials Allowed:
  - For A Single Season: Minimum of 13 ounce outdoor vinyl with hemmed edges with minimum of 12 grommets per banner—5 on top and 5 on bottom with one in the middle on each side-- for affixing to fences.
  - For Multiple Seasons: Wood or synthetic material that is painted or bonded.
  - Manufacture: As long as user groups follow the requirements we set for size and quality/type of material, they are able to purchase the sign at the “maker” of their choice, as the affiliate must pay for the cost of the manufacture.
5. Size: All signs, banners or other permitted items for advertising will be a standard size of 3’ x 5’
6. Space for each affiliate group will be allocated on the basis of their total use as determined by a percentage agreed to by the Board of Commissioners. Staff will meet with the affiliates to define this, and present it to the Board for their approval.
7. Since there is no fencing to hang banners on for soccer, a Single Display Board for Football, and one for Soccer will be created at their site on which banners can be posted. That display board will not accommodate large banners. In that case 2’ x 4’ signs may be affixed to the display board which will be no larger than 8’ x 8’—which accommodates up to 16 signs, each. The park district reserves the right to locate this display board.
8. References to alcohol/tobacco/weapons will not be permitted, nor Graphics for the same.
9. No display of or references to profane language, nudity, death or violence shall be permitted.
10. Any advertising banner must be installed and removed by Sycamore Park District personnel. Banners will be placed on a specific field fence and location on said fence requested by the user group if space is available. Otherwise, the banners will be placed on another outfield fence by the Park District. There will be a fee of time and materials for installation and removal of banners. Any non-advertising signs (such as team logo signs) affixed to home run fences continuously during the user groups’ season will be installed and removed by public volunteers under Park District supervision, if approved, on a case by case basis by the Sycamore Park District. These will be counted against the affiliate’s allotment of other space/percentage for banners/signs, as detailed elsewhere in this policy.



Space is only available on outfield fences of fields 2, 3, 4 and 9 through 12. The fences on fields 2 and 3 would be able to hold 19 of the 8 foot by 4 foot signs each; field 4 can hold 29 signs; and fields 9 through 12 can hold 30 banners each. Nothing can be affixed to a temporary fence, anywhere.

11. Banners can only be up a maximum of the season of the organization selling the banner--as defined in their affiliate agreement. The exception to this is if the Sycamore Park District, at its own discretion, determines that the banner has reached a point as defined in #16. If the organization determines that it wishes to replace a removed banner, it must do so at its own cost, and present the banner to the Sycamore Park District for re-installation at a fee of time and materials.
12. Signs and other more permanent, long-term promotion/advertising cannot cover more than 50% of the surface area of any item to which it is affixed. Examples: If the park district has 900 square feet of fence surfacing on all its fields, only 450 square feet may be covered. If there is 2,000 square feet of external wall surface exists on all buildings, then only 1,000 can be covered.
13. All other sales of any kind related to the parks (such as, but not limited to Scoreboards, Lighted Signs, and "Naming Opportunities") are solely the domain of the Sycamore Park District. Should an affiliate feel they can find a donor for a naming opportunity that they could acquire toward the park district's fundraising target, the President of the Affiliate Group should meet with the Executive Director and Fundraising Chair to discuss the limits (dollar expectations) before holding any conversations/negotiations/discussions, whatsoever, with anyone about this possibility.
14. Soccer and Football should coordinate the sale of their display board space so that their price structure is agreed to, and consistent with each other. That structure must then be presented to the Fundraising Committee for approval.
15. Girls Softball and Youth Baseball should coordinate the sale of their display board space so that their price structure is agreed to, and consistent with each other. That structure must then be presented to the Fundraising Committee for approval.
16. Replacement of Banners when worn out: The user group providing the initial sign will be responsible for replacement of worn, torn, or visually unappealing signs due to any reason including but not limited to vandalism, physical or environmental reasons. The Sycamore Park District will determine when signs need to be replaced by the user group, and the affiliate must pay the cost of the new banner and the time and materials cost of park district staff.
17. No sale of space by affiliate groups can extend a commitment, of any kind, beyond a single year for banners. All others are the domain of the Sycamore Park District.
18. The park district will set fundraising targets for each sport affiliate.
19. All these items, above, are considered a part of all Affiliate Agreements.
20. Adult Sports, Leagues and Storm Contribution should come from user fee increases—no advertising/promotion allowed by those groups—unless they approach us with a fundraising alternative to fee increases.
21. A fund will be set up with the DeKalb County Community Foundation to which the affiliates may make their payments, or they can be made directly to the Sycamore Park District. Affiliates should, upon initiating their fundraising campaign, first meet with the Fundraising Committee to receive detailed instruction on how the funds should be collected and when/how they should be paid.

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**SYCAMORE PARK DISTRICT**

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**Board of Commissioners****Date of Board Meeting: February 24, 2015****STAFF RECOMMENDATION**

**AGENDA ITEM: SYCAMORE PARK DISTRICT BOARD OF COMMISSIONERS EXECUTIVE SESSION MINUTES BI-ANNUAL REVIEW**

**BACKGROUND INFORMATION:** At the last Board Meeting I put the wrong year on my recommendation. All else was correct. Therefore, it is necessary for the Board to re-take its action on Executive Session Minutes.

Therefore, at this time it is recommended to release the following minutes:

**All of the 2011 Executive Session Minutes except May 24 and June 7**

**FISCAL IMPACT:** None.

**STAFF RECOMMENDATION:** At this time, I recommend all of the 2011 Executive Session Minutes except May 24 and June 7 be released, and that staff be authorized to dispose of all closed session audio tapes more than 18 months old for those meetings that Executive Session Minutes were approved more than 18 months ago.

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



**BOARD ACTION:**

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**SYCAMORE PARK DISTRICT**

Board of Commissioners

Date of Board Meeting: February 24, 2015

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**STAFF RECOMMENDATION**

**AGENDA ITEM: EXECUTIVE SUMMARY: Final Approval.**

**BACKGROUND INFORMATION:** It is important that key staff and all Board members have at their access a resource that can answer most of the broad policy and budget issues facing the Sycamore Park District. This resource allows the staff and board to have a “go-to” source of information.

To provide this resource—one that could also be on our website—the **Executive Summary** will be created in February of each year to put in place all the guiding information, and key budget information for the coming year. This Executive Summary will contain:

**Background**

Mission Statement

Commissioner Contact Information

Executive Director Contact Information

Board Meeting Dates

Brief History

Holiday Schedule

Organizational Chart

Full Time Staff

FT/PT Pay Schedules

**Financial Analysis**

Major Fund Comparison of Operating Budget 2014 vs 2015

Appropriation Comparison 2014 vs 2015

Comparison of Tax Levy 2014 vs 2015

Historical Comparison of EAV and Tax Rate

Bond Analysis

Historical Levy Rates of Various Taxing Bodies w/Pie Chart

**Budget**

FY2015 Operating Budget Summary

FY2015 Operating Budget Detail

**Goals and Objectives**

Short-Term Plan as of December 31, 2014

**Vision 20/20**

Vision 20/20 as of December, 2014

**Program and Facility Use Stats**

Program Participation Numbers  
 Golf Course Comparative Analysis  
 Pavilion Use Summary  
 Fitness Center Comparative Analysis

**Major Fee Categories**

Pool Fees  
 Program Fees  
 Golf Course Fees  
 Pavilion Fees  
 Fitness Center Fees

**Significant Events from 2014**

Parks and Facilities  
 Recreation (includes Pool)  
 Golf  
 Administration (includes Concessions)

**FISCAL IMPACT:** None.

**STAFF RECOMMENDATION:** You will only see the additions of the Directors significant events in this board packet. The remainder of the Executive Summary was given to you in the January Board Packet. It is recommended that the Board approve the Executive Summary. Once Board Approval is made, the binders will be completed.

**PREPARED BY:** Jeanette Freeman, Office Manager**EXECUTIVE DIRECTOR REVIEW/APPROVAL:****BOARD ACTION:**

## **Sycamore Park District**

### **Significant Events**

#### **2014**

##### **JANUARY -**

- Swedberg Associates begins several indoor carpentry projects at clubhouse, maintenance facility, and shelter house behind pool to satisfy new ADA accessibility law requirements.
- Staff maintains roads and buildings during coldest, snowiest month in many years.
- Pro Shop Closes for the entire month of January.
- A purchase order module was added to the District's accounting system in an effort to improve documentation and control over expenditures.
- Sycamore Park District participated in the 2014 Bridal Expo at NIU. Our Food & Beverage Manager showcased the District's Clubhouse as a reasonably priced location for showers and receptions.
- The 2013 Annual Report was part of the 2014 Winter/Spring brochure.
- MOU's are renewed.

##### **FEBRUARY-**

- PARC Grant application approved.
- Fire system alarms, sprinklers, extinguishers at all Park District buildings professionally inspected and results documented with Fire Department.
- Swing into Spring Sale begins February 28<sup>th</sup>, offering discounts on Season Passes, League sign up and special pro shop merchandise prices.
- Board adopts part time personnel manual.
- Board approves Executive Summary.
- Board approves purchase of CARLS Farm.

##### **MARCH -**

- Park Standards written and approved for maintaining Park District parks and sports areas.
- 'No Weapons' signs added to all park entry points and building doors to comply with new state law.
- New style of tee signs and sponsor signs replace older wood sign design at golf course.
- The first Newsletter was mailed out and contained information regarding the Vision 20/20 Campaign.
- Board approves name: Dr. John Ovitz Park – in Sycamore Creek Subdivision.
- Board adopts Equipment Replacement Schedule.

**APRIL-**

- Irrigation pipe replaced which crosses over large 18 fairway bridge.
- 16 tee wood bridge crossing creek replaced on golf course.
- Master key system installed at all Park District buildings and sports equipment boxes.
- Board approved excess inventory items publically auctioned.
- Encap Inc. environmental group rebuilds and plants native species on majority of large pond bank at Emil Cassier Park.
- Golf course opens April 5<sup>th</sup> in spite of the severity of the winter. Riding carts become available for rental for patrons by April 17<sup>th</sup>.
- Golf Course signs on with GolfNow to help promote facility and create more traffic.
- An independent study of the District's technology was completed and presented to the board. Items that were reviewed included but not limited to: hardware, software, website, communications, etc. The District will be using the final recommendations to make improvements where noted as budget allows.
- Lauterbach and Amen, LLP completed their audit of the December 31, 2013 financial statements. Their opinion was that these statements presented fairly, in all material respects, the financial position of the District in accordance with generally accepted accounting practices.
- Board approves Tech Study.
- Second years of ADA work approved.

**MAY -**

- Outdoor work for ADA updates begins. Includes new drinking fountains at park and sports areas, lower counters at concession buildings.
- Tree removal and replacement plan drafted for all Park District areas.
- Two new large backstops added to ball fields #5 and #8.
- Play area refurbished behind sports concession. New play piece added and new safety surfacing added.
- Newly acquired Ovitz Park now being maintained by park staff. New sign erected at the site.
- Park Pride Day takes place on May 3<sup>rd</sup>. Staff works with several groups spreading path mulch and painting bridges.
- Golf course receives shipment of 13, 2010 EZGO Golf Carts and trades in 12, 2000 EZGO Golf Carts to increase our fleet size to 60 and trade in our most unreliable older vehicles. Outing season also begins with a new outing from 3M Products.
- The District entered into a three year natural gas contract. This will allow for stability in budgeting and cost.
- The District's Workers Comp coverage was changed to Park District Risk Management Agency (PDRMA).
- A Marketing Agreement is entered into with Kishwaukee Community Hospital for the year. Kishwaukee will be sponsoring events with this as well as brochure advertisement.

**JUNE -**

- Golf Course, Sports Complex, and several Park areas moderately flood after heavy rains push the Kishwaukee River over its' banks at the end of the month.
- Park District hosts Storm Dayz girls' travel softball tournament June 27-29. Heavy rains cancel several games as staff and volunteers work to salvage the majority of the event.
- Park District hosts Kishwaukee Health System summer staff party near Good Tymes and Lion Shelter off Airport Road.
- Park staff continues removing dead ash trees and planting replacement trees.
- Golf Course Outing Season in full swing. \* major outings held during the month. Heavy rains cause flooding on June 30<sup>th</sup> and forces golf course closure.
- The partnership with the School District's "OSCAR" and the Midwest Museum completed it's 3<sup>rd</sup> successful year of operation.
- Board passes Ordinance 07-2014 Authorizing Issuance of G.O. Bonds (Alternate Revenue Source) for Vision 20/20 projects.
- Board renews joint agreement with DeKalb Park District and Genoa Township Park District for services to those with disabilities: KSRA.

**JULY-**

- Flood cleanup and recovery seeding takes place in several areas throughout Park District.
- Sports Complex continues to host high number of user groups' games and events. Major League Baseball alumni player group provides a youth clinic on field #1.
- Golf course closed through July 1<sup>st</sup>. Front nine opens for walking on July 2<sup>nd</sup>. Back nine opens for walking on July 7<sup>th</sup> and riding carts are available for rental for the front nine on July 8<sup>th</sup>. Riding carts allowed on entire golf course beginning July 11<sup>th</sup>. EnCap begins project between holes 5 and 6 to create a low mow, no mow natural area.
- The second Newsletter was mailed out and contained information on the VISION 20/20 Campaign.
- Board approves Ordinance 09-2014: Providing for a Limiting Rate Tax Increase Referendum on the November 4, 2014 ballot.
- Staff/Board being meeting with Sports Affiliate groups about sports complex improvements/expansion: Vision 20/20.

**AUGUST-**

- AYSO donates four new goals as fall soccer season begins.
- WPA Main Shelter behind the pool completes majority of electrical, plumbing, fixture, and ADA updates.
- Unusually hot, humid, wet weather at the end of the month stresses the golf course turf with a disease outbreak. Staff applies appropriate products to control outbreak.
- Golf course conditions back to normal and rounds continue to improve after late June and early July rains. Golfnow marketing shows marked improvement in rounds played. Annual Club Championship held with 78 participants.
- The 10<sup>th</sup> year of the Summer Concert series concludes with the best attendance ever, over 3700 people.
- Board approves ADA Paving bids.
- Tile work begins on 89 farm acres on South Airport Road.

**SEPTEMBER -**

- Staff prepares for and hosts Fireworks night at a new location on the softball fields near Airport Road.
- Working with ERA engineers, ADA accessibility paving improvement project begins with access paths added to sports fields, needed park path and shelter access levels brought to code, detectable warnings at path entrances installed, and several parking stall slopes corrected.
- Local High School golf teams from Sycamore and Burlington host home meets on the golf facility. The facility places special announcements in all the golf carts promoting the Vision 20/20 plan.
- The District conducts its second “Fireworks and Fun” event at the Sports Complex with well over 2600 people attending. The event offered the fireworks display and a concert. The second “Touch a Truck” event, held at the parking lot of Farm and Fleet. There were over 21 vehicles displayed and over 600 people came attended.
- Announcement of April 7, 2015 Commissioner election. Commissioners Graves, Tucker, and Kroegers office were open for filing.

**OCTOBER -**

- Roof at old maintenance shop replaced.
- Lightning strike near the Sports Complex damages underground main phase power line.
- Construction begins on re-paving of parking lot and road adjacent to Community Park tennis courts. A storm drain line and rain garden are also added which runs from the tennis courts to the river. The walk path from the Good Tymes Shelter playground to the bridge at the river is also replaced.
- Several new trees are planted at the new Dr. John Ovitz Park as a dedication is held during Pumpkin Fest weekend.
- Park staff and family participate in Pumpkin Fest Parade as the golf cart drill team.
- Park District hosts Touch-A-Truck event at Farm and Fleet with staff providing a pick-up truck, enclosed haul trailer, and a riding mower.
- A detailed inventory of all parks, sports fields, pool, and golf course items begins to aid in the future fixed assets replacement schedule project.
- Golf course host IHSA Girls Regional Golf Tournament with 80 high school girls. Also holds Pumpkin Scramble in conjunction with the Pumpkin Festival and has the largest field for the event since its inception with 88 participants.
- National Bank & Trust was recognized at the Illinois Association of Park Districts (IAPD). They received an award for Best Friend of Illinois Parks: Medium Size Business based upon their support to the Sycamore Park District.
- The District conducts the Park Naming Ceremony at the “Dr. John Ovitz Park”. Over 100 people attend the ceremony.
- The District for the second year also participates in the “Pumpkinfest” parade.
- A postcard is sent out with information regarding the Vision 20/20 campaign. The third Newsletter was mailed out in early October with a postcard mailing done later in October. This literature all focused on the Vision 20/20 campaign.
- Board approves taking title to land from City of Sycamore that were intended for parks on east half of Kiwanis East Park and approximately 5 acres in Parkside Preserve.



**NOVEMBER -**

- Several more ash trees removed from parks, sports complex, and golf course while a few more trees are planted.
- The course closes temporarily due to cold temperatures below freezing for several days. Reopens after Thanksgiving.
- Annual G.O. Bond awarded.
- Golf Rates for 2015 approved.
- Citizens of Sycamore pass a referendum, increasing the park district's limiting rate by 18.5 cents/hundred to support – "Vision 20/20" – the district's long-range plan.

**DECEMBER -**

- Sports field user group field usage data and staff prep time compiled providing group-by-group breakdowns.
- Lack of snow and relatively mild temperatures allow the golf course to stay open until the 16<sup>th</sup> of the month.
- Course remains open until December 16<sup>th</sup>. The second latest it has remained open on record.
- The District entered into a two year electric contract allowing for stability in budgeting and cost.
- Board approves 20 year budget plan for district along with affirming Vision 20/20 – the district's long-range plan.
- Board approves timeline for seven (7) major projects in Vision 20/20
  - Trails
  - Community Center
  - Golf Course Irrigation
  - Dog Park
  - Splash Pad
  - Sled Hill
  - Sports Complex Expansion
- District enters into a 3 year commitment with PDRMA for medical insurance coverage for full time employees.

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SYCAMORE PARK DISTRICT

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Board of Commissioners

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Date of Board Meeting: February 24, 2015

**STAFF RECOMMENDATION**

**AGENDA ITEM: CAC MINUTES – FEBRUARY 2015 : Approval**

**BACKGROUND INFORMATION:** The CAC has been disbanded at this time for other committees. Since there will be no more CAC meetings, the Board will need to approve the minutes from the last CAC meeting on February 5<sup>th</sup>, 2015. The CAC minutes to be approved follow this staff recommendation.

**FISCAL IMPACT:** None.

**STAFF RECOMMENDATION:** The staff recommends the Board approve the February CAC minutes..

**PREPARED BY:** Jeanette Freeman, Office Manager

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

**Minutes of the Regular Meeting of the Sycamore Park District  
Citizens Advisory Committee  
Thursday, February 5, 2015**

**The meeting was called to order by Chair Buzzard at 7:22 am. Roll was called with** Committee Members Margaret Bassett, Christiene Drake, Doug Kenney, Brian Lance, Denny Lane, Barb Lynch, Craig Mathey, Rose Treml, Dave Yanke and Scott Buzzard were present. Committee Members absent were Susan Benson and Brian Gregory. Adam Orton, City of Sycamore Treasurer came in Brian's place. Park Staff present were Director Gibble, Supt. of Parks Donahoe, Supt. of Recreation Desch, along with Board Members Ted Strack and Michelle Schulz.

**Agenda Approval**

**Motion**

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

**Voice Vote**

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

**Minutes Approval**

**Motion**

CM Lane made a motion to approve the December 4, 2014 minutes. CM Lynch seconded the Motion.

**Voice Vote**

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

**Old Business –**

**Follow-up discussion – Future Role of the CAC**

**a. Board decision regarding CAC Charter** – CAC Chair Buzzard noted the Board has agreed to create new committees that the CAC will have the opportunity to serve on. This will be the last CAC meeting until further notice.

**b. New opportunities for CAC member involvement** – Director Gibble introduced Board Members Ted Strack and Michelle Schulz. They will be talking on the committees that are being formed. Director Gibble handed out information sheets on each committee. He noted that if anyone has an interest in serving on any of these committees to fill out the form provided. Board President Strack thanked everyone for their involvement in the CAC. He noted we are setting up six committees to address the big items that were approved in the referendum for Vision 20/20. The Board wants to invite all on the CAC to become engaged in any area passionate about. He went over the six committees and the timelines for each one. Staff will be doing a lot of the upfront work on these committees. The first groups will be the dog park and splash pad. Board Vice President Schulz thanked the CAC for all their help throughout the Vision 20/20 process. In this process we promised the community that we would come back to them for their input. She noted the User groups will be working on the Sports Complex.

Minutes of the Regular Meeting of the Citizens Advisory Committee

Thursday, February 5, 2015

P. 2

**b. New opportunities for CAC member involvement- cont'd** – She noted that we need to get the CAC on board since they all know the history of the process. She would like the City to be involved in an Ex-Officio capacity to be on top of the things being done. She encourages all to fill out the form for committees. President Strack noted there will be a board member on each committee along with staff. It will depend on the group who will chair each committee. Director Gibble then went over the information for the committees which includes the purpose statement, outcomes and membership guidelines. President Strack noted each item will be given a budget that the committee will need to adhere to. CAC Chair Buzzard noted the deadline to get the forms in is Wednesday. Director Gibble noted the Board meets Thursday for a study session. Once the Board sees CAC interest they will then know how many spots they need to fill.

### **New Business**

**Thank You for Your Service** – Director Gibble noted he wanted to thank everyone for their service. He has worked with Citizens Advisory Committees for a long time and it is hard to disband groups like this. He feels we are not moving away from citizen input, but we are diversifying it. He really appreciates all the time that has been given by all. He noted all are welcome on the committees and we would really like to have their involvement.

**Announcements** - Supt. of Recreation Desch noted the Daddy Daughter Dance is on this Sunday. We are having a coaching workshop on April 1<sup>st</sup> at the High School in conjunction with Sycamore Baseball and the other groups that use our Sports Complex. There is also a All You Can Eat Buffet this Friday for the Pay It Forward House.

CAC Chair Buzzard noted he appreciates everything and has enjoyed this, but is also enjoying going forward and looking forward to it.

Director Gibble noted he, Supt. of Parks Donahoe and Supt. of Recreation Desch would be happy to answer any questions on the two projects – the sports complex and the final phase of parking around the clubhouse.

### **Adjournment** – **Motion**

The Citizens Advisory Committee adjourned at 7:49 a.m. on a motion made by CM Treml. The motion was seconded by CM Lane.

### **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

# SYCAMORE PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: February 24, 2015

### STAFF RECOMMENDATION

**AGENDA ITEM: APPROVAL OF PHASE 3 PAVING WORK:  
Recommend Awarding Bid**

**BACKGROUND INFORMATION:** As part of our Capital Budget for 2015, we included \$200,000 for the final phase of paving around the Club House. It is worth noting that the west entry and the road through the golf course will need paving in the near future, but for now, this completes this work for the parking areas.

Phase 3 will complete the parking area just south of the First Tee, the small area of parking just to the east and south of that, and the longer “tongue” to the south adjacent to the new “rain garden” created in the last phase of parking work. Additionally, it will “fix” the low spot left by our paver from 2013 upon which we worked out a settlement just last month (see attached diagram of areas to be paved).

We received eight bids. Four were under the Engineer’s estimate, and four were above the Engineer’s estimate of \$207,000. The three lowest bidders were all from DeKalb County (or right on it—Maple Park), and staff have had prior experience with all of them.

A summary of the bids is as follows:

Royer Paving: ***\$\$138,028.95***  
 Kovlic Construction: ***\$345,105.00***  
 Geneva Construction: ***\$250,475.00***  
 Meyer Paving: ***\$142,771.25***  
 Alliance Contractors: ***\$215,076.00***  
 Elliott & Wood, Inc.: ***\$158,500.00***  
 Abbey Paving: ***\$190,415.80***  
 Evans & Son: ***\$168,165.89***

**STAFF RECOMMENDATION:** Staff recommends (as does our Engineers in the attached letter) the low bidder, Royer Asphalt, a subsidiary of Curran, in the amount of \$138,028.95.

**FISCAL IMPACT:** The cost is \$138,028.95. We budgeted \$200,000. That is a savings of nearly \$62,000 over the amount budgeted. We may recommend the addition of some work due to the savings, so that we can complete entirely around the Club House. If so, that will come in a separate recommendation. Otherwise, we should hold the savings for future unknowns.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**



## ENGINEERING RESOURCE ASSOCIATES, INC.

Consulting Engineers, Scientists & Surveyors

February 17, 2015

Daniel Gibble  
Executive Director  
Sycamore Park District  
Sycamore, IL 60178

**SUBJECT: Summary of Bid Results**

Dear Mr. Gibble:

Engineering Resource Associates, Inc. (ERA) has received bid results from eight (8) firms for the Sycamore Park District Phase III Sewer and Parking Lot Improvements Project.

Royer Asphalt Paving, Inc., the apparent low bidder for the project, provided a base bid of **\$138,028.95**. The low bid is **\$69,237.53**, or 33%, less than the Engineer's Opinion of Construction Cost. The engineer's estimate for the project was **\$207,266.48**. The average total bid amount received is **\$201,067.24**, or 3% lower than the engineer's estimate. Royer Asphalt Paving Inc. has submitted all documents requested in the bid documents. Based on the information above, we would concur with a recommendation to award the Phase III Sewer and Parking Lot Improvements Project contract to Royer Asphalt Paving, Inc. Please advise if you have any questions or comments.

Respectfully submitted,  
ENGINEERING RESOURCE ASSOCIATES, INC.

  
John F. Mayer, P.E.  
Project Manager

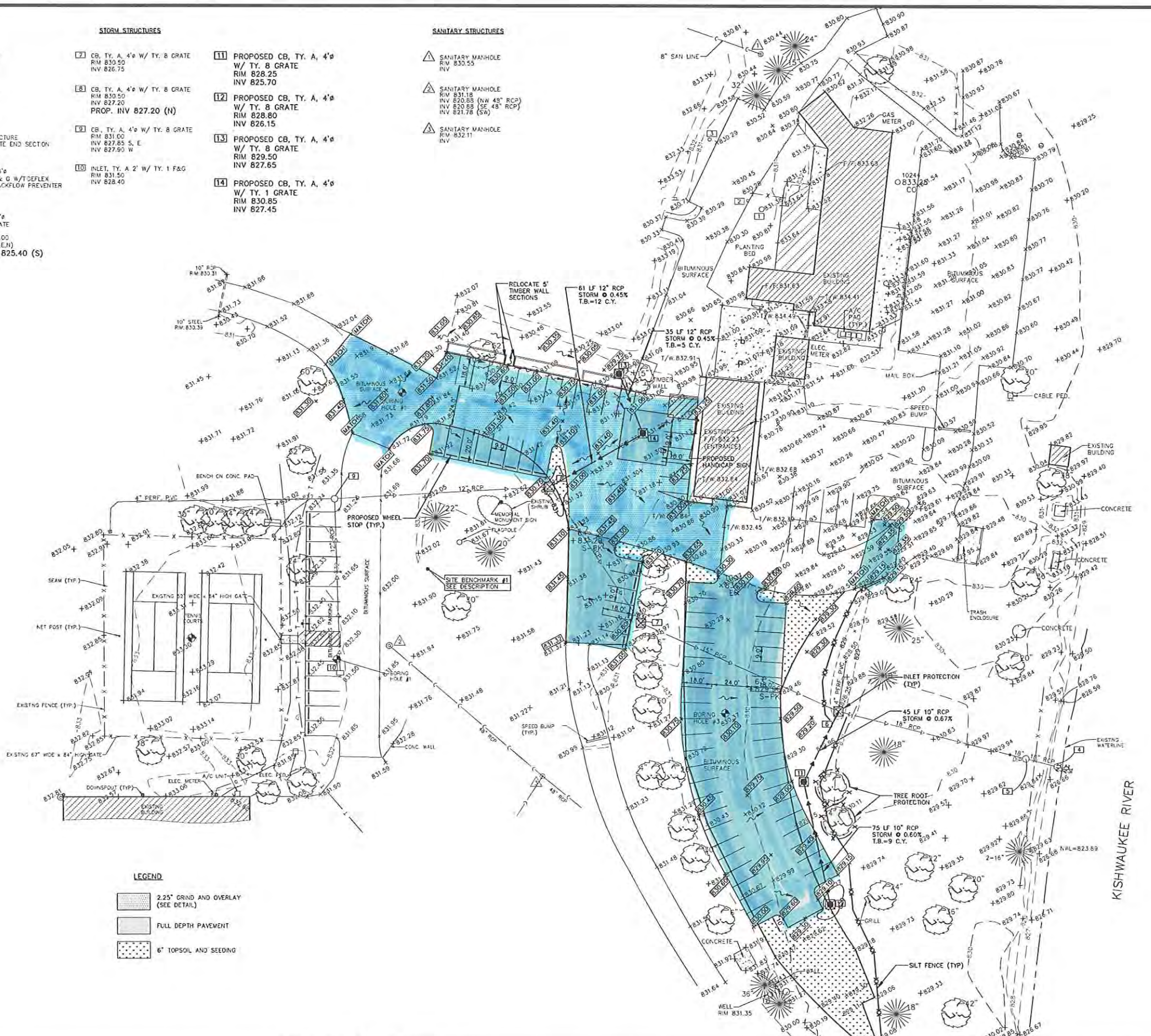
Warrenville  
3s701 West Avenue, Suite 150  
Warrenville, IL 60555  
T 630.393.3060  
F 630.393.2152

Chicago  
10 South Riverside Plaza, Suite 1800  
Chicago, IL 60606  
T 312.683.0110  
F 312.474.6099

Champaign  
3002 Crossing Court  
Champaign, IL 61822  
T 217.351.6268  
F 217.355.1902

- STORM STRUCTURES**
- 1 CATCH BASIN  
RIM 830.12  
INV
  - 2 BUBBLER  
RIM 830.20
  - 3 DRAIN  
RIM 830.01
  - 4 OUTLET STRUCTURE  
WITH CONCRETE END SECTION  
INV 825.00
  - 5 CB, TY. A, 4'φ  
W/ TY. B F & G W/T DEFLEX  
SERIES 35 BACKFLOW PREVENTER  
OR EQUIV.  
RIM 829.00  
INV 825.05
  - 6 CB, TY. A, 4'φ  
W/ TY. B GRATE  
RIM 830.50  
INV 826.75
  - 7 CB, TY. A, 4'φ W/ TY. B GRATE  
RIM 830.50  
INV 826.75
  - 8 CB, TY. A, 4'φ W/ TY. B GRATE  
RIM 830.50  
INV 827.20  
PROP. INV 827.20 (N)
  - 9 CB, TY. A, 4'φ W/ TY. B GRATE  
RIM 831.00  
INV 827.85 S, E  
INV 827.90 W
  - 10 INLET, TY. A 2' W/ TY. 1 F&G  
RIM 831.50  
INV 828.40
  - 11 PROPOSED CB, TY. A, 4'φ  
W/ TY. B GRATE  
RIM 828.25  
INV 825.70
  - 12 PROPOSED CB, TY. A, 4'φ  
W/ TY. B GRATE  
RIM 828.80  
INV 826.15
  - 13 PROPOSED CB, TY. A, 4'φ  
W/ TY. B GRATE  
RIM 829.50  
INV 827.65
  - 14 PROPOSED CB, TY. A, 4'φ  
W/ TY. 1 GRATE  
RIM 830.85  
INV 827.45

- SANITARY STRUCTURES**
- △ SANITARY MANHOLE  
RIM 831.18  
INV 820.85 (NW 48" RCP)  
INV 820.85 (SE 48" RCP)  
INV 821.78 (SW)
  - △ SANITARY MANHOLE  
RIM 832.11  
INV



**LEGEND**

EXISTING	PROPOSED
8612 CURB & GUTTER	8612 CURB & GUTTER
BARRIER CURB	BARRIER CURB
8613 CURB & GUTTER (REVERSE FLOW)	8613 CURB & GUTTER (REVERSE FLOW)
8612 CURB & GUTTER (EXPRESSED CURB)	8612 CURB & GUTTER (EXPRESSED CURB)
SANITARY SEWER	SANITARY SEWER
UNDERDRAIN	UNDERDRAIN
CABLE	CABLE
ELECTRIC	ELECTRIC
GAS	GAS
TELEPHONE	TELEPHONE
WATER	WATER
OVERHEAD WIRE	OVERHEAD WIRE
MANHOLE	MANHOLE
CATCH BASIN	CATCH BASIN
INLET	INLET
HEADWALL	HEADWALL
VALVE VAULT	VALVE VAULT
FLARED END SECTION	FLARED END SECTION
VALVE & BOX	VALVE & BOX
BUFFALO BOX	BUFFALO BOX
HYDRANT	HYDRANT
GAS VALVE	GAS VALVE
DOWNSPOUT	DOWNSPOUT
HANDICAPPED RAMP	HANDICAPPED RAMP
MANHOLE	MANHOLE
HEADWALL FOR PIPE DRAIN	HEADWALL FOR PIPE DRAIN
UTILITY PEDestal	UTILITY PEDestal
METLAND FLAD	METLAND FLAD
LIGHT POLE	LIGHT POLE
WALKWAY LIGHT	WALKWAY LIGHT
SON	SON
POWER POLE	POWER POLE
ELEVATION	ELEVATION
CONTOUR	CONTOUR
FLOW DIRECTION	FLOW DIRECTION
OVERFLOW FLOW ROUTE	OVERFLOW FLOW ROUTE
FENCE	FENCE
SILT FENCE	SILT FENCE
CONCRETE	CONCRETE
AGGREGATE	AGGREGATE
TREE(COCONUS)	TREE(COCONUS)
TREE(CONFEROUS)	TREE(CONFEROUS)

**SOURCE BENCHMARK**

BENCHMARK 1: USGS SURVEY STANDARD DISK STAMPED "ILL 38A 1923" AT THE SYCAMORE POST OFFICE, 18 FEET WEST OF THE N. ENTRANCE IN THE NECK OF THE STONE WATER TABLE BETWEEN THE TWO EAST STONE COLUMNS AND 4 FEET ABOVE THE WALK. NAVD83 ELEVATION: 879.94'

**SITE BENCHMARK**

BENCHMARK 1: "1980" ON BRASS MEMORIAL PLAQUE ON CONCRETE PAD ACROSS PARKING LOT FROM TENNIS COURT. ELEVATION: 832.35'

BENCHMARK 2: CUT CROSS "X" ON SOUTHEAST CORNER OF CONCRETE BENCH PAD AT NORTHEAST CORNER OF TENNIS COURT. ELEVATION: 832.14'

- LEGEND**
- 2.25" GRIND AND OVERLAY (SEE DETAIL)
  - FULL DEPTH PAVEMENT
  - 6" TOPSOIL AND SEEDING

**REVISIONS:**

DATE	BY	DESCRIPTION

**DRAWN BY:** B.L.  
**CHECKED BY:** A.K.

**ENGINEERING RESOURCE ASSOCIATES, INC.**  
35701 WEST AVENUE, SUITE 150  
WARRENVILLE, ILLINOIS 60655  
PHONE (630) 393-3060

10 S. RIVERSIDE PLAZA, SUITE 1800  
CHICAGO, ILLINOIS 60606  
PHONE (312) 683-0110

3002 CROSSING COURT  
CHAMPAIGN, ILLINOIS 61822  
PHONE (217) 351-6268

**DISTRICT WIDE ADA AND PHASE III SEWER AND PARKING LOT IMPROVEMENTS**

**TITLE:** SYCAMORE PARK GEOMETRY, UTILITY AND GRADING PLAN

**SCALE:** 1" = 30'  
**DATE:** JANUARY, 2015  
**JOB NO.:** 121115

Sycamore Park District\21115.Dwg Sycamore Park Golf Course Parking Lot Improvements\21115-Phase III.dwg Updated by: aakrout 7/15/2015



## SYCAMORE PARK DISTRICT

### Board of Commissioners

Date of Board Meeting: January 22, 2013

### STAFF RECOMMENDATION

#### AGENDA ITEM: FINAL REVIEW OF MOU'S

**BACKGROUND INFORMATION:** The District has served the needs of the user groups of the Sports Complex over the years. The expectations of the District and the groups in the past have always been communicated orally but this will be the 3<sup>rd</sup> year of a written agreement. It has served both parties well and has spelled out expectations and commitments. The documents have changed over the years to reflect accuracy and changing needs. These documents are no different. For 2015, the documents have been changed to reflect “language” advised by our risk management agency, PDRMA. Those updates are highlighted in each of the Memorandums of Understanding, which include the following groups; Sycamore Baseball, Sycamore Youth Softball, Storm, KYFL and AYSO. These documents outline the needs and the expectations of both the Affiliate and the District. All of these groups have been consulted and some have been more involved in the process of creating/writing them than the others. However, I have met and communicated with representatives from all the groups and communicated with them about their questions and concerns.

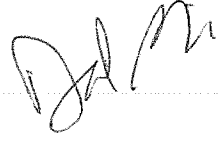
Needless to say, some of the execution of details in these MOU's has raised various levels concern among the organizations. Nonetheless, with our growing costs of operation, reduction in full time staff to serve these Affiliates, our current budget situation, it is essential that we clarify the limits of our ability to serve them. Furthermore, the Affiliates must address some of our related concerns conveyed by Counsel and PDRMA regarding liability. We must never forget that with the addition of each new, specialized space (i.e. batting cage) comes new maintenance demands and costs. Changes in the documents have been highlighted.

**FISCAL IMPACT:** No fiscal impact at this time.

**STAFF RECOMMENDATION:** Staff recommends that the attached MOU's be approved.

PREPARED BY: Bart Desch, Superintendent of Recreation

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

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

BOARD ACTION:

**Sycamore Park District  
and  
AYSO Soccer  
Affiliate Group Memorandum of Understanding**

**Purpose**

The Sycamore Park District (hereafter “Park District”) recognizes that certain organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific purpose and group. These organizations are separate and independent from the Park District and provide for their own leadership, organizational and operational structure. Although the stated missions of the organizations may differ, public investment in public recreational facilities and programs creates a mutually beneficial environment in which to provide quality recreation for all the individuals served by the parties, as well as the general public.

The Park District recognizes that at times it is in the best interest of the community that the Park District work with outside organizations in coordinating, integrating and consolidating the planning and provision of recreational facilities and programs when basic functions are compatible and a public benefit may be derived. Through working relationships with outside organizations and joint efforts, each party can contribute to greater public service without relinquishing their separate identities or any of the individual responsibilities.

To this end, the Park District is willing to establish a working relationship and Memorandum of Understanding with American Youth Soccer Organization, Region 718 (hereafter “Affiliate”). With this Memorandum of Understanding, the parties will define the working relationship, mutual expectations, and individual responsibilities. However, this Memorandum of Understanding cannot be considered absolute; but shall serve as a frame of reference. Standards outlined herein assure that the parties’ concept of joint planning, use and maintenance is followed to the maximum extent possible, while retaining the essential freedom of discretion, decision and action planning while developing and maintaining recreational programs.

**I. Criteria and Conditions**

1. The Affiliate shall provide its own leadership and structure.
2. The Affiliate shall conduct its own financial business and be financially self-supporting.
3. The Affiliate shall have its own volunteer governing board with adopted written bylaws or guidelines to guide their board in policy-making decisions, and:
  - a. Is a not-for-profit corporation or organization dedicated to offering and promoting recreational activities which are compatible with and supplement Park District programs.

- b. Will have at least 50% of the members/participants of the Affiliate be residents of the Park District.
  - c. Provide an annual budget to the Park District showing all anticipated revenue and expenditures.
4. The Affiliate shall provide a list of current Board members, including addresses and telephone numbers, and notify the Park District of any change in Board composition.
5. Upon request, the Affiliate shall supply a roster listing first initial of first name, last name, town of residence, zip code and AYSO Membership number of all participants to the Sycamore Park District in a Microsoft Excel spreadsheet. Printout and disc must be submitted by the third game of the season. Park District agrees to maintain the confidentiality of such list and shall only use them for contract purposes in the event of an emergency or pursuant to an order or request by legal authorities or pursuant to court order.
6. The Community Group/Affiliate agrees and understands that neither the Community Group/Affiliate nor its officials, officers, members, employees or volunteers (collectively "Community Group/Affiliate") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The Community Group/Affiliate will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage arising out of any Community Group/Affiliate activity will be the Community Group's/Affiliate's sole responsibility and not the Park District's. Also, it is understood that the Community Group/Affiliate is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the Community Group/Affiliate will be solely responsible for its own actions. The Park District will in no way defend the Community Group/Affiliate in matters of liability.
7. The Affiliate shall not represent itself or members of the Affiliate as employees, volunteers, or agents of the Park District.
8. The Affiliate shall designate a liaison to the Park District, and provide the individual's name, address, email address, home and cell phone numbers to the Park District by January 1<sup>st</sup> of the year in which that person will serve. Likewise, the District will provide a liaison to the Affiliate.
9. The Affiliate or members of the Affiliate will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District. Likewise the District will not advertise or solicit participants using the registered trademark and or logo of the Affiliate, without the approval of the National Office of the American Youth Soccer Organization.

10. All fees, charges, monies, and expenditures shall be handled by the Affiliate itself, with its own accounts in the group's name.
11. The Affiliate acknowledges and agrees that the group is responsible for any and all expenses, including, but not limited to, the provision of equipment and materials related to the Affiliate activities and use of Park District property and facilities, unless specified and agreed to in writing.
12. Activities sponsored by Affiliate shall not, other than to adhere to specific memberships guidelines or minimum residency standards, discriminate against or exclude any individual, from participation for reasons of race, color, creed, national origin, sex, disability, or any other characteristic protected by local, state, or federal law.
13. The Affiliate agrees to conduct criminal background checks, at its own expense, for all staff and volunteers who directly supervise individuals under the age of eighteen (18) years. The Affiliate is solely responsible for determining if any conviction requires, by law, and/or by the Affiliate's own standards to preclude employment or volunteer services for the Affiliate. The District would be willing to act as a resource to assist the Affiliate in finding an efficient and cost effective means to accomplish this.
14. The Affiliate understands and agrees that it is solely responsible for determining whether any member of its board, staff or volunteers are qualified and suitable for any Affiliate position and/or activity and that the District is not responsible for any hiring or retention decisions.
15. Registration for membership/tryouts must not exclude Sycamore Park District residents.
16. The Affiliate shall comply with all applicable local, state and federal laws, including, but not limited to the Illinois Human Rights Act, the American with Disabilities Act, and the Civil Rights Act of 1964. The Affiliate shall base staff, volunteer, and participation criteria upon personal capabilities and qualifications without discrimination because of race, color, religion, sexual orientation, sex (except as an appropriate division for athletics programming), disability, marital status, or any other protected characteristics as established by law.

## **II. Facility Use**

1. The Affiliate shall have authorization and permission to use the Park District property known as soccerfield surrounding walkways, parking lots, and other common areas for the period and fees indicated herein. Field scheduling to be coordinated by the Superintendent of Recreation.

2. It is the sole responsibility of the Affiliate to determine whether any facility, field or location is safe and/or appropriate for any intended use. However, the Park District has overriding say in all decisions.
3. The Affiliate shall inspect each field prior to and subsequent to each use and shall promptly report any unsafe condition (holes in field, broken equipment, etc.) to the Park District Superintendent of Parks and Facilities.
4. The Affiliate is solely responsible for providing supervision for any and all Affiliate activities.
5. The Park District does not assume any responsibility, care, custody, or control of any Affiliate property or equipment brought upon or stored upon Park District property. The Affiliate is solely responsible for the safety and/or Security of any property, participants or equipment brought upon or stored on Park District Property.
6. The Affiliate shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.
7. The Affiliate shall not play or operate any sound amplification devices including radios, television sets, public address systems, musical instruments, etc., or operate any other energy amplification device in such way that is disruptive to the Park District neighbors or other Park District patrons.
8. The Affiliate will have continued and uninterrupted access and exclusive use of the soccer fields [for their Fall Season](#) on Saturdays until 4:00pm for games and Thursdays from 3:30pm until Dusk for practices from August 1 to October 31. [Spring Season on Saturdays until 4:00pm for games and Thursdays from 3:30pm until Dusk for practices from April 1 to June 31.](#)

During the Affiliate's season, the District agrees not to organize any soccer league that would compete against the Affiliate's program. The District does have the inherent right to provide youth soccer instruction to the taxpayers of Sycamore and will on occasion do so.

Additionally, as long as this Memorandum of Understanding is in good standing, the Affiliate shall have continued and uninterrupted access and exclusive use of the two storage units located in the grey building across from Field 1. The Affiliate will also have access to storage lockers located at each field.

9. The Park District is responsible for necessary field lining, goals, placement of goals and garbage cans.

10. Fees will change at times, and an annual fee rate will be provided by the Park District to the Affiliate no later than December 1<sup>st</sup> of each year. Fees are intended to recover the cost to the district for its commitments found in this Memorandum of Understanding. The fee for will be \$12.00 per player.
11. Sycamore Park District operates all concessions on Park District property. Any sale of products of any kind and in any form is governed by park district policy and permit. Upon occasion the Park District understands that the Affiliate may wish to sell non-food and non-beverage items, for their respective organization. The Affiliate may then contact the Supt. Of Finance and ask to fill out a "Special Use" permit to sell those items. Specifics of the items sold and the date(s) of when they will be sold must be provided. A fee may be required for this permit. The Affiliate may not conduct any sales on District property without written permission from the District.
12. Other Provisions:
- The Affiliate must submit facility requests a minimum of 30 days in advance of scheduled start dates. Final game schedules must be in the hands of the park district at least 10 days in advance. ADDITIONALLY,**
- a. The Park District requires a minimum of 50% residency rate for an Affiliate. Should the Affiliate not meet this standard, a higher fee per Athlete will be charged, and/or the Memorandum of Understanding may be withdrawn by the Park District
  - b. All fees due the Park District shall be paid within thirty (30) days of receipt of invoice. Failure to pay will result in loss of Park District services and facilities in the future, and a withdrawal of the Memorandum of Understanding.
  - c. Field scheduling shall be coordinated by the League Director of the Affiliate. Adequate time between games should be considered to allow for parking constraints.
  - d. The Park District will provide for use of the Maintenance Garage or other space, as available for the Affiliate for registration purposes.
  - e. The Affiliate will provide safety training for referees and coaches. The Park District reserves the right to cancel games and/or practices due to wet or unsafe field conditions. Coaching certification may be required within the next few years.
  - f. All practices and games shall be postponed or cancelled when lightning, thunder or threatening weather takes place at the Park District facility location. Games and practices may not resume until no lightning has been sighted for thirty (30) minutes. The Park District's ThorGard Lightening Detector is the base line expectation for this rule. Coaches, volunteers and staff are encouraged to fault on the side of discretion in extending, further, the delays due to lightening should there be any doubt or question.

- g. The Affiliate is not permitted to assign its right of access to the fields to any other organization. Further, if the Affiliate is involved in the scheduling of any games not involving the Affiliate participants or where the event is not organized or supervised by the Affiliate, these games from other communities that are allowed at Park District facilities must be with written approval from the Superintendent of Recreation.
- h. The Affiliate can assign two current Affiliate board members or volunteers to be the Liaison to the Park District for ordering of field material. Please call the Superintendent of Parks and Facilities.
- i. When the Affiliate has a need for a capital improvement, it must plan with the Park District for that improvement before submitting it to the Park District Board for consideration. Should the Park District Board agree to the improvement, the Affiliate will be asked to financially assist in such capital improvement. The Park District should not be expected to contribute to that cost, but will consider it on a case-by-case basis. Should an improvement be approved, upon completion it becomes the property of the park district, and shall be cared for to the best of the District's ability. Contribution to its upkeep by the Affiliate would be welcomed by the Park District.
- j. The Park District reserves the right to cancel games and/or practices due to wet or unsafe field conditions, or Park District programs. Cancellations due to conflicting programs must be done when possible at least fourteen (14) days in advance, in writing to the designated representative of the associate.
- k. Electricity usage for lights will be invoiced for time used at the end of the season.

### **III. Advertisement**

The Park District will provide the Affiliate with a quarter page advertisement in their seasonal program guide. The Affiliate is responsible for providing information for the advertisement, and the Park District will design the advertisement with consultation of the group. The cost for this space will be free.

### **IV. Insurance and Indemnification**

The Affiliate shall procure and maintain for the duration of this agreement, the insurance required by the park district's liability insurance carrier and legal counsel. It is understood, given the nature of liability insurance claims and coverage that these insurance requirements will change and grow.

1. General Insurance Provisions/Evidence of Insurance



- a. Prior to exercising any rights under this Memorandum of Understanding, the Affiliate shall furnish the Park District with a certificate(s) of insurance and applicable policy endorsement(s) executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth by the Park District.
- b. All certificates shall provide for 30 days' written notice to Agency prior to the cancellation or material change of any insurance referred to therein. Written Notice to the Park District shall be by certified mail, return receipt requested.
- c. Failure of the Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of the Park District's obligations to maintain such insurance.
- d. The Park District shall have the right, but not the obligation, of prohibiting the Affiliate from using the premises until such certificates or other evidence that Insurance has been placed in complete compliance with these requirements is received and approved by the Park District.
- e. Failure to maintain the required insurance may result in termination of this Memorandum of Understanding at Park District's option.

## 2. Indemnification

- a. The Community Group/Affiliate shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorney's and paralegals' fees and court costs), arising from or in any way connected with (I) the conduct or management of the premises or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the premises during the term of this agreement; (ii) any act, omission wrongful act or negligence of the Community Group/Affiliate or any of the Community Group's/Affiliate's partners, directors, officials, officers, agents, employees, members, volunteers, participants, invitees, licensees, contractors, or subcontractors; (iii) any accident, injury or damage whatsoever occurring in or upon any Park District property or facility, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. The Community Group/Affiliate shall similarly protect, indemnify and hold and save harmless the Park District, its officers, officials, employees, volunteers and agents against and

from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of the Community Group's/Affiliate's breach of any of its obligations under, or the Community Group's/Affiliate's default of, any provision of this agreement.

- b. Should the Affiliate contribute to the cost of a capital improvement in the Park District (see II.13.i)
- c. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party or person described in this paragraph.

#### **V. No Third Party Beneficiary**

This Memorandum of Understanding is entered into solely for the benefit of the Affiliate and Park District, and nothing in this Memorandum of Understanding is intended, either expressly or implied, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to the Memorandum of Understanding, or acknowledge, establish or impose any legal duty to any third party.

#### **VI. Donations of Time, materials or field Improvements**

Donations from the affiliate such as field improvements, additions or donations of time or materials are greatly appreciated by the District and will be recognized. Donations of materials or property will be considered the property of the District and at that point the District will be solely responsible for the property/material.

#### **VII. Keys for Lights, Equipment, Buildings, etc.**

The Affiliate will agree to use the key system the Park District has put in place understanding this procedure is in place to maximize use of the facility for all and to help contains costs for all. The procedure will require a key deposit being paid to the Park District before the season begins. If all keys are returned to the Park District at the end of the season, the Affiliate will be given back its original deposit. If there are keys that are not returned, the Affiliate will forfeit its complete deposit. This deposit will be used to pay for the re-keying of the locks for the following year. Any difference in cost between the deposit and the actual re-keying will be charged to the affiliate.

#### **VIII. Termination**

This Memorandum of Understanding is valid for the calendar year 2015. Thereafter, this Memorandum of Understanding shall be deemed automatically renewed for successive one calendar year periods, unless either party shall advise the other party in writing of its intention not to renew the Memorandum of Understanding, or unless the parties otherwise mutually agree to terminate the Memorandum of Understanding. The Park District retains the right to alter the terms and conditions of this Memorandum of

Understanding or to terminate this Memorandum of Understanding at any time and for any reason, including, but not limited to misconduct of the Affiliate or for misuse of Property, for purposes deemed necessary for public safety or preservation of Property, if termination serves the interests of Park District residents, or because the Affiliate has breached any of its obligations under this Memorandum of Understanding.

The Memorandum of Understanding may be amended by the written approval of both Parties.

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed by a duly authorized officer thereof as of the date first above written.

\_\_\_\_\_  
Authorized Signature of Affiliate

\_\_\_\_\_  
Authorized Signature of Park District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Sycamore Park District  
and  
Sycamore Youth Baseball  
Affiliate Group Memorandum of Understanding**

**Purpose**

The Sycamore Park District (hereafter “Park District”) recognizes that certain organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific purpose and group. These organizations are separate and independent from the Park District and provide for their own leadership, organizational and operational structure. Although the stated missions of the organizations may differ, public investment in public recreational facilities and programs creates a mutually beneficial environment in which to provide quality recreation for all the individuals served by the parties, as well as the general public.

The Park District recognizes that at times it is in the best interest of the community that the Park District work with outside organizations in coordinating, integrating and consolidating the planning and provision of recreational facilities and programs when basic functions are compatible and a public benefit may be derived. Through working relationships with outside organizations and joint efforts, each party can contribute to greater public service without relinquishing their separate identities or any of the individual responsibilities.

To this end, the Park District is willing to establish a working relationship and Memorandum of Understanding with Sycamore Youth Baseball (hereafter “Affiliate”). With this Memorandum of Understanding, the parties will define the working relationship, mutual expectations, and individual responsibilities. However, this Memorandum of Understanding cannot be considered absolute; but shall serve as a frame of reference. Standards outlined herein assure that the parties’ concept of joint planning, use and maintenance is followed to the maximum extent possible, while retaining the essential freedom of discretion, decision and action planning while developing and maintaining recreational programs.

**I. Criteria and Conditions**

1. The Affiliate shall provide its own leadership and structure.
2. The Affiliate shall conduct its own financial business and be financially self-supporting.
3. The Affiliate shall have its own volunteer governing board with adopted written bylaws or guidelines to guide their board in policy-making decisions, and:
  - a. Is a not-for-profit corporation or organization dedicated to offering and promoting recreational activities which are compatible with and supplement Park District programs.

- b. Will have at least 50% of the members/participants of the Affiliate be residents of the Park District.
  - c. Provide an annual budget to the Park District showing all anticipated revenue and expenditures.
4. The Affiliate shall provide a list of current Board members, including addresses and telephone numbers, and notify the Park District of any change in Board composition.
5. Upon request, the Affiliate shall supply a roster listing first initial of first name, last name, town of residence, and zip code of all participants to the Sycamore Park District in a Microsoft Excel spreadsheet. Printout and disc must be submitted by the third game of the season. Park District agrees to maintain the confidentiality of such list and shall only use them for contract purposes in the event of an emergency or pursuant to an order or request by legal authorities or pursuant to court order.
6. The Community Group/Affiliate agrees and understands that neither the Community Group/Affiliate nor its officials, officers, members, employees or volunteers (collectively "Community Group/Affiliate") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The Community Group/Affiliate will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage arising out of any Community Group/Affiliate activity will be the Community Group's/Affiliate's sole responsibility and not the Park District's. Also, it is understood that the Community Group/Affiliate is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the Community Group/Affiliate will be solely responsible for its own actions. The Park District will in no way defend the Community Group/Affiliate in matters of liability.
7. The Affiliate shall not represent itself or members of the Affiliate as employees, volunteers, or agents of the Park District.
8. The Affiliate shall designate a liaison to the Park District, and provide the individual's name, address, email address, home and cell phone numbers to the Park District by January 1<sup>st</sup> of the year in which that person will serve.
9. The Affiliate or members of the Affiliate will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District.
10. All fees, charges, monies, and expenditures shall be handled by the Affiliate itself, with its own accounts in the group's name.

11. The Affiliate acknowledges and agrees that the group is responsible for any and all expenses, including, but not limited to, the provision of equipment and materials related to the Affiliate activities and use of Park District property and facilities, unless specified and agreed to in writing.
12. Activities sponsored by Affiliate shall not, other than to adhere to specific memberships guidelines or minimum residency standards, discriminate against or exclude any individual, from participation for reasons of race, color, creed, national origin, sex, disability, or any other characteristic protected by local, state, or federal law.
13. The Affiliate agrees to conduct criminal background checks, at its own expense, for all staff and volunteers who directly supervise individuals under the age of eighteen (18) years. The Affiliate is solely responsible for determining if any conviction requires, by law, and/or by the Affiliate's own standards to preclude employment or volunteer services for the Affiliate. The District would be willing to act as a resource to assist the Affiliate in finding an efficient and cost effective means to accomplish this.
14. The Affiliate understands and agrees that it is solely responsible for determining whether any member of its board, staff or volunteers are qualified and suitable for any Affiliate position and/or activity and that the park District is not responsible for any hiring or retention decisions.
15. Registration for membership/tryouts must not exclude Sycamore Park District residents.
16. The Affiliate shall comply with all applicable local, state and federal laws, including, but not limited to the Illinois Human Rights Act, the American with Disabilities Act, and the Civil Rights Act of 1964. The Affiliate shall base staff, volunteer, and participation criteria upon personal capabilities and qualifications without discrimination because of race, color, religion, sexual orientation, sex (except as an appropriate division for athletics programming), disability, marital status, or any other protected characteristics as established by law.

## **II. Facility Use**

1. The Affiliate shall have authorization and permission to use the Park District property known as ball fields, batting cages, surrounding walkways, parking lots, and other common areas for the period and fees indicated herein. Field scheduling to be coordinated by the Superintendent of Recreation.
2. It is the sole responsibility of the Affiliate to determine whether any facility, field or location is safe and/or appropriate for any intended use. However, the Park District has overriding say in all decisions.

3. The Affiliate shall inspect each field prior to and subsequent to each use and shall promptly report any unsafe condition (holes in field, broken equipment, etc.) to the Park District Superintendent of Parks and Facilities.
4. The Affiliate is solely responsible for providing supervision for any and all Affiliate activities.
5. The Park District does not assume any responsibility, care, custody, or control of any Affiliate property or equipment brought upon or stored upon Park District property. The Affiliate is solely responsible for the safety and/or Security of any property, participant or equipment brought upon or stored on Park District Property.
6. The Affiliate shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.
7. The Affiliate shall not play or operate any sound amplification devices including radios, television sets, public address systems, musical instruments, etc., or operate any other energy amplification device in such way that is disruptive to the Park District neighbors or other Park District patrons.
8. The Affiliate will have continued and uninterrupted access and exclusive use of the ball fields from May 1 to August 1 on their scheduled game days.

Additionally, as long as this Memorandum of Understanding is in good standing, the Affiliate shall have continued and uninterrupted access and exclusive use of the two storage units located in the grey building across from Field 1. The Affiliate will also have access to storage lockers located at each field.

Finally, the Affiliate is responsible for putting bases out before each game and returning them to the box after use is completed. IF bases are left out or boxes not locked, the Affiliate will be responsible for financial compensation to the Park District for their replacement, as well as the contents.

9. The Park District is responsible for necessary field equipment which includes bases, garbage cans, pitching mounds and dragging and striping of fields.
10. Fees will be charged to the Affiliate at rates set by the Park District.
11. Fees will change at times, and an annual fee rate will be provided by the Park District to the Affiliate no later than December 1<sup>st</sup> of each year. Fees are intended to recover the cost to the district for its commitments found in this Memorandum of Understanding.
12. Sycamore Park District operates all concessions on Park District property. Any sale of

products of any kind and in any form is governed by park district policy and permit. Upon occasion the District understands that the Affiliate may wish to sell non-food and non-beverage items, for their respective organizations. The Affiliate may then contact the Superintendent of Finance and ask to fill out a "Special Use" permit to sell those items. Specifics of the items sold and date(s) of when they will be sold must be provided. A fee may be required. The Affiliate may not conduct any sales on Park District property without written permission from the District.

13. Other Provisions:

**The Affiliate must submit facility requests a minimum of 30 days in advance of scheduled start dates.** Final game schedules must be in the hands of the park district at least 10 days in advance. ADDITIONALLY,

- a. The Park District requires a minimum of 50% residency rate for an Affiliate. Should the Affiliate not meet this standard, a higher fee per Athlete will be charged, and/or the Memorandum of Understanding may be withdrawn by the Park District
- b. All fees due the Park District shall be paid within thirty (30) days of receipt of invoice. Failure to pay will result in loss of Park District services and facilities in the future, and a withdrawal of the Memorandum of Understanding.
- c. Field scheduling shall be coordinated by the League Director of the Affiliate. Adequate time between games should be considered to allow for parking constraints.
- d. The Park District will provide for use of the Club House or other space, as available, to conduct registration for the Affiliate's program.
- e. The Affiliate will provide safety training for referees and coaches. The Park District reserves the right to cancel games and/or practices due to wet or unsafe field conditions, or Park District programs. Coaching certification may be required within the next few years.
- f. All practices and games shall be postponed or cancelled when lightning, thunder or threatening weather takes place at the Park District facility location. Games and practices may not resume until no lightning has been sighted for thirty (30) minutes. The Park District's ThorGard Lightening Detector is the base line expectation for this rule. Coaches, volunteers and staff are encouraged to fault on the side of discretion in extending, further, the delays due to lightening should there be any doubt or question.
- g. The Affiliate is not permitted to assign its right of access to the fields to any other organization. Further, if the Affiliate is involved in the scheduling of any games not involving the Affiliate participants or where the event is not organized or supervised by the Affiliate, these games from other communities that are allowed at Park District facilities must be with written approval from the Superintendent of



### Recreation.

- h. The Affiliate can assign two current Affiliate board members or volunteers to be the Liaison to the Park District for ordering of field material. Please call the Superintendent of Parks and Facilities.
- i. When the Affiliate has a need for a capital improvement, it must plan with the Park District for that improvement before submitting it to the Park District Board for consideration. Should the Park District Board agree to the improvement, the Affiliate will be asked to financially assist in such capital improvement. The Park District should not be expected to contribute to that cost, but will consider it on a case-by-case basis. Should an improvement be approved, upon completion it becomes the property of the park district, and shall be cared for to the best of the districts ability. Contribution to its upkeep by the Affiliate would be welcomed by the Park District.
- j. The Park District reserves the right to cancel games and/or practices due to wet or unsafe field conditions, or Park District programs. Cancellations due to conflicting programs must be done when possible at least fourteen (14) days in advance, in writing to the designated representative of the associate.
- k. Electricity usage for lights will be invoiced for time used at the end of the season.

### **III. Advertisement**

The Park District will provide the Affiliate with a quarter page advertisement in their seasonal program guide. The Affiliate is responsible for providing information for the advertisement, and the Park District will design the advertisement with consultation of the group. The cost for this space will be free.

### **IV. Insurance and Indemnification**

The Affiliate shall procure and maintain for the duration of this agreement, the insurance required by the park district's liability insurance carrier and legal counsel. It is understood, given the nature of liability insurance claims and coverage that these insurance requirements will change and grow.

- 1. General Insurance Provisions/Evidence of Insurance
  - a. Prior to exercising any rights under this Memorandum of Understanding, the Affiliate shall furnish the Park District with a certificate(s) of insurance and applicable policy endorsement(s) executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth by the Park District.

- b. All certificates shall provide for 30 days' written notice to Agency prior to the cancellation or material change of any insurance referred to therein. Written Notice to the Park District shall be by certified mail, return receipt requested.
- c. Failure of the Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of the Park District's obligations to maintain such insurance.
- d. The Park District shall have the right, but not the obligation, of prohibiting the Affiliate from using the premises until such certificates or other evidence that Insurance has been placed in complete compliance with these requirements is received and approved by the Park District.
- e. Failure to maintain the required insurance may result in termination of this Memorandum of Understanding at Park District's option.

## 2. Indemnification

- a. The Community Group/Affiliate shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorney's and paralegals' fees and court costs), arising from or in any way connected with (I) the conduct or management of the premises or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the premises during the term of this agreement; (ii) any act, omission wrongful act or negligence of the Community Group/Affiliate or any of the Community Group's/Affiliate's partners, directors, officials, officers, agents, employees, members, volunteers, participants, invitees, licensees, contractors, or subcontractors; (iii) any accident, injury or damage whatsoever occurring in or upon any Park District property or facility, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. The Community Group/Affiliate shall similarly protect, indemnify and hold and save harmless the Park District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of the Community Group's/Affiliate's breach of any of its obligations under, or the Community Group's/Affiliate's default of, any provision of this agreement.

- b. Should the Affiliate contribute to the cost of a capital improvement in the Park District (see II.13.i)
- c. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party or person described in this paragraph.

#### **V. No Third Party Beneficiary**

This Memorandum of Understanding is entered into solely for the benefit of the Affiliate and Park District, and nothing in this Memorandum of Understanding is intended, either expressly or implied, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to the Memorandum of Understanding, or acknowledge, establish or impose any legal duty to any third party.

#### **VI. Donations of Time, materials or field Improvements**

Donations from the affiliate such as field improvements, additions or donations of time or materials are greatly appreciated by the District and will be recognized. Donations of materials or property will be considered the property of the District and at that point the District will be solely responsible for the property/material.

#### **VII. Keys for Lights, Equipment, Buildings, etc.**

The Affiliate will agree to use the key system the Park District has put in place understanding this procedure is in place to maximize use of the facility for all and to help contains costs for all. The procedure will require a key deposit being paid to the Park District before the season begins. If all keys are returned to the Park District at the end of the season, the Affiliate will be given back its original deposit. If there are keys that are not returned, the Affiliate will forfeit its complete deposit. This deposit will be used to pay for the re-keying of the locks for the following year. Any difference in cost between the deposit and the actual re-keying will be charged to the affiliate.

#### **VIII. Termination**

This Memorandum of Understanding is valid for the calendar year 2015. Thereafter, this Memorandum of Understanding shall be deemed automatically renewed for successive one calendar year periods, unless either party shall advise the other party in writing of its intention not to renew the Memorandum of Understanding, or unless the parties otherwise mutually agree to terminate the Memorandum of Understanding. The Park District retains the right to alter the terms and conditions of this Memorandum of Understanding or to terminate this Memorandum of Understanding at any time and for any reason, including, but not limited to misconduct of the Affiliate or for misuse of Property, for purposes deemed necessary for public safety or preservation of Property, if termination serves the interests of Park District residents, or because the Affiliate has breached any of its obligations under this Memorandum of Understanding.

The Memorandum of Understanding may be amended by the written approval of both Parties.

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed by a duly authorized officer thereof as of the date first above written.

\_\_\_\_\_

Authorized Signature of Affiliate

\_\_\_\_\_

Date

\_\_\_\_\_

Authorized Signature of Park District

\_\_\_\_\_

Date

**Sycamore Park District  
and  
Sycamore Youth Softball  
Affiliate Group Memorandum of Understanding**

**Purpose**

The Sycamore Park District (hereafter “Park District”) recognizes that certain organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific purpose and group. These organizations are separate and independent from the Park District and provide for their own leadership, organizational and operational structure. Although the stated missions of the organizations may differ, public investment in public recreational facilities and programs creates a mutually beneficial environment in which to provide quality recreation for all the individuals served by the parties, as well as the general public.

The Park District recognizes that at times it is in the best interest of the community that the Park District work with outside organizations in coordinating, integrating and consolidating the planning and provision of recreational facilities and programs when basic functions are compatible and a public benefit may be derived. Through working relationships with outside organizations and joint efforts, each party can contribute to greater public service without relinquishing their separate identities or any of the individual responsibilities.

To this end, the Park District is willing to establish a working relationship and Memorandum of Understanding with Sycamore Youth Softball (hereafter “Affiliate”). With this Memorandum of Understanding, the parties will define the working relationship, mutual expectations, and individual responsibilities. However, this Memorandum of Understanding cannot be considered absolute; but shall serve as a frame of reference. Standards outlined herein assure that the parties’ concept of joint planning, use and maintenance is followed to the maximum extent possible, while retaining the essential freedom of discretion, decision and action planning while developing and maintaining recreational programs.

**I. Criteria and Conditions**

1. The Affiliate shall provide its own leadership and structure.
2. The Affiliate shall conduct its own financial business and be financially self-supporting.
3. The Affiliate shall have its own volunteer governing board with adopted written bylaws or guidelines to guide their board in policy-making decisions, and:
  - a. Is a not-for-profit corporation or organization dedicated to offering and promoting recreational activities which are compatible with and supplement Park District programs.

- b. Will have at least 50% of the members/participants of the Affiliate be residents of the Park District.
  - c. Provide an annual budget to the Park District showing all anticipated revenue and expenditures.
4. The Affiliate shall provide a list of current Board members, including addresses and telephone numbers, and notify the Park District of any change in Board composition.
5. Upon request, the Affiliate shall supply a roster listing first initial of first name, last name, town of residence, and zip code of all participants to the Sycamore Park District in a Microsoft Excel spreadsheet. Printout and disc must be submitted by the third game of the season. Park District agrees to maintain the confidentiality of such list and shall only use them for contract purposes in the event of an emergency or pursuant to an order or request by legal authorities or pursuant to court order.
6. The Community Group/Affiliate agrees and understands that neither the Community Group/Affiliate nor its officials, officers, members, employees or volunteers (collectively "Community Group/Affiliate") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The Community Group/Affiliate will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage arising out of any Community Group/Affiliate activity will be the Community Group's/Affiliate's sole responsibility and not the Park District's. Also, it is understood that the Community Group/Affiliate is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the Community Group/Affiliate will be solely responsible for its own actions. The Park District will in no way defend the Community Group/Affiliate in matters of liability.
7. The Affiliate shall not represent itself or members of the Affiliate as employees, volunteers, or agents of the Park District.
8. The Affiliate shall designate a liaison to the Park District, and provide the individual's name, address, email address, home and cell phone numbers to the Park District by January 1<sup>st</sup> of the year in which that person will serve.
9. The Affiliate or members of the Affiliate will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District.
10. All fees, charges, monies, and expenditures shall be handled by the Affiliate itself, with its own accounts in the group's name.

11. The Affiliate acknowledges and agrees that the group is responsible for any and all expenses, including, but not limited to, the provision of equipment and materials related to the Affiliate activities and use of Park District property and facilities, unless specified and agreed to in writing.
12. Activities sponsored by Affiliate shall not, other than to adhere to specific memberships guidelines or minimum residency standards, discriminate against or exclude any individual, from participation for reasons of race, color, creed, national origin, sex, disability, or any other characteristic protected by local, state, or federal law.
13. The Affiliate agrees to conduct criminal background checks, at its own expense, for all staff and volunteers who directly supervise individuals under the age of eighteen (18) years. The Affiliate is solely responsible for determining if any conviction requires, by law, and/or by the Affiliate's own standards to preclude employment or volunteer services for the Affiliate. The District would be willing to act as a resource to assist the Affiliate in finding an efficient and cost effective means to accomplish this.
14. The Affiliate understands and agrees that it is solely responsible for determining whether any member of its board, staff or volunteers are qualified and suitable for any Affiliate position and/or activity and that the park District is not responsible for any hiring or retention decisions.
15. Registration for membership/tryouts must not exclude Sycamore Park District residents.
16. The Affiliate shall comply with all applicable local, state and federal laws, including, but not limited to the Illinois Human Rights Act, the American with Disabilities Act, and the Civil Rights Act of 1964. The Affiliate shall base staff, volunteer, and participation criteria upon personal capabilities and qualifications without discrimination because of race, color, religion, sexual orientation, sex (except as an appropriate division for athletics programming), disability, marital status, or any other protected characteristics as established by law.

## **II. Facility Use**

1. The Affiliate shall have authorization and permission to use the Park District property known as ballfields, batting cages, surrounding walkways, parking lots, and other common areas for the period and fees indicated herein. Field scheduling to be coordinated by the Superintendent of Recreation.
2. It is the sole responsibility of the Affiliate to determine whether any facility, field or location is safe and/or appropriate for any intended use. However, the Park District has overriding say in all decisions.

3. The Affiliate shall inspect each field prior to and subsequent to each use and shall promptly report any unsafe condition (holes in field, broken equipment, etc.) to the Park District Superintendent of Parks and Facilities.
4. The Affiliate is solely responsible for providing supervision for any and all Affiliate activities.
5. The Park District does not assume any responsibility, care, custody, or control of any Affiliate property or equipment brought upon or stored upon Park District property. The Affiliate is solely responsible for the safety and/or Security of any property, participant or equipment brought upon or stored on Park District Property.
6. The Affiliate shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.
7. The Affiliate shall not play or operate any sound amplification devices including radios, television sets, public address systems, musical instruments, etc., or operate any other energy amplification device in such way that is disruptive to the Park District neighbors or other Park District patrons.
8. The Affiliate will have continued and uninterrupted access and exclusive use of ball fields 2,3,5-10,13-16 and batting cage usage from May 1 to August 1 on their scheduled Tuesday and Thursday game days.

The Affiliate will have priority use of ball fields 2,3, 5-10,13-16 and batting cage usage for practices April 1 to May 1 on their scheduled Tuesday and Thursday game days.

Additionally, as long as this Memorandum of Understanding is in good standing, the Affiliate shall have continued and uninterrupted access to the locker located in the Lions building.

Finally, the Affiliate is responsible for putting bases out before each game and returning them to the box after use is completed. IF bases are left out or boxes not locked, the Affiliate will be responsible for financial compensation to the Park District for their replacement, as well as the contents.

9. The Park District is responsible for necessary field equipment which includes bases, garbage cans, pitching mounds and dragging and striping of fields.
10. Fees will be charged to the Affiliate at rates set by the Park District.
11. Fees will change at times, and an annual fee rate will be provided by the Park District to the Affiliate no later than December 1<sup>st</sup> of each year. Fees are intended to recover



the cost to the district for its commitments found in this Memorandum of Understanding.

12. Sycamore Park District operates/oversees all concessions on Park District property. Any sale of products of any kind and in any form is governed by park district policy and permit. Upon occasion the District understands that the Affiliate may wish to sell non-food and non-beverage items, for their respective organizations. The Affiliate may then contact the Supt. Of Finance and ask to fill out a "Special Use" permit to sell those items. Sycamore Girls Softball (SGS) is granted permission to sell items during tournaments it holds that take place in Sycamore Park District parks. SGS will follow the Sycamore Park District Vendor Permit process for these tournaments, but the fees will be waived if the sales are strictly for fundraising for SGS, and conducted by SGS only. The Affiliate may not conduct any sales on Park District property without written permission from the District.
  
13. Other Provisions:
 

**The Affiliate must submit facility requests a minimum of 30 days in advance of scheduled start dates. Final game schedules must be in the hands of the park district at least 10 days in advance. ADDITIONALLY,**

  - a. The Park District requires a minimum of 50% residency rate for an Affiliate. Should the Affiliate not meet this standard, higher fees for field rental and lights of up to 20% may be charged.
  - b. All fees due the Park District shall be paid within thirty (30) days of receipt of invoice. Failure to pay will result in loss of Park District services and facilities in the future, and a withdrawal of the Memorandum of Understanding.
  - c. Field scheduling shall be coordinated by the League Director of the Affiliate. Adequate time between games should be considered to allow for parking constraints.
  - d. The Park District will provide for use of the Club House or other space, as available, to conduct registration for the Affiliate's program.
  - e. The Affiliate will provide safety training for referees and coaches. The Park District reserves the right to cancel games and/or practices due to wet or unsafe field conditions, or Park District programs. Coaching certification may be required within the next few years.
  - f. All practices and games shall be postponed or cancelled when lightning, thunder or threatening weather takes place at the Park District facility location. Games and practices may not resume until no lightning has been sighted for thirty (30) minutes. The Park District's ThorGard Lightening Detector is the base line expectation for this rule. Coaches, volunteers and staff are encouraged to fault on the side of discretion in

extending, further, the delays due to lightening should there be any doubt or question.

- g. The Affiliate is not permitted to assign its right of access to the fields to any other organization. Further, if the Affiliate is involved in the scheduling of any games not involving the Affiliate participants or where the event is not organized or supervised by the Affiliate, these games from other communities that are allowed at Park District facilities must be with written approval from the Superintendent of Recreation.
- h. The Affiliate can assign two current Affiliate board members or volunteers to be the Liaison to the Park District for ordering of field material. Please call the Superintendent of Parks and Facilities.
- i. When the Affiliate has a need for a capital improvement, it must plan with the Park District for that improvement before submitting it to the Park District Board for consideration. Should the Park District Board agree to the improvement, the Affiliate will be asked to financially assist in such capital improvement. The Park District should not be expected to contribute to that cost, but will consider it on a case-by-case basis. Should an improvement be approved, upon completion it becomes the property of the park district, and shall be cared for to the best of the District's ability. Contribution to its upkeep by the Affiliate would be welcomed by the Park District.
- j. The Park District reserves the right to cancel games and/or practices due to wet or unsafe field conditions, or Park District programs.
- k. Electricity usage for lights will be invoiced for time used at the end of the season.
- l. The Affiliate may be asked to pay a portion of the of the services of an on-site "Facility Manager" to ensure that the Affiliate is receiving services it requested.

### **III. Advertisement**

The Park District will provide the Affiliate with a quarter page advertisement in their seasonal program guide. The Affiliate is responsible for providing information for the advertisement, and the Park District will design the advertisement with consultation of the group. The cost for this space will be free.

### **IV. Insurance and Indemnification**

The Affiliate shall procure and maintain for the duration of this agreement, the insurance required by the park district's liability insurance carrier and legal counsel. It is

understood, given the nature of liability insurance claims and coverage that these insurance requirements will change and grow.

## 1. General Insurance Provisions/Evidence of Insurance

- a. Prior to exercising any rights under this Memorandum of Understanding, the Affiliate shall furnish the Park District with a certificate(s) of insurance and applicable policy endorsement(s) executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth by the Park District.
- b. All certificates shall provide for 30 days' written notice to Agency prior to the cancellation or material change of any insurance referred to therein. Written Notice to the Park District shall be by certified mail, return receipt requested.
- c. Failure of the Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of the Park District's obligations to maintain such insurance.
- d. The Park District shall have the right, but not the obligation, of prohibiting the Affiliate from using the premises until such certificates or other evidence that Insurance has been placed in complete compliance with these requirements is received and approved by the Park District.
- e. Failure to maintain the required insurance may result in termination of this Memorandum of Understanding at Park District's option.

## 2. Indemnification

- a. The Community Group/Affiliate shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorney's and paralegals' fees and court costs), arising from or in any way connected with (I) the conduct or management of the premises or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the premises during the term of this agreement; (ii) any act, omission wrongful act or negligence of the Community Group/Affiliate or any of the Community Group's/Affiliate's partners, directors, officials, officers, agents, employees, members, volunteers, participants, invitees, licensees, contractors, or subcontractors; (iii) any accident, injury or damage whatsoever occurring in or upon any Park District property or facility, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate,

abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. The Community Group/Affiliate shall similarly protect, indemnify and hold and save harmless the Park District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of the Community Group's/Affiliate's breach of any of its obligations under, or the Community Group's/Affiliate's default of, any provision of this agreement.

- b. While Sycamore Girls Softball (SGS) will use reasonable care in protecting the Park District property during its activity, SGS does not accept any financial burden related to the repair and maintenance of Park District property, unless such damage is the result of intentional acts or reckless conduct of any SGS participants, agents or invitees.
- c. Should the Affiliate contribute to the cost of a capital improvement in the Park District see **II.13.i**
- d. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party or person described in this paragraph.

#### **V. No Third Party Beneficiary**

This Memorandum of Understanding is entered into solely for the benefit of the Affiliate and Park District, and nothing in this Memorandum of Understanding is intended, either expressly or implied, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to the Memorandum of Understanding, or acknowledge, establish or impose any legal duty to any third party.

#### **VI. Donations of Time, materials or field Improvements**

Donations from the affiliate such as field improvements, additions or donations of time or materials are greatly appreciated by the District and will be recognized. Donations of materials or property will be considered the property of the District and at that point the District will be solely responsible for the property/material.

#### **VII. Keys for Lights, Equipment, Buildings, etc.**

The Affiliate will agree to use the key system the Park District has put in place understanding this procedure is in place to maximize use of the facility for all and to help contain costs for all. The procedure will require a key deposit being paid to the Park District before the season begins. If all keys are returned to the Park District at the end of the season, the Affiliate will be given back its original deposit. If there are keys

that are not returned, the Affiliate will forfeit its complete deposit. This deposit will be used to pay for the re-keying of the locks for the following year. Any difference in cost between the deposit and the actual re-keying will be charged to the affiliate.

**VIII. Termination**

This Memorandum of Understanding is valid for the calendar year 2015. Thereafter, this Memorandum of Understanding shall be deemed automatically renewed for successive one calendar year periods, unless either party shall advise the other party in writing of its intention not to renew the Memorandum of Understanding, or unless the parties otherwise mutually agree to terminate the Memorandum of Understanding. The Park District retains the right to alter the terms and conditions of this Memorandum of Understanding or to terminate this Memorandum of Understanding at any time and for any reason, including, but not limited to misconduct of the Affiliate or for misuse of Property, for purposes deemed necessary for public safety or preservation of Property, if termination serves the interests of Park District residents, or because the Affiliate has breached any of its obligations under this Memorandum of Understanding.

The Memorandum of Understanding may be amended by the written approval of both Parties.

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed by a duly authorized officer thereof as of the date first above written.

\_\_\_\_\_  
Authorized Signature of Affiliate

\_\_\_\_\_  
Authorized Signature of Park District

\_\_\_\_\_  
Print Name/Title of Above Signature

\_\_\_\_\_  
Print Name/Title of Above Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## SYCAMORE PARK DISTRICT

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### Board of Commissioners

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Date of Board Meeting: February 24, 2015

### STAFF RECOMMENDATION

**AGENDA ITEM: AN ORDINANCE—02-2015—ANNEXING CERTAIN TERRITORY TO THE SYCAMORE PARK DISTRICT:  
Recommend Approval**

**BACKGROUND INFORMATION:** As you recall, I have slowly been correcting land issues left behind from prior years, and there are few remaining—mainly with current developers of prior land developments—but some come up as time goes by. One of those is this one, which I ask for you to take action on this evening.

Attached you will find Ordinance 02-2015.

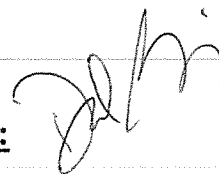
Attached to that Ordinance are the City Ordinance and three “exhibits” that were filed with it on April 1, 2009 when the city originally annexed the property. However, the park district never did. I am unclear as to why this is the case, but that is water under the bridge.

This parcel is located north of Peace Road, and, for that matter, north of Brickville Road, as well, and comprises 94.95 acres originally annexed because the developer planned to create a subdivision targeted toward an older population. While that development has not yet come to fruition, I believe we should go ahead and follow suit—as we always should—with the City of Sycamore, and get this annexed.

**STAFF RECOMMENDATION:** Staff recommends approval of Ordinance 02-2015.

**FISCAL IMPACT:** As best I can tell from DeKalb County Records, this property is currently assessed for taxes at about \$100,000, with the initial “new” revenue being about \$610. The greater value will come when lots are developed and land adds “real improvements” on it.

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



**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**

Prepared By:

James D. Rock, Esq.  
 Ancel, Glink, Diamond, Bush,  
 DiCianni & Krafthefer, P.C.  
 175 E. Hawthorn Parkway, Suite 145  
 Vernon Hills, IL 60061

*This space reserved for Recorder's use only.*

**ORDINANCE NO. 02-2015**

**AN ORDINANCE ANNEXING  
 CERTAIN TERRITORY TO THE  
 SYCAMORE PARK DISTRICT**

WHEREAS, the President and Board of Trustees of the City of Sycamore in Ordinance No. 2008.75 adopted on March 2, 2009, recorded in the office of the DeKalb County Recorder on April 1, 2009 as Document No. 2009004744 and attached hereto as Exhibit A, annexed certain territory legally described herein (the "Territory"); and

WHEREAS, said Territory is not within the corporate limits of any park district, but is contiguous to the Sycamore Park District;

WHEREAS, Section 3-10 of the Illinois Park District Code, 70 ILCS 1205/3-10, authorizes the Park District to annex additional property within an otherwise coterminous or nearly coterminous municipality; and

WHEREAS, it is in the best interest of the Sycamore Park District that said Territory be annexed;

NOW THEREFORE, BE IT ORDAINED by the President and Board of Commissioners of the Sycamore Park District, DeKalb County, Illinois, as follows:

SECTION 1: That the Territory, legally described in Exhibit B, is hereby annexed to the Sycamore Park District.

SECTION 2: That the Secretary of the Sycamore Park District is hereby directed to record in the Office of the Recorder of Deeds of DeKalb County, Illinois, and to file in the



office of the County Clerk of DeKalb County, Illinois, being the County in which the Territory is situated, a certified copy of this Ordinance, together with an accurate map of the Territory hereby annexed, said map being attached hereto and made a part hereof, and labeled Exhibit C.

SECTION 3: This Ordinance shall be in full force and effect from and after its passage and approval and when a certified copy thereof, together with an accurate map is recorded in the Office of the Recorder of Deeds of DeKalb County, and filed in the office of the County Clerk of DeKalb County; and thereupon, said territory shall be subject to the jurisdiction of the Sycamore Park District.

PASSED this \_\_\_\_\_ Day of \_\_\_\_\_, 2015.

AYES:

NAYS:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
PRESIDENT

ATTEST:

\_\_\_\_\_  
SECRETARY

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**EXHIBIT A**

CITY OF SYCAMORE

DEKALB COUNTY, ILLINOIS

ORDINANCE NO. 2008.75

**“AN ORDINANCE ANNEXING A 94.95-ACRE PARCEL LOCATED AT THE NORTHEAST CORNER OF THE INTERSECTION OF BRICKVILLE ROAD AND PEACE ROAD IN THE CITY OF SYCAMORE, ILLINOIS.”**

EXHIBIT A

FILED FOR RECORD  
DEKALB COUNTY, IL.

09 APR -1 AM 10:29

*Sharon L. Holmes*  
DEKALB COUNTY RECORDER

30-  
5pp

2009004744

CITY OF SYCAMORE

BRICKVILLE & PEACE ROADS DEVELOPMENT LLC

ANNEXATION

Prepared by: Candy Smith  
City Clerk  
308 W. State Street  
Sycamore IL 60178

"Keep in File"  
Plat Cabinet 10  
Slide 65-c

2009004744

EXHIBIT A**ORDINANCE NO. 2008.75****AN ORDINANCE ANNEXING A 94.95-ACRE PARCEL LOCATED AT THE NORTHEAST CORNER OF THE INTERSECTION OF BRICKVILLE ROAD AND PEACE ROAD IN THE CITY OF SYCAMORE, ILLINOIS.**

NOW THEREFORE, BE IT ORDAINED by the City Council for the City of Sycamore as follows:

WHEREAS, the City of Sycamore has determined that it is in the best interest of the City that it annex certain territory legally described on attached Exhibit "A;" and

WHEREAS, John Pappas has petitioned the City for annexation of said property; and

WHEREAS, legal notices regarding the intention of the City to annex said territory to all public bodies required received said notice and the property owners have been sent notice to their common addresses; and

WHEREAS, a regular meeting of the Sycamore Plan Commission was held and the Sycamore Plan Commission recommended 11 in favor and 0 against annexation of said property into the City;

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Sycamore, Illinois as follows:

1. That the findings of fact and the recommendation of the Plan Commission with regard to a Petition for the approval of the Annexation of the 94.95-acre property located at the Northeast corner of Peace Road and Brickville Road, in form identical to Exhibit A, which is attached hereto and incorporated herein by this reference, in the City of Sycamore, be approved.
2. That the property legally described on attached Exhibit "A", being indicated on an accurate map of the annexed territory, which is appended to or made a part of this Ordinance, is hereby annexed to the City of Sycamore, Illinois.
3. That the City Clerk is hereby directed to record with the Recorder and to file with the County Clerk, a certified copy of this Ordinance, together with the accurate map of the territory annexed appended to said Ordinance.

2009004744

4. That this ordinance shall be in full force and effect from and after its passage and approval as provided by law.

Passed by the City Council of the City of Sycamore and approved by the Mayor of said City this 2<sup>nd</sup> day of March, 2009.

Ayes: 7

Nays: 0

Abstain: 0

APPROVED: March 2, 2009.

*Ken Mundy*  
MAYOR - Ken Mundy



ATTEST:

*Candy Smith*  
CITY CLERK - Candy Smith

2009004744

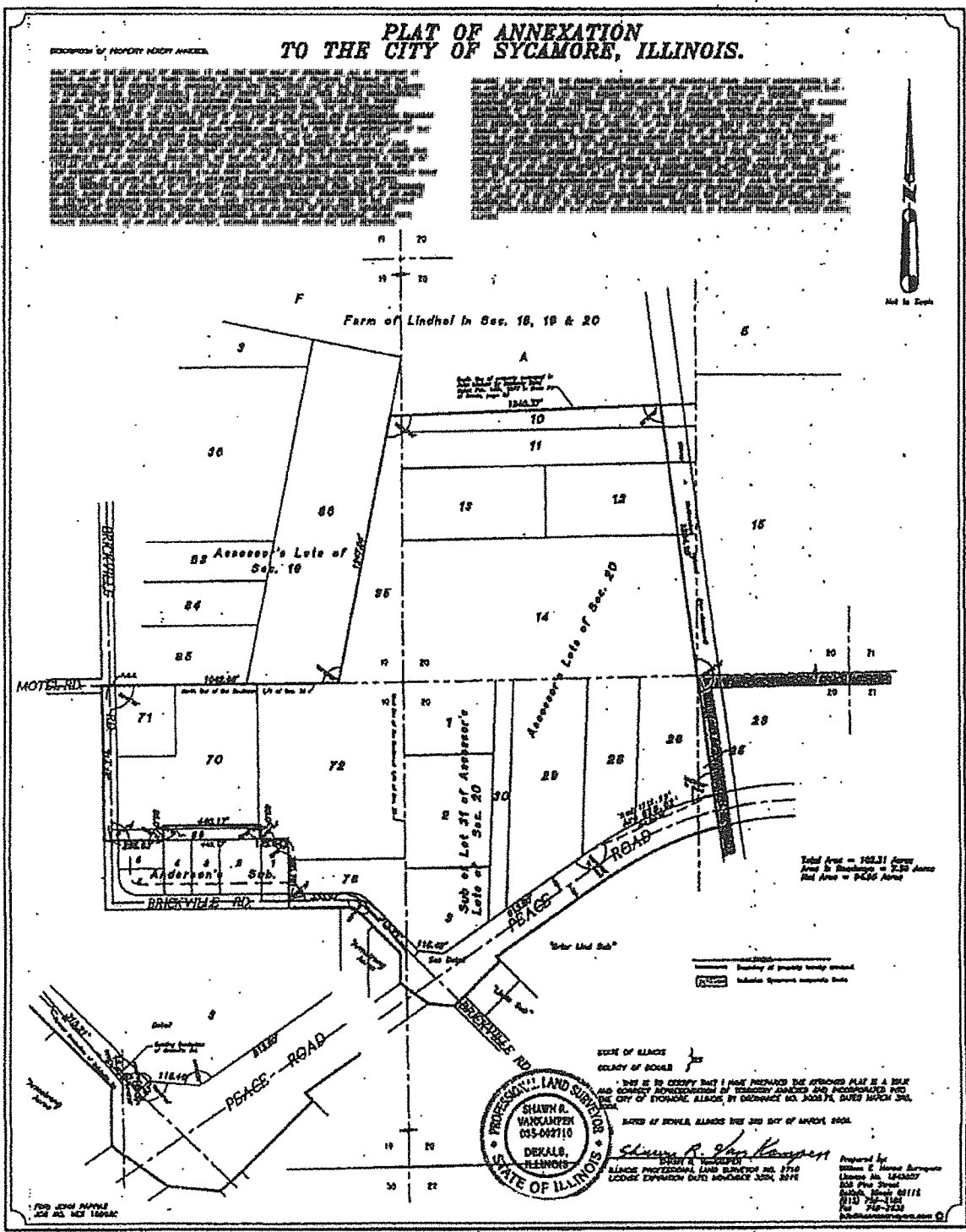


Exhibit A

## CERTIFICATION

I, Candy Smith, do hereby certify that I am the duly elected, qualified and acting City Clerk of the City of Sycamore, County of DeKalb and State of Illinois, and that I am keeper of the records, ordinances and other proceedings of said city; and I further certify that the above and foregoing is a true and correct copy of

### ORDINANCE 2008.75

An Ordinance ANNEXING THE PROPERTY LOCATED AT THE NORTHEAST  
CORNER OF PEACE ROAD AND BRICKVILLE ROAD IN THE CITY OF  
SYCAMORE, ILLINOIS.

As approved and adopted by the City Council at a regular meeting of the City Council of the City of Sycamore, held on the 2<sup>nd</sup> day of March 2009 which meeting was held in the Council Chambers located in the Sycamore Center at 308 W. State Street in the City of Sycamore, Illinois.

Witness my hand and seal this 31<sup>st</sup> Day of March 2009.



*Candy Smith*  
\_\_\_\_\_  
City Clerk

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**EXIBIT B**

Legal Description



## EXHIBIT B

### LEGAL DESCRIPTION

°THAT PART OF THE EAST HALF OF SECTION 19 AND THE WEST HALF OF SECTION 20, ALL IN TOWNSHIP 41 NORTH, RANGE 5 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: BEGINNING AT THE INTERSECTION OF THE CENTERLINE OF BRICKVILLE ROAD WITH THE NORTH LINE OF THE SOUTHEAST QUARTER OF SAID SECTION 19; THENCE EASTERLY, ALONG SAID NORTH LINE, 1042.66 FEET; THENCE NORTHEASTERLY, AT AN ANGLE OF 101°36'07", MEASURED CLOCKWISE FROM SAID NORTH LINE, 1247.06 FEET; THENCE EASTERLY, AT AN ANGLE OF 103°15'54", MEASURED COUNTERCLOCKWISE FROM THE LAST DESCRIBED COURSE, 1240.37 FEET TO THE WESTERLY RIGHT OF WAY LINE OF THE CHICAGO AND NORTHWESTERN RAILROAD (NOW ABANDONED); THENCE SOUTHEASTERLY, AT AN ANGLE OF 95°19'05", MEASURED COUNTERCLOCKWISE FROM THE LAST DESCRIBED COURSE, ALONG SAID WESTERLY LINE, 1254.15 FEET TO THE NORTH LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 20; THENCE SOUTHEASTERLY, AT AN ANGLE OF 179°51'15", MEASURED CLOCKWISE FROM THE LAST DESCRIBED COURSE, ALONG SAID WESTERLY RIGHT OF WAY LINE, 553.50 FEET TO THE NORTHERLY RIGHT OF WAY LINE OF PEACE ROAD; THENCE SOUTHWESTERLY, ALONG SAID NORTHERLY RIGHT OF WAY LINE, 628.02 FEET, ON THE ARC OF A CURVE TO THE LEFT, HAVING A RADIUS OF 1712.28 FEET, SAID ARC FORMING A CHORD THAT MEASURES 106°37'57" COUNTERCLOCKWISE FROM THE LAST DESCRIBED COURSE AND MEASURES 619.38 FEET; THENCE SOUTHWESTERLY, ALONG SAID NORTHERLY RIGHT OF WAY LINE, AT AN ANGLE OF 169°29'39", MEASURED CLOCKWISE FROM SAID CHORD, 813.50 FEET; THENCE WESTERLY, AT AN ANGLE OF 140°22'20", MEASURED COUNTERCLOCKWISE FROM THE LAST DESCRIBED COURSE, ALONG SAID NORTHERLY RIGHT OF WAY LINE, 115.40 FEET; THENCE SOUTHWESTERLY, AT AN ANGLE OF 129°09'09", MEASURED CLOCKWISE FROM THE LAST DESCRIBED COURSE, 32.67 FEET TO THE EXISTING CENTERLINE OF BRICKVILLE ROAD; THENCE NORTHWESTERLY, AT AN ANGLE OF 89°13'06", MEASURED COUNTERCLOCKWISE FROM THE LAST DESCRIBED COURSE, ALONG SAID EXISTING CENTERLINE, 47.08 FEET; THENCE SOUTHERLY, AT AN ANGLE OF 44°42'20", MEASURED CLOCKWISE FROM THE LAST DESCRIBED COURSE, 15.64 FEET TO THE FORMER CENTERLINE OF SAID BRICKVILLE ROAD; THENCE NORTHWESTERLY, AT AN ANGLE OF 40°06'31", MEASURED COUNTERCLOCKWISE FROM THE LAST DESCRIBED COURSE, ALONG SAID FORMER CENTERLINE, 315.21 FEET; THENCE WESTERLY, AT AN ANGLE OF 130°10'45", MEASURED CLOCKWISE FROM THE LAST DESCRIBED COURSE, ALONG SAID FORMER CENTERLINE AND ALONG THE EXISTING CENTERLINE OF SAID BRICKVILLE ROAD, 333.07 FEET TO THE SOUTHEAST CORNER OF ANDERSON'S SUBDIVISION; THENCE NORTHERLY, AT AN ANGLE OF 90°02'23", MEASURED COUNTERCLOCKWISE FROM THE LAST DESCRIBED COURSE, ALONG THE EAST LINE OF SAID SUBDIVISION, 285.18 FEET TO THE NORTHEAST CORNER OF SAID SUBDIVISION; THENCE WESTERLY, AT AN ANGLE OF 89°57'46", MEASURED CLOCKWISE FROM THE LAST DESCRIBED COURSE, ALONG THE NORTH LINE OF SAID SUBDIVISION, 125.04 FEET TO THE NORTHWEST CORNER OF LOT 1 OF SAID SUBDIVISION; THENCE NORTHERLY, AT AN ANGLE OF 89°57'46", MEASURED COUNTERCLOCKWISE FROM THE LAST DESCRIBED COURSE, 65.0 FEET; THENCE WESTERLY, AT AN ANGLE OF 89°57'46", MEASURED CLOCKWISE FROM THE LAST DESCRIBED COURSE, 440.17 FEET; THENCE SOUTHERLY, AT AN ANGLE OF 90°02'14", MEASURED CLOCKWISE FROM THE LAST DESCRIBED COURSE, 65.0 FEET TO THE NORTHEAST CORNER OF LOT 6 OF SAID SUBDIVISION; THENCE WESTERLY, AT AN ANGLE OF 90°02'14", MEASURED COUNTERCLOCKWISE FROM THE LAST DESCRIBED COURSE, ALONG THE NORTH LINE OF SAID LOT 6, A DISTANCE OF 235.63 FEET TO SAID CENTERLINE OF BRICKVILLE ROAD; THENCE NORTHERLY, AT AN ANGLE OF 90°13'20", MEASURED COUNTERCLOCKWISE FROM THE LAST DESCRIBED COURSE, ALONG SAID CENTERLINE, 714.18 FEET TO THE POINT OF BEGINNING, TOGETHER WITH THAT PORTION OF BRICKVILLE AND PEACE ROADS ADJACENT TO THE ABOVE DESCRIBED PROPERTY, ALL IN SYCAMORE TOWNSHIP, DEKALB COUNTY, ILLINOIS.

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**EXIBIT C**

Map of the Territory Hereby Annexed



STATE OF ILLINOIS     }  
                                  } SS  
COUNTY OF DEKALB    }

*This space reserved for Recorder's use only.*

**SECRETARY'S CERTIFICATE**

I, Daniel Gibble, the duly qualified and acting secretary of the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, and the keeper of the records thereof, do hereby certify attached hereto is a true and correct ordinance entitled:

**ORDINANCE NO. 02-2015**

**AN ORDINANCE ANNEXING CERTAIN TERRITORY TO THE  
SYCAMORE PARK DISTRICT**

Adopted at a regular meeting of the said Board of Park Commissioners held pursuant to proper notice on the \_\_\_th day of \_\_\_\_\_, 2015.

IN WITNESS THEREOF, I have hereunto set my hand and the seal of the Sycamore Park District this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Daniel Gibble  
Secretary to the Board of Commissioners  
SYCAMOREPARK DISTRICT

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**SYCAMORE PARK DISTRICT**

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**Board of Commissioners****Date of Board Meeting: February 24, 2015****STAFF RECOMMENDATION****AGENDA ITEM: BUDGET AND APPROPRIATION ORDINANCE:  
**Draft****

**BACKGROUND INFORMATION:** The combined annual budget and appropriation ordinance appropriates the monies that are necessary to cover the projected expenses and liabilities the district may incur in its next budget year. The ordinance must be passed and approved within or before the first quarter of each fiscal year. The ordinance is first prepared in tentative form and made available for public inspection at least 30 days prior to final action. Additionally, a required public hearing is held by the Board, which is published, in advance, in an ad in the local paper.

The appropriation ordinance serves as an upper limit on what may be spent during the current fiscal year. It is, in effect, a statement of the maximum amount that could conceivably be spent if sufficient funds are available. It is allowable and recommended that the appropriation should exceed the working budget, which the board has already adopted, to allow for some leeway in spending. The ordinance reflects a 15% increase over the working budget. This process and the 15% “buffer” is part of a larger process, as mandated by law.

**FISCAL IMPACT:** Not applicable.

**STAFF RECOMMENDATION:** This is a draft of the Ordinance that will be presented at the March Board meeting for approval. All Fund Balance numbers as of January 1, 2015 are unaudited figures. Audited numbers will be included in the final ordinance.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

**ORDINANCE NO. 03-2015**  
**BUDGET AND APPROPRIATION ORDINANCE**

AN ORDINANCE ADOPTING THE COMBINED ANNUAL BUDGET AND APPROPRIATION OF FUNDS FOR THE SYCAMORE PARK DISTRICT, DEKALB COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2015 AND ENDING ON THE THIRTY-FIRST (31st) DAY OF DECEMBER, 2015.

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS (the Board) of the SYCAMORE PARK DISTRICT (the "District"), DEKALB COUNTY, ILLINOIS:

**Section I.** It is hereby found and determined:

(a) This Board has heretofore caused to be prepared a combined annual budget and appropriation in tentative form, which ordinance has been conveniently available for public inspection for at least 30 days prior to final action thereon:

(b) A public hearing was held at the Sycamore Park District, DeKalb County, Illinois on the 24th day of March, 2015 on said ordinance, notice of said hearing having been given by publication in the Daily Chronicle, being a newspaper published within this District, at least one week prior to such hearing; and,

(c) That all other legal requirements for the adoption of the annual budget and appropriation ordinance of this District for the fiscal year beginning January 1, 2015 and ending December 31, 2015 have heretofore been performed.

**Section II.** The following sums of money, or so much thereof as may be authorized by law for the following objects and purposes, be and the same are hereby budgeted and appropriated for the fiscal year beginning the first day of January, 2015 and ending on the thirty-first (31st) day of December, 2015.

**I. CORPORATE FUND**

Salaries, Wages and Taxes	\$ 328,224
Professional and Contracted Services	\$ 93,860
Administrative Supplies and Expenses	\$ 64,435
Repairs and Maintenance	\$ 86,480
Utilities	\$ 27,722
Insurance	\$ 69,859
Total Estimated Expenditures	<u>\$ 670,580</u>

**CORPORATE FUND SUMMARY**

Fund Balance January 1, 2015	\$ 156,692
Estimated 2014 Property Taxes & Interest	\$ 1,277,650
Estimated transfer of IMRF/SS tax levy	\$ 54,249
Estimated 2015 Corporate Replacement	\$ 49,450
Miscellaneous revenue	\$ 56,257
Total Estimated Available Revenues	<u>\$ 1,594,298</u>
Total Estimated Expenditures	\$ 670,580
<b>Estimated Fund Balance December 31, 2015</b>	<b><u>\$ 923,718</u></b>

**II. RECREATION FUND**

Salaries, Wages and Taxes	\$	620,161
Professional and Contracted Services	\$	103,968
Supplies	\$	90,261
Repairs and Maintenance	\$	48,892
Utilities	\$	35,032
Insurance	\$	146,515
Misc	\$	83,830
Total Estimated Expenditures	\$	<u>1,128,659</u>

**RECREATION FUND SUMMARY**

Fund Balance January 1, 2015	\$	87,074
Estimated 2014 Property Taxes & Interest	\$	948,750
Estimated transfer of IMRF/SS tax levy	\$	82,575
League & Sports Fees	\$	38,698
Programs/Events	\$	116,377
Fitness	\$	20,982
Miscellaneous revenue	\$	19,205
Total Estimated Available Revenues	\$	<u>1,313,661</u>
Total Estimated Expenditures	\$	<u>1,128,659</u>
<b>Estimated Fund Balance December 31, 2015</b>	<b>\$</b>	<b>185,002</b>

**III. RESTRICTED CONTRIBUTIONS**

<b>Expenses</b>	<b>\$</b>	<b>100,000</b>
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**RESTRICTED CONTRIBUTIONS SUMMARY**

Fund Balance January 1, 2015	\$	203,328
Miscellaneous revenue	\$	50,000
Total Estimated Available Revenues	\$	253,328
Total Estimated Expenditures	\$	<u>100,000</u>
<b>Estimated Fund Balance December 31, 2015</b>	<b>\$</b>	<b>153,328</b>

**IV. SPECIAL RECREATION FUND**

<b>Expenses</b>	<b>\$</b>	<b>104,397</b>
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**SPECIAL RECREATION FUND SUMMARY**

Fund Balance January 1, 2015	\$	38,646
Estimated 2014 Property Taxes & Interest	\$	165,600
Total Estimated Available Revenues	\$	204,246
Total Estimated Expenditures	\$	<u>104,397</u>
<b>Estimated Fund Balance December 31, 2015</b>	<b>\$</b>	<b>99,849</b>

**V. IMRF FUND**

Expenses	\$ 101,200
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**IMRF FUND SUMMARY**

Fund Balance January 1, 2015	\$ -
Estimated 2014 Property Taxes & Interest	\$ 101,200
Total Estimated Available Revenues	\$ 101,200
Total Estimated Expenditures	\$ 101,200
<b>Estimated Fund Balance December 31, 2015</b>	<b>\$ -</b>

**VI. SOCIAL SECURITY FUND**

Expenses	\$ 89,700
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**SOCIAL SECURITY FUND SUMMARY**

Fund Balance January 1, 2015	\$ -
Estimated 2014 Property Taxes & Interest	\$ 89,700
Total Estimated Available Revenues	\$ 89,700
Total Estimated Expenditures	\$ 89,700
<b>Estimated Fund Balance December 31, 2015</b>	<b>\$ -</b>

**VII. LIABILITY TORT FUND**

Expenses	\$ 75,225
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**LIABILITY TORT FUND SUMMARY**

Fund Balance January 1, 2015	\$ 23,243
Estimated 2014 Property Taxes & Interest	\$ 63,250
Total Estimated Available Revenues	\$ 86,493
Total Estimated Expenditures	\$ 75,225
<b>Estimated Fund Balance December 31, 2015</b>	<b>\$ 11,268</b>

**VIII. AUDIT FUND**

Expenses	\$ 16,100
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**AUDIT FUND SUMMARY**

Fund Balance January 1, 2015	\$ 13,511
Estimated 2014 Property Taxes & Interest	\$ 16,100
Total Estimated Available Revenues	\$ 29,611
Total Estimated Expenditures	\$ 16,100
<b>Estimated Fund Balance December 31, 2015</b>	<b>\$ 13,511</b>



**IX. PAVING & LIGHTING FUND**

<b>Expenses</b>	<b>\$ 28,091</b>
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**PAVING & LIGHTING FUND SUMMARY**

Fund Balance January 1, 2015	\$ 7,391
Estimated 2014 Property Taxes & Interest	\$ 20,700
Total Estimated Available Revenues	\$ 28,091
Total Estimated Expenditures	\$ 28,091
<b>Estimated Fund Balance December 31, 2015</b>	<b>\$ -</b>

**X. POLICE FUND**

<b>Expenses</b>	<b>\$ 8,995</b>
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**POLICE FUND SUMMARY**

Fund Balance January 1, 2015	\$ 7,995
Estimated 2014 Property Taxes & Interest	\$ 1,000
Total Estimated Available Revenues	\$ 8,995
Total Estimated Expenditures	\$ 8,995
<b>Estimated Fund Balance December 31, 2015</b>	<b>\$ -</b>

**XI. DEVELOPMENT CONTRIBUTION FUND**

<b>Expenses</b>	<b>\$ 132,275</b>
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**DEVELOPMENT CONTRIBUTION FUND SUMMARY**

Fund Balance January 1, 2015	\$ 102,275
Development Contributions	\$ 30,000
Miscellaneous revenue	\$ -
Total Estimated Available Revenues	\$ 132,275
Total Estimated Expenditures	\$ 132,275
<b>Estimated Fund Balance December 31, 2015</b>	<b>\$ -</b>

**XII. GOLF COURSE FUND**

Salaries, Wages and Taxes	\$ 335,517
Professional and Contracted Services	\$ 20,896
Supplies	\$ 52,037
Repairs and Maintenance	\$ 88,090
Utilities	\$ 34,149
Insurance	\$ 81,510
Misc	\$ 3,824
Total Estimated Expenditures	\$ 616,023

**GOLF FUND SUMMARY**

Net Position, January 1, 2014	\$	-
Estimated transfer of IMRF/SS tax levy	\$	43,806
Daily Fees	\$	215,453
Season Passes	\$	156,862
Carts	\$	126,270
Golf Events & Programs	\$	21,735
Pro Shop Sales	\$	52,537
Total Estimated Available Revenues	\$	616,663
Total Estimated Expenditures	\$	616,023
<b>Estimated Net Position, December 31, 2014</b>	<b>\$</b>	<b>640</b>

**XIII. SWIMMING POOL FUND**

Salaries, Wages and Taxes	\$	65,353
Supplies	\$	4,600
Repairs and Maintenance	\$	12,018
Utilities	\$	20,982
Total Estimated Expenditures	\$	102,953

**POOL FUND SUMMARY**

Net Position, January 1, 2014	\$	-
Estimated transfer of IMRF/SS tax levy	\$	4,291
Daily Fees	\$	16,244
Season Passes	\$	32,430
Special Events & Programs	\$	4,410
Lessons	\$	14,088
Total Estimated Available Revenues	\$	71,463
Total Estimated Expenditures	\$	102,953
<b>Estimated Net Position, December 31, 2014</b>	<b>\$</b>	<b>(31,490)</b>

**XIV. CONCESSIONS**

Salaries, Wages and Taxes	\$	62,730
Supplies	\$	73,801
Repairs and Maintenance	\$	8,453
Utilities	\$	5,388
Misc.	\$	14,203
Total Estimated Expenditures	\$	164,575

**CONCESSIONS FUND SUMMARY**

Fund Balance January 1, 2015	\$	36,136
Estimated transfer of IMRF/SS tax levy	\$	5,980
Sports Complex	\$	30,820
Clubhouse	\$	74,290
Beverage Cart	\$	17,509
Catering	\$	28,750
Pool	\$	11,615
Marketing Fund	\$	2,070
Total Estimated Available Revenues	\$	207,170
Total Estimated Expenditures	\$	164,575
<b>Estimated Fund Balance December 31, 2015</b>	<b>\$</b>	<b>42,595</b>

**XV. BOND AND INTEREST FUND**

Interest	\$	46,817
Principal	\$	620,615
<b>Total Expenses</b>	<b>\$</b>	<b>667,432</b>

**BOND AND INTEREST FUND SUMMARY**

Fund Balance January 1, 2015	\$	20,186
Estimated 2014 Property Taxes & Interest	\$	673,900
Miscellaneous revenue	\$	-
Total Estimated Available Revenues	\$	694,086
Total Estimated Expenditures	\$	667,432
<b>Estimated Fund Balance December 31, 2015</b>	<b>\$</b>	<b>26,654</b>

**XVI. CAPITAL FUND**

Vehicles		
Maintenance Equipment	\$	120,175
Professional Fees	\$	71,300
Buildings & Structures	\$	13,800
Equipment/Furnishings	\$	60,950
Golf Course	\$	18,598
Swimming Pool	\$	31,970
Community Center	\$	5,980
Parks & Grounds	\$	134,360
Concessions	\$	-
Miscellaneous	\$	229,080
Total Estimated Expenditures	\$	686,213

**CAPITAL FUND SUMMARY**

Fund Balance January 1, 2015	\$	590,868
Bond Proceeds	\$	554,300
Miscellaneous revenue	\$	18,598
Total Estimated Available Revenues	\$	1,163,766
Total Estimated Expenditures	\$	686,213
<b>Estimated Fund Balance December 31, 2015</b>	<b>\$</b>	<b>477,553</b>

Each of said sums of money and the aggregate thereof are deemed necessary by this Board to defray the necessary expenses and liabilities of this District during the fiscal year beginning January 1, 2015 and ending December 31, 2015 for the respective purposes set forth.

All unexpended balances of the appropriations for the fiscal year ended December 31, 2015 and prior years are hereby specifically reappropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, in making this appropriation in accordance with applicable law.

The receipts and revenue of said District derived from sources other than taxation and not specifically appropriated, shall constitute the general corporate fund and shall first be placed to the credit of such fund.

**Section III.** The following determinations have been made and are hereby made a part of the aforesaid budget:

(a)	An estimate of the cash on hand at the beginning of the fiscal year is expected to be	\$	1,373,227
(b)	An estimate of the cash expected to be received during the fiscal year from all sources is	\$	5,116,800
(c)	An estimate of the expenditures contemplated for the fiscal year is	\$	4,501,518
(d)	An estimate of the cash expected to be on hand at the end of the fiscal year is	\$	1,988,509
(e)	An estimate of the amount of taxes to be received during the fiscal year is	\$	3,385,600

**Section IV.** The receipts and revenues of the Sycamore Park District derived from sources other than taxation and not specifically appropriated, and all unexpended balances from the preceding fiscal year not required for the purposes for which they were appropriated and levied, shall constitute the General Fund and shall first be placed to the credit of such fund.

**Section V.** All ordinances or parts of ordinances conflicting with any of the provisions of this ordinance be and the same are hereby repealed to the extent of such conflict. If any item or portion thereof of this budget and appropriation ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such items or the remaining portion of this ordinance.

This ordinance shall be in full force and effect immediately upon its passage.

Passed by the Board of Commissioners of the Sycamore Park District this day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary