

Sycamore
PARK DISTRICT
Established 1923

**Sycamore Park District
Regular Board Meeting
September 25, 2018
6:00 PM**

**Maintenance Building, 435 Airport Road
AGENDA**

CALL TO ORDER (Roll Call Vote)

APPROVAL OF REGULAR AND CONSENT AGENDA (Voice Vote)

APPROVAL OF MINUTES: (Voice Vote)

- 3. Regular Minutes: August 28, 2018**

APPROVAL OF MONTHLY CLAIMS:

- 8. Claims Paid Since Board Meeting (Roll Call Vote)**
- 21. Claims Presented (Roll Call Vote)**

CONSENT AGENDA:

- 27. Superintendent of Finance Monthly Report**
- 31. Budget Report**
- 44. Superintendent of Recreation Monthly Report**
- 50. Superintendent of Golf Operations Monthly Report**
- 53. Superintendent of Parks and Facilities Monthly Report**
- 58. Executive Director Monthly Report**

CORRESPONDENCE-

- 61. Sycamore Public Library – Youth & Teen Services**
- 62. DCCF – Dan Templin**

Sycamore Park District – we put the “MORE” in Sycamore.

Board of Commissioners Meeting

September 25, 2018

PG 2

PUBLIC INPUT

POSITIVE FEEDBACK/REPORTS:

- Presentation to Melissa Dobberstein

MONTHLY REPORT – Jackie Hienbuecher

PLANNING COMMISSION REPORT – Ted

OLD BUSINESS:

- 63. Review Status of Legacy Campus Construction—Dan/Bill
Succession Planning—Bill/Michelle
Action on the Main Bridge at the Golf Course– Dan (Roll Call)
Dog Park/Sled Hill Update—Jeff and Theresa
- 64. Update on OSLAD Grant—Dan

NEW BUSINESS:

- 66. Authorization to Go to Bid on Golf Course Irrigation—Jeff
- 149. Authorization to Dispose of Surplus Equipment—Jeff
Alternate Date for October 2018 Regular Meeting--Bill
- 153. Quarterly Capital Funds Update—Jackie
- 155. Land/Cash Ordinance Amendment to Define “Land”—Dan

PUBLIC INPUT

EXECUTIVE SESSION (Roll Call Vote):

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

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

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, August 28, 2018**

The regular meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Sycamore Park District Maintenance Building located at 435 Airport Road in Sycamore, Illinois is called to order at 6:01 p.m. on Tuesday, August 28, 2018.

Will the recording secretary please call the roll.

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

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

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

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

Guests at the Board meeting were:

Dave Phillips – Speer Financial
Adam Gold – Speer Financial
Michelle Binns – PFM
Brian Gregory – City of Sycamore
Mayor Lang – City of Sycamore

**Regular and Consent Agenda Approval –
Motion**

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

Voice Vote

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

**Approval of Minutes –
Motion**

Commissioner Tucker moved to approve the July 24, 2018 Regular Meeting Minutes.
Commissioner Strack seconded the Motion.

Voice Vote

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

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday August 28, 2018
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Approval of Minutes – cont'd

Motion

Commissioner Tucker moved to approve the July 24, 2018 Executive Session Meeting Minutes to remain confidential. Commissioner Schulz seconded the Motion.

Voice Vote

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

Claims and Accounts Approval

Motion

Commissioner Graves moved to approve and pay the bills in the amount of \$202,051.21. Commissioner Schulz seconded the Motion.

Roll Call

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

Correspondence –

Sycamore Police Dept. – Jim Winters
 Cornerstone Christian Academy Thank You
 Pay-It-Forward House Thank You

Public Input –

Positive Feedback –

- Commissioner Graves complimented and thanked Director Gible and staff. He is hearing great feedback on all projects.
- Commissioner Strack noted the YTD financials shows we are ahead of plan if you remove the Vision 2020.
- President Kroeger noted that Melissa Dobberstein helped with a life saving over the weekend and we should do something at the next board meeting.

Monthly Report – Supt. of Parks & Facilities Jeff Donahoe – He noted he has talked to the Board before about the energy efficiency programs. He went to a seminar last month to get the facts on the programs. Our new building is already teched out, but our older buildings are the older tech. He contacted AEA Energy to come out and access our buildings and all lights and they did an analysis. There are rebates that we can get if we put in the new LED lights along with the savings that we would get. He wanted to give the Board information on this, so they can decide in the future if we want to change over to the LED lights.

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Plan Commission Report – Commissioner Ted Strack – He noted the City Council gave the final approval for the County Liquors U-Haul business.

Study Session – Bond Issues: Director Gibble introduced Dave Phillips and Aaron Gold with Speer Financial, along with Michelle Binns from PFM. He noted his intent is not to decide tonight on this, but to start the discussion. Director Gibble handed out spreadsheets with the different scenarios. Dave Phillips and Michelle Binns talked to the Board timelines, interest rates to help the Board with making the decision. Director Gibble assured the Board that he is keeping an eye on the interest rates.

Old Business

Enterprise Zone Presentation – Brian Gregory – Brian gave a presentation on the Enterprise Zone and what is involved in this. Companies could contact Cities directly before, but now everything goes through the State.

Review Status of Legacy Campus Construction – Director Gibble noted that Ringland is really trying to close out the punchlist.

Succession Planning – Commissioner Schulz noted she emailed everyone the Executive Director job description as it is now. She asked the Board to rank in importance and bring to the September meeting. President Kroeger asked everyone to come up with names from the community to take the place of Commissioner Tucker if she resigns. Director Gibble noted the packets for election will be handed out to potential candidates on the same day as the press release goes out. He noted that in September it will be announced what positions are available.

Action on the Main Bridge at the Golf Course – President Kroeger noted there was going to be a hearing on this, but the engineer was not able to make it. So, this is in a holding pattern for now.

Engineering Services Contract: Trail Project Segment 1-Forest Preserve to Old Mill Park-
 Director Gibble noted he recommends approval.

Motion

Commissioner Strack moved to approve the contract with ERA as presented.
 Commissioner Schulz seconded the Motion.

Roll Call

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

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New Business

Grant Writing Professional Services Agreement – Director Gibble noted the Board had authorized to proceed, but now need to formally approve it.

Motion

Commissioner Strack moved to approve the Grant Writing Professional Services Agreement as presented. Commissioner Schulz seconded the Motion.

Roll Call

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

IDNR Grant Resolution – Director Gibble noted we had to do this for other grants and it is required by IDNR that the Board passes to make sure they are aware of it.

Motion

Commissioner Schulz moved to approve the Resolution as presented. Commissioner Graves seconded the Motion.

Voice Vote

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

Public Input -

- Commissioner Strack noted he would like to have a live person answering the phone.
- President Kroeger noted he had a request from someone regarding the plaques inside the Concessions baseball stand. They are asking if these can be placed on the outside of the building so they are more visible. He is asking to see if this can happen to acknowledge these groups that help build things.
- Commissioner Schulz suggested taking the smaller sign and put on the outside concessions wall. Then take the larger plaque with all the names on it and build a Kiosk with the plaque on the fireplace. The sports complex could then be the Trades Park.
- Commissioner Strack suggested doing a rededication when all the improvements are done.
- President Kroeger asked if Director Gibble had heard anything on the signage at Wetzel Park. Director Gibble noted the County and the Sheriff had a meeting out there to check it out.

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Director Gibble noted he sent information to the Board about grading in advance of the grant. He called 3 excavators to see if they were interested in exchanging naming rights for a discount. We would still have to go through the formal bidding process. He asked the Board if there is interest from the excavators in putting a deduction on the bid, take the grading out of the grant application, but if not then leave the grading in the grant application. There would be some additional costs to split this off. We have to decide now if we want the grading in the grant application. There was a consensus on the Board to allow Director Gibble to make the decision. Director Gibble noted he will talk to the Board on what he is hearing before making a decision on this.

Motion

The Board adjourned the Regular Session at 8:25 p.m. on a motion made by Commissioner Tucker. The motion was seconded by Commissioner Schulz.

Voice Vote

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

Respectfully Submitted

Jeanette Freeman
Recording Secretary
Sycamore Park District

DATE: 09/19/2018
 TIME: 10:29:00
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

Interim

FROM 08/29/2018 TO 09/18/2018

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ACUSHNET		ACUSHNET COMPANY							
	300185035	01 CREDIT	501000001300	08/06/18	00000000	59658	08/29/18	662.72	-376.20 -376.20
	300185036	01 CREDIT	501000001300	08/06/18	00000000	59658	08/29/18	662.72	-239.40 -239.40
	906283395	01 AVX BALLS 02 SHIPPING	501000001300 501000001300	08/08/18	00003166 00003166	59658	08/29/18	662.72	457.32 444.00 13.32
	906309628	01 PRO-VI'S FOR GOLF TEAM 02 PRO-VI SHIPPING	501000001300 501000001300	08/15/18	00003156 00003156	59658	08/29/18	662.72	617.00 592.00 25.00
	906314049	01 DT-TRUSOFT FOR GOLF TEAM 02 DT SHIPPING	501000001300 501000001300	08/16/18	00003156 00003156	59658	08/29/18	662.72	204.00 189.00 15.00
ADVANCE		ADVANCE AUTO PARTS						VENDOR TOTAL:	662.72
	2454380745	01 OIL & FILTER F350	1015000066402	07/09/18	00000000	59659	08/29/18	43.40	43.40 43.40
ARTHU		ARTHUR CLESEN, INC.						VENDOR TOTAL:	43.40
	337016	01 POND HERBICIDE	1015000076504	08/21/18	00003199	59660	08/29/18	415.50	197.50 197.50
	337100	01 GREENS FUNGICIDE	504100076506	08/23/18	00003198	59660	08/29/18	415.50	218.00 218.00
	337602	01 GREEN AND FAIRWAY FUNGICIDE	504100076506	09/07/18	00003239	59700	09/11/18	1,526.00	1,526.00 1,526.00
BANN		BANNER UP SIGNS						VENDOR TOTAL:	1,941.50
	66857	01 CC AND SF SIGNS	101200046214	05/25/18	00003217	59683	09/06/18	176.00	147.00 147.00
	66958	01 DOG PARK SIGN	101200046214	06/06/18	00003218	59683	09/06/18	176.00	29.00 29.00
								VENDOR TOTAL:	176.00

DATE: 09/19/2018
 TIME: 10:29:00
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 08/29/2018 TO 09/18/2018

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
BARRACUD		BARRACUDA CREATIVE STUDIO							
	SEPT 2018	01 SEPT ADS	101200046209	09/06/18	00003215	59684	09/06/18	75.00	75.00
								VENDOR TOTAL:	75.00
CEDAR		CEDAR RAPIDS TIRE							
	727477	01 CART, MOWER TIRES	101500066402	09/05/18	00003229	59701	09/11/18	669.57	669.57
								VENDOR TOTAL:	669.57
CENTURY		CENTURY PRINT & GRAPHICS							
	369938IN	01 AP CHECKS	101000046200	08/10/18	00000000	59661	08/29/18	189.80	189.80
		02 AP CHECKS	201000046200		00000000				63.26
		03 AP CHECKS	207500046200		00000000				63.26
								VENDOR TOTAL:	669.57
CHRO		CHRONICLE MEDIA, LLC							
	15312	01 DEKLAB CO JOURNAL SEP	101200046208	08/21/18	00003216	59685	09/06/18	330.00	330.00
								VENDOR TOTAL:	330.00
CITY2		CITY OF SYCAMORE							
	1271000000-0818	01 WATER/SEWER-MAINT	101500096704	08/31/18	00000000	59691	09/07/18	1,589.30	148.78
								VENDOR TOTAL:	148.78
	1271005000-0818	01 WATER/SEWER-CC	207500096704	08/31/18	00000000	59691	09/07/18	1,589.30	1,440.52
								VENDOR TOTAL:	1,440.52
CONS		CONSERV FS							
	121008138	01 GASOLINE - OLD SHOP TANK 4	504100076515	08/17/18	00000000	59686	09/06/18	2,423.77	459.98
								VENDOR TOTAL:	459.98
	121008139	01 DIESEL - OLD SHOP - TANK 3	504100076515	08/17/18	00000000	59686	09/06/18	2,423.77	375.25
								VENDOR TOTAL:	375.25
	121008150	01 DIESEL - GOLF	504100076515	08/20/18	00000000	59686	09/06/18	2,423.77	1,072.14
		02 DIESEL - PARKS	101500076515		00000000				106.96
								VENDOR TOTAL:	746.27

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	121008150	03 DIESEL - SC	202100076515	08/20/18	00000000	59686	09/06/18	2,423.77	1,072.14 218.91
	121008151	01 GASOLINE - GOLF	504100076515	08/20/18	00000000	59686	09/06/18	2,423.77	516.40
		02 GASOLINE - PARKS	101500076515		00000000				27.67
		03 GASOLINE - SC	202100076515		00000000				47.94
		04 GASOLINE - TRUCKS	101500076515		00000000				47.10
					00000000				393.69
DEK3	DEKALB COUNTY COLLECTOR							VENDOR TOTAL:	2,423.77
	2ND2018	01 PROPERTY TAXES	101500116850	09/01/18	00000000	59716	09/14/18	2,553.58	2,553.58
DEKA	DEKALB LAWN & EQUIPMENT CO.							VENDOR TOTAL:	2,553.58
	59383	01 CHAINSAW CHAINS, WEDEATER PTS	101500066402	08/24/18	00003201	59662	08/29/18	59.10	59.10
DEK2	DEKALB IMPLEMENT CO.,							VENDOR TOTAL:	59.10
	111787	01 DEERE MOWER WHEEL,AXLE	101500066402	08/29/18	00003237	59702	09/11/18	97.26	97.26
EUCL	EUCLID BEVERAGE LTD.							VENDOR TOTAL:	97.26
	W-12057055	01 COORS LIGHT	303000086634	08/09/18	00003167	59703	09/11/18	695.00	435.00
		02 MILLER LIFE	303000086634		00003167				156.00
		03 MIKES BLACK CHERRY	303000086635		00003167				156.00
		04 MIKES LEMONADE	303000086635		00003167				60.00
		05 DELIVERY	303000086634		00003167				60.00
									3.00
	W-12057169	01 COORS LIGHT	303000086634	08/16/18	00003208	59663	08/29/18	563.90	563.90
		02 MILLER LIFE	303000086634		00003208				156.00
		03 MILLER HIGH LIFE	303000086634		00003208				156.00
		04 FIST CITY	303000086634		00003208				25.60
		05 KEG	303000086634		00003208				59.90
		06 KEG RETURN	303000086634		00003208				131.00
		07 MILLER 64	303000086634		00003208				-30.00
		08 DELIVERY CHARGE	303000086634		00003208				62.40
									3.00

FROM 08/29/2018 TO 09/18/2018

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
FAIR	W-12057473	01 KEG BEER	303000086634	09/06/18	00003222	59703	09/11/18	695.00	260.00
		02 MILLER LITE	303000086634		00003222				131.00
		03 KEG RETURN	303000086634		00003222				156.00
		04 DELIVERY CHARGE	303000086634		00003222				-30.00
									3.00
								VENDOR TOTAL:	1,258.90
GOR		FAIRWAY CLUB MENS LEAGUE							
		MENS PAYOUT 2018							
		01 MENS LEAGUE PAYOUT 2018	504000046219	09/11/18	00000000	59704	09/11/18	2,395.00	2,395.00
								VENDOR TOTAL:	2,395.00
GRAI	188333477	GORDON FOOD SERVICE INC.							
		01 POPSICLES (SUPERHEROCHALLENGE)	206095146216	08/31/18	00003227	59705	09/11/18	723.72	723.72
		02 HAMBURGER BUNS	303000086613		00003227				91.66
		03 PICKLE SLICES	303000086629		00003227				34.89
		04 FRYER OIL	303000086617		00003227				28.99
		05 GATORADE	303000086631		00003227				38.20
		06 BAKED BEANS	303500086640		00003227				40.40
		07 DELI PAPER	303000076350		00003227				35.44
		08 CUPS-LARGE	303300076550		00003227				208.16
		09 CUPS-LARGE	303000076550		00003227				36.60
		10 CONE PAPER CUPS-KIRK	504000076500		00003227				146.40
									62.98
								VENDOR TOTAL:	723.72
GRAI	9881213509	GRAINGER							
		01 SHOP NUTS BOLTS, CLAMPS, HOSES	202100066402	08/20/18	00003195	59692	09/07/18	246.75	246.75
		02 SHOP NUTS BOLTS, CLAMPS, HOSES	202100066402		00000000				223.40
									23.35
								VENDOR TOTAL:	519.59
GROUPPL	9888554160	GROUP PLAN SOLUTIONS							
		01 POOL MOTOR PULLING HOIST	518100066410	08/28/18	00003236	59706	09/11/18	272.84	272.84
									272.84
								VENDOR TOTAL:	519.59
GROUPPL	1537	GROUP PLAN SOLUTIONS							
		01 FSA ADMIN-MAY TO AUG	101000106801	08/28/18	00000000	59674	09/04/18	176.00	176.00
		02 FSA ADMIN-MAY TO AUG	201000106801		00000000				88.00
									88.00
								VENDOR TOTAL:	176.00

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
HALO	00520859	01 REPL POOL VALVE	518100066410	06/18/18	00000000	59687	09/06/18	68.32	68.32
HARRG		HARRIS GOLF CARS SALES & SERVI					VENDOR TOTAL:	68.32	68.32
	02-0305201850	01 17 GOLF CARTS	701000207005	03/05/18	00000000	59675	09/04/18	28,500.00	28,500.00
							VENDOR TOTAL:	28,500.00	28,500.00
HIFIEVEN		HI FI EVENTS, INC.					VENDOR TOTAL:	28,500.00	28,500.00
HORN		9-7-18 SPECIAL EVENT							
		01 BAND FOR FIREWORKS & FUN EVENT 206194026128		09/06/18	00000000	59688	09/06/18	5,500.00	5,500.00
							VENDOR TOTAL:	5,500.00	5,500.00
		HORNUNG'S PRO GOLF SALES INC.					VENDOR TOTAL:	5,500.00	5,500.00
	443389	01 WINN DRI-TEC	501000001303	07/25/18	00003143	59664	08/29/18	230.69	230.69
		02 SHIP	501000001303		00003143				64.20
		03 WINN OVERSIZE	501000001303		00003144				10.49
									156.00
	445573	01 TOUR VELVET GRIPS	501000001303	08/27/18	00003219	59707	09/11/18	17.76	17.76
							VENDOR TOTAL:	17.76	17.76
HYVEE		HY-VEE ACCOUNTS RECEIVABLE					VENDOR TOTAL:	248.45	248.45
	189345-0818	01 PIZZA	205011956216	08/10/18	00000000	59673	08/31/18	48.00	48.00
							VENDOR TOTAL:	48.00	48.00
JACO		JACOBSON & ASSOCIATES					VENDOR TOTAL:	48.00	48.00
	071318J	01 LAND SWAP APPRAISAL	101000036125	07/16/18	00000000	59693	09/07/18	950.00	950.00
							VENDOR TOTAL:	950.00	950.00
LIFEFIT		LIFE FITNESS					VENDOR TOTAL:	950.00	950.00
	5736143	01 PREVENT MAINT - FITNESS ROOM	207000056307	06/12/18	00000000	59665	08/29/18	55.00	55.00
							VENDOR TOTAL:	55.00	55.00
							VENDOR TOTAL:	55.00	55.00

FROM 08/29/2018 TO 09/18/2018

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
MAPLE		MAPLE PARK LANDSCAPE-TRUCKING							
	08-27-18	01 TOPSOIL SPORTS	202100076533	08/27/18	00003230	59708	09/11/18	128.00	128.00
MENA		MENARDS - SYCAMORE							
	88589	01 POTHOLE PATCH,	101500066406	08/09/18	00003185	59709	09/11/18	140.34	57.44
	88911	01 AIR COMPRESSOR AND PIPE -CC	207500066401	08/14/18	00003182	59694	09/07/18	561.15	209.76
	89389	01 BRIDGE WOOD, CARPET RUNNERS	504100066406	08/21/18	00003188	59694	09/07/18	561.15	235.49
	89489	01 CLUB LOT POLE BULBS	101000066401	08/22/18	00003196	59694	09/07/18	561.15	37.96
	89558	01 CLAMP KIT	101500076500	08/23/18	00003197	59694	09/07/18	561.15	37.96
	89653	01 GRILL PRO SHOP, TAPE	504000066401	08/24/18	00003200	59694	09/07/18	561.15	1.79
	89983	01 STARTER FERT. SPORTS	202100076527	08/29/18	00003234	59709	09/11/18	140.34	1.79
	89995	01 PVC PIPE	101500076500	08/29/18	00003238	59709	09/11/18	140.34	76.15
	90080	01 CC CLEANING PRODUCTS	207500076510	08/30/18	00003233	59709	09/11/18	140.34	53.85
	90093	01 VELCRO - CC	207500076500	08/30/18	00003232	59709	09/11/18	140.34	53.85
MIDWENV		MIDWEST ENVIRONMENTAL CONSULT							
	18-575	01 PHASE I ESA-LAND SWAP	101500076500	08/01/18	00000000	59695	09/07/18	1,800.00	4.59
MOBILE		MOBILE PRO SHOP							
	104343			08/08/18		59666	08/29/18	437.28	13.38
									13.38
									11.08
									11.08
									701.49
									1,800.00
									1,800.00
									1,800.00

VENDOR TOTAL:

VENDOR TOTAL:

VENDOR TOTAL:

DATE: 09/19/2018
 TIME: 10:29:00
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 08/29/2018 TO 09/18/2018

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
104343		01 PITCHFIX BALL MARK REPAIR	501000001306	08/08/18	00003155	59666	08/29/18	437.28	303.44
		02 PITCH FIX BALL MARKERS	501000001306		00003155				257.40
		03 INV 104343 SHIP	501000001306		00003155				32.50
									13.54
104344		01 FLY TEES	501000001306	08/22/18	00003155	59666	08/29/18	437.28	133.84
		02 INV 104344 SHIP	501000001306		00003155				118.80
									15.04
NIV		NIVEL PARTS & MANUFACTURING						VENDOR TOTAL:	437.28
73205498-FRT BALANCE		01 FRTEIGHT BAL ON ORIG INVOICE	101500066403	07/03/18	00000000	59689	09/06/18	27.99	27.99
									27.99
PEPSI		PEPSI COLA GEN. BOT.						VENDOR TOTAL:	27.99
44495204		01 WATER	303000086631	08/24/18	00003210	59667	08/29/18	731.32	731.32
		02 20 OZ POP	303000086631		00003210				133.20
		03 5GAL BIB	303000086630		00003210				96.32
		04 3 GAL BIB	303000086630		00003210				308.60
									193.20
PRIN		PRINCIPAL LIFE GROUP						VENDOR TOTAL:	731.32
SEPT 2018		01 DENTAL INS PREM	101000106801	09/07/18	00000000	59696	09/07/18	1,393.89	1,393.89
		02 DENTAL INS PREM	101500106801		00000000				263.14
		03 DENTAL INS PREM	504100106801		00000000				53.87
		04 DENTAL INS PREM	504000106801		00000000				165.77
		05 DENTAL INS PREM	201000106801		00000000				138.14
		06 DENTAL INS PREM	202100106801		00000000				407.86
		07 DENTAL INS PREM	303000106801		00000000				343.01
									22.10
								VENDOR TOTAL:	1,393.89
REED		REED IRRIGATION							
07-14-18		01 REPL IRRIG HEADS	504100076505	07/14/18	00000000	59676	09/04/18	195.00	195.00
									195.00
REIN		REINDERS, INC.						VENDOR TOTAL:	195.00
1750498-00				08/15/18		59697	09/07/18	293.28	84.77

FROM 08/29/2018 TO 09/18/2018

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
1750498-00	01	TRAP RAKE PARTS	504100066403	08/15/18	00003191	59697	09/07/18	293.28	84.77
	02	SHIPPING	504100066403		00000000				72.78
									11.99
1751278-00	01	MOWER BEARINGS, FILTERS	101500066402	08/20/18	00003194	59697	09/07/18	293.28	208.51
	02	SHIPPING	101500066402		00000000				194.85
									13.66
								VENDOR TOTAL:	293.28
RINGLAND		RINGLAND-JOHNSON, INC							
216095-21	01	CAMPUS PROJECT	711000056312	07/25/18	00000000	59717	09/14/18	14,703.00	14,703.00
									14,703.00
								VENDOR TOTAL:	14,703.00
SHA		SHARE CORP.							
64872	01	GRAFFITI REMOVER	101500066404	08/20/18	00003181	59698	09/07/18	103.12	103.12
	02	SHIPPING	101500066404		00000000				90.00
									13.12
								VENDOR TOTAL:	103.12
SHAW		SHAW SUBURBAN MEDIA							
071810027030	01	RDQ FOREST PRESERVE	101000046203	07/31/18	00000000	59668	08/29/18	1,757.36	1,757.36
	02	RDQ FOREST PRESERVE	201000046203		00000000				38.13
	03	RANKING FIRM	101000046203		00000000				38.13
	04	RANKING FIRM	201000046203		00000000				32.55
	05	DEK CO RESOURCE GIDE 2018-19	101200046208		00000000				32.55
	06	DEK CTY FINEST SPECIAL ED-AD	101200046208		00000000				699.00
	07	MONTHLY DIGITAL ADS	101200046209		00000000				323.00
								VENDOR TOTAL:	594.00
SPAPART		SPA PARTNERS						VENDOR TOTAL:	1,757.36
135387	01	FITNESS CENTER WIPES	207000076510	05/14/18	00000000	59690	09/06/18	525.57	525.57
									525.57
								VENDOR TOTAL:	525.57
STAPLES		STAPLES BUSINESS ADVANTAGE							
3387286170	01	COPY PAPER-POST IT-ENV MOIST	101000046200	08/18/18	00000000	59711	09/11/18	578.66	97.29
									48.64

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
3387286170	02	COPY PAPER-POST IT-ENV MOIST	201000046200	08/18/18	00000000	59711	09/11/18	578.66	97.29 48.65
3387891024	01	KL - PRINTER TONERS-ALL COLORS	101000046200	08/25/18	00000000	59711	09/11/18	578.66	408.41 177.47 177.48
	02	KL - PRINTER TONERS-ALL COLORS	201000046200		00000000				4.59
	03	BINDERS	101000046200		00000000				4.59
	04	BINDERS	201000046200		00000000				28.45
	05	BATTERIES-HANG FLDRS-TABS	101000046200		00000000				28.45
	06	BATTERIES-HANG FLDRS-TABS	201000046200		00000000				-6.31
	07	DISCOUNT	101000046200		00000000				-6.31
	08	DISCOUNT	201000046200		00000000				
3387891026	01	BINDERS	101000046200	08/25/18	00000000	59711	09/11/18	578.66	11.99
	02	BINDERS	201000046200		00000000				5.99 6.00
3387891027	01	AIR FRESHNERS - CC	207500076510	08/25/18	00000000	59711	09/11/18	578.66	60.97
	02	BUFFERPADS - CC	207500076510		00000000				24.78 36.19
								VENDOR TOTAL:	578.66
486282	01	BUDWEISER	303000086634	08/08/18	00003209	59669	08/29/18	586.95	234.95
	02	BUD LIGHT	303000086634		00003209				15.35
	03	BUSCH LIGHT	303000086634		00003209				153.50
	04	MICH ULTRA	303000086634		00003209				28.10
	05	DELIVERY CHARGE	303000086634		00003209				35.00 3.00
486463	01	BUDWEISER	303000086634	08/22/18	00003207	59669	08/29/18	586.95	352.00
	02	BUD LIGHT	303000086634		00003207				61.40
	03	BUD LIGHT LIME	303000086634		00003207				153.50
	04	BUSCH LIGHT	303000086634		00003207				35.00
	05	KEG	303000086634		00003207				28.10
	06	KEG RETURN	303000086634		00003207				131.00
	07	DELIVERY CHARGE	303000086634		00003207				-60.00 3.00
								VENDOR TOTAL:	586.95
SYCASP	SYCAMORE SPORTS BOOSTERS								
2018	01	CHALLENGE SPONSOR	1012000046208	09/04/18	00000000	59677	09/04/18	500.00	500.00
								VENDOR TOTAL:	500.00

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T0001555	MARLOW, ROBIN								
	REFUND	01 SHELTER REFUND	101000004000	08/29/18	00000000	59670	08/29/18	50.00	50.00
									50.00
									VENDOR TOTAL: 50.00
T0001556	BINDER, ANTOINETTE								
	REIMBURSEMENT	01 REIMB 9-14-18 INS DEDUCTION	101000002004	09/13/18	00000000	59715	09/13/18	8.00	8.00
									8.00
									VENDOR TOTAL: 8.00
T0001556	TOUR EDGE GOLF MFG. INC.								
	IN-01233202	01 IRON SET	501000001302	08/14/18	00003165	59671	08/29/18	625.50	625.50
		02 HYBRID	501000001302		00003165				322.50
		03 FAIRWAY	501000001302		00003165				81.00
		04 DRIVER	501000001302		00003165				94.00
									128.00
									VENDOR TOTAL: 625.50
USFOODS	US FOODS INC								
	1428528	01 GATORADE	303000086631	08/07/18	00003206	59672	08/29/18	396.72	396.72
		02 SPORT PEPPERS	303000086629		00003206				38.14
		03 FRYER OIL	303000086617		00003206				50.82
		04 CHIPS	303000086622		00003206				56.64
		05 CHEDDAR NUGGETS	303000086617		00003206				28.95
		06 ONION RINGS	303000086617		00003206				96.94
		07 LIDS	303000076550		00003206				54.94
		08 PAPER TOWELS	303000076550		00003206				26.42
		09 ZIPLOC BAGS	303000076550		00003206				19.15
									24.72
									VENDOR TOTAL: 396.72
T000188									
	2400188	01 CHIPS	303000086622	09/05/18	00003226	59712	09/11/18	437.23	437.23
		02 KETCHUP	303000086629		00003226				115.80
		03 CRISPY CHICKEN	303000086616		00003226				21.37
		04 CHICKEN BREAST	303000086616		00003226				24.63
		05 CHEDDAR NUGGETS	303000086617		00003226				38.16
		06 FOIL SHEETS	303000076550		00003226				96.94
		07 LIDS	303000076550		00003226				128.96
									11.37
									VENDOR TOTAL: 833.95
VERMONT	VERMONT SYSTEMS INC								
	59880			08/09/18		59699	09/07/18	150.00	150.00

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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
59880		01 LEAGUE TRAINING	201000046207	08/09/18	00000000	59699	09/07/18	150.00	150.00
									150.00
VISACA		VISA CARDMEMBER SERVICE						VENDOR TOTAL:	150.00
080918		01 POOL CHAIR LIFT COVER	518100066410	08/09/18	00000000	59679	09/04/18	1,582.11	1,582.11
		02 SCOREBOARD REPAIRS/PARTS	202100066404		00000000				184.86
		03 SPORTS FIELD MARKERS	202100076500		00000000				265.00
		04 ADAPTERS FOR TABLETS	303000076500		00000000				43.18
		05 BRICK FOR PARK	101500076500		00000000				20.95
		06 BMI LICENSE	206194006210		00000000				44.50
		07 MUGS	101200046214		00000000				141.91
		08 BOARD MEMBER SERVICE AWARD	101200046214		00000000				283.20
		09 IAPD AWARD SUBMISSION	101200046214		00000000				35.00
		10 OIL DRY	101500076515		00000000				35.00
		11 THERMAL RECEIPT PAPER	101000046200		00000000				19.96
		12 THERMAL RECEIPT PAPER	303000046200		00000000				35.63
		13 THERMAL RECEIPT PAPER	207500046200		00000000				22.65
		14 BIRTHDAY FAVORS	205011956216		00003177				20.00
		15 END OF SEASON	303000076500		00003177				155.29
		16 BANK FEES	101000076500		00003177				-50.24
		17 BANK FEES	201000076500		00003177				-50.23
		18 EMPLOYEE BIRTHDAY	101000046213		00003177				45.00
		19 EMPLOYEE BIRTHDAY	201000046213		00003177				45.00
		20 FOOD & SUPPLIES FOR MEETINGS	101000046212		00003177				83.00
		21 FOOD & SUPPLIES FOR MEETINGS	201000046212		00003177				83.00
		22 FACEBOOK/MARKETING	101200046214		00003177				83.82
								VENDOR TOTAL:	1,582.11
WALM		WALMART COMMUNITY/RFCSLLC							
081618		01 PLATES/CUPS/PASTA	303500086640	08/16/18	00003104	59682	09/04/18	471.51	471.51
		02 DRINK BOXES	205011956216		00003104				29.04
		03 CHERRIES	303000086636		00003104				17.96
		04 CANDY	303000086624		00003104				6.98
		05 COOKIES	303000086618		00003104				49.91
		06 TRAIL MIX	303000086618		00003104				17.06
		07 TAKIS	303000086618		00003104				11.48
		08 ANIMAL CRACKERS	303000086618		00003104				11.12
		09 COOKIES	303000086618		00003104				8.58
		10 PEANUTS	303000086618		00003104				12.58
									14.96

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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
081618		11 MARINARA	303000086629	08/16/18	00003105	59682	09/04/18	471.51	471.51
		12 LETTUCE/ONIONS	303000086629		00003105			0.98	0.98
		13 ONIONS	206194006230		00003105			7.66	7.66
		14 PINAPLE/CANLPE/WTML/BRNI/FRSTG	101000046212		00003105			2.74	2.74
		15 PINAPE/CANLPE/WTML/FRSTG	201000046212		00003105			5.57	5.57
		16 PITCHER	303000076500		00003105			4.64	4.64
		17 POTATO CHIPS/DRESSING/FRUIT	303500086640		00003169			17.58	17.58
		18 EGGS	303000086610		00003169			2.33	2.33
		19 LETTUCE	303000086629		00003169			2.96	2.96
		20 LIMES	303000086636		00003169			1.65	1.65
		21 CREAMER COFFEE	303000086632		00003169			40.12	40.12
		22 FABRIC MARKERS	205011956216		00003174			13.94	13.94
		23 TABLECLOTHS	205011956216		00003174			7.41	7.41
		24 LETTUCE/ONIONS	303000086629		00003171			12.40	12.40
		25 ONIONS	206194006230		00003171			3.44	3.44
		26 LMS/LMJCE/AGVE/HRS/TJ/CELSLT	303000086636		00003168			27.07	27.07
		27 BAGELS	303000086610		00003168			7.70	7.70
		28 2LTR POP	303000086636		00003168			3.58	3.58
		29 DONUTS/FRUIT	303500086640		00003173			28.32	28.32
		30 CREAMER	303000086632		00003173			2.48	2.48
		31 MARINARA SAUCE	303000086629		00003173			2.00	2.00
		32 BACON	303500086640		00003172			25.32	25.32
		33 PLATES TABLECLOTHS	205011956216		00003172			6.79	6.79
		34 RED BULL	303000086631		00003170			16.84	16.84
		35 LETTUCE	303000086629		00003170			2.96	2.96
		36 TOMATO JUICE	303000086636		00003170			8.88	8.88
		37 POP/WATER	206095206216		00003205			30.90	30.90
								VENDOR TOTAL:	471.51
WARE	WAREHOUSE DIRECT BUSINESS								
	4011935-0	01 MULTI FOLD TOWELS	303000076510	08/27/18	00000000	59713	09/11/18	149.00	149.00
								VENDOR TOTAL:	149.00
WASTE	WASTE MANAGEMENT								
	3567143-2011-2	01 REFUSE-ADM	101000056302	08/28/18	00000000	59714	09/11/18	639.82	639.82
		02 REFUSE-CH	303000056302		00000000			59.68	59.68
		03 REFUSE-ADM	101000056302		00000000			5.00	5.00
		04 REFUSE-OLD SHOP	504100056302		00000000			70.06	70.06
		05 REFUSE-SC	202100056302		00000000			67.32	67.32
		06 REFUSE-PARKS	101500056302		00000000			67.33	67.33
		07 REFUSE-POOL	518100056302		00000000			54.75	54.75

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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
	3567143-2011-2			08/28/18		59714	09/11/18	639.82	639.82
		08 REFUSE-PICNIC	101500056302		00000000				103.87
		09 REFUSE-CC	207500056302		00000000				152.12

VENDOR TOTAL: 639.82
TOTAL --- ALL INVOICES: 80,226.78

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
COMCA	COMCAST								
	0468768-0818			08/25/18		59718	09/19/18	146.38	146.38
		01 CABLE	303000096705		00000000				73.19
		02 CABLE	504000096705		00000000				73.19
COMMO	COMMONWEALTH EDISON							VENDOR TOTAL:	146.38
	090118			09/01/18		59719	09/19/18	268.52	268.52
		01 FOUNDERS PARK	101500096702		00000000				52.07
		02 BOYNTON PARK	101500096702		00000000				15.79
		03 KIWANIS PARK	101500096702		00000000				44.92
		04 EMIL CASSIER PARK	101500096702		00000000				24.43
		05 SYCAMORE LAKE	101500096702		00000000				33.02
		06 GOOD TYMES SHELTER	101500096702		00000000				40.30
		07 WETZEL PARK	101500096702		00000000				24.43
		08 ENTRY PARK	101500096702		00000000				33.56
ENGIN	ENGINEERING RESOURCE ASSOC							VENDOR TOTAL:	268.52
	141216.CE-1			08/28/18		59720	09/19/18	10,933.24	10,933.24
		01 ENGINEERING TRAILS	7110000207039		00000000				10,933.24
FRONTIER	FRONTIER							VENDOR TOTAL:	10,933.24
	090718			09/07/18		59721	09/19/18	778.71	778.71
		01 MAINT BLDG	101500096700		00000000				76.05
		02 MAINT BLDG	504100096700		00000000				76.05
		03 POOL	518000096700		00000000				56.67
		04 ADMIN	101000096700		00000000				284.97
		05 ADMIN	201000096700		00000000				284.97
KISH	KISHWAUKEE SPECIAL RECREATION							VENDOR TOTAL:	778.71
	2018-5			09/14/18		59722	09/19/18	37,535.45	37,535.45
		01 2018 CONTRIBUTION	221000116855		00000000				37,535.45
NICOR	NICOR GAS							VENDOR TOTAL:	37,535.45
	082718			08/27/18		59723	09/19/18	1,333.69	1,333.69
		01 MAINT BLDG	101500096703		00000000				70.40

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
082718				08/27/18		59723	09/19/18	1,333.69	1,333.69
		02 MAINT BLDG	5041000096703		00000000				70.41
		03 POOL	5181000096703		00000000				930.41
		04 UPSTAIRS OFFICE	1010000096703		00000000				31.42
		05 ADMIN	1010000096703		00000000				36.38
		06 ADMIN	2010000096703		00000000				36.37
		07 PRO SHOP	5040000096703		00000000				15.59
		08 CLUBHOUSE	3030000096703		00000000				15.59
		09 PUMP HOUSE	5041000096703		00000000				32.48
		10 AIRPORT ROAD PROPERTY	2075000096703		00000000				94.64

RINGCEN RINGCENTRAL INC. VENDOR TOTAL: 1,333.69

591431		01 MONTHLY SERVICE	1010000096700	08/20/18	00000000	59724	09/19/18	969.68	969.68
		02 MONTHLY SERVICE	2010000096700		00000000				484.84
									484.84

SOFT SOFT WATER CITY VENDOR TOTAL: 969.68

2652-0818		01 WATER	5181000076500	08/31/18	00000000	59725	09/19/18	165.25	165.25
		02 SALT	2075000056300		00000000				27.00
		03 WATER	1015000076500		00000000				37.00
		04 WATER	5040000076500		00000000				40.50
									60.75

SOFT TOTAL --- ALL INVOICES: 165.25

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 09/25/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
CORPORATE			
10	ADMINISTRATION		
AFLAC	AFLAC	3,894.66	432.74
ANCEL	ANCEL, GLINK - LAW OFFICES OF	20,839.42	6,773.03
BEAVER	BEAVER SHREDDING, INC.		301.00
DYNEGY E	DYNEGY ENERGY SERVICES	54,128.18	320.99
ECO	ECOWATER SYSTEMS, INC.	290.60	37.95
ILLIN	ILLINI SECURITY SYSTEMS, INC.	30,261.25	151.88
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	8,611.92	90.39
PDRMA	PDRMA	168,949.73	3,827.19
RAYNOR	RAYNOR DOO AUTHORITY	858.00	209.00
STAPLES	STAPLES BUSINESS ADVANTAGE	7,751.92	25.42
VECTOR	VECTOR STOMP	135.00	35.00
	ADMINISTRATION		12,204.59
12	MARKETING		
SHAW	SHAW SUBURBAN MEDIA	4,531.79	2,062.72
WDKB-FM	WDKB-FM	2,950.00	500.00
	MARKETING		2,562.72
15	PARKS		
ADVANCE	ADVANCE AUTO PARTS	5,023.83	174.13
AIRGAS	AIRGAS USA LLC	344.10	28.42
CONS	CONSERV FS	22,536.35	1,566.31
DEEGANS	DEEGANS GARAGE INC	156.50	30.50
DYNEGY E	DYNEGY ENERGY SERVICES	54,128.18	298.87
ENCAP	ENCAP, INC	19,883.00	2,565.00
LOWE	LOWE'S	2,637.59	49.49
MAR	ARCH CHEM-MARINE BIOCHEM	13,464.74	300.00
MENA	MENARDS - SYCAMORE	6,055.85	8.08
MROUT	MR OUTHOUSE	8,130.00	1,500.00
PDRMA	PDRMA	168,949.73	817.94
REIN	REINDERS, INC.	14,797.76	143.16
SAF	SAFETY-KLEEN CORP.	1,223.80	230.95
	PARKS		7,712.85
RECREATION			
10	ADMINISTRATION		

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 09/25/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
10	ADMINISTRATION		
BEAVER	BEAVER SHREDDING, INC.		301.00
DYNEGY E	DYNEGY ENERGY SERVICES	54,128.18	320.99
ECO	ECOWATER SYSTEMS, INC.	290.60	37.95
ILLIN	ILLINI SECURITY SYSTEMS, INC.	30,261.25	151.87
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	8,611.92	90.40
PDRMA	PDRMA	168,949.73	5,646.07
STAPLES	STAPLES BUSINESS ADVANTAGE	7,751.92	25.44
VISIONAR	VISIONARY WEBWORKS	1,645.00	225.00
	ADMINISTRATION		6,798.72
21	SPORTS COMPLEX MAINTENANCE		
CONS	CONSERV FS	22,536.35	337.51
COUR	COURSIGNS, INC.		567.50
DYNEGY E	DYNEGY ENERGY SERVICES	54,128.18	269.60
FOX1	FOX VALLEY FIRE & SAFETY	2,337.50	165.00
MAPLE	MAPLE PARK LANDSCAPE-TRUCKING	320.00	320.00
MROUT	MR OUTHOUSE	8,130.00	1,500.00
MSC	MSC INDUSTRIAL SUPPLY CO	593.08	127.24
PDRMA	PDRMA	168,949.73	6,132.28
PION	PIONEER		190.50
REIN	REINDERS, INC.	14,797.76	38.17
	SPORTS COMPLEX MAINTENANCE		9,647.80
75	COMMUNITY CENTER		
CINTA2	CINTAS CORP	2,234.70	20.40
DYNEGY E	DYNEGY ENERGY SERVICES	54,128.18	4,449.12
ILLIN	ILLINI SECURITY SYSTEMS, INC.	30,261.25	195.00
MENA	MENARDS - SYCAMORE	6,055.85	3.48
	COMMUNITY CENTER		4,668.00
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	54,128.18	132.41
PDRMA	PDRMA	168,949.73	502.51
	CLUBHOUSE CONCESSIONS		634.92

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SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 09/25/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
CONCESSIONS			
33	SPORTS COMPLEX CONCESSIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	54,128.18	194.38
MENA	MENARDS - SYCAMORE	6,055.85	43.98
	SPORTS COMPLEX CONCESSIONS		238.36
GOLF COURSE			
10	ADMINISTRATION		
HORN	HORNUNG'S PRO GOLF SALES INC.	2,260.31	5.95
	ADMINISTRATION		5.95
40	GOLF OPERATIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	54,128.18	178.33
HIRS	HIRSCHBIEN TROPHIES	188.76	514.00
PDRMA	PDRMA	168,949.73	2,098.02
	GOLF OPERATIONS		2,790.35
41	GOLF MAINTENANCE		
ADVANCE	ADVANCE AUTO PARTS	5,023.83	67.20
ARTHU	ARTHUR CLESEN, INC.	23,241.87	2,642.36
CONS	CONSERV FS	22,536.35	2,174.98
COUR	COURSIGNS, INC.		567.50
DYNEGY E	DYNEGY ENERGY SERVICES	54,128.18	1,215.28
MENA	MENARDS - SYCAMORE	6,055.85	23.34
MROUT	MR OUTHOUSE	8,130.00	330.00
PDRMA	PDRMA	168,949.73	2,513.00
REIN	REINDERS, INC.	14,797.76	201.07
	GOLF MAINTENANCE		9,734.73
AQUATICS			
80	COMMUNITY POOL		
CINTA2	CINTAS CORP	2,234.70	132.97
	COMMUNITY POOL		132.97

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 09/25/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

AQUATICS			
81	AQUATICS MAINTENANCE		
DYNEGY E	DYNEGY ENERGY SERVICES	54,128.18	741.11
HAWK	HAWKINS INC	4,475.83	100.00
	AQUATICS MAINTENANCE		841.11
CAPITAL PROJECTS			
10	ADMINISTRATION		
CMJ	CMJ TECHNOLOGIES, INC.	105,726.41	1,587.99
ENGIN	ENGINEERING RESOURCE ASSOC	146,386.20	4,015.00
	ADMINISTRATION		5,602.99
ACTION 2020			
10	ADMINISTRATION		
ENCAP	ENCAP, INC	19,883.00	800.00
ENGIN	ENGINEERING RESOURCE ASSOC	146,386.20	8,873.24
	ADMINISTRATION		9,673.24
	TOTAL ALL DEPARTMENTS		73,249.30

Interim \$ 80,226.78
New #1 \$ 52,130.92
New #2 \$ 73,249.30

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: September 25, 2018

Administrative Initiatives (9/1/18 – 9/30/18)

- Attended scheduled Supt. and Board meetings.
- Continued to follow up with Comcast regarding duplicate billing for services at 940 E. State St. Credit processed but not as expected.
- Reviewed deposits for Community Center, Pool, Golf and Concessions, prepared general ledger journal entry to be posted.
- Performed installment billing for Pathway Fitness memberships and passes. The September installment was for 114 households/173 individuals. These are increases over August by 9 and 12 respectively. The monthly installment was \$2,923 (\$210 increase) processed through credit cards and \$435 (\$80 increase) through ACH transactions. There were 3 households whose credit cards did not process due to cancellation for lost and/or stolen credit cards or non-sufficient funds. I have had to follow up on each of these and process the transactions.
- Continued to review cash flow and transferred funds as needed.
- Continued to monitor new household accounts on Rectrac for residency.
- Transferred cost of goods sold in concessions (catering, pool, beverage cart and sports complex), pro shop and recreation programs.
- Provided KSRA with property tax installment documentation and processed payment.
- Worked with CMJ to set up Frontier as a backup internet service. One factor that can interfere with access control is internet disruption. By using Frontier as a backup we are attempting to reduce our interruptions.

- Assisted staff with technology problems/concerns/needs. Coordinated assistance from CMJ to resolution when necessary.
- Staff facilitated the destruction/shredding of old records that had been approved by the State and Park District Board of commissioners. The total number of boxes destroyed was 23 single file boxes and 58 double file boxes for a total cost of \$602.00.
- Contacted IPARKS to obtain quote on property and liability insurance coverages.
- Worked with Jeff Hoffman, Crum-Halsted, on renewal of Flexible Spending Accounts for employees. Obtaining quotes for Health insurance.
- Received Dental rates for 2019. The increase will be 3.5%.
- Participated in PDRMA webinar: Determining Your Agency's 2019 Medical Plan Strategy. Based upon the cost modeling tool, with no changes, our health premiums will increase just under 1%.
- Met with Theresa Tevsh and Jeff Donahoe regarding staffing plan.
- Met with staff regarding incorporation of liquor and food ordinance into other documents used within the district.
- Met with Chad from CMJ, regarding status of services.
- Met with staff regarding procedure for distributing election packets.
- Contacted Harris regarding pricing increase on our MSI annual maintenance contract.
- Performed criminal background checks on new hires.
- Prepared monthly sales tax return.
- Assisted Terri Gibble with questionnaire for grant.
- Worked with attorney on property tax exemptions.

- Filed monthly IMRF earnings and submitted payment.
- Filed monthly unemployment report with state.
- Prepared timeline and documents for 2019 Capital and Operating Budget.
- Prepared quarterly capital update report.
- Completed PCI compliance for credit card processors.
- Attended Pumpkin Festival Committee meeting.
- Followed up on documentation to PDRMA for property loss claims: Bridge. Sent new invoice for additional ERA billing.

Administrative Initiatives (10/1/18 – 10/31/18)

- Attend Management Team and Board meetings.
- File quarterly payroll taxes.
- File monthly Sales Tax Return.
- Review deposits for Community Center, Golf, and Concessions. Prepare journal entry to be posted.
- File monthly IMRF earnings and submit payment.
- Provide documentation to superintendents for preparation of 2019 Capital and Operating Budget. Gather data and consolidate.
- Review and run installment billing for Pathway Fitness memberships/passes.
- Participate in PDRMA 2018 Health Program Council meeting.
- Participate in PDRMA webinar: Health Benefits Coordinator Workshop.
- Prepare audit RFQ.

- Attend MSI User Group Meeting.
- Participate in PDRMA PATH 2018 Healthy Brain Challenge Webinar.
- Compare PDRMA and IPARKS insurance plans.
- Begin process for calculating 2018 Tax Levy.
- Attend Pumpkin Festival activities.
- Wellness Ambassador Training.
- Continue to work with Sarah and Visionary Webworks on Employee Portal documents.
- Reconcile FSA accounts.
- Provide staff with current financial statements for review and highlight areas of concern.
- Work with Charitee to get our account up to date.
- Develop policy for Drivers Abstract.
- Perform criminal background check on any new hires.
- Transfer cost of goods sold in concessions (catering, sports complex, pool, beverage cart) and pro shop sales.
- Review purchasing card programs for possible implementation.
- Look into purchasing Finepoint software to allow staff to print accounting information to screen.
- Look into ATM options for clubhouse.
- Review outstanding accounts payable checks to determine validity.
Review outstanding payroll checks.

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

Corporate Fund (10)

Department	August Budget	August Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2017 YTD Actual	Variance
Revenues									
Administration	38,727.00	60,016.65	55.0%	734,282.00	821,928.37	11.9% (1)	1,331,721.00	763,636.98	7.6% (1)
Marketing	-	-		-	2.01		-	-	
Parks	503.00	402.63	-20.0%	8,192.00	7,437.03	-9.2%	14,207.00	7,330.59	1.5%
Total Revenues	39,230.00	60,419.28	54.0%	742,474.00	829,367.41	11.7%	1,345,928.00	770,967.57	7.6%
Expenses									
Administration	49,065.00	55,205.13	12.5%	320,867.00	289,632.54	-9.7% (2)	901,754.00	286,363.85	1.1% (2)
Marketing	5,120.00	3,009.26		55,796.00	32,133.07	-42.4% (3)	77,704.00	20,285.58	58.4% (3)
Parks	40,202.00	47,851.72	19.0%	204,848.00	179,986.84	-12.1% (4)	292,674.00	159,637.97	12.7% (5)
Total Expenses	94,387.00	106,066.11	12.4%	581,511.00	501,752.45	-13.7%	1,272,132.00	466,287.40	7.6%
Total Fund Revenues	39,230.00	60,419.28	54.0%	742,474.00	829,367.41	11.7%	1,345,928.00	770,967.57	7.6%
Total Fund Expenses	94,387.00	106,066.11	12.4%	581,511.00	501,752.45	-13.7%	1,272,132.00	466,287.40	7.6%
Surplus (Deficit)	(55,157.00)	(45,646.83)	-17.2%	160,963.00	327,614.96	103.5%	73,796.00	304,680.17	7.5%

- (1) 2018 Property Tax receipts greater than 2017 by 5.2% \$34,333. Year to date in 2018 was 56.0% of total, 2017 was 56.08%, Budget is 54% year to date. \$51,954 over budget. Total corporate property taxes for 2018 3.39% increase over 2017. 2018 includes insurance payment for microburst damage \$24,875.
- (2) Includes interest payment for bond issued for Action 2020. It was budgeted in Action 2020 Fund however auditors prefer it to be recorded in corporate fund. If this expense was removed, overall cost would be below budget 9.7% \$31,234 and greater than 2017 by 1.1% \$3,269 Professional Services (legal/consulting) below budget 46.3% \$26,213 and less than 2017 19.6% \$7,402. Education/Training higher in 2017 by 56.5% \$8,227 due to Vermont Systems new system training,
- (3) Marketing of Legacy Campus in 2018 and timing of expenses for 2018.
- (4) PT Wages and related taxes below budget 26.6% \$23,257.
- (5) Contracted Services (Encap/porta potties) higher in 2018 89.8% \$22,438.

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

Recreation Fund (20)

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	27,669.00	24,473.82	-11.55%	508,447.00	536,868.63	5.59% (1)	940,031.00	494,021.21	8.7% (1)
Sports Complex	16,072.00	13,892.00	-13.56%	32,772.00	21,035.22	-35.81% (2)	44,867.00	33,079.00	-36.4% (2)
Sports Complex Maintenance	827.00	1,048.32	26.76%	23,115.00	24,414.69	5.62%	41,216.00	24,630.72	-0.9%
Midwest Museum of Natural Hist	-	-		1,098.00	1,745.83	59.00%	2,195.00	1,167.62	49.5%
Programs-Youth	492.00	766.07	55.71%	3,392.00	4,234.64	24.84% (3)	3,519.00	13,561.65	-68.8% (3)
Programs-Tweens	-	-	#DIV/0!	759.00	-	-100.00% (3)	759.00	-	#DIV/0! (3)
Programs-Adult	961.00	1,287.18	33.94%	4,566.00	4,624.55	1.28% (3)	5,951.00	1,344.56	243.9% (3)
Programs-Family	-	-	#DIV/0!	-	-	#DIV/0! (3)	-	-	#DIV/0! (3)
Programs-Adult Athletic Leagues	2,200.00	1,780.00	-19.09%	2,325.00	1,897.76	-18.38% (3)	9,653.00	95.23	1892.8% (3)
Programs-Youth Athletics	1,293.00	3,765.00	191.18%	26,933.00	24,001.90	-10.88% (3)	34,697.00	24,444.50	-1.8% (3)
Programs-Fitness	1,814.00	3,867.10	113.18%	6,720.00	10,080.76	50.01% (3)	7,848.00	7,022.90	43.5% (3)
Programs-Early Childhood	1,192.00	1,692.00	41.95%	3,837.00	5,264.00	37.19% (3)	4,615.00	210.98	2395.0% (3)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0! (3)	-	-	#DIV/0! (3)
Programs-Dance	-	898.38	#DIV/0!	1,710.00	2,763.15	61.59% (3)	2,752.00	2,231.07	23.8% (3)
Programs-Special Events	500.00	1,966.49	293.30%	4,704.00	6,233.31	32.51% (3)	6,211.00	5,639.64	10.5% (3)
Programs-Community Events	82.00	830.99	913.40%	13,296.00	10,006.74	-24.74% (3)	14,620.00	4,900.00	104.2% (3)
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0! (3)	-	1,365.00	-100.0% (3)
Brochure	-	-	#DIV/0!	-	-	#DIV/0!	7,350.00	4,650.00	-100.0% (2)
Fitness Room	6,978.00	9,123.31	30.74%	45,392.00	85,201.51	87.70% (4)	107,687.00	-	#DIV/0!
Community Center	3,322.00	3,429.21	3.23%	12,195.00	20,653.68	69.36% (5)	37,444.00	-	#DIV/0!
Total Revenues	63,402.00	68,819.87	8.55%	691,261.00	759,026.37	9.80%	1,271,415.00	618,364.08	22.7%

(1) 2018 Property Tax receipts greater than budget 5.58% \$26,746 and 2017 by 6.5% \$31,099. Year to date in 2018 was 56.0% of total, 2017 was 56.08%, Budget is 54%. Total recreation property taxes for 2018 4.86% increase over 2017. Also, the tax levy transfer is 2018 is greater due to additional staffing.

(2) timing, pending receipt of girls softball, mens 16", and storm payments.

(3) Revenue from programs less than budget 1.27% \$865 and increased 13.6%, \$8,291 compared to 2017.

(4) Compared to Budget/Compared to Annual Budget:

Pathway Fitness Membership	226.35% / 93.22%	Annual Budget = 55,409
Pathway Fitness Pass	138.83% / 57.17%	Annual Budget = 44,217
Track Only Pass	345.15% / 192.45%	Annual Budget = 3,300
Pre-pay Card	85.30% / 48.28%	Annual Budget = 553
Program Fees	106.28% / 59.10%	Annual Budget = 802
Daily Admission Fee	111.17% / 62.50%	Annual Budget = 1,736

(5) Compared to Budget/Compared to Annual Budget:

Open Gym Daily	150.87% / 61.16%	Annual Budget = 5,550
Open Gym Membership	170.51% / 41.24%	Annual Budget = 12,386
Rentals	294.85% / 72.21%	Annual Budget = 9,800

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

Expenses											
Administration	53,233.00	48,452.77	-8.98%	363,056.00	332,774.45	-8.34%	(1)	517,861.00	270,211.89	23.2%	(1)
Sports Complex	-	-	#DIV/0!	250.00	-	-100.00%		250.00	27.52	-100.0%	
Sports Complex Maintenance	44,117.00	46,860.14	6.22%	291,571.00	280,934.97	-3.65%	(2)	411,989.00	254,580.56	10.4%	(2)
Midwest Museum of Natural Hist	812.00	2,911.84	258.60%	6,500.00	12,768.46	96.44%	(3)	9,750.00	14,425.29	-11.5%	(3)
Programs-Youth	904.00	1,134.92	25.54%	2,307.00	3,404.85	47.59%	(4)	2,744.00	6,197.27	-45.1%	(4)
Programs-Tweens	-	-	#DIV/0!	583.00	-	-100.00%	(4)	583.00	-	#DIV/0!	(4)
Programs-Adult	454.00	101.88	-77.56%	2,499.00	1,804.16	-27.80%	(4)	4,298.00	574.52	214.0%	(4)
Programs-Family	-	-	#DIV/0!	-	-	#DIV/0!	(4)	-	-	#DIV/0!	(4)
Programs-Adult Athletic Leagues	97.00	-	-100.00%	2,210.00	2,106.76	-4.67%	(4)	4,774.00	1,690.23	24.6%	(4)
Programs-Youth Athletics	331.00	1,230.00	271.60%	11,072.00	14,009.32	26.53%	(4)	22,080.00	16,522.25	-15.2%	(4)
Programs-Fitness	472.00	437.37	-7.34%	2,841.00	4,489.77	58.03%	(4)	4,105.00	2,438.40	84.1%	(4)
Programs-Early Childhood	605.00	1,155.00	90.91%	1,874.00	2,460.00	31.27%	(4)	3,084.00	169.73	1349.4%	(4)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0!	(4)	-	-	#DIV/0!	(4)
Programs-Dance	40.00	197.80	394.50%	1,154.00	827.57	-28.29%	(4)	1,574.00	1,140.33	-27.4%	(4)
Programs-Special Events	-	44.29	#DIV/0!	1,955.00	2,217.77	13.44%	(4)	3,847.00	9,531.31	-76.7%	(4)
Programs-Community Events	16,248.00	799.92	-95.08%	29,078.00	11,282.54	-61.20%	(4)	30,142.00	7,453.95	51.4%	(4)
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0!	(4)	-	952.33	-100.0%	(4)
Brochure	-	4,856.61	#DIV/0!	17,000.00	12,841.52	-24.46%		25,000.00	12,589.95	2.0%	
Fitness Room	3,667.00	500.69	-86.35%	25,285.00	6,882.17	-72.78%	(5)	49,380.00	-	#DIV/0!	
Community Center	20,685.00	18,937.35	-8.45%	107,011.00	110,235.77	3.01%	(5)	173,233.00	-	#DIV/0!	
Total Expenses	141,665.00	127,620.58	-9.91%	866,246.00	799,040.08	-7.76%		1,264,694.00	598,505.53	33.5%	
Total Fund Revenues	63,402.00	68,819.87	8.55%	691,261.00	759,026.37	9.80%		1,271,415.00	618,364.08	22.7%	
Total Fund Expenses	141,665.00	127,620.58	-9.91%	866,246.00	799,040.08	-7.76%		1,264,694.00	598,505.53	33.5%	
Surplus (Deficit)	(78,263.00)	(58,800.71)	-24.87%	(174,985.00)	(40,013.71)	-77.13%		6,721.00	19,858.55	-301.5%	

- (1) Wages/taxes less than budget 6.77% \$17,018 due to timing in hiring of staff. Compared to 2017 higher by 78.9% \$103,256 due to staff hiring. Timing of health ins, one month lag.
(2) timing of expenses
(3) 2018 includes roof and hvac repair. Installed 2 new heat exchangers in 2017
(4) Expenses for programs are less than budget 23.34% -\$12,970 and decreased 8.7%, \$4,068 compared to 2017.
(5) Much of this budgeting was guesswork. Difference seems to be primarily timing. However, some expenses incurred for fitness room and other minor improvements that were not budgeted, approx \$6,000.

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

Donations (21)

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	-	250.00	#DIV/0!	450,000.00	483,874.20	7.53%	450,000.00	16,573.71	2819.5%
Total Revenues	-	250.00	#DIV/0!	450,000.00	483,874.20	7.53%	450,000.00	16,573.71	2819.5%
Expenses									
Administration	-	-		450,000.00	425,000.00	-5.56%	450,000.00	-	#DIV/0!
Total Expenses	-	-		450,000.00	425,000.00		450,000.00	-	#DIV/0!
Total Fund Revenues	-	250.00	#DIV/0!	450,000.00	483,874.20	7.53%	450,000.00	16,573.71	2819.5%
Total Fund Expenses	-	-		450,000.00	425,000.00		450,000.00	-	#DIV/0!
Surplus (Deficit)	-	250.00	#DIV/0!	-	58,874.20	#DIV/0!	-	16,573.71	255.2%

Special Recreation (22)

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	5,370.00	4,723.16	-12.05%	96,660.00	103,085.38	6.65%	179,000.00	93,923.67	9.8%
Total Revenues	5,370.00	4,723.16	-12.05%	96,660.00	103,085.38	6.65%	179,000.00	93,923.67	9.8%
Expenses									
Administration	2,852.00	2,361.58	-17.20%	49,664.00	50,619.83	1.92%	191,500.00	244,720.20	-79.3% (1)
Total Expenses	2,852.00	2,361.58	-17.20%	49,664.00	50,619.83	1.92%	191,500.00	244,720.20	-79.3%
Total Fund Revenues	5,370.00	4,723.16	-12.05%	96,660.00	103,085.38	6.65%	179,000.00	93,923.67	9.8%
Total Fund Expenses	2,852.00	2,361.58	-17.20%	49,664.00	50,619.83	1.92%	191,500.00	244,720.20	-79.3%
Surplus (Deficit)	2,518.00	2,361.58	-6.21%	46,996.00	52,465.55	11.64%	(12,500.00)	(150,796.53)	-134.8%

(1) 2017 expenses for ADA improvements at pool.

Sycamore Park District
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Insurance (23)

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	2,100.00	1,888.08	-10.09%	37,800.00	41,384.25	9.48%	70,000.00	38,782.13	6.7%
Total Revenues	2,100.00	1,888.08	-10.09%	37,800.00	41,384.25	9.48%	70,000.00	38,782.13	6.7%
Expenses									
Administration	-	-	#DIV/0!	31,619.00	30,368.70	-3.95%	65,738.00	31,834.74	-4.6%
Total Expenses	-	-	#DIV/0!	31,619.00	30,368.70	-3.95%	65,738.00	31,834.74	-4.6%
Total Fund Revenues	2,100.00	1,888.08	-10.09%	37,800.00	41,384.25	9.48%	70,000.00	38,782.13	6.7%
Total Fund Expenses	-	-	#DIV/0!	31,619.00	30,368.70	-3.95%	65,738.00	31,834.74	-4.6%
Surplus (Deficit)	2,100.00	1,888.08	-10.09%	6,181.00	11,015.55	78.22%	4,262.00	6,947.39	58.6%

Audit (24)

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	435.00	394.36	-9.34%	7,830.00	8,711.86	11.26%	14,500.00	8,163.99	6.7%
Total Revenues	435.00	394.36	-9.34%	7,830.00	8,711.86	11.26%	14,500.00	8,163.99	6.7%
Expenses									
Administration	-	-	#DIV/0!	14,500.00	14,500.00	0.00%	14,500.00	14,200.00	2.1%
Total Expenses	-	-	#DIV/0!	14,500.00	14,500.00	0.00%	14,500.00	14,200.00	2.1%
Total Fund Revenues	435.00	394.36	-9.34%	7,830.00	8,711.86	11.26%	14,500.00	8,163.99	6.7%
Total Fund Expenses	-	-	#DIV/0!	14,500.00	14,500.00	0.00%	14,500.00	14,200.00	2.1%
Surplus (Deficit)	435.00	394.36	-9.34%	(6,670.00)	(5,788.14)	-13.22%	-	(6,036.01)	-4.1%

Sycamore Park District
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Paving & Lighting (25)

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	3.00	4.70	56.67%	54.00	379.13	602.09%	100.00	123.50	207.0%
Total Revenues	3.00	4.70		54.00	379.13		100.00	123.50	207.0%
Expenses									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	(1) 21,000.00	-	#DIV/0!
Total Expenses	-	-		-	-		21,000.00	-	#DIV/0!
Total Fund Revenues	3.00	4.70	56.67%	54.00	379.13	602.09%	100.00	123.50	
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	21,000.00	-	
Surplus (Deficit)	3.00	4.70	56.67%	54.00	379.13	602.09%	(20,900.00)	123.50	

Park Police (26)

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	3.00	4.70	56.67%	54.00	156.17	189.20%	100.00	692.18	-77.4%
Total Revenues	3.00	4.70		54.00	156.17		100.00	692.18	-77.4%
Expenses									
Administration	-	-	#DIV/0!	1,500.00	253.57	-83.10%	3,000.00	-	#DIV/0!
Total Expenses	-	-		1,500.00	253.57		3,000.00	-	#DIV/0!
Total Fund Revenues	3.00	4.70	56.67%	54.00	156.17	189.20%	100.00	692.18	-77.4%
Total Fund Expenses	-	-	#DIV/0!	1,500.00	253.57	-83.10%	3,000.00	-	
Surplus (Deficit)	3.00	4.70	56.67%	(1,446.00)	(97.40)	-93.26%	(2,900.00)	692.18	-114.1%

Sycamore Park District
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IMRF (27)

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	2,730.00	2,386.42	-12.59%	49,140.00	51,874.75	5.57%	91,000.00	46,557.35	11.4%
Total Revenues	2,730.00	2,386.42	-12.59%	49,140.00	51,874.75	5.57%	91,000.00	46,557.35	11.4%
Expenses									
Administration	2,730.00	1,488.00	-45.49%	53,602.00	55,438.63	3.43%	95,462.00	51,251.64	8.2%
Total Expenses	2,730.00	1,488.00	-45.49%	53,602.00	55,438.63	3.43%	95,462.00	51,251.64	8.2%
Total Fund Revenues	2,730.00	2,386.42	-12.59%	49,140.00	51,874.75	5.57%	91,000.00	46,557.35	11.4%
Total Fund Expenses	2,730.00	1,488.00	-45.49%	53,602.00	55,438.63	3.43%	95,462.00	51,251.64	8.2%
Surplus (Deficit)	-	898.42		(4,462.00)	(3,563.88)		(4,462.00)	(4,694.29)	

Social Security (28)

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	2,970.00	2,595.40	-12.61%	53,460.00	56,417.76	5.53%	99,000.00	46,791.62	20.6%
Total Revenues	2,970.00	2,595.40	-12.61%	53,460.00	56,417.76	5.53%	99,000.00	46,791.62	20.6%
Expenses									
Administration	2,970.00	5,719.13	92.56%	58,411.00	60,391.81	3.39%	103,108.00	50,864.64	18.7%
Total Expenses	2,970.00	5,719.13	92.56%	58,411.00	60,391.81	3.39%	103,108.00	50,864.64	18.7%
Total Fund Revenues	2,970.00	2,595.40	-12.61%	53,460.00	56,417.76	5.53%	99,000.00	46,791.62	20.6%
Total Fund Expenses	2,970.00	5,719.13	92.56%	58,411.00	60,391.81	3.39%	103,108.00	50,864.64	18.7%
Surplus (Deficit)	-	(3,123.73)		(4,951.00)	(3,974.05)		(4,108.00)	(4,073.02)	

Sycamore Park District
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Concessions (30)

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Clubhouse Concessions	13,776.00	15,626.41	13.43%	55,794.00	56,288.19	0.89%	77,231.00	52,063.11	8.1%
Beverage Cart	3,850.00	2,633.24	-31.60%	10,794.00	6,759.90	-37.37%	13,844.00	8,771.16	-22.9% (1)
Sports Complex Concessions	665.00	177.50	-73.31%	36,626.00	31,376.07	-14.33%	39,365.00	37,972.59	-17.4%
Pool Concessions	1,003.00	944.21	-5.86%	7,778.00	6,827.20	-12.22%	7,822.00	6,552.23	4.2%
Catering	1,779.00	5,286.64	197.17%	13,283.00	13,824.08	4.07%	17,092.00	13,491.49	2.5%
Total Revenues	21,073.00	24,668.00	17.06%	124,275.00	115,075.44	-7.40%	155,354.00	118,850.58	-3.2%
Expenses									
Clubhouse Concessions	12,776.00	12,141.17	-4.97%	70,892.00	61,854.08	-12.75%	96,337.00	58,029.71	6.6%
Beverage Cart	2,920.00	2,106.46	-27.86%	7,183.00	4,475.77	-37.69%	9,654.00	5,431.43	-17.6% (1)
Sports Complex Concessions	1,220.00	1,011.50	-17.09%	27,413.00	24,399.49	-10.99%	30,485.00	28,025.80	-12.9%
Pool Concessions	1,687.00	1,537.03	-8.89%	7,367.00	5,485.94	-25.53%	7,152.00	5,846.53	-6.2%
Catering	486.00	1,132.13	132.95%	3,503.00	3,711.16	5.94%	4,342.00	4,761.77	-22.1%
Total Expenses	19,089.00	17,928.29	-6.08%	116,358.00	99,926.44	-14.12%	147,970.00	102,095.24	-2.1%
Total Fund Revenues	21,073.00	24,668.00	17.06%	124,275.00	115,075.44	-7.40%	155,354.00	118,850.58	-3.2%
Total Fund Expenses	19,089.00	17,928.29	-6.08%	116,358.00	99,926.44	-14.12%	147,970.00	102,095.24	-2.1%
Surplus (Deficit)	1,984.00	6,739.71	239.70%	7,917.00	15,149.00	91.35%	7,384.00	16,755.34	-9.6%

(1) Beverage cart started later due to weather and staffing. Customers are gravitating towards getting a cooler in the clubhouse and not spending as much on cart.

Sycamore Park District
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Developer Contributions (32)

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	-	3,097.00	#DIV/0!	15,000.00	12,640.90	-15.73%	30,000.00	13,146.08	-3.8%
Total Revenues	-	3,097.00		15,000.00	12,640.90		30,000.00	13,146.08	-3.8%
Expenses									
Administration	-	-		-	-		40,000.00	102,903.32	-100.0% (1)
Total Expenses	-	-		-	-		40,000.00	102,903.32	-100.0%
Total Fund Revenues	-	3,097.00		15,000.00	12,640.90		30,000.00	13,146.08	-3.8%
Total Fund Expenses	-	-		-	-		40,000.00	102,903.32	-100.0%
Surplus (Deficit)	-	3,097.00		15,000.00	12,640.90		(10,000.00)	(89,757.24)	-114.1%

(1) 2017 included expenses for entry park

Sycamore Park District
Summarized Revenue & Expense Report
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Golf Course (50)

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Golf Operations	69,041.00	61,752.11	-10.6%	367,794.00	345,417.28	-6.1% (1)	480,199.00	353,409.13	-2.3% (2)
Golf Maintenance	708.00	989.57	39.8%	11,868.00	11,729.85	-1.2%	20,736.00	12,306.68	-4.7%
Total Revenues	69,749.00	62,741.68	-10.0%	379,662.00	357,147.13	-5.9%	500,935.00	365,715.81	-2.3%
Expenses									
Golf Operations	32,105.00	35,619.94	10.9%	155,853.00	157,387.06	1.0%	227,977.00	150,379.98	4.7%
Golf Maintenance	33,928.00	32,657.63	-3.7%	188,714.00	181,286.65	-3.9% (3)	272,781.00	171,989.07	5.4%
Total Expenses	66,033.00	68,277.57	3.4%	344,567.00	338,673.71	-1.7%	500,758.00	322,369.05	5.1%
Total Fund Revenues	69,749.00	62,741.68	-10.0%	379,662.00	357,147.13	-5.9%	500,935.00	365,715.81	-2.3%
Total Fund Expenses	66,033.00	68,277.57	3.4%	344,567.00	338,673.71	-1.7%	500,758.00	322,369.05	5.1%
Surplus (Deficit)	3,716.00	(5,535.89)	-249.0%	35,095.00	18,473.42	-47.4%	177.00	43,346.76	-57.4%

(1) Daily Greens Fees -3.18% -\$3,531
Golf Events & Misc -13.89% \$2,825
Carts -4.35% -\$3,704
Season passes -11.96% -\$12,076
Pro shop sales -2.1% \$882

(2) Daily Greens Fees -0.87% \$940
Golf Events & Misc -7.04% -\$1,327
Carts +0.59% +\$482
Season passes -7.68% -\$7,396
Pro shop sales +4.19% \$1,650

(3) Maintenance Part-time Wages currently below budget 10.9% \$12,739

Sycamore Park District
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Aquatics (51)

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Pool	7,434.00	3,979.94	-46.5%	53,204.00	53,420.11	0.4%	70,747.00	40,359.42	32.4%
Swim Lessons	151.00	293.98	94.7%	13,840.00	18,536.38	33.9%	13,966.00	12,380.31	
Splashpad	1,531.00	2,796.00	82.6%	4,417.00	15,064.00	241.0%	5,213.00	-	#DIV/0!
Total Revenues	9,116.00	7,069.92	-22.4%	71,461.00	87,020.49	21.8% (1)	89,926.00	52,739.73	65.0% (2)
Expenses									
Pool	14,494.00	17,512.99	20.8%	49,278.00	49,168.41	-0.2%	50,042.00	42,843.37	14.8%
Aquatics Maintenance	8,300.00	6,171.67	-25.6%	23,700.00	20,615.05	-13.0%	30,350.00	27,553.58	-25.2%
Swim Lessons	3,706.00	3,478.62	-6.1%	8,991.00	8,504.14	-5.4%	8,991.00	6,588.30	
Splashpad	57.00	-	-100.0%	221.00	-	-100.0%	360.00	-	#DIV/0!
Total Expenses	26,557.00	27,163.28	2.3%	82,190.00	78,287.60	-4.7%	89,743.00	76,985.25	1.7%
Total Fund Revenues	9,116.00	7,069.92	-22.4%	71,461.00	87,020.49	21.8%	89,926.00	52,739.73	65.0%
Total Fund Expenses	26,557.00	27,163.28	2.3%	82,190.00	78,287.60	-4.7%	89,743.00	76,985.25	1.7%
Surplus (Deficit)	(17,441.00)	(20,093.36)	15.2%	(10,729.00)	8,732.89	-181.4%	183.00	(24,245.52)	-136.0%

- (1) Daily Fees +21.33% \$3,102
 Season passes -6.69% -\$2,164
 Misc income (includes oscar, pool rentals and middle school pool party) -24.09% -\$984
 Swim Lessons +35.0% \$4,667
 Splashpad Daily +455.69% \$11,702
 Splashpad Rental -56.86% -\$795
- (2) Daily Fees +30.49 \$4,122
 Season passes +47.30% \$9,692
 Misc income (includes oscar, pool rentals and middle school pool party) -20.59% -\$804
 Swim Lessons +50.82% \$6,066

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Debt Service (60)

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	18,060.00	15,926.48	-11.8%	325,080.00	347,230.49	6.8%	602,000.00	334,229.43	3.9%
Total Revenues	18,060.00	15,926.48	-11.8%	325,080.00	347,230.49	6.8%	602,000.00	334,229.43	3.9%
Expenses									
Administration		-	#DIV/0!	-	-	#DIV/0!	601,642.00	15,406.25	-100.0%
Total Expenses	-	-		-	-		601,642.00	15,406.25	-100.0%
Total Fund Revenues	18,060.00	15,926.48	-11.8%	325,080.00	347,230.49	6.8%	602,000.00	334,229.43	3.9%
Total Fund Expenses	-	-		-	-		601,642.00	15,406.25	-100.0%
Surplus (Deficit)	18,060.00	15,926.48	-11.8%	325,080.00	347,230.49	6.8%	358.00	318,823.18	8.9%

Capital Projects (70)

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	-	5,700.28	#DIV/0!	538,000.00	1,489.90	282.6%
Total Revenues	-	-	#DIV/0!	-	5,700.28	#DIV/0!	538,000.00	1,489.90	282.6%
Expenses									
Administration	-	2,600.00	#DIV/0!	313,363.00	236,174.67	-24.6%	685,745.00	287,206.52	-17.8%
Total Expenses	-	2,600.00	#DIV/0!	313,363.00	236,174.67	-24.6%	685,745.00	287,206.52	-17.8%
Total Fund Revenues	-	-		-	5,700.28	#DIV/0!	538,000.00	1,489.90	282.6%
Total Fund Expenses	-	2,600.00	#DIV/0!	313,363.00	236,174.67	-24.6%	685,745.00	287,206.52	-17.8%
Surplus (Deficit)	-	(2,600.00)	#DIV/0!	(313,363.00)	(230,474.39)	-26.5%	(147,745.00)	(285,716.62)	-19.3%

Sycamore Park District
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Action 2020 (71)

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	625.00	43,955.68	6932.9%	5,000.00	482,154.03	9543.1%	7,172,500.00	7,097,834.29	-93.2%
Total Revenues	625.00	43,955.68	6932.9%	5,000.00	482,154.03	9543.1%	7,172,500.00	7,097,834.29	-93.2%
Expenses									
Administration	50,000.00	8,510.81	-83.0%	2,705,238.00	1,549,595.26	-42.7%	2,964,632.00	2,717,826.38	-43.0%
Total Expenses	50,000.00	8,510.81	-83.0%	2,705,238.00	1,549,595.26	-42.7%	2,964,632.00	2,717,826.38	-43.0%
Total Fund Revenues	625.00	43,955.68		5,000.00	482,154.03	9543.1%	7,172,500.00	7,097,834.29	-93.2%
Total Fund Expenses	50,000.00	8,510.81	-83.0%	2,705,238.00	1,549,595.26	-42.7%	2,964,632.00	2,717,826.38	-43.0%
Surplus (Deficit)	(49,375.00)	35,444.87	-171.8%	(2,700,238.00)	(1,067,441.23)	-60.5%	4,207,868.00	4,380,007.91	-124.4%
Total Fund Revenues	234,866.00	298,944.73		3,049,211.00	3,741,246.04	22.7%	12,609,758.00	9,624,945.62	
Total Fund Expenses	406,283.00	367,735.35	-9.5%	5,668,769.00	4,240,022.75	-25.2%	8,511,624.00	5,082,456.16	
Surplus (Deficit)	(171,417.00)	(68,790.62)	-59.9%	(2,619,558.00)	(498,776.71)	-81.0%	4,098,134.00	4,542,489.46	

To: Board of Commissioners
From: Theresa Tevsh
Subject: Monthly Recreation Report
Date: September 19, 2018

Administrative Initiatives (9/1/18-9/30/18)

Theresa Tevsh, Superintendent of Recreation

- Met with Terri Gible to continue listing Park District recreation equipment for recording lifecycles of the new equipment and replacement cost estimates.
- Met with the new KSRA Director, Dawn Schaefer in Sycamore and toured her around Legacy Campus, Sport Complex, Clubhouse, Pool, Kiwanis Park, Sycamore School District administration office and lunch at Nat's on Maple. This will be the first season that KSRA programs will be offered at the new Community Center.
- Assisted at Fireworks and Fun and helped with parking. We had 2 student athlete volunteers from NIU and 3 volunteers from Edward James Investments.
- Met with Commission Tucker to obtain records of the Midwest Museum of Natural History
- Presented at the Sycamore Women's Club meeting on September 4th,
- The Grandparents Day event at Splash Fountain was canceled due to cold weather.
- Presented at the Lions Club meeting on September 11th
- Attended Management team meeting and Board meeting.

- The October 2nd bus trip to Lake Geneva is now full with 26 participants and 2 staff attending.
- Will assist at the Superhero Challenge on Sept 30th and coordinate volunteers for event.
- There is a Graduate Assistant in the building Monday-Saturday. Each GA dedicates 8 out of their 20 hours to help cover the front service desk area. This is part of a cost savings to cut back on paid staffing at the desk. So you will see a GA at the desk, 4 times a week for 4 hours. This benefits the GA in that they get to know our members and they learn the requests/concerns first hand.
- Free Fitness week was Sept 4-8. This is the second time the district has offered this free week of fitness classes so that anyone can try out any/all classes, and if they like the class, can register for the Fall session. This Fall session of Free Fitness classes offered 15 fitness classes, Nordic Pole Walking demonstration, Wood carving demonstration and free Pickleball instruction. We had a total of 79 people participate through the week which was 26 more than the summer session of Free Fitness Week.
- The Walking Challenge is up to 101 walking members. The last day to join the challenge is September 30th. This program is managed by GA Hillary Alton.
- The ABLE students from the Sycamore High School now use our gym space every Monday from 2-3pm throughout the school year. They started September 10th.
- Northwestern medicine presented the Trailhead Lecture on September 10th and had 4 people registered.
- Staff have met several times this month to finalize registration forms, information flyers and dog park tags. The City has offered to sell both our dog park tag along with their tags at the City office location. The park district will sell only the Dog Park tags. Sales start December 1st.

- Recreation Supervisor Sarah Rex and I met with staff from Bethany Animal Hospital to discuss future programs and education sessions for Dog Park owners and general public.
- We have added more equipment to our walking program. Members can check out Nordic Walking poles, trip counters, or pedometers to enhance their experience on the indoor track.
- Splash Fountain remains open during the month of September with adjusted hours from the summer season. Monday through Saturday noon-6pm and Sunday's noon to 5pm.
- Conducted the all service desk team meeting & lunch on September 9th.
- NIU Professor Victoria Books, contacted our Park District to see if we would take on her Kinesiology 300 undergraduate students to help them complete 15 hours per semester of observation, participation and volunteering. This assignment is under the supervisor of our two GA's. The first 6 weeks of the semester Hillary will oversee 3 students at our park district. The next 6 weeks Viktoria will oversee 3-6 students. Some of the activities that the undergrad students will perform will be participating in a fitness class, volunteering at special events and club 55, taking the Northwestern Fitness assessment and observing the service desk.

Melissa J Dobberstein, Food and Beverage Manager, Recreation Specialist

- Met with Rec Team to go over different program ideas.
- Made dessert for board meeting and set up drinks and all supplies.
- Took calls for room rentals at clubhouse and community center and booked.
- Keeping vending machine stocked and did monthly report.
- Did employee evaluation per Dan.
- Added budget section to my birthday party spreadsheet with Theresa's help.

- Worked on everything for Fireworks and Fun.
- Ordered safety vests for all park events.
- Contacted Santa for Cookies with Santa event.
- Had another Rec Team meeting to discuss winter catalog.
- Had my six-month evaluation for Rec side.
- Finished budget sheets for concerts in the park and movies in the park

Sarah Rex, Recreation Supervisor/Marketing

- Attended Fireworks and Fun on September 8. Roughly 800 people in attendance for the music. More came in for the fireworks only.
- Attended North School's Walk-a-thon on September 15 to speak to the students about the history of the Park District.
- Reviewed bids and select a firm for the 2019 and 2020 brochure series printing.
- Along with the Superintendent of Recreation, met with representatives from Bethany Animal Hospital to discuss partnership opportunities to enhance Brian Bemis Family Dog Park membership with educational seminars.
- Arranged for a cable box to be installed in the Community Center lobby TV that can provide access to the Sycamore Community Access channel.

Lisa Metcalf, Recreation Supervisor

- Fall programs started. I prepared instructors with rosters and any additional needs to run their classes.
- Met with the Rec Team to discuss the Winter/Spring Brochure and what programs will be offered.

- Met with representatives from NIU to discuss a partnership with their STEM Program to see what we can offer at the Sycamore Park District.
- Attended meetings about our Dog Park to talk out final details in preparation to start selling Dog Tags in December for next year.
- Attended the Public Hearing about the Sports Complex expansion.
- Followed up with Organizations to see if they would like to participate in our Touch-a-Truck event.
- Continued to work in RecTrac to update things as new things get added and changed.
- Splash Fountain will close on September 30.

Administrative Initiatives (10/1/18-10/31/18)

Theresa Tevsh, Superintendent of Recreation

- Will attend the Geneva Boat and Lunch Tour with Genoa Park District.
- Will attend the Touch a Truck event on October 5th.
- Will lead the Coffee and Conversation with the “Superintendents” at October 6th along with Kirk Lundbeck.
- Will start the 2019 Budget preparations as assigned by Finance Superintendent.
- Will coordinate the Dog tag and Dog park membership sales with the staff at the City of Sycamore office.
- Will work with Superintendent of Parks to research sled hill rules and prepare safety measures for the upcoming Sled Hill opening.

Melissa J Dobberstein, Food and Beverage Manager, Recreation Specialist

- Will promote the dog obedience class for second session.

- Promote Hoe Down with help from Sarah.
- Assist at Pumpkin Scramble at clubhouse.
- Continue to rent out facilities.
- Promote indoor birthday parties.
- Research things to do in gym for during the winter/spring brochure.
- Organize clubhouse storage areas.

Sarah Rex, Recreation Supervisor/Marketing

- Will put together the Winter/Spring 2019 brochures. This issue will be the first to include information about Brian Bemis Family Dog Park memberships.
- Will lead Ghost Stories in the Park on October 20.
- Arranged the Park District's donation, \$200, to the City's Kids Work Day 2018.

Lisa Metcalf, Recreation Supervisor

- Will coordinate our Touch-a-Truck special event.
- Will update MOU's for our Affiliates who use our Sports Complex. They will sign another three-year agreement.
- Will work on new programming for 2019 and start putting together the brochure and entering programs into RecTrac.
- Volleyball Leagues will start. Will create schedules and have a captain's meeting since things will all be new now that we are in a new building.

To: Board of Commissioners

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: September 25, 2018

Administrative Initiatives (9/1/18 – 9/30/18)

- Attended weekly Management Team meetings as scheduled.
- Attended All Staff Meeting as scheduled.
- Attend Sycamore Chamber of Commerce Ambassador Club meeting.
- Developed September Golf Insight newsletter and updated reader board outside of the pro shop.
- Hosted several smaller outings including DeKalb Elks, 44 players, Auto-Meter, 36 players expected, the 6X6X6 in house Ryder Cup Format event, 12 teams participated, and several golf team matches with both Sycamore and Burlington.
- Served as rules official for high school golf team meets.
- Began golf course preparation for Boys High School Regional Tournament.
- Completed Ladies 9-hole league, Men's Match Play league and Men's Fairway Club league seasons.
- Finalized fall part-time staffing schedule.
- Continued to monitor tee sheet usage with Golfnow representatives and continued marketing techniques for 2018 golf season and began to work on 2019 season promotions.

- Continued Golf Fitness Certification process to teach Golf Fitness classes at Pathway Fitness. Took online classes, reading educational material and prepared to take final exam.
- Continued to offer monthly pro shop merchandise specials to increase pro shop sales.
- Began to develop handout and poster with Sarah Rex explaining the 18th hole bridge situation and future construction.
- Finalized integration of Ordinance 06-2018 into all Sycamore Park District rental contracts.
- Finalized final trade-in of the last EXGO golf carts with Harris Golf Cars.
- Began meeting with merchandise sales representatives for pre-booking of 2019 pro shop product lines.

Administrative Initiatives (10/1/18 – 10/31/18)

- Attend weekly Management Team meetings as scheduled.
- Attend All Staff Meeting as scheduled.
- Attend Sycamore Chamber of Commerce Ambassador Club meeting.
- Attend PDRMA bridge hearing.
- Develop October Golf Insight newsletter and update reader board outside of the pro shop.
- Finalize Scoreboard Header Sponsor agreement with First Midwest Bank.
- Begin to sell additional advertising space on scoreboard if First Midwest Bank does not buy the entire scoreboard advertising space.
- Host the Pumpkin Scramble, 25 teams expected.
- Serve as rules official for high school golf team meets and Boys Regional.

- Finalize golf course preparation for Boys High School Regional Tournament.
- Continue to monitor tee sheet usage with Golfnow representatives and continue marketing techniques for 2018 golf season and begin to work on 2019 season promotions.
- Continue Golf Fitness Certification process to teach Golf Fitness classes at Pathway Fitness. Take online classes, reading educational material and take final exam.
- Continue to offer monthly pro shop merchandise specials to increase pro shop sales.
- Finalize handout and poster with Sarah Rex explaining the 18th hole bridge situation and future construction.
- Continue meeting with merchandise sales representatives for pre-booking of 2019 pro shop product lines.
- Begin meeting with prospective outing clients for 2019.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: September 25, 2018

Administrative Initiatives (9/1/18-9/30/18)

Golf

- Summer weather has continued well into September. Hot temperatures and a dry spell have stressed the turf after a wet start to the month. We have been irrigating the course much more than average for this time of year.
- The turf recovery from the summer flood continues. Many seeded areas have been opened and ropes removed. We continue to slit seed thin or bare turf areas. Fairways will soon be fertilized to aid in recovery and the expected typical cool fall weather will help as well.
- The skunks have been digging up areas of rough and fairway spots looking for grub worms. We fix the torn turf and add insecticide to the areas. All the main areas were treated for grubs, but the animals still look if they find any signs of food.
- The elongated season of humid warm weather continues to produce turf diseases on the greens, tees, and fairways which we spray as needed with fungicide to keep levels under control.
- Staff continues mowing and trimming constantly as the turf has been growing rapidly. They have also been trimming trees, checking and repairing irrigation heads, painted distance markers, seeding thin areas, and repaired 10 bridge planks.

- I continue to work with the irrigation replacement project. We have a draft of the project documents for review and will be meeting this week with engineers and architects to finalize plans prior to the project going out to bid this fall or early winter.

Sports

- Fall sports are all in the middle of their seasons now. Fall baseball, softball, and soccer continue all days of the week. Adult Sunday soccer will end in two weeks after a six-month season.
- I have been coordinating often with the different groups leaders to make sure fields are prepped and available without conflicts. Baseball and softball have fewer fields due to soccer in the fall, but all scheduling has been working and the user groups have been working well together.
- Staff continues the daily prep of ballfields, soccer fields, painting lines, mowing and trimming, adding ag-lime to the infields, and have added soil, seed, and blanket to the old field 1 bleacher areas.
- The pool has been completely drained and washed down. It will be filled later in November once temperatures start freezing to protect the underground piping and stop heaving of the pool.
- The splash pad will continue to operate until the beginning of October weather permitting. We replaced the chlorine sensor probe recently which was a warranty item as was a replaced door on the mechanical systems dome.

Parks

- I attended staff, board, and community center construction follow-up meetings.

- I worked with our, construction managers, architects, and contractors on completing punch-list items at the new building along with other staff on any issues with HVAC or electrical and attended on-site meetings with all groups.
- Have been working closely with the City of Sycamore engineer team during the Airport Rd. construction and road closures as the work has been completed.
- The seeding has taken well at the dog park and sled hill areas. Encap has let us know that a spring opening of the dog park is feasible. We will be fertilizing the turf areas soon this fall with continued mowing. The sled hill was fertilized, and thin areas slit seeded last week. I have been meeting with other staff as we plan on the opening of the dog park and sled hill. I am also consulting with PDRMA for required signs and safety measures for the sled hill.
- Staff continues to mow regularly at the parks around town. The turf growth continues to be consistent and weekly mowing still needed. Staff has also been cleaning shelters daily for rentals, cleaning out and spraying all the landscape beds at the parks and community center beds, cutting down dead trees, pruning back trail limbs, making minor playground equipment repairs and performing inspections, filled tree water bags at the dog park, and has been keeping up with emptying all the garbage at all parks.
- We have been checking and spraying all park shelters for bee/wasp nests as they have been numerous with the warm late summer weather.
- We have hosted three Middle School cross-country meets (two public, one St. Mary's), and will host the second annual Superhero fun run for kids on the 30th.

- Fireworks and Fun day went very well with a huge crowd. We set up tables and cans on ball field 4 and roped for a lot of parking and helped with traffic and crowd control during and after the event.
- I continue to work closely with our pond weed management company as the extended heat is causing a longer season of pond weed growth.
- I am coordinating with Almburg Auction company to sell our approved list of disposable items on October 20th. We will have a sale at the pool parking lot and old shop from around 9 a.m. – noon.
- Beginning to work on operating and capital budgets for 2019. Starting to collect pricing for asset replacements and projects.
- Working with Terri Gibble on equipment and asset inventory updates.

Administrative Initiatives (9/1/18-9/30/18)

- Attend staff, board, and study session meetings.
- Attend PDRMA hearing for bridge repair on October 4th.
- Continue to work with EC Design irrigation and ERA engineers as we finalize details for the bid details for the project.
- Work with auctioneers on planning and logistics of auction October 20th.
- Staff will be focusing on mowing and trimming the turf and focusing on leaf mulching as fall progresses. Tree pruning will continue along walk paths, seeding of damaged areas will continue as needed. Many areas will be fertilized to recover from summer stress. We will also be rolling, over

seeding, and fertilizing the newly seeded 7-acre area southeast of Good Tymes area to help thicken turf and fertilizing the dog park.

- Once the splash pad closes, we will winterize the pad and all mechanical parts with guidance from the manufacturer.
- Sports user groups will complete their fall seasons in late October. I will continue to help organize field use and prep from our staff.
- Work with staff on required safety trainings and topics of interest along with searching for PDRMA based trainings for department heads for late fall and winter.
- Plan for sled hill use in late November and produce proper signage and barrier needs for restricted areas.
- Plan control burn attendance for some staff with Encap for this fall at our parks.
- Continue equipment price gathering and project planning for 2019 capital budget. Work with staff on operating budget numbers and planning.
- Work with staff on planning and participating in Touch-A-Truck event on October 5th.
- Begin to coordinate required inspections of elevator, fire alarm, and sprinkler systems for end of year and early next year at all buildings.
- Work with City staff, Chamber staff, and Lions Club members for aid with Pumpkin Fest festivities.

To: Board of Commissioners
From: Daniel Gibble, Executive Director
Subject: Monthly Report
Date: September 25, 2018

Administrative Initiatives (9/1/18 – 9/30/18)

- Nearly closed out punch list at Legacy Campus/CC.
- Attended Meetings/Serve On:
 - Rotary
 - Chamber
 - DSATS
- Continued work on Old Mill to Forest Preserve trail issues.
- Continued working on PDRMA/Emergency Bridge matters.
- Finalized PLAT work and Appraisals for trail project.
- Awarded contract to low quote for install of Dr. John Ovitz Shelter.
- Attended Event Planning Meeting of the Live Healthy DeKalb County Organization.
- Hired Appraisal Reviewer for Appraisals on trail project.
- Worked with Counsel to finalize easement and land swap matters for signature by Board President.
- Resolved drainage issues at Legacy Campus.
- Provided information to Board on Succession Planning.
- Continued to touch base with Brian Gregory to finalize agreement with Shodeen Developers and Reston Ponds Park Sites.

- Coordinated production design and final product of OSLAD Grant Application for October 1, 2018 deadline.
- Finalized timeline and scope for next Bond Issue.
- Began Capital Budget and Operating Budget process.
- Finalized contracts for Engineering Services for Soccer Complex projects.
- Held/Attended first of three “Coffee with the Director” events. Spoke to three people. All positive.
- Moved my office back to 435 Airport Road.
-

Administrative Initiatives (10/1/18 – 10/31/18)

- Finalize job descriptions and staff hiring timelines for 2018.
- Attend Meetings/Serve On:
 - Rotary
 - Chamber
 - DSATS
 - CUSD#427 Financial Advisory Committee
 - Owner/Architect/Contractor Meetings
- Finalize Punch List.
- Continue work on Old Mill to Forest Preserve trail issues.
- Coordinate Emergency Bridge Work and PDRMA/Engineer processes.
- Provided Information to Commissioner Strack, Plan Commission Representative, on LAND matters.
- Punch List landscaping projects at Legacy Campus.
- Continue shuttle diplomacy with Farnsworth, PDRMA and RJC.

- Begin Operating Budget Process
- Provide written material for the DSATS Active Transportation Study.
- Meet with Mayor Lang regarding Sycamore Sports Complex Entry Drive being converted to a tree memorial for Four Branches of Military.
- Begin Bridge Construction.
- Keep communications open with CUSD#427 on trail project progress.
- Begin acquisition process for Segment 1: Forest Preserve to Old Mill Trail Project.
- Finalize a contract with Appraisal Reviewer for Segment 1: Forest Preserve to Old Mill Trail Project.
- Begin Construction on Dr. John Ovitz Park Shelter.
- Continue work on Wetzel Park matters.
- Continue to Coordinate efforts to finalize matters at the Dog Park for a potential spring 2019 opening.
- Coordinate communication between Airport Road Contractors and RJC on trail project that will connect existing terminus of the Airport Road Trail to our Community Center/Legacy Campus, with a marked crossing and lowering of speed limits along Airport Road.

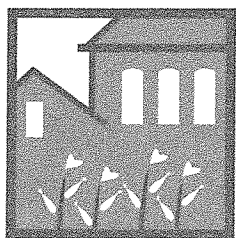
Dear Sycamore Park District,

Thank you so much for your contribution to the Sycamore Public Library's 2018 Summer Reading Challenge! The pool + splash pad passes you provided offered a wonderful incentive to keep youth in the community reading all summer long! With your help, 823 kids in our community read over 9,700 hours and met their summer reading goals. This is higher than ever before, and it's all thanks to you!

We sincerely appreciate all you do to help build a community of readers.

Kind Regards,

Youth + Teen Services
Sycamore Public Library



**DEKALB COUNTY
COMMUNITY
FOUNDATION**

Frank Roberts, President
DeKalb

Micki Chulick, Vice President
DeKalb

Kevin Fuss, Treasurer
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DeKalb

Jesus Romero
Sycamore

Donna Turner
Kirkland

Beth K. White
Waterman

August 15, 2018

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

Dear Dan:

On behalf of our Board of Directors and staff, **thank you** for your recent contribution of \$1,000 to the Citizens for Inclusive Playgrounds Fund at the DeKalb County Community Foundation.

Your gift represents your commitment to making a lasting impact in our community. As an organization whose mission is to enhance the quality of life in our community, we're thrilled to partner with you.

Our work of meeting ongoing community needs and planning for the future is both exciting and challenging. We'd love to stay in touch with you and provide updates on our activities. If you do not already receive it, please consider signing up for our monthly e-newsletter "What Gives". In each issue we'll share updates, highlights, and inspiring stories of philanthropy in our community. Visit www.dekalbccf.org and click on "E-Newsletter Sign-Up".

If I can ever provide additional information about the Community Foundation to you, your friends, or your colleagues or help you fulfill your charitable goals, please let me know. I'm just a phone call or email away!

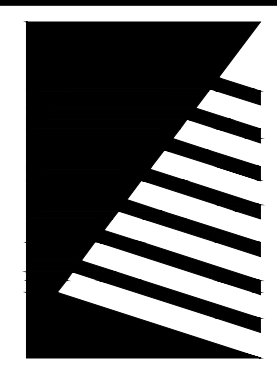
Thank you for your generosity and your confidence in the work we do.

Dan

Daniel P. Templin
Executive Director

Important legal information:

The DeKalb County Community Foundation is a registered 501(c)3 nonprofit organization. Contributions are tax deductible to the extent allowed by law. The Community Foundation has exclusive legal control over the contributed assets as required by law. This letter acknowledges that no goods or services as defined by the Internal Revenue Service have been provided to you in exchange for your contribution.



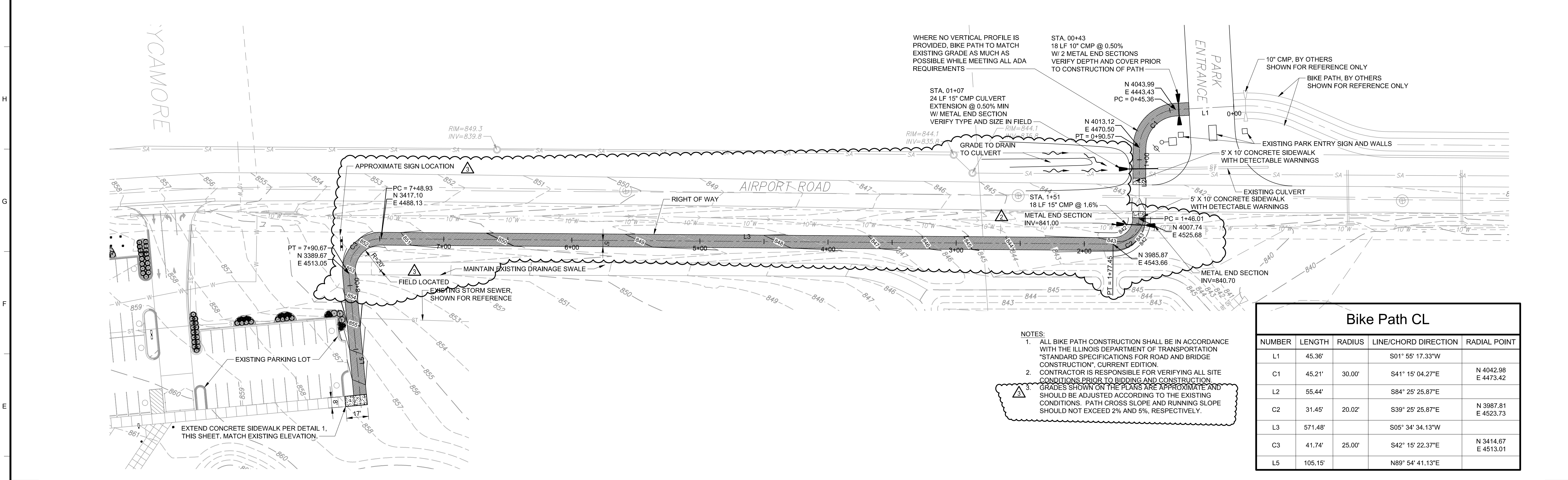
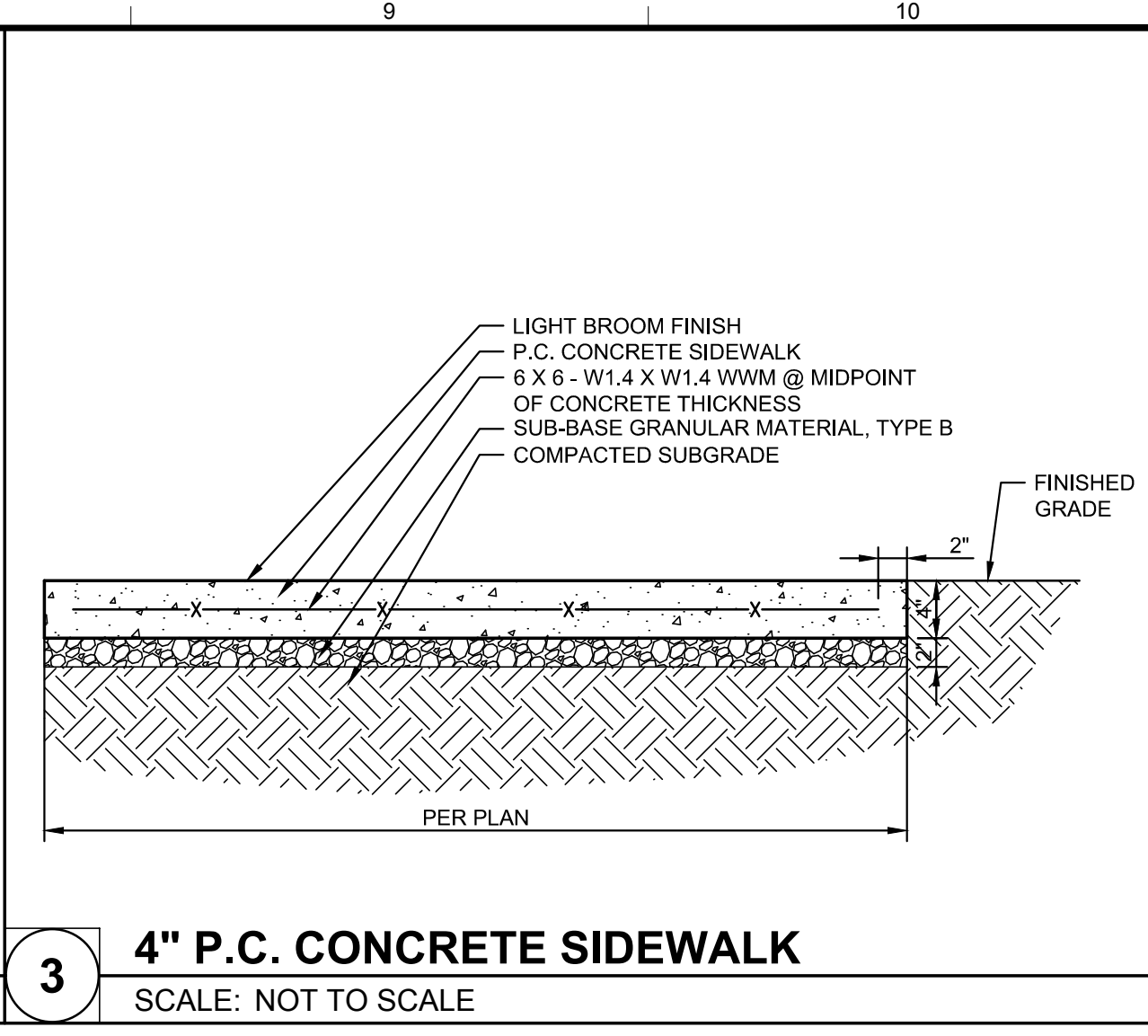
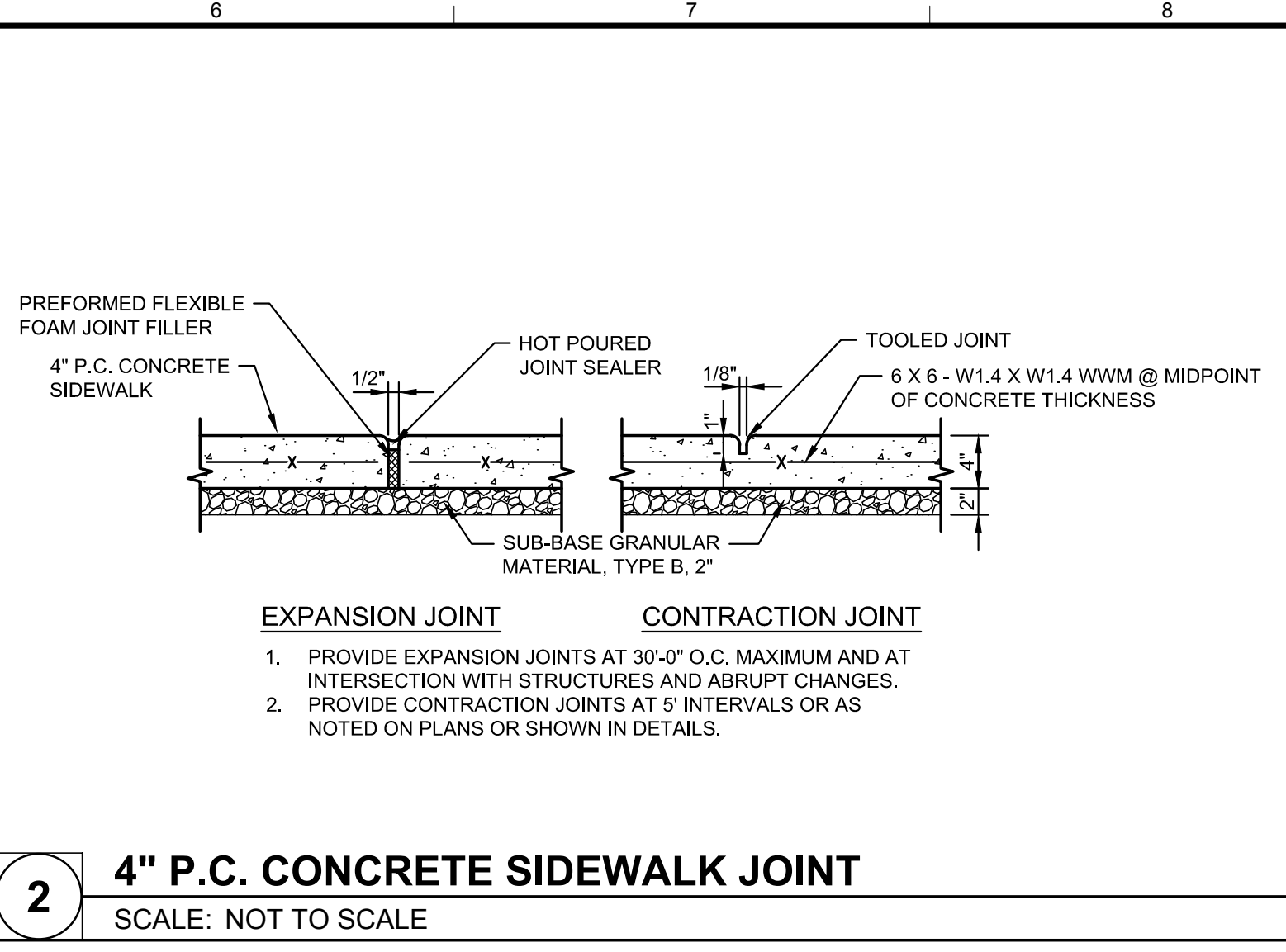
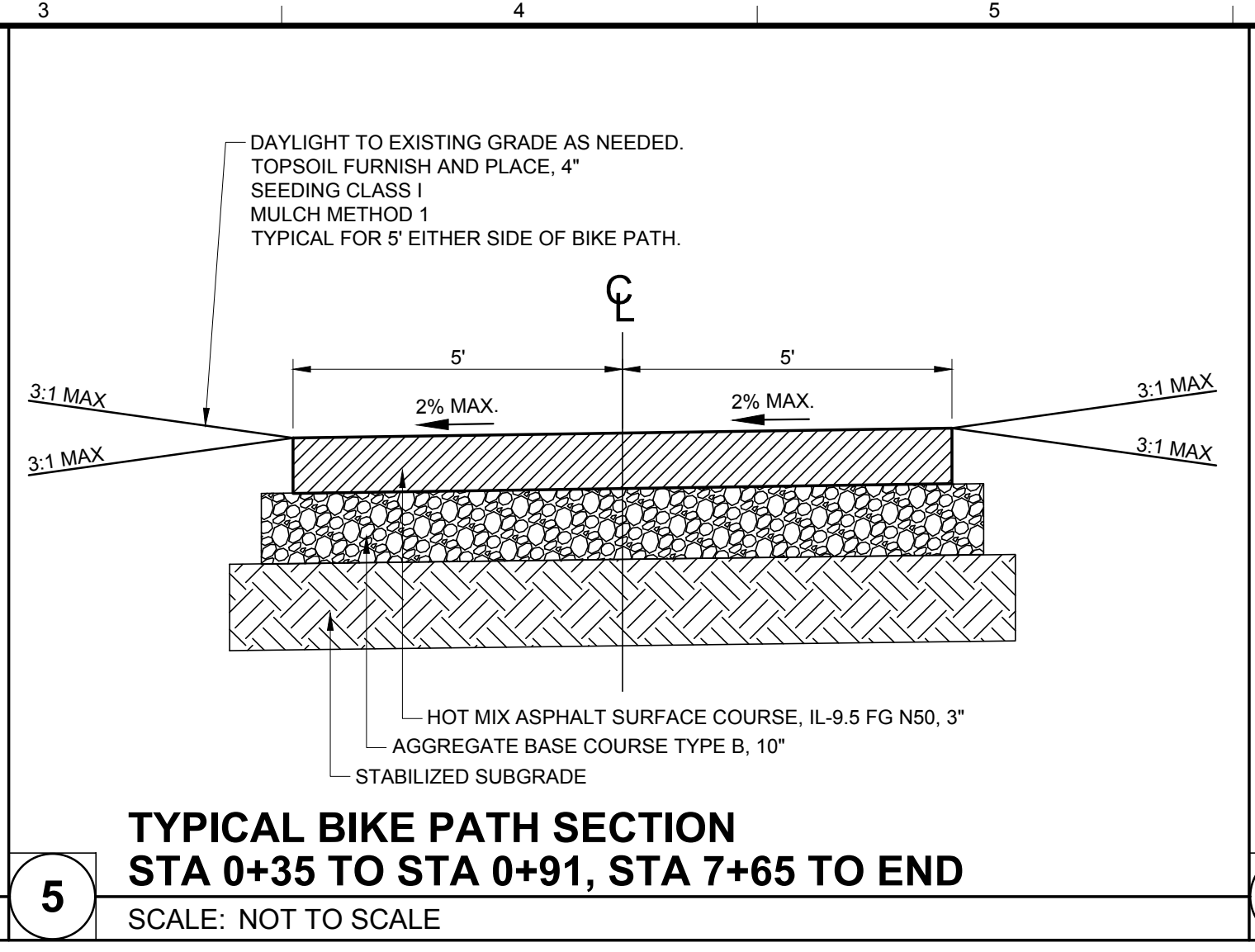
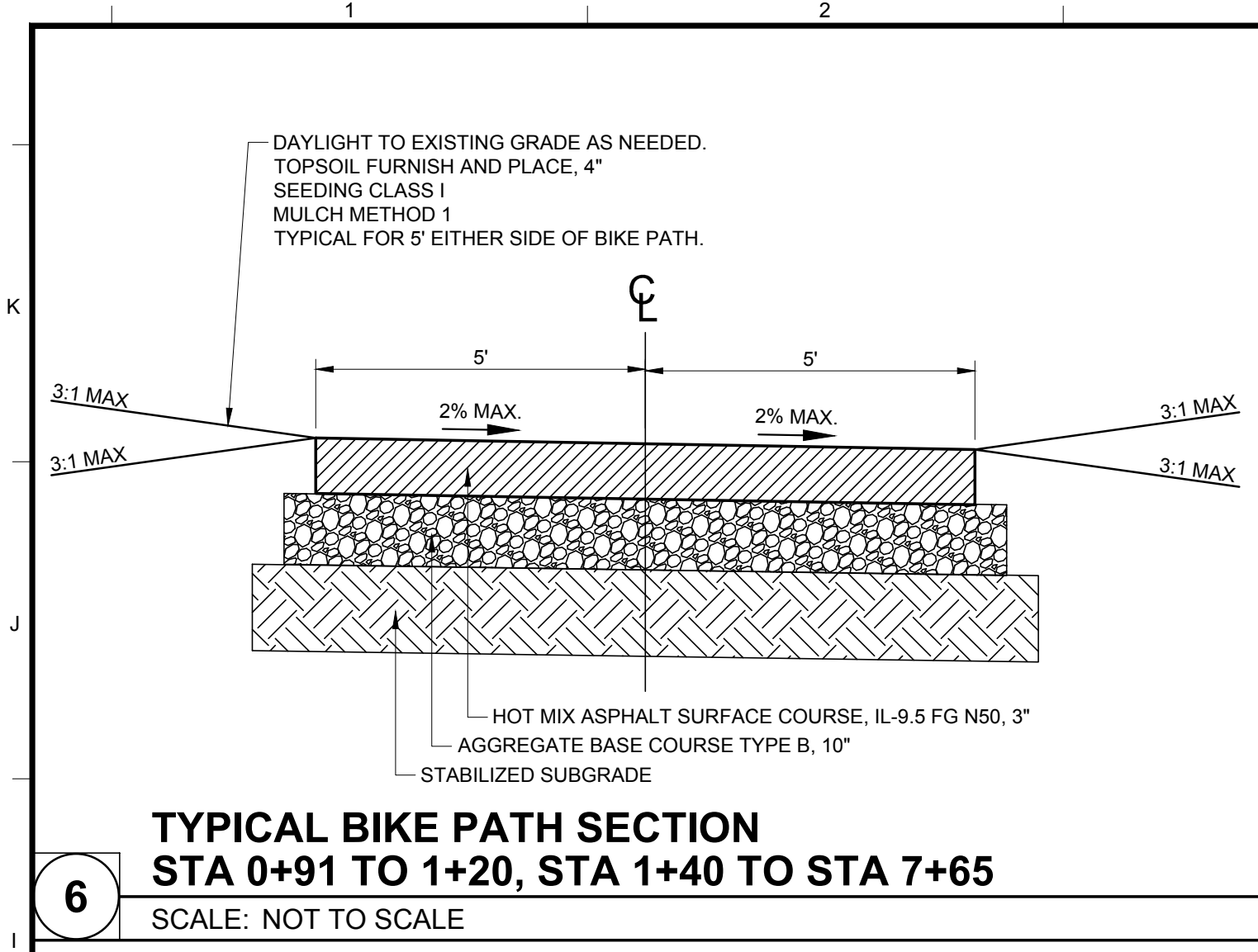
Farnsworth GROUP

100 WALNUT STREET, SUITE 200
PEORIA, ILLINOIS 61602
(309) 689-9888 / info@f-w.com

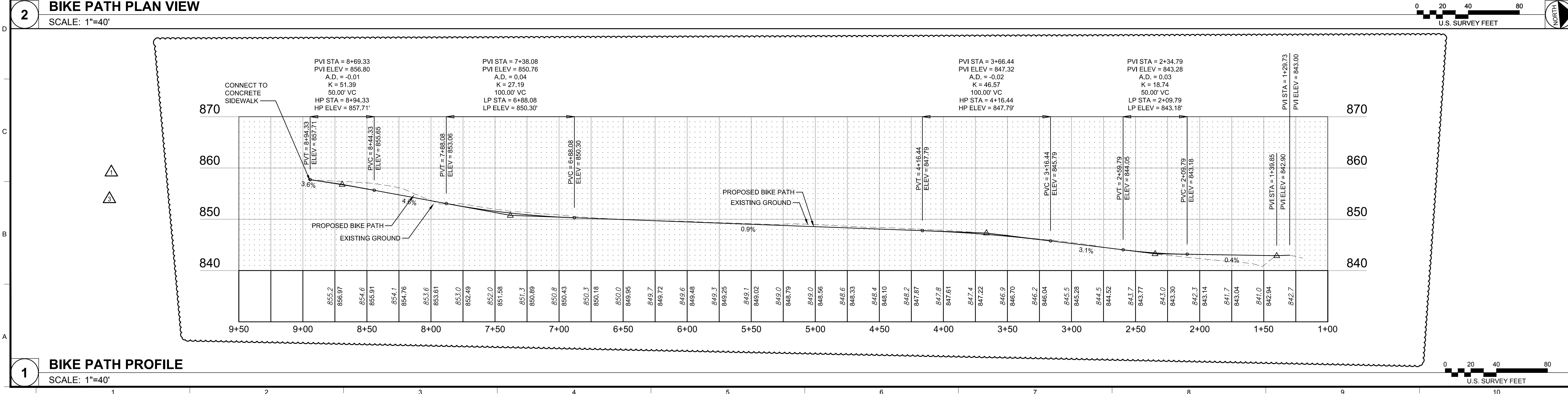
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ISSUE:

#	Date:	Description:
1	08/09/2018	PROFILE REVISION
2	08/15/2018	CITY COMMENTS
3	08/28/2018	FIELD LAYOUT CHANGES



NUMBER	LENGTH	RADIUS	LINE/CHORD DIRECTION	RADIAL POINT
L1	45.36'		S01° 55' 17.33"W	
C1	45.21'	30.00'	S41° 15' 04.27"E	N 4042.98 E 4473.42
L2	55.44'		S84° 25' 25.87"E	
C2	31.45'	20.02'	S39° 25' 25.87"E	N 3987.81 E 4523.73
L3	571.48'		S05° 34' 34.13"W	
C3	41.74'	25.00'	S42° 15' 22.37"E	N 3414.67 E 4513.01
L5	105.15'		N89° 54' 41.13"E	



2018 HMA Improvement Project
Alternate 1

Airport Road
Sycamore, Illinois

Date: 04/13/2018

Design/Drawn: MJP

Reviewed: LMT

Field Book No.:

SHEET TITLE:

BIKE PATH

SHEET NUMBER:

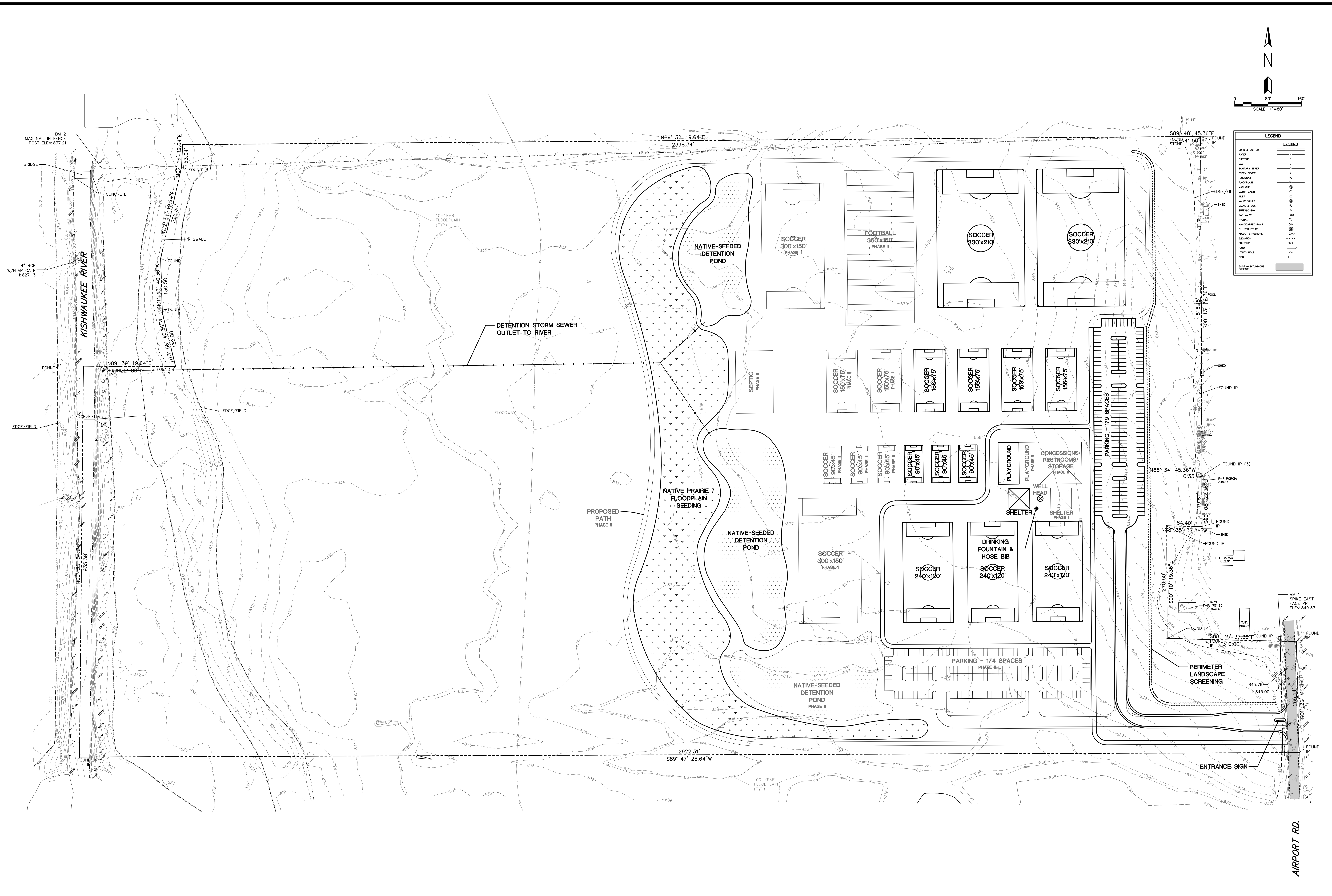
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Project No.: 0151010.01

AIRPORT ROAD PARK - PHASE 1

SYCAMORE PARK DISTRICT OSLAD Application - Estimate of Probable Construction Cost

	CONSTRUCTION ITEMS	UNIT	QUANTITY	UNIT COST	TOTAL COST
GENERAL CONDITIONS					
1	MOBILIZATION	L SUM	1	\$66,000.00	\$66,000.00
2	TRAFFIC CONTROL & PROTECTION	L SUM	1	\$2,000.00	\$2,000.00
3	CONSTRUCTION LAYOUT & AS-BUILT SURVEY	L SUM	1	\$15,000.00	\$15,000.00
SUBTOTAL:					\$83,000.00
SITE GRADING, EROSION CONTROL, & RESTORATION					
4	PERIMETER EROSION BARRIER	FOOT	5000	\$3.00	\$15,000.00
5	CONSTRUCTION ENTRANCE	EACH	1	\$3,000.00	\$3,000.00
6	TOPSOIL STRIPPING & PLACEMENT	CU YD	33000	\$6.00	\$198,000.00
7	EARTH EXCAVATION	CU YD	43200	\$6.00	\$259,200.00
8	TEMP SEED AND BLANKET	ACRE	10.9	\$6,500.00	\$70,850.00
9	PERMANENT SEED AND TURF ESTABLISHMENT	ACRE	30.2	\$2,000.00	\$60,400.00
10	WET PRAIRIE PLANTINGS (DETENTION BASINS) & BLANKET	ACRE	4.25	\$5,500.00	\$23,375.00
11	PRAIRIE PLANTINGS (COMPENSATORY STORAGE) & BLANKET	ACRE	7.7	\$5,500.00	\$42,350.00
12	RIPRAP, RR-3	SQ YD	48	\$90.00	\$4,320.00
13	RESTORATION	L SUM	1	\$15,000.00	\$15,000.00
SUBTOTAL:					\$691,495.00
WATER SUPPLY					
14	WELL DRILL AND INSTALLATION	L SUM	1	\$26,000.00	\$26,000.00
15	DRINKING FOUNTAIN & HOSE BID	EACH	1	\$6,000.00	\$6,000.00
SUBTOTAL:					\$32,000.00
STORM SEWER					
16	STORM SEWER, 12"	FOOT	1340	\$55.00	\$73,700.00
17	STORM SEWER, 15"	FOOT	550	\$65.00	\$35,750.00
18	STORM SEWER, 18"	FOOT	2576	\$65.00	\$167,440.00
19	STORM SEWER, 24"	FOOT	488	\$75.00	\$36,600.00
20	CATCH BASINS, 4' DIA.	EACH	10	\$2,800.00	\$28,000.00
21	MANHOLES, 4' DIA.	EACH	1	\$3,800.00	\$3,800.00
22	MANHOLES, 4' DIA. W/ RESTRICTOR	EACH	1	\$3,800.00	\$3,800.00
23	INLETS	EACH	3	\$2,000.00	\$6,000.00
24	FLARED END SECTIONS	EACH	25	\$400.00	\$10,000.00
SUBTOTAL:					\$365,090.00
PAVING AND FLATWORK					
25	CRUSHED LIMESTONE BIKE PATH	SQ YD	3241	\$20.00	\$64,820.00
26	B-6.12 CURB AND GUTTER	FOOT	644	\$28.00	\$18,032.00
27	DRIVE PAVING	SQ YD	2499	\$36.00	\$89,972.00
28	PARKING LOT PAVING	SQ YD	6200	\$32.00	\$198,400.00
29	REMOVAL & REPLACEMENT OF UNSUITABLE MATERIAL	CU YD	580	\$60.00	\$34,800.00
30	AGGREGATE SHOULDER	FOOT	1673	\$6.00	\$10,038.00
SUBTOTAL:					\$416,062.00
BUILDINGS, EQUIPMENT, AND FURNISHINGS					
31	GOALS	EACH	18	\$1,200.00	\$21,600.00
32	BLEACHERS	EACH	22	\$700.00	\$15,400.00
33	SIGNAGE	L SUM	1	\$2,500.00	\$2,500.00
34	PLAYGROUND	L SUM	1	\$65,000.00	\$65,000.00
35	BRING ELECTRIC TO SITE	L SUM	1	\$75,000.00	\$75,000.00
36	SHELTER	L SUM	1	\$35,000.00	\$35,000.00
SUBTOTAL:					\$214,500.00
LANDSCAPING					
37	LANDSCAPE TREES	EACH	20	\$300.00	\$6,000.00
38	SCREENING SHRUBS	EACH	120	\$120.00	\$14,400.00
SUBTOTAL:					\$20,400.00
CONTINGENCY (15%):					\$273,382.05
CONSTRUCTION TOTAL:					\$2,095,929.05
CONSULTANT SERVICES & EXPENSES					
FINAL ENGINEERING & CONSTRUCTION DOCUMENTS					\$70,750.00
CONSTRUCTION ENGINEERING					\$55,750.00
TRAVEL					\$2,500.00
CONSULTANT (PROFESSIONAL SERVICES) TOTAL:					\$129,000.00
PHASE I PROJECT TOTAL:					\$2,224,929.05



LEGEND

EXISTING	SYMBOL
CURB & GUTTER	—
WATER	—
ELECTRIC	—
GAS	—
SANITARY SEWER	—
STORM SEWER	—
FLOODWAY	—
FLOODPLAIN	---
MANHOLE	⊕
CATCH BASIN	⊕
NET	⊕
VALVE VALET	⊕
VALVE & BOX	⊕
SURFACE BOX	⊕
GAS VALVE	⊕
POCKET	⊕
HANDICAPPED RAMP	⊕
PIL STRUCTURE	⊕
SHED STRUCTURE	⊕
ELEVATION	⊕
CONTRAIL	⊕
FLOW	→
UTILITY POLE	⊕
BOX	⊕
EXISTING BIRMINGHAM SURFACE	⊕

REVISIONS:

DATE	BY	DESCRIPTION	DATE	BY	DESCRIPTION

DRAWN BY: A.J.
CHECKED BY: A.K.
APPROVED BY: J.M.



ENGINEERING RESOURCE ASSOCIATES, INC.
 CONSULTING ENGINEERS SCIENTISTS & SURVEYORS

38701 WEST AVENUE, SUITE 150
 WARRENVILLE, ILLINOIS 60555
 PHONE (630) 393-3060
 FAX (630) 393-2152

10 S. RIVERSIDE PLAZA, SUITE 1800
 CHICAGO, ILLINOIS 60606
 PHONE (312) 683-0110
 FAX (312) 474-6099

3002 CROSSING COURT
 CHAMPAIGN, ILLINOIS 61822
 PHONE (217) 351-6268
 FAX (217) 355-1902

**SYCAMORE PARK DISTRICT
 SPORTS COMPLEX TOPO SURVEY
 SYCAMORE, IL.**

TITLE:
**CONCEPT PLAN FOR
 AIRPORT ROAD PARK**

SCALE: 1"=80'
DATE: SEPTEMBER, 2018
JOB NO: 140313.PE
SHEET 1 OF 1

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 25, 2018

STAFF RECOMMENDATION

AGENDA ITEM: AUTHORIZATION TO GO TO BID ON IRRIGATION SYSTEM REPLACEMENT PROJECT: Recommend Approval

BACKGROUND INFORMATION: As part of the Action 20/20 plan to replace the golf course irrigation system, we have \$1,200,000 budgeted to address the design, equipment, and installation of the system and pumping station.

This Staff Recommendation seeks approval to proceed for bidding this work. The Engineers and Design Architects have completed their work and specifications to a “DRAFT” state, and, with Board approval, we will put that work to bid with the hope to come to the Board at our Regular Meeting in with a recommendation to award that bid. Park District Council has also reviewed and approved the specifications.

The work is scheduled to begin after Labor Day weekend of 2019, however, we need to send out for bid early to acquire a qualified irrigation installation company before their schedules are filled for next fall. The timing of the bid letting is dependent on two approvals which ERA Engineers are currently seeking. If the City of Sycamore approves the plans, then the project can be put out to bid by the end of October. If the City requires the plans to be further reviewed by the Illinois Dept. of Natural Resources, then December would be a more likely timeline for putting the project out to bid. In either situation, EC Design is comfortable with the fact that quality, well qualified installation companies will bid on this installation.

FISCAL IMPACT: It is estimated that the work for all components will be around \$1,137,950.

STAFF RECOMMENDATION: Recommend Board Approval to Go to Bid.

PREPARED BY: Daniel Gibble, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

A handwritten signature in black ink, appearing to read "D. Gibble", is written over the "EXECUTIVE DIRECTOR REVIEW/APPROVAL:" line.

BOARD ACTION:



ERIK CHRISTIANSEN DESIGN GROUP, LTD.

Main Office
 400 - 5th Street
 West Des Moines, IA 50265
 Phone: (515) 225-6365
 Fax: (515) 225-6366

Irrigation Memorandum

To: Dan Gibble **Date:** September 21, 2018
From: Larry Collins
RE: Sycamore Park Golf Course – Preliminary Estimated Irrigation Budget Costs

Estimated Budgetary Irrigation Costs - Sycamore Park Golf Course

Based on our current sprinkler layout dated 11/16/17, the following are our irrigation estimates for the turn key installation of the Sycamore Park Golf Course 18 Hole project less any associated permitting, engineering and electrical costs.

1. Base irrigation components (turnkey)	\$937,950.00*
- Irrigation two-wire central controller	
- Sprinklers for two-wire system (estimated 481 sprinklers)	
- coverage per plan	
- PVC mains and HDPE laterals	
- Associated fittings and backfill	
- Qualified installation and all labor	
2. Watertronics VFD pump station w/enclosure – complete	\$150,000.00**
3. Wet well and intake restructure	\$ 50,000.00**
Total Turn-key (irrigation proper) Budget Pricing	\$1,137,950.00***

**Note: estimate does not include any rock clauses and all unsuitable spoils from trenching to be disposed on site.*

***Note: estimate does not include any potential main power expenses at the pump station.*

****Note: estimates are based on recent projects using prevailing wages.*

AN IRRIGATION CONSULTING & WATER MANAGEMENT FIRM

www.ecdesigngroup.com

SPECIFICATIONS

for

SYCAMORE PARK DISTRICT GOLF COURSE AUTOMATIC IRRIGATION IMPROVEMENT

SYCAMORE PARK DISTRICT

Sycamore, Illinois

**Prepared by:
EC Design Group, Ltd.
400 5th Street
West Des Moines, IA 50265
(515) 225-6365**

NOTE: Each sealed envelope containing a bid must be plainly marked on the outside as "Sealed Bid – Sycamore Park District Golf Course Automatic Irrigation Improvement". The envelope should bear on the outside the name of the bidder, the bidder's address and telephone number, and the bid opening date and time.

Bid Proposal Submitted by: _____
contractor

address

October 1, 2018

SYCAMORE PARK DISTRICT

SYCAMORE PARK DISTRICT GOLF COURSE AUTOMATIC IRRIGATION IMPROVEMENT

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· SUPPLEMENTAL CONDITIONS

· STANDARD AGREEMENT

· SPECIFICATIONS

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II – BIDDING INSTRUCTION & UNIT PRICES

III – PROJECT CLOSE-OUT

IV – IRRIGATION SYSTEM

V – ELECTRICAL

VI – PUMP STATION & INTAKE

ADVERTISEMENT FOR BID

The Sycamore Park District is accepting bids for the following identified project:

Sycamore Park District Golf Course Automatic Irrigation Improvement

The proposed work is located at the Sycamore Park District Golf Club at 940 E. State Street, Sycamore, IL 60178. The project consists of removing existing irrigation equipment and provide an assembled and installed VFD pump station, connection to intake, two-wire Rain Bird/Toro central control system w/maintenance radio(s), Apple iPad w/LifeProof case, RF/solar weather station, sprinklers, PVC mains and HDPE laterals, fitting and all associated equipment for the proper operation of an automatic sprinkler system. This system when finished will efficiently and effectively operate. The selected contractor will coordinate their work with the other contractors and the engineer or authorized representative. Said system shall prove to be satisfactory in all aspects to the Owner, Owner's Representative and Irrigation Consultant. These specifications are to be followed with due perseverance in all respects.

Sealed bids plainly marked "Sycamore Park District Golf Course Automatic Irrigation Improvement" and addressed "To Daniel Gibble, Executive Director" shall be received on or before **1:30 p.m. Thursday, October 15, 2018** at the Sycamore Park District Administration Building: 940 East State Street, Sycamore, IL 60178, at which time bids will be publicly opened and read aloud. Bids received after this time will be returned unopened. No oral proposals or modifications will be considered. No bidder may withdraw his proposal after the hour set for the opening thereof, or before award of the contract, unless said award is delayed for a period of exceeding sixty (60) calendar days.

An electronic copy of the plans and specifications may be obtained from the Sycamore Park District beginning on **Monday, October 1, 2018 for free by emailing Daniel Gibble, at danielg@sycamoreparkdistrict.com.**

The Sycamore Park District reserves the right to reject any or all bids; to combine bids and alternates and to award the bid on the basis of the best interests of the Park District. To the extent that it applies, the chosen Contractor shall comply with all provisions of the Illinois Prevailing Wage Act. Sycamore Park District is an Equal Opportunity Employer.

Daniel Gibble, Executive Director
Published in the Daily Chronicle on XXXXXXXXXXXXXXXXXXXX

INSTRUCTIONS TO BIDDERS

Project Identification

Project Name: Sycamore Park District Golf Course Automatic Irrigation Improvement
Project Location: Sycamore Golf Club, 940 East State Street, Sycamore, IL
Project Owner: Sycamore Park District
 940 East State Street
 Sycamore, Illinois 60178
Bid Opening: October 15, 2018
 1:30 PM
 Sycamore Park District Administration Building
 940 East State Street Sycamore, Illinois 60178
Project Scope: Automatic Irrigation Improvement
Anticipated Award Date: October 29, 2017
Start of Work Period*: September 3, 2019
Substantial Completion: April 1, 2020
Final Completion: May 1, 2020

*Note: Work may begin prior to September 3, 2019, weather-permitting, at the discretion of the Owner.

Contract Documents

The work shall be performed in accordance with the plans and specifications entitled "Sycamore Park District Golf Course Automatic Irrigation Improvement, dated October 1, 2018."

Bid Security

A ten percent (10%) bid security in the form of a bid bond, postal money order, certified check, or cashier's check made payable to the Owner must accompany the bid. Failure to furnish a bid security in the proper form and amount, by the time set for opening of bids, may be cause for rejection of the bid, in the absolute discretion of the Owner.

Preparation and Submission of Bids

Before submitting proposal, each bidder shall examine carefully all documents pertaining to the work and visit the site to verify conditions under which work will be performed. Submission of bid will be considered presumptive evidence that the Bidder has visited the site and is conversant with local facilities and difficulties, the requirements of the documents and of pertinent State or Local Codes, State of Labor and Material Markets, and has made due allowance in his bid for all contingencies.

Include in bid all costs of labor, material, equipment, allowance, fees, permits, guarantees, applicable taxes, insurance and contingencies, with overhead and profit necessary to produce a complete project, or to complete those portions of the work covered by the specifications on which proposal is made, including all trades, without further cost to the Owner. Obtain all permits and arrange for all inspections. Pay all fees and costs incurred. No compensation will be allowed by reason of any difficulties which the Bidder could have discovered or reasonably should have discovered prior to bidding.

All proposals must be made upon the bid form furnished by the Owner included herewith and should give the amounts bid for work, in numbers, and must be signed and acknowledged by the Contractor. The proposal submitted must not contain erasures, inter-lineations, or other corrections unless each correction is suitably authenticated by affixing in the margin immediately opposite the correction the surname or surnames of the person or persons signing the bid. The bid form should not be removed from the specification booklet.

Prices

This is a lump sum bid. Any quantities shown on the Plans or in the Bid Form are estimated and for information purposes only. Quantities are for the Bidder's convenience as well as provide a common basis for bidding. Allowances are provided to identify and perform work that cannot be quantified at the time of bid. This work shall be based upon the established unit prices for the unit as measured in the field. The Bidder is responsible for verifying all estimated quantities and/or perform his or her own quantity take off of work items. If the Contractor discovers any significant deviations in the quantities, they shall be discussed with the Owner and Engineer prior to beginning construction. Any adjustment to the contract lump sum price shall require Contractor documentation and Owner and Engineer concurrence prior to the work being completed.

Amounts are to be shown in figures where indicated on the bid.

Award of Contract

Award of the contract will be made to the lowest responsive, responsible bidder, as determined by the Owner. The Owner may reject any or all of the bids on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim, or cause of action by any unsuccessful bidder against the Owner.

Non Discrimination

During the performance of this contract, the Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; and, selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. The Contractor will comply with all provisions of Executive Order 11246, Equal Employment Opportunity, dated September 24, 1965, and of the rules, regulations (41 CFR Part 50), and relevant orders of the Secretary of Labor.

Contract and Insurance

The accepted bidder shall enter into a written contract with the Owner in the form referenced in the Bid Documents and as amended by the Owner, provide the Owner with policy endorsements and certificates for the types of insurance required under the contract documents, and provide copies of the Labor and Materials Bond and Performance Bond within ten (10) calendar days of the 'Written Notice of Award' prior to commencement of work.

Sales Tax Exemption

The Sycamore Park District is a municipal tax exempt body. Proof of tax exempt status is available upon request. Taxes should not be reflected in the bid price.

Prevailing Wage Act

To the extent that the Prevailing Wage Act applies, to pay and require every Subcontractor to pay prevailing wages as established by the Illinois Department of Labor for each craft or type of work needed to execute the contract in accordance with 820 ILCS 130/01 et seq. Contractor shall prominently post the current schedule of prevailing wages at the Contract site and shall notify immediately in writing all of its Subcontractors, of all changes in the schedule of prevailing wages. Any increases in costs to Contractor due to changes in the prevailing rate of wage during the terms of any contract shall be at the expense of Contractor and not at the expense of the Owner. The change order shall be computed using the prevailing wage rates applicable at the time the change order work is scheduled to be performed. Contractor shall be solely responsible to maintain accurate records as required by the prevailing wage statute and to obtain and furnish all such certified records to Owner as required by Statute. Contractor shall be solely liable for

paying the difference between prevailing wages and any wages actually received by laborers, workmen and/or mechanics engaged in the Work and in every way defend and indemnify Owner against any claims arising under or related to the payment of wages in accordance with the Prevailing Wage Act. The Illinois Department of Labor publishes the prevailing wage rates on its website at: <https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/Rates.aspx>. The Department revises the prevailing wage rates and the Contractor/ subcontractor has an obligation to check the Department's web site for revisions.

Minority Participation

The Sycamore Park District encourages minority business firms to submit bids and encourages the successful contract bidder to utilize minority businesses as sub-contractors for supplies, equipment, services and construction.

SYCAMORE PARK DISTRICT

**SYCAMORE PARK DISTRICT GOLF COURSE
AUTOMATIC IRRIGATION IMPROVEMENT**

BID

TO: Sycamore Park District

FROM:

Name of Bidder

Address

Contact Person

Phone

Email Address

THE UNDERSIGNED BIDDER declares that he has examined the Drawings, Specifications and Contract Documents attached hereto, the location of the proposed work to be done, the conditions affecting the work, and is fully advised as to the extent and character of the work hazards, labor, transportation and all other factors which apply.

THE UNDERSIGNED FURTHER DECLARES that he has been regularly engaged in irrigation installation work for at least ten years and has installed ten complete irrigation systems on 18-hole golf courses in the last three years of size and difficulty similar to this project.

THE UNDERSIGNED FURTHER DECLARES that he is the only person interested in the said bid; that it is made without any connection with any person or persons making another bid for the same contract; that the bid is in all respects fair and without collusion, fraud or misrepresentation, and,

HEREBY PROPOSE to furnish all materials, tools, plants, equipment and all necessary labor and supervision required to construct, install, and to complete the work as stipulated in, required by, and in accordance with these Contract Documents and all addenda issued by the Owner and attached hereto, and the plans referred to them.

UNIT PRICES

All Bidders must provide Unit Prices in this section for all items. Include the following unit price and alternate information with bid form under separate section.

The undersigned agrees, if changes to the project are required and approved in accordance with requirements of the Contract Documents, that the cost of such changes will be determined on the basis of the following Unit Prices taken times the actual quantity of such materials, installed as a result of such change as measured by the Irrigation Consultant. The undersigned further agrees that each Unit Price include the cost of all labor, material, sales tax, overhead, profit, insurance, and all other incidentals required to cover the completion of the work of that Unit Price item in accordance with the Drawings, Specifications and Contract Documents, including excavating, trenching and backfilling unless otherwise indicated, the sum of the unit pricing does not equal the total of the lump sum irrigation bid.

A component of the Lump Sum Bid shall be a (25) large turf head (Sprinklers w/Decoders) contingency. This (25) head contingency shall be bid as all components necessary to install additional head(s), as the Owner or Owner's Representative see fit. These head(s) shall include piping, fittings, swing joints, wiring, splice kits, and other incidentals necessary. This contingency does not include additional controller(s). This expense if needed will be borne by the Owner. Following will be a unit price for this contingency. This contingency shall be included in the Lump Sum Bid but the Owner shall reserve the right to divide the (25) contingency unit price by (25) to determine a credit, if any, at the conclusion of the project

\$ _____ (25) P.C. heads

A component of the Lump Sum Bid shall be a (10) Q.C.V. contingency. This (10) valve contingency shall be bid as all components necessary to install additional Q.C.V(s), as the Owner or Owner's Representative see fit. These valve(s) shall include piping, fittings, swing joints, and other incidentals necessary. This expense if needed will be borne by the Owner. Following will be a unit price for this contingency. This contingency shall be included in the Lump Sum Bid but the Owner shall reserve the right to divide the (10) contingency unit price by (10) to determine a credit, if any, at the conclusion of the project

\$ _____ (10) Q.C.V

\$ _____ site

Mobilization

Irrigation Contractor to include EC Design Group, Ltd for Construction Observation & Inspection(s) as part of their base bid \$ 12,500.00 lump sum

Irrigation Contractor to include EC Design Group, Ltd for GPS/GIS Record Drawings & Central Hydraulic Programming as part of their base bid		\$ <u>19,500.00</u> lump sum
Irrigation Contractor to include Grow-In/Quick Start Programming by Wholegood Distributor upon Irrigation Consultant & Superintendent approval prior to Irrigation Consultant final map - As part of their base bid		\$ <u>3,500.00</u> lump sum
Rain Bird Full circle gear driven rotor, IC w/RB swing joint assy.		\$ _____ per each
Rain Bird Part circle gear driven rotor, IC w/RB swing joint assy.		\$ _____ per each
Toro Full circle gear driven rotor, GDC w/Toro swing joint assy.		\$ _____ per each
Toro Part circle gear driven rotor, GDC w/Toro swing joint assy.		\$ _____ per each
1" Quick coupler valve with stabilizer - complete		\$ _____ per each
Harco Lateral Isolation 90° assembly (as specified)		\$ _____ per each
Clow Valve RT/RW Isolation Valve (as specified),	2"	\$ _____ per each
	3"	\$ _____ per each
	4"	\$ _____ per each
	6"	\$ _____ per each
	8"	\$ _____ per each
	10"	\$ _____ per each
	12"	\$ _____ per each
2" Class 200 PVC Pipe		\$ _____ per lin. Ft
2" HDPE 4710 DR 13.5 Pipe		\$ _____ per lin. Ft
3" Class 200 PVC Pipe		\$ _____ per lin. Ft
4" Class 200 PVC Pipe		\$ _____ per lin. Ft
6" Class 200 PVC Pipe		\$ _____ per lin. Ft
8" Class 200 PVC Pipe		\$ _____ per lin. Ft

10" Class 200 PVC Pipe \$_____ per lin. Ft

Two-Wire communication cable for underground burial in pipe trench (as per manufacturer recommendations) \$_____ per lin. Ft

Paige Electric ground rod assembly w/grounding gem set \$_____ per each

Paige Electric 36" ground plate assembly w/grounding gem set \$_____ per each

Paige Electric 96" ground plate assembly w/grounding gem set \$_____ per each

Maintenance Radio w/DTMF – Qty (X) included in base bid (as per manufacturers recommendations) \$_____ per each

Apple iPad Verizon cellular compatible WiFi w/central control app and LifeProof case (as specified) \$_____ per each

RF/Solar Weather Station (as specified with grounding) \$_____ per each

2" Bermad Air/Vacuum Relief Valve-as specified (10 on base bid)\$_____ per each

Spare Parts (as per Part 3 Section 3.4) \$_____ per each

RAIN BIRD LUMP SUM IRRIGATION BID \$_____ (COMPLETE AS PROPOSED ON THE PLANS AND IN THESE SPECIFICATIONS*)

TORO LUMP SUM IRRIGATION BID \$_____ (COMPLETE AS PROPOSED ON THE PLANS AND IN THESE SPECIFICATIONS*)

*All lump sum bids shall include all applicable taxes, fees and permits and related work at no additional cost to the Owner.

Rock Clause (where standard vibratory pulling or trenching/backhoe equipment cannot be utilized for installation)

2"	\$ _____	per lin. Ft
3"	\$ _____	per lin. Ft
4"	\$ _____	per lin. Ft
6"	\$ _____	per lin. Ft
8"	\$ _____	per lin. Ft
10"	\$ _____	per lin. Ft

Note: Contractor to list the standard equipment that will be utilized on their base bid installation.

_____ (Vibratory Plow Model #) hourly rate

_____ (Trenching Plow Model #) hourly rate

_____ (Backhoe Model #) hourly rate

Bid Alternates:

ALTERNATE ADD/DELETE #1 – Removal of existing irrigation equipment (approximately 600 sprinklers)

\$ _____

Having examined the Specifications and having thoroughly examined the site and pertinent areas adjacent thereto, acknowledging the same to be accurate and complete insofar as pertinent details are concerned, we the undersigned agree to furnish all labor, materials, equipment, tools and services or whatever else is required for construction of the project in accordance with the Specifications, within the time set forth therein and at the prices included herewith.

The Bidder acknowledges receipt of the following Addenda, which are a part of the Contract Documents:

Numbers _____, _____, _____, _____, _____.

The undersigned declares that he/they understands that where quantities are mentioned, they are approximate only. The Bidder will take in full payment therefore the amount of the lump sum bid for the project as described on the plans and the actual measured quantities of unit price items multiplied by the unit prices shown on the schedule of prices contained herein.

The undersigned agrees to execute a Contract for this work and present the same to the Owner within ten (10) days after the date of written notice of the award of the Contract to him. The undersigned further agrees that he will commence work after written notice to proceed and execution and approval of the Contract and the Contract Bond(s), unless otherwise provided, and will diligently prosecute the work in such manner and with such materials, equipment, and labor as will insure its completion within the time limit specified herein, it being understood and agreed that the completion within the time limit is an essential part of the Contract.

In case of failure to complete the work within the time stated herein or within such extra time as may have been allowed by extensions, the undersigned agrees that he shall be liable to the Owner for a daily charge of liquidated damages in accordance with the requirements of Article 108.10 of the Illinois Department of Transportation, Standard Specifications for Road and Bridge Construction, latest edition, and as amended by the IDOT Supplemental Specifications. Accompanying this Bid is a bid security complying with the requirements of the Contract Documents, for ten percent (10%) of the total bid price. The amount of the bid security is:

\$ _____
(Contractor to fill in Amount)

If this Bid is accepted and the undersigned fails to execute a Contract as required herein, it is hereby agreed that the amount of the check or draft shall become the property of the Owner and shall be considered as payment of damages due to delay said Contract. The undersigned submits herewith his price covering the work to be performed under the contract; he understands that he must show in the schedule below the price for which he proposes to perform the work; that all extensions must be made by him and that if not so done, his Bid may be rejected as irregular. In submitting this bid, it is understood that the right is reserved by the Owner to reject any and all bids and it is agreed that this bid may not be withdrawn during the period of days provided in the Contract Documents.

The amount of the total lump sum bid is:

\$ _____
(Contractor to fill in Amount)

Bidder hereby certifies:

- A. That this bid is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation.
- B. That he has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid.
- C. That he has not solicited or induced any person, firm, or corporation to refrain from bidding.
- D. That he has not sought by collusion or otherwise to obtain for himself any advantage over any other bidder or over the Owner.

- E. That he will comply with all provisions of the Prevailing Wage Ordinance requirements adopted by the Owner.
- F. The he is not barred from bidding for this Contract as a result of a violation of Section 33E-3 or Section 33E-4 of the Illinois Criminal Code of 1961 (Ill. Rev. Stat. ch. 38, Paragraph 33E-1 et seq.).
- G. That he will comply with all provisions of the Veterans Preference Act (Ill. Rev. Stat. ch. 126.5, Paragraph 23).

FIRM NAME: _____

ADDRESS: _____

PHONE: _____

SIGNED BY: _____
(Authorized Signature and Date)

(Title)

ATTEST: _____
(Witness)

Subscribed and Sworn to before me this _____ day of _____, 2018.

(Notary Public)

CERTIFICATION

I, _____ (Individual), having been first duly sworn on oath, do
 depose and state that I presently reside at _____
 _____ (Address), and that I am the duly authorized
 principal, officer or agent of _____ (Name of Contractor) and do hereby
 certify to Sycamore Park District, its Commissioners, officers and employees that neither I nor
 _____ (Name of Contractor) are barred from bidding on the contract for which this
 bid is submitted, as a result of violation of either Section 33E-3 ("Bid-rigging") or Section 33E-4
 ("Bid-rotating") of Article 33E of the Criminal Code of 1961 of the State of Illinois approved July 28,
 1961 as amended.

 Individually and on behalf of the Contractor

Subscribed and sworn before me

this _____ day of
 _____, 2018

 Notary Public

STATEMENT OF EXPERIENCE

The Bidder shall list recent projects and references for which he provided services of a similar scope and magnitude to the subject project. The Contractor shall include a minimum of ten projects within the past three (3) years that include irrigation installation.

<u>Project and Location</u>	<u>Contract Amount</u>	<u>Reference and Phone No.</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Prior to award of contract, the Owner will need to verify the quality of the Contractor's work. Therefore, the Park District and its representatives reserve the right to contact the references listed above and inquire of the Contractor's performance.

SUBCONTRACTORS

The following list includes all subcontractors who will perform work representing five percent or more of the total base bid. The Bidder represents that the subcontractors are qualified to perform the work required.

Category	Subcontractor Name	Address
1.	_____	_____
2.	_____	_____
3.	_____	_____
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Contractor's Drug-Free Workplace Certifications

Pursuant to Ill. Rev. Stat. ch. 127 Para. 132.311 et seq. ("Drug Free Workplace Act"), the undersigned contractor hereby certifies to the contracting agency that it will provide a drug-free workplace by:

- (A) Publishing a statement:
- (1) Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
 - (2) Specifying the actions that will be taken against employees for violations of such prohibition.
 - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will abide by the terms of the statement and notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
- (B) Establishing a drug free awareness program to inform employees about:
- (1) the dangers of drug abuse in the workplace;
 - (2) the grantee's or contractor's policy of maintaining a drug free work place;
 - (3) any available drug counseling, rehabilitation, and employee assistance program;
 - (4) the penalties that may be imposed upon employees for drug violations.
- (C) Making it a requirement to give a copy of the statement required by subsection (A) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- (D) Notifying the contracting agency within 10 days after receiving notice under part (B) of paragraph (3) of subsection (a) from an employee or otherwise receiving actual notice of such conviction.
- (E) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by Ill. Rev. Stat. ch. 127 Para. 132.315.
- (F) *Assisting employees in selecting a course of action for drug counseling treatment, and if rehabilitation is required, indicate that a trained referral team is in place.*

- (G) Making a good faith effort to continue to maintain a drug free work place through implementation of this Section.

Failure to abide by this certification shall subject the contractor to the penalties provided in Ill.Rev.Stat. ch. 127 Para. 132.316.

Contractor

Date

FAIR EMPLOYMENT PRACTICES

AFFIDAVIT OF COMPLIANCE

NOTE: THIS AFFIDAVIT MUST BE EXECUTED AND SUBMITTED WITH THE SIGNED BID FORM. NO BIDS CAN BE ACCEPTED BY THE BOARD OF COMMISSIONERS OF THE SYCAMORE PARK DISTRICT UNLESS SAID AFFIDAVIT IS SUBMITTED CONCURRENTLY WITH THE BID.

_____, being first duly sworn, deposes and says that he is
(Name of person making the affidavit)

the _____ of _____, and that he has

authority to make the following affidavit: that he has knowledge of the Sycamore Park District or Bolingbrook ordinance relating to Fair Employment Practices and knows and understands the

contents thereof; that he certifies hereby that _____
is an "equal opportunity employer" as defined by Section 2000 (e) of Chapter 21, Title 42 of the United States Code Annotated and Federal Executive Orders #11246 and #11375 which are

incorporated herein by reference. _____

SUBSCRIBED and sworn to before me this _____ day of _____ 2018.

Notary Public

SUPPLEMENTAL CONDITIONS

**SYCAMORE PARK DISTRICT GOLF COURSE
AUTOMATIC IRRIGATION IMPROVEMENT**

SUPPLEMENTAL CONDITIONS
PARK DISTRICT GOLF COURSE AUTOMATIC IRRIGATION IMPROVEMENT

GENERAL

The following supplementary conditions modify the "Standard Form of Agreement Between Owner and Contractor for a Residential or Small Commercial Project," AIA Document A105 - 2007. Where a portion of the Agreement is modified or deleted by these Supplementary Conditions, the unaltered portions of the Agreement shall remain in effect. To the extent there is a conflict between this document and A105-2007, the terms of this document shall prevail.

ARTICLE 4 PAYMENT

- 4.2 Delete paragraph 4.2 in its entirety and replace with the following new paragraph 4.2: "No interest (0% interest) shall be payable by the Owner under the Agreement. Subject to this restriction on interest, all payments are to be handled in accordance with the Illinois Prompt Payment Act and subject to the receipt by Owner of all required documentation, including but not limited to lien waivers, certified payroll or an explanation of exemption, record drawings, etc."

ARTICLE 5: INSURANCE AND BONDS

Delete Article 5, and all subparagraphs thereto, in their entirety and replace with the following new Article 5:

5.1 CONTRACTOR'S LIABILITY INSURANCE

- 5.1.1 Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location.

5.1.1.1 CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract *(including the tort liability of another assumed in a business contract).

5.1.1.2 Owner shall be included as an insured under the CGL, using ISO

additional insured endorsement CG 20 10 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to Owner.

5.1.1.3 There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

5.1.1.4 It is required that an umbrella policy be written for a minimum of \$2,000,000 for bodily injury and property damage. This umbrella policy would be in excess of the limits of the primary policy outlined herein.

5.1.2 Contractor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

5.1.2.1 Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 120, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

5.1.3 Contractor shall maintain workers' compensation as required by statute and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

5.1.4 Prior to beginning work, Contractor shall furnish Owner 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 above.

5.1.5 All certificates shall provide for 30 days' written notice to Owner prior to the cancellation or material change of any insurance referred to therein. Written notice to Owner shall be by certified mail, return receipt requested.

5.1.6 Failure of Owner to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Owner to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractors obligation to maintain such insurance.

- 5.1.7 Owner shall have the right, but not the obligation, of prohibiting Contractor from entering the project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Owner.
- 5.1.8 Failure to maintain the required insurance may result in termination of this contract at Owner's option.
- 5.1.9 Contractor shall provide certified copies of all insurance policies required above within 10 days of Owner's written request for said copies.
- 5.1.10 For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Owner has the right to reject insurance written by an insurer it deems unacceptable.
- 5.1.11 If Contractor's liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.
- 5.1.12 Any deductibles or self-insured retentions must be declared to the Owner. At the option of the Owner, the Contractor may be asked to eliminate such deductibles or self-insured retentions as respects the Owner, its officers, officials and employees or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.
- 5.1.13 Contractor shall cause each subcontractor employed by the Contractor to purchase and maintain insurance of the type specified above. When requested by the Owner, Contractor shall furnish copies of certificates of insurance evidencing coverage for each consultant.
- 5.1.14 Under no circumstances shall the Owner be deemed to have waived any of the insurance requirements of this Contract by any action or omission, including but not limited to:
- (a) allowing any work to commence by the Contractor before receipt of certificates of insurance;
 - (b) failing to review any certificates of insurance received from the Contractor;
 - (c) failing to advise the Contractor that any certificate of insurance fails to contain all the required insurance provisions, or is otherwise deficient in any manner.

5.1.15 Contractor agrees that the obligation to provide the insurance required by these documents is solely its responsibility and that this is a requirement which cannot be waived by any conduct, action, inaction or omission by the Owner.

5.1.16 Nothing contained in this Contract is to be construed as limiting the liability of the Contractor. The Owner does not, in any way, represent that the coverages or limits of insurance specified is sufficient or adequate to protect the Owner, or the Contractor, but are merely minimums. The obligations of the Contractor to purchase insurance shall not, in any way, limit its obligations to the Owner in the event that the Owner should suffer an injury or loss in excess of the amount recoverable through insurance, or any loss or portion of a loss which is not covered by the Contractor's insurance.

5.1.17 In the event the Contractor fails to furnish and maintain the insurance required by this Contract, the Owner may purchase such insurance on behalf of the Contractor and the Contractor shall pay the cost thereof to the Owner upon demand or shall have such cost deducted from any payments due the Contractor. The Contractor agrees to furnish to the Owner the information needed to obtain such insurance.

5.1.18 All insurance provided by the Contractor shall provide that the insurance shall apply separately to each insured against whom a claim is made or a suit is brought, except with respect to the limits of the insurer's liability.

5.2 OWNER'S LIABILITY INSURANCE

5.2.1 Owner shall maintain its usual insurance for liability for claims which may arise from operations under the Contract and that will protect the Owner from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury or to destruction of tangible property (other than the work itself) including the loss of use resulting therefrom.

5.3 PERFORMANCE AND PAYMENT BOND

5.3.1 The Contractor, before commencing the Work, shall furnish a Performance Bond and a Labor and Material Bond. The Performance Bond shall be in an amount equal to 100% of the full amount of the Contract Sum as security for the faithful performance of the obligation of the Contract Documents, and the Labor and Material Payment Bond shall be in an amount equal to 100% of the full amount of the Contract Sum as security for the payment of all persons performing labor and furnishing materials in connection with the Contract Documents.

Such bonds shall be on standard AIA Documents, issued by the American Institute of Architects, shall be issued by a surety satisfactory to the Owner, and shall name the Owner as a primary co-obligee. The cost of the bonds is to be included in the Bid Proposal. The Performance Bond and Labor and Material Payment Bond will become a part of the Contract. Each Bidder shall list the name of the surety company that will be furnishing the Bonds on its Bid Proposal. The failure of a Bidder to list the name of its surety company on its Bid Proposal shall be a non-responsive bid. The failure of the successful Bidder to enter into a Contract and supply the required Bonds within ten (10) days after the Notice of Award or within such extended period as the Owner may grant if the forms do not meet its approval shall constitute a default, and the Owner may either award the Contract to the next responsible, responsive Bidder or re-advertise for bids. A charge against the defaulting Bidder may be made for the difference between the amount of the bid and the amount for which a contract for the work is subsequently executed, irrespective of whether the amount thus due exceeds the amount of the bid guarantee.

5.3.1 The Contractor shall deliver the required bonds to the Owner not later than three days following the date the Agreement is entered into, or if the Work is to be commenced prior thereto in response to a letter of intent, the Contractor shall, prior to the commencement of the Work, submit evidence satisfactory to the Owner that such bonds will be furnished.

5.3.2 The contractor shall require the attorney-in-fact who executed the required bonds on behalf of the surety to affix thereto a certified and current copy of the power of attorney.

5.3.3 Whenever the Contractor shall be and is declared by Owner to be in default under the Contract, the Surety and the Contractor are each responsible to make full payment to the Owner or any and all extra Work incurred by the Architect as a result of the Contractor's default, and to pay to Owner all attorney's fees and court costs.

5.3.4 incurred by Owner as a result of the Contractor's default, and in protecting Owner's rights under the Agreement to remedy Contractors default.

5.3.5 The Contractor shall (i) furnish all Surety Company's bonds through Surety Company's local agents approved by and/or as directed by Owner; (ii) fully covered and guarantee with said bond the faithful performance and completion of the entire Contract, including without limitation, the faithful performance of prevailing wage requirements; and (iii) guarantee with said bond payment in all cases by the Contractor or by the Surety Company for all labor performed, material and supplies furnished with the entire Work in the Contract. Said Bond shall remain in full force and effect during the entire period of all general guarantees given by the Contractor with the Contract as called for in the Specifications and Contract, except in cases where other bonds are specifically called for in the specifications and Contract in connection with special guarantees.

ARTICLE 6 GENERAL PROVISIONS

Delete and Replace Paragraph 6.4 as follows:

Documents delivered by Owner and/or prepared by Architect and/or Engineer are instruments of service for use by Contractor solely with respect to this project. They are not to be used by the Contractor or any Subcontractor (of any level) or material or equipment supplier for other projects or for additions to this project outside the scope of the Work without the specific written consent of the Owner and Architect and/or Engineer.

ARTICLE 7: OWNER

Delete and Replace Subparagraph 7.1.1 as follows:

7.1.1. Contractor freely waives all of its rights under the Illinois Public Construction Contract Act of 1999.

ADD Paragraph 7.5

7.5 OWNER'S REMEDIES NOT EXCLUSIVE

The rights and remedies of Owner stated in this Article shall be in addition to and not in limitation of any other rights of the Owner granted in the Contract Documents or at law or in equity.

ARTICLE 8: CONTRACTOR

Delete and replace Subparagraph 8.1.1 as follows:

8.1.1 Execution of the Contract by the Contractor is a representation by the Contractor, that the Contract Documents are full and complete, are sufficient to enable the Contractor to determine the cost of the Work and that the Contract Documents are sufficient to enable it to construct the Work outlined therein, in accordance with applicable laws and regulations, and otherwise to fulfill all its obligations hereunder, including, but not limited to, Contractor's obligations to construct the Work for an amount not in excess of the Contract Sum on or before the date(s) of Completion established in the Agreement. The Contractor further acknowledges and declares that it has visited and examined the Project site, examined all physical and other conditions affecting the Work and is fully familiar with all of the conditions thereon and thereunder affecting the same. In connection therewith, Contractor specifically represents and warrants to Owner that prior to the submission of its bid it has: (a) thoroughly examined the location of the work to be performed, is familiar with local conditions, and has read and thoroughly understands the Contract Documents as they relate to the physical conditions prevalent or likely to be encountered in the performance of the work at such location; (2) examined the nature, location and character of the general area in which the Project is located, including without limitation, its climatic conditions, available labor

supply and labor costs, and available equipment supply and equipment costs; and (3) examined the quality and quantity of all materials, supplies, tools, equipment, labor, and professional services necessary to complete the Work in the manner and within the cost and time frame required by the Contract Documents.

ADD to Paragraph 8.1.2 the following:

8.1.2.1 The exactness of grades, elevations, dimensions, or locations given in any drawings issued by the Architect or the work installed by other contractors is not guaranteed by the Architect or Owner.

8.1.2.2 The Contractor shall, therefore, satisfy itself as to the accuracy of all grades, elevations, dimensions and locations. In all cases of interconnection of its work with existing or other work, it shall verify at the site all dimensions relating to such existing or other work. Any errors due to the Contractor's failure to so verify all such grades, elevations, locations or dimensions shall be promptly rectified by it without additional cost to the Owner.

8.1.2.3 Prior to any excavation, the Contractor shall determine the locations of all existing water, gas, sewer, electric, telephone, telegraph, television, irrigation, petroleum pipelines, and other underground utilities and structures. Where the locations of existing underground and surface utilities and structures are indicated, these locations are generally approximate, and all items that may be encountered during the work are not necessarily indicated. The Contractor shall determine the exact locations of all items indicated, and the existence and locations of all items not indicated.

8.3 SUPERVISION AND CONSTRUCTION PROCEDURES

ADD Subparagraphs 8.3.3 and 8.3.4 as follows:

8.3.3 The Contractor has the responsibility to ensure that all material suppliers and Subcontractors, their agents, and employees adhere to the Contract Documents, and that they order materials on time, taking into account the current market and delivery conditions and that they provide materials on time. The Contractor shall coordinate its Work, including without limitation, deliveries, storage, installations, and construction utilities with that of all others on the Project. The Contractor shall be responsible for the space requirements, locations, and routing of its equipment. In areas and locations where the proper and most effective space requirements, locations and routing cannot be made as indicated, the Contractor shall meet with all others involved, before installation, to plan the most effective method of overall installation.

8.3.4 After commencing the work, the Contractor shall use every precaution to avoid interferences with existing underground and surface utilities and structures, and protect them from damage. The Contractor shall repair or pay for all damage caused by his operations to all existing utility lines, public property, and private

property, whether it is below ground or above ground, and he shall settle in total cost of all damage suits which may arise as a result of his operations at no additional costs to the Owner.

To avoid unnecessary interferences or delays, the Contractor shall coordinate all utility removals, replacements and construction with the appropriate utility company. The cost of temporarily relocating utilities for convenience of the Contractor, shall be paid by Contractor.

8.4 LABOR AND MATERIALS

ADD Subparagraph 8.4.3 through 8.4.5 as follows:

8.4.3 All manufactured articles, material and equipment shall be applied, installed, connected, erected, used, cleaned, and conditioned as directed by the manufacturer, unless herein specified to the contrary.

8.4.4 After the Contract has been executed, the Owner and the Architect will consider a formal request for the substitution of products in place of those specified only under the conditions set forth in the General Requirements.

8.4.5 The Contractor and each Subcontractor shall pay not less than the general prevailing rate of hourly wages for work of a similar character in the locality in which the work is performed and not less than general prevailing rate of hourly wages for legal holidays and overtime work in the performance of work under this Contract, as established by the Illinois Department of Labor, pursuant to an act of the General Assembly of the State of Illinois. In accordance with applicable law, Contractor and each Subcontractor shall keep an accurate record showing the names and occupation of all laborers, workers and mechanics employed by them, and also showing the actual hourly wages paid to each such individual, which record shall be open at all reasonable hours to inspection by the Owner, its officers and agents, and to agents of the Illinois Department of Labor. The Contractor and each Subcontractor hereby agree, jointly and severally, to defend, indemnify and hold harmless the Owner from any and all claims, demands, liens or suits of any kind or nature whatsoever (including suits for injunctive relief) by the Illinois Department of Labor under the Illinois Prevailing Wage Act, or by any laborer, worker or mechanic employed by the Contractor or the Subcontractor who alleges that he has been paid for his services in a sum less than prevailing wage rates required by Illinois law. The Owner agrees to notify the Contractor or Subcontractor of the pendency of any such claim, demand, lien or suit. Contractor must pay prevailing wages in effect at time labor is performed.

8.6 TAXES

Delete Subparagraph 8.6 in its entirety and insert the following:

The Owner is exempt from the Illinois Use Tax Act and the Retailer's Occupation Tax.

8.8 SUBMITTALS

Add to the end of Subparagraph 8.8 the following:

Contractor shall be entitled to one resubmittal of any submittal or shop drawing rejected by Architect and/or Engineer or returned by the Architect and/or Engineer for further action. Thereafter, Contractor shall pay the cost of all further reviews of such submittal or shop drawing and agrees to execute a Change Order reducing the Contract Sum by the amount charged by Architect to Owner for the additional reviews. Likewise, Contractor agrees to reimburse Owner for any additional costs incurred by Owner to pay Architect arising out of any delay or acts of the Contractor in completing the work (including additional observations and testing expenses).

8.12 INDEMNIFICATION

Delete Paragraph 8.12 and Replace as follows:

To the fullest extent permitted by law, the Contractor shall waive any right of contribution against the Owner and shall indemnify and hold harmless the Owner and its officers, officials, employees, volunteers and agents from and against all claims, damages losses and expenses, including, but not limited to, legal fees (attorney's and paralegal's fees, expert fees and court costs), arising out of or resulting from the performance of the Contractor's work provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of property, other than the work itself, including the loss of use resulting therefrom, or is attributable to misuse or improper use of trademark or copyright protected material or otherwise protected intellectual property, to the extent it is caused in whole or in part by any wrongful or negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right to indemnity which the Owner would otherwise have. The Contractor shall similarly, protect, indemnify and hold and save harmless, the Owner, its officers, officials, employee, volunteers and agents against and from any and all claims, costs, causes, actions and expenses, including, but not limited to, legal fees, incurred by reason of Contractor's breach of any of its obligations under, or Contractor's default of any provisions of the Contract. The indemnification obligations under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor or any subcontractor under Workers Compensation or Disability Benefit Acts or Employee Benefit Acts.

ARTICLE 12: PAYMENTS AND COMPLETION

12.4 PROGRESS PAYMENTS

ADD Subparagraph 12.4.5 as follows:

12.4.5 The Owner has a right to withhold a retainer in the amount of 10% of the project construction cost. Upon substantial completion of the project, the Owner has the option to release a portion of the retainage based upon satisfactory completion of work. The Owner shall pay 90 percent of the amount due the Contractor for each of the progress payments.

ARTICLE 17 OTHER TERMS AND CONDITIONS

- 17.1 The Contractor warrants it is familiar with and shall comply with Federal, State and local laws, statutes, ordinances, rules and regulations and the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of the Contract including without limitation Workers' Compensation Laws, minimum salary and wage statutes and regulations, laws with respect to permits and licenses and fees in connection therewith, laws regarding maximum working hours. No plea of misunderstanding or ignorance thereof will be considered.
- 17.2 Whenever required, the Contractor or Subcontractor shall furnish the Owner with satisfactory proof of compliance with said Federal, State and local laws, statutes, ordinances, rules, regulations, orders, and decrees.
- 17.3 Dispute resolution – Litigation in a court of competent jurisdiction. There are no preconditions to filing suit.
- 17.4 Contractor shall carefully examine the Occupational Safety and health Act as issued by the Federal Register (OSHA), and the specific regulations governing procedures, techniques, safety precautions, equipment design, and the configuration of the same as required under this Act and shall comply with all terms of the Act and to perform and complete in a workmanlike manner all work required in full compliance with said Act.
- 17.5 Contractor shall comply with all terms of the Illinois Preference Act and all terms of the Equal Employment Opportunity Clause of the Illinois Fair Employment Practices Commission.
- 17.6 At all times Contractor shall remain in compliance with the Illinois Public Works Employment Discrimination Act (775 ILCS 10/1, et seq.) and the Illinois Human Rights Act (775 ILCS 5/2-101, et seq.) and in addition shall at all times comply with Section 2-105 of the Illinois Human Rights Act requiring a written sexual harassment policy as defined therein.
- 17.7 Contractor agrees to maintain all records and documents for projects

of the Owner in compliance with the Freedom of Information Act, 5 ILCS 140/1 et seq. In addition, Contractor shall produce, without cost to the Owner, records which are responsive to a request received by the Owner under the Freedom of Information Act so that the Owner may provide records to those requesting them within the time frames required. If additional time is necessary to compile records in response to a request, then Contractor shall so notify the Owner and if possible, the Owner shall request an extension so as to comply with the Act. In the event that the Owner is found to have not complied with the Freedom of Information Act based upon Contractor's failure to produce documents or otherwise appropriately respond to a request under the Act, then Contractor shall indemnify and hold the Owner harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorneys' fees and penalties.

17.8 The Contractor shall comply with and cause all subcontractors to comply with the requirements and provisions of the Illinois Substance Abuse Prevention on Public Works Projects Act (820 ILCS 265/1 et. seq.) (the "Act").

17.9 PREVAILING WAGES

Contractor and each of its Subcontractors shall pay prevailing wages as established by the Illinois Department of Labor for each craft or type of work needed to execute the contract in accordance with 820 ILCS 130/.01 et seq. The Contractor shall prominently post the current schedule of prevailing wages at the Contract site and shall notify immediately in writing all of its Subcontractors, of all changes in the schedule of prevailing wages. Any increases in costs to the Contractor due to changes in the prevailing rate of wage during the terms of any contract shall be at the expense of the Contractor and not at the expense of the Owner. The change order shall be computed using the prevailing wage rates applicable at the time the change order work is scheduled to be performed. The Contractor shall be solely responsible to maintain accurate records as required by the prevailing wage statute and shall be solely liable for paying the difference between prevailing wages and any wages actually received by laborers, workmen and/or mechanics engaged in the Work and in every way defend and indemnify the Owner against any claims arising under or related to the payment of wages in accordance with the Prevailing Wage Act. The Illinois Department of Labor Publishes the prevailing wage rates on its website at <http://www.state.il.us/agency/idol/rates/rates>. The Department revises the prevailing wage rates and the Contractor/subcontractor has an obligation to check the Department's web site for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website.

17.10 By execution of this Contract, the Contractor understands, represents and

warrants to the Owner that the Contractor and its Subcontractors (for which the Subcontractor takes responsibility to insure that they comply with the above-mentioned Acts) are in compliance with all requirements provided by the Acts set forth in Article 17 and that they will remain in compliance for the entirety of the Work. A violation of any of the Acts set forth in this Article is cause for the immediate cancellation of the Contract. However, any forbearance or delay by the Owner in canceling this Contract shall not be considered as, and does not constitute, Owner's consent to such violation and a waiver of any rights the Owner may have, including without limitation, cancellation of this Contract.

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The Contractor warrants to the Owner that the Contractor and its Subcontractors (for which the Subcontractor takes responsibility to insure that they comply with the above-mentioned Acts) are in compliance with all requirements provided by the Acts set forth in Article 17 and that they will remain in compliance for the entirety of the Work. A violation of any of the Acts set forth in this Article is cause for the immediate cancellation of the Contract. However, any forbearance or delay by the Owner in canceling this Contract shall not be considered as, and does not constitute, Owner's consent to such violation and a waiver of any rights the Owner may have, including without limitation, cancellation of this Contract.

The Contractor warrants to the Owner that the Contractor and its Subcontractors (for which the Subcontractor takes responsibility to insure that they comply with the above-mentioned Acts) are in compliance with all requirements provided by the Acts set forth in Article 17 and that they will remain in compliance for the entirety of the Work. A violation of any of the Acts set forth in this Article is cause for the immediate cancellation of the Contract. However, any forbearance or delay by the Owner in canceling this Contract shall not be considered as, and does not constitute, Owner's consent to such violation and a waiver of any rights the Owner may have, including without limitation, cancellation of this Contract.

The Contractor warrants to the Owner that the Contractor and its Subcontractors (for which the Subcontractor takes responsibility to insure that they comply with the above-mentioned Acts) are in compliance with all requirements provided by the Acts set forth in Article 17 and that they will remain in compliance for the entirety of the Work. A violation of any of the Acts set forth in this Article is cause for the immediate cancellation of the Contract. However, any forbearance or delay by the Owner in canceling this Contract shall not be considered as, and does not constitute, Owner's consent to such violation and a waiver of any rights the Owner may have, including without limitation, cancellation of this Contract.

The Contractor warrants to the Owner that the Contractor and its Subcontractors (for which the Subcontractor takes responsibility to insure that they comply with the above-mentioned Acts) are in compliance with all requirements provided by the Acts set forth in Article 17 and that they will remain in compliance for the entirety of the Work. A violation of any of the Acts set forth in this Article is cause for the immediate cancellation of the Contract. However, any forbearance or delay by the Owner in canceling this Contract shall not be considered as, and does not constitute, Owner's consent to such violation and a waiver of any rights the Owner may have, including without limitation, cancellation of this Contract.

The Contractor warrants to the Owner that the Contractor and its Subcontractors (for which the Subcontractor takes responsibility to insure that they comply with the above-mentioned Acts) are in compliance with all requirements provided by the Acts set forth in Article 17 and that they will remain in compliance for the entirety of the Work. A violation of any of the Acts set forth in this Article is cause for the immediate cancellation of the Contract. However, any forbearance or delay by the Owner in canceling this Contract shall not be considered as, and does not constitute, Owner's consent to such violation and a waiver of any rights the Owner may have, including without limitation, cancellation of this Contract.

IRRIGATION SPECIFICATIONS

I. General Conditions

The installation of the Irrigation System will have an Owner's Representative.

Owner's Representatives:

Mr. Jeff Donahoe - Superintendent
Sycamore Park District Golf Club
940 E. State Street
Sycamore, IL 60178
Phone: 815-895-3403
Email: jeffd@sycamoreparkdistrict.com

Irrigation Consultant:

Erik Christiansen
EC Design Group, Ltd.
400 - 5th Street
West Des Moines, IA 50265
Phone: 515-225-6365
Fax: 515-225-6366
Email: erik@ecdesigngroup.com

The objective of these specifications is to remove existing irrigation equipment and provide an assembled and installed VFD pump station, connection to intake, two-wire Rain Bird/Toro central control system w/maintenance radio(s), Apple iPad w/LifeProof case, RF/solar weather station, sprinklers, PVC mains and HDPE laterals, fittings and all associated equipment for the proper operation of an automatic sprinkler system. This system, when finished, will efficiently and effectively operate. Said system shall prove to be satisfactory in all aspects to the Owner, Owner's Representative and Irrigation Consultant. These specifications are to be followed with due perseverance in all respects.

The diagrammatic Plans and Specifications contain a design build element and are intended to include everything obviously requested and necessary to do the proper installation of the work, whether each necessary item is mentioned herein or not, unless otherwise specified the contractor is expected to provide for the same.

Irrigation Plans with Specifications are intended to work together and any item or feature called for in one and not the other shall be as binding as if called for in both. If a discrepancy exists between an item called for in the Plan and the Specifications, the Plan takes precedence or the contractor can assume the more stringent as it applies to the best method of operation and installation.

All work specified herein or called for on the drawings shall comply in accordance with all governing ordinances, laws and regulations that apply to the project. If the contractor performs any work contrary to such codes, laws or regulations, they shall assume full responsibility and bear all costs necessary to correct the work, at no additional cost to the Owner or the Owner's Representative.

Bidders must study and compare the Drawings and Project Documents and shall be responsible for discovering and reporting to the Irrigation Consultant any error, omission, inconsistency or other defect that should be apparent to a reasonable prudent Contractor. The Irrigation Consultant will interpret, correct or otherwise clarify the Project Documents as necessary, and will make any interpretation, correction or clarification in writing and issue it an addendum to all Bidders.

Any work undertaken by the Contractor containing possible errors or conflict without or before a written interpretation or instruction by the Owner's Representative and Irrigation Consultant is done so at the Bidders own risk.

The successful Contractor will be required to install the irrigation system under the following requirements:

1. All open trenches and excavations must be marked and protected on a daily basis. Protection will include barriers and plywood covers over excavations and other necessary procedures to protect the public and other Contractors from the danger of construction activities.
2. The entire site must be left in a clean and safe condition at the end of each workday. "Clean and safe" will be at the discretion of the Owner's Representative and the Irrigation Consultant. The Contractor shall appoint a supervisor who shall be responsible for all safety measures, as well as for compliance with all applicable governmental laws, ordinances, rules and regulations such as, for example, "OSHA" and "Right to Know" legislation and all city, county and state codes.
3. The order of work will be as agreed upon with the Irrigation Consultant and Owner's Representative. The resulting agreement shall become the basis for the irrigation part of the master project schedule.
4. Contractor shall keep the existing system up and operating each night to water the entire driving range (as required by Owner) and Contractor shall coordinate with Owner each day as to the status of the existing irrigation system. Furthermore, Contractor shall water all new and replaced turf until time of irrigation system acceptance by Owner and Irrigation Consultant.

The omission of any material from this Specification is not to be interpreted to the effect that omitted material will not be furnished by the Contractor. All material and labor, unless specifically indicated as being furnished by others, must be furnished and installed by the Contractor under the signed agreement.

The Irrigation Consultant shall stake or mark out the location of decoder cable, any mainline and wire paths in the immediate area to be worked on prior to starting installation. In the event there are any discrepancies from the work shown in the plan, the Contractor shall verify the dimensions with the Irrigation Consultant before work may begin in that area. **The Contractor shall have available a minimum of four persons, staking flags, four 100 ft. tapes and shall produce "as staked" drawings, all for use during all staking visits by the Irrigation Consultant.**

Routing of the pipe and cable are diagrammatic and the Contractor will be expected to make field adjustments. The Owner reserves the right to make pipe and/or cable routing changes from those shown in the plans in cases, but not limited to; where ledge, boulders or other obstacles impede the path. Minor changes of this nature shall not affect the cost or time limits of the work.

Valve boxes should be as indicated on the drawings. Communication cable shall not be run through bunkers or tees. No valve boxes shall be located within the fairway cut and shall not be installed in the walking path to or from the green.

Ledge rock, shale, stones, organic matter or trash not suitable for use as backfill shall be dug and hauled to an accessible dumpsite on the property. The Contractor shall be responsible for calling in all locates and will be responsible for all damage to underground utilities of which they are aware, including, but not limited to; gas, water, electricity, cable, telephone, under-drains and drain tiles. Coordinate with the Owner's Representative and responsible utility marking firms the locations of existing underground utilities and drains.

The Contractor shall not assign or subcontract any part of the work without the expressed written approval of the Owner prior to the start of said work to be subcontracted. Acceptance of a subcontractor does not relieve the Contractor of his responsibilities under the agreement.

The Contractor shall maintain a minimum of one 40-foot storage trailer on site for storage of materials other than piping. Location of trailer(s) shall be at the staging area. The Contractor shall be solely responsible for meeting deliveries and they're off-loading. The Owner shall not be responsible for inventorying or off-loading any materials to be used in the irrigation system.

II. Bidding Instructions

Part 1 - General

1.1 QUALIFICATIONS AND INTERPRETATIONS

A. Construction schedules must be approved by Owner's Consultant and Owner's Representative:

Owner's Representative:

Mr. Jeff Donahoe - Superintendent
 Sycamore Park District Golf Club
 940 E. State Street
 Sycamore, IL 60178
 Phone: 815-895-3403
 Email: jeffd@sycamoreparkdistrict.com

Irrigation Consultant:

Erik Christiansen
 EC Design Group, Ltd.
 400 - 5th Street
 West Des Moines, IA 50265
 Phone: 515-225-6365
 Fax: 515-225-6366
 Email: erik@ecdesigngroup.com

1. All proposals must meet the requirements in the Quality Assurance Section IV item 1.30-A.
2. Irrigation said improvements must be completed in the time frame designated by the Owner and Owners Representative.
3. List all, if any, sub-contractors to be employed by the contractor on irrigation project.
4. Acknowledgment of receipt of addenda.
5. Completion of unit pricing.
6. Contract will be awarded, unless all bids are rejected, under normal circumstances, to the responsible Bidder whose bid and accepted alternative

- bids resulted in the lowest sum.
7. Owner reserves the right to reject any and all bids when such rejection is in the interest of Owner; to reject a bid or a Bidder who has previously failed to perform properly or complete on time contracts of similar nature; to reject bid or a Bidder who is not, in the opinion of the Irrigation Consultant or Owner, in a position to satisfactorily perform the contract. Owner also reserves the right to waive any informalities and technicalities in bidding. Owner may also accept or reject any alternatives.
 8. All contractors must visit job site before submitting a bid.

III. Project Close-out

1.1 SUBSTANTIAL COMPLETION

- A. Preliminary Procedures: Before requesting inspection for certification of Substantial Completion, complete the following:
 1. Remove temporary facilities from the site.
 2. Complete final cleaning requirements as described below in this Section.
 3. If 100 percent (100%) completion cannot be shown, prepare a list of incomplete items, the value of incomplete construction, and reasons the Work is not complete.
- B. Inspection Procedures: On receipt of a request for inspection, the Irrigation Consultant will either proceed with inspection or advise the Contractor of unfulfilled requirements. The Irrigation Consultant will either prepare the Certificate of Substantial Completion following inspection, or advise the Contractor of work that must be completed or corrected before the certificate will be issued.
 1. If Irrigation Consultant indicates items to be completed before the Certificate of Substantial Completion can be issued, then the Irrigation Consultant will repeat inspection when requested and assured that the Work has been substantially completed. Total cost of re-inspections will be borne by the Contractor.
 2. Results of the completed inspection will form the basis of requirements for final acceptance.
- C. In accordance with any pertinent section under separate cover.

1.2 FINAL ACCEPTANCE

- A. Re-inspection Procedure: The Irrigation Consultant will re-inspect the Work upon receipt of notice that the Work, including inspection list items from earlier inspections, has been completed.
- B. Upon completion of re-inspection, the Irrigation Consultant will prepare a certificate of final acceptance, or advice the Contractor of Work that is incomplete or of obligations that have not been fulfilled but are required for final acceptance. If necessary, re-inspection will be repeated. Total cost of re-inspection will be borne by the Contractor.
- C. In accordance with any pertinent section under separate cover.

1.3 FINAL PAYMENT REQUEST

- A. Submit the final payment request with supporting documentation for final payment.
- B. Submit an updated final statement accounting for final additional changes to the Contract Sum.
- C. Final payment will be made after Owner approval.
- D. In accordance with any pertinent section under separate cover.

IV. Irrigation System

Part 1 - General

1.1 RELATED DOCUMENTS

- A. Drawings and General Provisions of Contract, including Bidding Requirements apply to work specified in this Section.

1.2 DESCRIPTION

- A. Provide all labor, materials, equipment and supervision required to construct a completely automatic underground irrigation system as shown and specified. The following work includes; but not limited to:
 - 1. Pump station, with all associated equipment (main disconnect by Owner), piping and related fittings and sprinklers as per plan.
 - 2. R.F. central controller, radio system w/base and antenna – Confirm location with Owner.
 - 3. System testing & flushing.
 - 4. Excavation and backfilling irrigation system work.
 - 5. Associated plumbing and accessories to complete the system.
 - 6. Wire sleeves (as required).

1.3 QUALITY ASSURANCE

- A. Installer's qualifications: Minimum of 12 years experience installing golf course irrigation systems of comparable size. A minimum of 10 similar golf courses completed within the last 3 years.
- B. Materials, equipment, and methods of installation shall comply with, but not limited to, the following codes and standards:
 - 1. All local and state laws and ordinances, and with all the established codes applicable thereto.
 - 2. American Society of Irrigation Consultants (ASIC)
 - 3. National Fire Protection Association (NFPA); National Electrical Code (NEC).
 - 4. American Society for Testing and Materials (ASTM).
 - 5. National Sanitation Foundation (NSF).
 - 6. The Irrigation Association (IA).

- C. The Contractor shall take out all required permits, arrange for all necessary inspections and shall pay any fees and expenses in conjunction with the same as a part of the work under this Section.
- D. Excavating, backfilling, and compacting operations: Comply with execution requirements and as specified.
- E. **Supply Irrigation Consultant with min. of (4) people for all staking visits, flags and (4) 100' tapes. Visits must be scheduled a minimum of 14 days prior to proposed visit and have 3 or more holes prepared for staking.**
- F. Obtain Irrigation Consultant's acceptance of installed and tested irrigation system prior to installing backfill materials.

1.4 SUBMITTALS

- A. **Irrigation Contractor to provide completed Two-Wire station/address worksheet obtained from Irrigation Consultant prior to final approval.**
- B. Submit manufacturer's product data and installation instructions for each of the system components.
- C. Submit the following material samples:
 1. Wire, wire connectors and sealer.
- D. Submit the following equipment samples to Owner:
 1. Valves and valve access boxes.
 2. Controller.
- E. Approved equipment samples will be returned to Contractor and may be used in the work.
- F. Upon irrigation system acceptance, submit written operating and maintenance instructions. Provide format and contents as directed by the Irrigation Consultant **as well as complete Two-Wire station/address worksheet obtained from Irrigation Consultant.**
- G. Provide irrigation system record drawings:
 1. The record as-built drawings shall be the original plan of the irrigation system as constructed. The final as-built drawings shall be prepared electronically, at a scale of 1" = 100'. The drawings shall consist of a piping plan, a schedule plan, and a wiring plan, indicating the location, type and size of all wires, valves and other fittings. The drawing shall show all electronic controls, connections and wire splices. Measurements shall be indicated on the plan between sprinklers and valves. All pertinent materials shall be dimensioned from three fixed objects (i.e., drain valves, lateral isolation valves, mainline isolation valves, and wire splice connections). Station numbers shall be indicated on the drawings.
 2. The as-built drawings shall be made by an agent of the Contractor who shall utilize engineering skills and procedures in a manner satisfactory to the Owner's Representative in accomplishing his work. The record drawings shall be kept clean, dry and safe from damage at all times. The drawings shall be brought up-to-date at the close of each working day, and shall accurately indicate the location of all equipment placed to that time. In addition, a copy of the as-built drawing shall be mailed or delivered to the Owner's Representative every two weeks during the construction period. No monthly pay requests will be

approved without a current copy of the as-built drawings. No final approval will be given until the Owner approves the as-built drawings. Final "as-builts" shall be delivered electronically utilizing 2016 AutoCAD .dwg or newer.

3. Identify field changes of dimension and detail and changes made by Change Order.
4. **GPS irrigation collection by the Irrigation Consultant as hire-back included in Contractors lump sum bid does not remove the obligation of the Contractor to produce all "as-built" drawings as stated above. All locations must be located and flagged by Contractor prior to collection of those points by EC Design Group Ltd.**

1.5 DELIVERY, LANDS FOR STORAGE AND HANDLING

- A. Deliver irrigation system components in manufacturer's original undamaged and unopened containers with labels intact and legible.
- B. Deliver plastic piping in bundles, packaged to provide adequate protection of pipe ends.
- C. Store and handle materials to prevent damage and deterioration. Store materials in locations designated and approved by the Owner.
- D. Provide secure, locked storage for wire, pump station and similar components that cannot be immediately replaced, to prevent theft and therefore avoid installation delays.
- E. Contractor has the right to a temporary construction facility for storage and protection of materials.

1.6 PROJECT CONDITIONS

- A. Prior to any excavation at the site, contractor shall examine any applicable drawings, if any available from the Owner(s) Engineer and/or Irrigation Consultant and consult with Owner's personnel and utility company's representatives to determine possible utility locations and depths. No compensation will be allowed for damage to existing utilities and systems.
- B. Take precautions to insure that equipment and vehicles do not disturb or damage existing site grading, walks, curbs, pavements, utilities, plants, and other existing items and elements on public and private property.
- C. Promptly repair damages to adjacent facilities caused by irrigation system work operations. Cost of repairs at Contractor's expense.
- D. Promptly notify the Irrigation Consultant of unexpected conditions.
- E. **Irrigation system layout is diagrammatic. Exact locations of piping, valves, wire and other components shall be established by Irrigation Consultant in the field at time of installation, and approved by the Owner or the Owners Representative before installation.**
 1. Minor adjustments in system layout will be permitted to clear existing fixed obstructions.
 2. All electrical pumps, satellites, weather station and the like shall be located above the 100-year flood plain.

- F. Cutting and patching (walks, drives, walls etc):
1. Cut through concrete and masonry with core drills. Jackhammers not permitted.
 2. Materials and finishes for patching shall match existing cut surface materials and finish. Exercise special care to provide patching at openings in exterior wall watertight.
 3. Methods and materials used for cutting and patching shall be acceptable to the Irrigation Consultant.
- G. Protection of Persons and Property:
1. Barricade open excavations occurring as part of this work and post warning lights.
 2. Operate warning lights as recommended by authorities having jurisdiction.
 3. Protect structures, utilities, sidewalks, pavements, curbs and other facilities from damage caused by settlement, lateral movement, undermining, washout and other hazards created by this work.

1.7 GUARANTEE

- A. For a period of one (1) year from date of **final acceptance** of work performed under this Section, the Contractor shall promptly furnish and install any and all parts and equipment which prove defective in material, workmanship or install at no additional cost to the Owner **except trench settling and any pipe/fitting failures will be guaranteed for (2) years.**

Part 2 - Products

2.1 ACCEPTABLE MANUFACTURERS-OR PRE-APPROVED EQUAL

- A. RAIN BIRD SALES, GOLF DIVISION, ASUZA, CA
- B. THE TORO COMPANY, IRRIGATION DIVISION, RIVERSIDE, CA

2.2 MATERIALS

- A. General:
1. Provide only new materials, without flaws or defects and of the highest quality of their specified class and kind.
 2. Comply with pipe sizes indicated. No substitution of smaller pipes will be permitted. Larger sizes may be used subject to acceptance of the Irrigation Consultant. Remove damaged and defective pipe.
 3. Provide pipe continuously and permanently marked with manufacturer's name or trademark, size, schedule and type of pipe, working pressure at 73 ° F. and National Sanitation Foundation (NSF) approval.
 4. **All pipe and fittings (PVC/HDPE) shall be supplied from the same manufacturer throughout the entire job (i.e.: mixing Harco/Leemco (fittings) or Eagle/Vinylplex (piping) is not acceptable).**
- B. Irrigation PVC mains/HDPE laterals – pipe, fittings and connections:
1. Pipe and tubing shall be manufactured from a PE4710 resin listed with the Plastic Pipe Institute (PPI) as TR-4. The PE 4710 resin material will meet the

- specifications of ASTM D 3350-09 with a minimum cell classification of PE 445474C. Pipe shall be manufactured to the dimensions and requirements of ASTM F714. The pipe shall contain no recycled compounds except that generated in the manufacturer's own plant from resin of the same specification from the same raw material. All HDPE pipe shall be in straight lengths or coils.
2. Pipe shall be AquaFuse as supplied for CMF Global (hot line) or equal.
 3. The supplier must be capable of supplying both the pipe and fittings – as required.
 4. The supplier must have the capability to train the contractor's employees in butt fusion, electrofusion, socket fusion, sidewall saddle fusion and compatible fusion of HDPE pipe and fittings.
 5. The supplier must be capable of providing a “**Fusion Technical Hot Line**” to assist in fusion and fusion equipment questions.
 6. The supplier must be capable of providing a trained representative on site upon the request of the contractor, owner or consultant to address any problems that are encountered during the installation.
 7. The supplier must furnish a written **25 year limited Warranty** for HDPE pipe fittings and valves for all irrigation applications as provided by CMF Global.
 8. Main Line Isolation Valves shall be Clow/AquaFuse Ball Valves. They shall be PE 4710 and have operating nut and be pipeline size or as per plan.
 9. All gate valves will have stainless steel stem with HDPE stubs – see plan.
 10. Mechanical taps on 2”, 3”, and 4” pipe for sprinkler connections can be made using saddle tee with 1½ acme thread outlet, drilling the hole prior to installing the saddle.
 11. All fused taps on HDPE pipe shall be made using electrofusion branch saddles with 2” IPS HDPE outlet or sidewall branch saddles. The pressure rating shall be equal to or greater than 100 PSI Central Plastics PE 4710 or approved equal.
 12. Pipe and Fittings: Size as indicated on the plans. Install as shown in accordance with manufacturers recommendations.
 13. Hauling, unloading and distributing pipe: During loading, transportation and unloading, every precaution shall be taken to prevent injury to the pipe. No pipe shall be dropped from cars or trucks, or allowed to roll down slides without proper retaining ropes. During transportation pipe shall rest on suitable pads, strips, skids or blocks securely wedged or tied in place. Any pipe damaged shall be replaced.
 14. Sections of polyethylene pipe should be joined into continuous lengths on the jobsite above ground, whenever possible. The joining method shall be the butt fusion and or socket fusion method and shall be performed in strict accordance with the pipe supplier's recommendations. The butt fusion equipment used in the joining procedures should be capable of meeting all conditions recommended by the pipe supplier, including, but not limited to, temperature requirements of 425 +/- 15 degrees Fahrenheit, alignment, and an interfacial fusion pressure of 75 +/- 15 psi for hydraulic. The fusion equipment used shall be manufactured by McElroy Manufacturing, or equal. The butt fusion joining will produce a joint weld strength equal to or greater than the tensile strength of the pipe itself.

15. Electrofusion or socket fusion (500°F +/-25 may be used where the butt fusion method cannot be used). Electrofusion couplings and fittings shall be PE 4710 with a minimum cell classification of PE 445474C. Electro-fusion couplings or fittings shall have a manufacturing standard of ASTM F1055. Couplings and fittings shall have the same pressure rating as the pipe unless otherwise specified on the plans.
16. Mechanical connection to other types of pipe shall be made by one of the following methods:
17. Flange, using HDPE flange adapter with ductile iron back up ring, and zinc-plated bolt pack.
18. Mechanical joint, using HDPE Mechanical Joint (MJ) adapter kit.
19. Bell MJ adapter with kit (4"- 12")
20. Inspection: Inspect the pipe for defects before installation and fusion. Pipe shall not exhibit scratches or gouges greater than defective, damaged or unsound pipe will be rejected.
21. Testing if pressure testing is required, testing shall be done hydrostatically.
22. Prior to HDPE pipe being installed in the trench, at the beginning of the job, the contractor shall cut out the first butt fusion of each pipe size. The contractor shall prepare the sample for the test in accordance with the "Bend Back Testing" procedure in accordance with ASTM F 2620.
23. The samples shall be tested in the presence of the Owner's Representative and/or Irrigation Consultant, all in accordance with testing procedures outlined. All samples shall be labeled and saved. Testing must be done at 73 degrees F plus or minus 5 degrees. The test temperature and sample size are critical to testing. The purpose of the test is to determine if the weld meets specified standards. A pass means no failures during the bend back test. This means a good weld. A break means a bad weld. Any failure shall require additional testing.
24. The contractor shall have successfully installed high density polyethylene pipe in a minimum of (6) golf irrigation projects. References will be required. These reference(s) must provide a satisfactory response or the experience will not be accepted.
25. If a contractor has not previously successfully installed HDPE pipe for golf irrigation projects, he will be required to have a qualified fusion technician from the CMF Global for a period of three to five days (at the expense of the contractor). The required time for HDPE pipe (fusion and mechanical) training shall be collectively agreed to by the Owners Representative, CMF Global and Irrigation Consultant. Training shall be provided by a qualified technician and shall include the following:
 - Butt fusion
 - Socket fusion
 - Electrofusion
 - Attachment of mechanical saddles
 If electro and/or sidewall fusion is required, this training must also be completed while the technician is on site.
 - Sidewall saddle fusion (if required for project)
 - Compatible fusion

26. If the contractor owns butt fusion equipment, the equipment must be serviced prior to use for this project. The machine must be environmentally friendly and in good working order. The hydraulic system must be leak free. All fusion equipment with pressure gauges shall be properly calibrated and the heating tool is to be in proper working condition prior to use.
27. Rented butt fusion machines must be rented from a company that has a fusion machine service center or centers certified by the butt fusion machine manufacturer. The fusion equipment supplied shall have certification that pressure gauges are properly calibrated and the heating tool is to be in proper working condition prior to use.
28. **Product Warranty - Limited Warranty:** Manufacturer warrants that, for a period of (25) twenty five years from the date of shipment for a golf irrigation application, it will replace any section of said manufacturers HDPE pipe product that is defective in materials or workmanship, provided that Buyer, upon discovery of a defect, promptly notifies Seller of the defect and, as instructed by Seller at such time, either returns the product to Seller for inspection or allows Seller to inspect at the place of installation. If Seller determines the product to be defective, Seller will provide new product of the same specification and same quantity as the defective product and Seller will bear the expense of freight to deliver the replacement product to the jobsite for domestic projects, and to the closest USA port for foreign projects. Seller does not warrant the installation of product. Any defects introduced after the shipment of product by Seller, whether due to handling, installation or other cause, are not covered by this warranty. This warranty does not cover labor or other costs of installing products. Buyer's sole remedy for defective product shall be to receive replacement product as provided in this Limited Warranty. **HDPE system supplier (pipe, valves, and fittings) must provide an AquaFuse products Liability Insurance Policy which is separate from the 25 Year Warranty. A certificate of insurance naming the ultimate customers of the AquaFuse piping system as an additional insured and covers all damages resulting from a manufacturing defect including personal injury, property damage, labor and materials repair costs up to \$1,000,000.00 per incident and \$2,000,000.00 aggregate.**
29. Polyvinyl chloride pipe: ASTM D2241 NSF-PW, rigid, un-plasticized PVC, extruded from virgin parent material. Provide pipe homogeneous throughout and free from visible cracks, holes, foreign materials, blisters, wrinkles and dents.
30. Gasketed pipe shall be used for 3" and larger diameter pipe. Gasketed pipe or bell end pipe to be used for 2" through 2-1/2" diameter pipe – **depending on type of installation.**
31. All pipe 2" diameter and over, shall be SDR 21, Class 200 unless noted on plan.
32. Glued PVC pipe fittings: ASTM D2241 schedule 80 PVC molded fitting suitable for solvent weld, slip joint ring tight seal. Screwed connections shall be Sch 80 PVC with no male adapters. Fittings made of other materials are not permitted.
- a. Size slip fitting socket taper to permit a dry un-softened pipe-end to be inserted no more than halfway into the socket. Saddle and cross fittings

- are not permitted.
- b. All threaded PVC connections shall be made using Sch. 80 toe nipples and Sch. 80 couplers or socket fittings (where applicable). No threaded Sch. 80 fittings or male adapters.
 - c. PVC solvent shall conform to ASTM D2564 and is NSF approved for potable applications. Proper solvent shall be used for diameter of piping being glued. All solvent weld joints must set for 24 hours before being installed and be done in accordance with all manufacturer recommendations.
33. Ductile Iron fittings:
 - a. Harco Deep Bell ductile iron fittings.
 - b. Fittings shall be manufactured of ductile iron, Grade 65-45-12 in accordance with ASTM A-536. Fittings shall have deep bell push-on joints with gaskets meeting ASTM F-477.
 - c. Harco Deep Bell fittings shall be used on all PVC mainlines and lateral piping 2 1/2" in diameter and larger.
 34. Swing Joints:
 - a. Lasco (or equal) 360° swing joint assembly. Contractor is responsible for proper installation of swing joints due to actual lateral depths lay lengths (as per manufacturer recommendations). All Acme Threads shall be ASTM 2768 Latest Edition.
 35. Service Tees:
 - a. HARCO PVC Class 200 service tee as manufactured by The Harrington Corporation of Lynchburg, VA or Sch. 80 SxSxACME. **Note – all fittings must be approved in the submittal process as well as style of lateral installation.**
 - b. Shall be located under all sprinkler heads and quick coupler valves **with appropriate thrust blocks at all change of directions and dead ends** (see detail).
 36. Gasket Lubricant:
 - a. Lubricant for assembling pipe and fittings shall be water soluble, non-toxic, non-objectionable to taste and odor imparted to the fluid, non-supporting of bacteria growth, and have no deteriorating effect on the PVC or rubber gasket. All pipe, couplings, rubber rings and lubricant shall be furnished by the same pipe manufacturer or as expressly recommended by them for use with their product.
 37. "Air Release Valves":
 - a. 2" air release valves shall be installed at high points on golf course and/or where diagrammatically noted on irrigation plan. Irrigation plan locations are diagrammatic; Contractor will be responsible for proper location as approved by Irrigation Consultant. Air release valves shall be installed in a Jumbo valve box and plumbed with a ball valve and wye strainer to isolate for maintenance.
- C. Decoder sprinklers, valves and associated equipment:
1. Decoder sprinklers, valves and associated equipment are to be provided by only one manufacturer for the complete project.
 2. Refer to the drawings for the quantity and locations of the following:

3. Sprinkler heads with swing joint assemblies – see plan:
 - a. RAIN BIRD 900/950IC series V-I-H (see drawings)
OR
TORO Infinity 54/55 GDC series V-I-H (see drawings)
 - b. Spacing of heads shall not exceed manufacturer's maximum recommendations. Conform to manufacturer's specifications concerning diameter of throw and gallonage at given pressures.
4. Electric & Manual Isolation Valves:
 - a. Clow RT-RW "resilient wedge" (or equal)-see plan
 - b. Nibco T113-IRR tee handle valve (or equal)-see plan
 - c. 2" PE lateral isolation valve – see plan
 - d. Golf grade ductile iron lateral isolation valve assembly
 - e. Size isolation valves to match line size-Manual Valves only.
 - f. Installed in specified valve access box.
 - g. Each style of isolation valve shall have (2) 4'-0" tee handle keys supplied by Irrigation Contractor.
5. Quick Coupler Valves:
 - a. 1" QCV with stabilizer and swing joint assembly
 - b. Provide matching quick coupler keys
 - c. Installed as specified on detail plan.
 - d. All Q.C.V. shall be plumbed with a **1" brass insert swing joint with stabilizer.**

D. Control Equipment:

1. Refer to the drawings for the quantity and locations of the following:
2. Central Control:
 - a. RAIN BIRD Stratus II ST2-IC-11-750 tuned to proper frequency with Freedom System complete with certified premium computer purchased from authorized Rain Bird Distributor, 1 year technical support (GSP), and (X) Kenwood TK3180 radios with DTMF, tuned to proper frequency (or equal). (1) iPad with mapping application and Owner's cellular provider preference. **Or**
TORO Lynx Two-Wire #LX-04-5-28 all cables, antenna and grounding, tuned to proper frequency, complete with specified standard computer, 5 year technical support, and (X) HT-1250 radios with DTMF, tuned to proper frequency.
 - b. All central equipment shall be surge protected with the following D & B Power Assoc. (Batavia, IL) equipment:
Central Station Protection:
P11VT3 – Receptacle protector
DB24501 – RJ II jack protector 200V
DBP8AX-BNC – RF BNC cable protector
DB24511 – RJ II jack protector 10V
DEC-SG-LINE (with each ground plate assy. - Toro only)
 - c. Paige Wire 96" ground plate assembly on each communication wire path exiting the central.
 - d. Base antenna, antenna structure coaxial cable, lighting protection, ground plates, central UPS, and other items shall all be supplied and

- installed as per manufacturers recommendations: as per survey for proper operation of said systems. Contractor shall be responsible for any items, mentioned or not, for the operation of either specified radio system.
- e. **FCC licensing and frequency shall be supplied by Contractor and performed by qualified agent, at no additional cost to the Engineer**
3. Weather Station:
- a. Solar/R.F. Wireless weather station as per manufacturers recommendations.
- b. Station will come with all R.F. equipment from weather station to maintenance facility and be loaded with software to be able to communicate directly to central software programs. Contractor shall be responsible for any items and software, mentioned or not, for the operation of either specified weather station.
- E. Primary Electrical Wire: **See plan**
- F. Secondary Control Wire: **Comm cable only for 2 wire design**
- G. Controller Communication Wire: Specified Paige Wire Communication Cable. To be routed with main/lateral line piping and looped (as per current manufacturer recommendations). – See Plan

2.3 ADDITIONAL MATERIALS

- A. Primary Electric wire connectors: **Decoder cable (as per manufacturer's recommendations)**
1. 3M COMPANY DBR-6 splice kits Socket seal type wire connectors and waterproof sealer (or equal), or Large 3M #4 Resin Bag UL listed for 600 volts and underground splice. All electrical connections shall apply to NEC standards and all local, state and federal codes whether listed or not.
- B. Secondary Control Wire connectors:
1. 3M COMPANY Socket seal type wire connectors and waterproof sealer splice kits (or equal). All electrical connections shall apply to NEC standards and all local, state and federal codes whether listed or not.
2. **One hot wire per head** to be wired back to satellite. -See Plan
- C. Valve Access Boxes:
1. Standard or Jumbo Box with extension kit-or equal; for air relief valves and isolation valves.-See Plan
- D. Thrust Blocking:
1. Thrust blocks are anchors placed between pipe or fittings and the solid/virgin trench wall. Specified blocking of concrete which is calculated to have a compression strength of 2,000 pounds per square inch. The mixture is one part cement, two parts washed sand and five parts gravel. Thrust blocks must be constructed so the bearing surface is in direct line with the major force created by the pipe or fitting. See diagram. The earth bearing surface should be undisturbed (virgin wall).
2. Thrust blocking is to prevent the line from moving when the pressure load is applied, transferring the load from the pipe to a wide load bearing surface. Thrust blocks are required where fittings are used to change direction (i.e. the following but not limited

to: all tees, elbows, wyes, caps, valves and reducers etc.) of the pipe line. The thrust blocking must be formed against a solid trench wall (virgin wall) and these fitting areas must be excavated by hand, mechanical equipment will damage the bearing surface of the trench wall.

3. The size and type of thrust depends on pipe size, line pressure, type of fitting, degree of bend and type of soil. Thrust block size may be calculated by the example procedures shown below:
4. It will be the responsibility of the Contractor for all change of direction thrust blocks on all size piping. Furthermore, the warranty period for pipe and/or fitting failures is for (2) years from the date of acceptance.

Step 1 – Multiply the pressure level desired for testing by the appropriate value shown in the following table:

Pipe Size	Dead End or Tee	90 deg Elbow	45 deg Elbow	22 ½ deg Elbow
1 ½"	2.94	4.16	2.25	1.15
2"	4.56	6.45	3.50	1.78
2 ½"	6.65	9.40	5.10	2.60
3"	9.80	13.90	7.51	3.82
3 ½"	12.80	18.10	9.81	4.99
4"	16.20	23.00	12.40	6.31
5"	24.70	35.00	18.90	9.63
6"	34.80	49.20	26.70	13.60
8"	59.00	83.50	45.20	23.00
10"	91.50	130.00	70.00	35.80
12"	129.00	182.00	98.50	50.30

Based on pounds per psi working pressure.

Step 2 – Determine the bearing strength of the soil from the table below:

Bearing Strength of Soils

Soils and Safe Bearing Loads Lbs. Sq. Ft.

Sound Shale	10,000
Cemented Gravel and Sand-difficult to pick	4,000
Coarse & Fine Compact Sand	3,000
Medium Clay - Can be spaded	2,000
Soft Clay	1,000
Muck	0

Step 3 – Divide the total thrust obtained in Step 1 by the bearing strength of the soil; this gives the square feet of area needed.

4. Side Thrust on Curves – An outward pressure exists on all deflections from a straight line. Good soil, properly tamped, can be sufficient to hold side thrust – unless soil conditions are unstable. In that case, to anchor against this side thrust, the blocking should be placed against the pipe on each side of the coupling. Do not thrust block the coupling itself.

Side Thrust

Pipe Size Inches	Side Thrust Pounds per Degree
-----------------------------	------------------------------------------

1 ½"	5.1
2"	7.9
2 ½"	11.6
3"	17.1
3 ½"	22.4
4"	28.3
5"	43.1
6"	60.8
8"	103.0
10"	160.0
12"	225.0

Based on side thrust per 100 lb./in² pressure per degree of deflection.

Note: Multiply side thrust pounds by degrees of deflection times pounds of pressure divided by 100 to obtain total side thrust in pounds.

5. 2,000-psi test minimum on thrust block meeting all ASTM specifications C-33 and C-150 or C-175 standards. **Note: Thrust blocks can differ depending on the type of fittings and soils. Contractor must review all conditions for adequate thrust. Furthermore, a joint restraint may be required to obtain and secure a fitting from movement.**
- E. Golf Grade Ductile Iron Fittings & Joint Restraints:
1. Fittings for bell and gasket pipelines shall be ductile iron, slant-bell design, and deep bell type. Fittings shall be manufactured of ductile iron, grade 65-45-12 in accordance with ASTM A-536. Fitting gaskets shall be in accordance with ASTM F-477. All ductile iron fittings shall be equipped with four 90-degree apart, outwardly extending radial lugs to accommodate for appropriate method of mechanical restraints.
 2. Fittings made from more than one piece shall utilize securely fastened bolt-on style spigot-bell links. Slip-on rings or loose rings as the method of attachment are not permissible.
 3. All tee fittings used to connect remote control valve and quick coupling assemblies to the mainline shall be ductile iron, deep bell service tees.
 4. All ductile iron bends; reducers, tees and gate valves shall be mechanically restrained. All bell and gasket joints adjacent to restrained joints shall be

- restrained in accordance to the manufactures recommended design criteria and guides. **Note: Sites where ductile iron fittings without joint restraints and thrust blocks are acceptable in lieu of joint restraints and/or joint restraints that are used in cases of non-bearing soils or where joint restraints are used exclusively. See plans and details for actual site by site applications.**
5. The mechanical joint restraint shall be capable of securing the PVC pipe directly to the ductile iron fitting without the use of bolts, links and adapters. The joint restraint shall be capable of securing PVC gasket pipe joints and gate valves without use of threaded rods. Joint restraints made for iron or steel pipe are not permissible.
 6. The joint restraint shall be manufactured from ductile iron, grade 65-45-12 in accordance with ASTM A-536. Bolts and nuts used on joint restraints shall be provided as part of the restraint assembly.
 7. All joint restraints shall be installed using methods recommended by the manufacturer. All bolts and nuts must be tightened as per manufacturer's recommended torque ratings.
 8. All tees, bends, reducers and end caps should be restrained using LH Series clamp sets. Additionally, a certain number of bell-spigot joints before and after a restrained fitting require LB Series joint restraints. There are also LG series clamp kits for restraining slip-on gate valves.
 9. The following table lists values for the minimum restrained length of pipe ("L"). Every joint within the distance "L" should be restrained. Bends require that all joints be restrained on both sides of the bend for the specified length. The most critical are capped pipe and gate valves installed at terminating points for future connections; these should be treated as Dead End applications.

Table values are based on 100 psi test pressure, 2 feet cover, sand-clay type soil and safety factor of 2. For pressures other than 100 psi, multiply the "L" values by the actual pressure and divide by 100.

MATERIAL SPECIFICATIONS:

Clamps and Tie Rods: Ductile Iron ASTM A-536
 Bolts and Nuts: Low Alloy Steel standard 304 Stainless Steel (Optional)

Pipe Size	Minimum Restrained Length (L), feet				Reductions (sizes down)		
	Bends (degrees)				1D	2D	DE
	11	22	45	90			
2	1	1	2	5	NA	NA	15
2.5	1	2	3	7	3	NA	18
3	1	2	4	9	6	8	24
4	2	3	7	16	11	16	36
6	2	5	10	23	24	32	50
8	3	6	12	30	26	44	66
10	4	7	15	36	26	45	80
12	4	8	17	42	36	45	94

Notes: 1D reduction denotes one size down (such as 4x3, 12x10)
 2D reduction denotes two sized down (i.e. 4x2.5, 12x8)
 DE is a dead end (for a cap, plug or a gate valve.)

10. Ductile iron joint restraints shall be installed on all fittings and gate valves for all IPS-Size, ring joint PVC pipe. The joint restraint shall be capable of securing the PVC pipe directly to the lugs on the Leemco deep bell ductile iron fittings without the use of bolts, links and adapters. The joint restraint shall be capable of securing PVC pipe to PVC pipe and PVC pipe to ring joint gate valves without the use of threaded linkages.
 All ductile iron fittings shall be secured to full-length pipes and on all bends and tee branches, the next joint of the pipe shall be secured. At least two full lengths of pipe must be secured when attached to bends and tee branched 8" and larger, and at least three full lengths of pipe must be secured to dead end pipe. Pipe joints that occur in less than full-length when attached to a fitting shall also be secured.
11. All fittings shall be deep bell, manufactured specifically for IPS-Size pipe and made of Grade 65-45-12 ductile iron. Fittings 4" and larger shall have slanted bells to allow deflection of pipe in all planes. Fittings shall have four lugs at each push-on joint with ribbed and cupped gasket design, made from EDPM elastomer.
12. All quick coupling valves shall be fitted with stabilizers. Quick coupling stabilizers shall be manufactured in Grade 65-45-12 ductile iron; shall attach to the hex portion of the valve and be secured with a single bolt. Stabilizer shall have 12" span and be capable of resisting rotational and vertical motions.

Part 3 - Execution

3.1 INSPECTION

- A. Examine final grades and installation conditions. Do not start irrigation system work until unsatisfactory conditions are corrected and approved by Owner or Irrigation Consultant.

3.2 PREPARATION

- A. Layout and stake the location of each pipe run and all sprinkler heads and sprinkler valves. Obtain Irrigation Consultant's acceptance of layout prior to excavating.
- B. Strip sod for pipe trenches with a mechanical sod stripper uniformly 1" to 1-½" thick with clean-cut edges (for existing turf only).
- C. Remove existing paving for sleeve installation. Saw cut existing paving to provide uniform straight transition at new to existing paving.
- D. Place sleeves as indicated for installation of piping and control wire.

3.3 INSTALLATION

A. Excavating and backfilling:

1. Excavation shall include all materials encountered, except materials that cannot be excavated by normal mechanical means.
2. Excavate trenches of sufficient depth and width to permit proper handling and installation of pipe and fittings.
3. If the pulling method is used, the pipe "plow" shall be vibratory type. Starting and finishing holes for pipe pulling shall not exceed a 1'-0" by 3'-0" opening.
4. Excavate to depths required to provide 4" minimum depth of amended earth fill or sand bedding, free of all rock, and debris, for piping on all sides and bottom of pipe when rock or other unsuitable bearing material is encountered.
5. Fill to match adjacent grade elevations with approved earth fill material. Place and compact fill in layers not greater than 8" depth.
 - a. Provide approved earth fill or sand to a point 4" above the top of pipe - free of rock and debris
 - b. Fill to within 6" of final grade with approved excavated or borrows fill materials free of lumps or rocks larger than 2" in any dimension.
 - c. Provide clean topsoil fill free of rocks and debris for top 6" of fill.
6. Except as indicated, install irrigation main lines with a minimum cover of 24" based on finished grades with a minimum depth of 30". Install irrigation lateral lines with a minimum cover of 18" based on finished grades with a minimum depth of 24". No sweeping of lateral lines.
7. Excavate trenches and install piping and fill during the same working day. Do not leave open trenches or partially filled trenches open overnight.
8. Replace stripped sod in sufficient time to allow for satisfactory sod recovery and growth. Water stripped and reinstalled sod until irrigation system is placed in operation (irrigation contractor to return turf to original condition or better). Existing turf conditions only.
9. Replace paving of same materials, using joints and patterns to match existing adjoining paving surfaces.
10. Backfill shall be compacted to 95% standard proctor density. Contractor will be responsible for the restoration of all settlement for period of (2) years from acceptance.
11. **Vibratory pulling method to be employed on all greens, tees and fairways where 2" PVC piping is shown on plans.**

B. Plastic pipe:

1. Install plastic pipe in accordance with manufacturer's installation instructions. Provide for thermal expansion and contraction.
2. Saw cut plastic pipe. Use a square-in-sawing vice, to ensure a square cut. Remove burrs and shavings at cut ends prior to installation.
3. Make plastic to plastic joints with solvent weld joints or slip seal joints. Use only solvent and purple cleaner recommended by the pipe manufacturer's instructions. Contractor shall make arrangements with pipe manufacturer for all necessary field assistance.
4. Make plastic to metal joints with Sch. 80 piping.
5. Make solvent weld joints in accordance with manufacturer's recommendations.

6. Allow joints to set at least 24 hours before pressure is applied to the system.
 7. Maintain pipe interiors free of dirt and debris. Close open ends of pipe by acceptable methods when pipe installation is not in progress.
 8. All gasketed PVC pipe shall be installed per manufacturer's recommendation using appropriate gasket lube.
 9. Pulled pipe shall be solvent welded 36 hours in advance of pulling.
 10. Contractor shall not drag PVC pipe before installation.
 11. No substitution of smaller pipe, only larger sized pipe will be permitted.
 12. All piping must be installed as per manufacturer recommendations including piping velocity rates.
- C. Decoder sprinklers, fittings, valves and accessories:
1. Install fittings, valves, sprinkler heads, swing joints and accessories in accordance with manufacturer's instructions.
 2. Set sprinkler heads perpendicular to finished grades, except as otherwise indicated.
 3. Obtain Irrigation Consultant's review and acceptance of height for proposed sprinkler heads and valves prior to installation.
 4. Locate sprinkler heads to assure proper coverage of indicated areas. Do not exceed sprinkler head spacing distances indicated (as per manufacturer recommendations).
 5. Install pop-up gear driven sprinklers on specified swing joint assemblies. (See Detail)
 6. Install quick coupling valves on specified swing joint assemblies. (See Detail)
 7. Install decoder sprinklers as detailed.
 - a. Ground controller in accordance with manufacturer's recommendations (10 OHMS or less) with Paige Electric plate configuration to get to 10 OHMS or less; measure by a meager device. It will be the responsibility of the contractor to prove such measurement before getting released from the said system installation. (See Plan & details).
- D. Paige Electric Decoder Control wiring:
1. Install electric control cable in the piping trenches wherever possible. Place wire in trench adjacent to pipe. Install wire with slack to allow for thermal expansion and contraction. Expansion joints in wire may be provided at 200-foot intervals by making 5-6 turns of the wire around a piece of ½" pipe instead of slack. Where necessary to run wire in a separate trench, provide a minimum cover of 18" or as per local codes.
 2. Provide sufficient slack at site connections at remote control valves in control boxes, and at all wire splices to allow raising the valve bonnet or splice to the surface without disconnecting the wires when repair is required.
 3. Connect each remote control valve or sprinkler head to one address of a central controller except as otherwise indicated.
 4. Connect remote control valves or sprinkler heads to a common ground wire system independent of all others.
 5. Make secondary wire connections to sprinkler heads, remote control electric valves and splices of wire in the field; using PE listed burial splice connectors (i.e.: Rain Bird DB series), in accordance with manufacturer's recommendations.

6. Provide tight joints to prevent leakage of water and corrosion build-up on the joint.
7. Provide new sleeves for all locations where existing sleeves are not indicated. Install new sleeves prior to paving installation wherever possible.
8. Install pipe sleeves under existing concrete or asphalt surface by jacking, boring, or hydraulic driving of the sleeve. Remove and replace existing concrete and asphalt surfaces where cutting is necessary. Obtain Owner's permission before setting existing concrete and asphalt surfaces. Where piping is shown under paved areas that are adjacent to turf areas, install the piping in the turf areas.
9. One approved manufacturer shall be used for the entire project, no multiple manufacturers will be allowed for all wire, pipe, cement and primer etc.

E. Flushing, testing and adjustment:

1. After sprinkler piping and swing joints are installed and before sprinkler heads are installed, open control valves and flush out the system with full head of water. Swing joints should be extended above grade by 2-3 feet above grade by a section of PVC. This will help prevent contaminate piping during flushing.
2. Perform system testing upon completion of each section. Make necessary repairs and re-test repaired sections as required.
3. Adjust sprinklers after installation for proper and adequate distribution of the water over the coverage pattern. Adjust for the proper arc of coverage.
4. Test and demonstrate the controller by operating appropriate day, hour, and station selection features as required to automatically start and shut down irrigation cycles to accommodate plant requirements and weather conditions.

F. Roadway Pipe Crossings (See plan and detail utilizing HDPE DR11 4710):

1. Contractor shall contact and obtain permission from all governing bodies and agencies.
2. Contractor shall install piping, sleeving and wire sleeves in accordance with said agencies – as per code.

G. Stream Pipe Crossings (See plan and detail):

1. Class 50 or 51 ductile iron piping with iron mechanical joint sleeves and transitional gaskets or HDPE DR11 4710 – as per code.
2. Piping shall be stable and thrust blocked or restrained to stop movement of piping.
3. 2" minimal wire sleeve of aluminum conduit or as per local codes, shall be supported separately.

H. Bridge Crossings (See plan and detail)

1. Prefabricated steel, Yelomine SDR-21 or Driscopipe Spool equivalent can be used for all bridge crossings as needed or HDPE DR11 4710 – as per code.
2. Contractor is responsible for engineering proper support system. (See schematic drawing)
3. All piping to be hidden inside bridge trusses and exited by prefabricated "Z" piping.
4. "Z" piping thrust blocked and connected with flanges same size as PVC piping.

I. Service:

1. When requested, return to the site during the subsequent fall season and winterize the system. Drain all water from the system or blow out the system

- with compressed air – (blow out climates only).
2. When requested, return to the site during the subsequent spring season and demonstrate to the Owner the proper procedures for the system start-up, operations, and maintenance (blow out climates only).

3.4 SPARE PARTS

- A. Provide the following:
 1. Four extra sprinkler head (s) of each size and type.
 2. Ten decoder modules of each type.
 3. Two extra valve access box(s) of each size and type.
 4. Ten quick coupler valve keys and swivel elbows.
 5. Two repair coupling for each size and type of pipe.
 6. Two tee handles for both style isolation valves 4'-0" in length.

3.5 DISPOSAL OF WASTE MATERIAL

- A. Transport unsuitable excavated material, including rock or lava to designated disposal areas on Owner's property. Stockpile or spread as directed. Remove from site and legally dispose of trash and debris.
- B. Maintain disposal routes clear, clean, and free of debris.

3.6 ACCEPTANCE

- A. Test and demonstrate to the Irrigation Consultant and Owner the satisfactory operation of the system free of leaks.
- B. Instruct the Owner's designated personnel in the operation of the system, including adjustment of sprinklers, controller (s) and central, valves and pump station(s).
- C. Upon acceptance the Owner will assume operation of the system.-See application for payment

3.7 CLEANING

- A. Perform cleaning during installation of the work and upon completion of the work. Remove from site all excess materials, soil, debris, and equipment. Repair damage resulting from irrigation system installation.

V. Electrical

Part 1 - General

1.1 APPLICABLE STANDARDS

- A. All apparatus, materials and work, shall be in accordance with standards, practices and codes of the electrical industry. Particular attention is directed to requirements of ANSI/NFPA 70 and Underwriters Laboratories, Inc. as suitable for purposes specified

and shown.

- B. The completed irrigation installation shall conform to all local and special laws, codes or ordinances of all Federal, State and municipal authorities with due jurisdiction.

1.2 PROJECT CONDITIONS

- A. Locations of all controllers, heads and other elements of the system are to be approved by Owner or Owner's Representative before wiring is installed.
- B. Conductor sizes are based on copper.
- C. Wire and cable routing shown on the drawings are approximate. Route wire as required meeting project conditions.-See plan
- D. Take precautions to avoid damage to existing site elements and features, including wiring and piping for existing underground irrigation system. Promptly repair damage to such features, cost at Contractor's expense.

Part 2 – Products – as per local code

2.1 PRIMARY CABLE – 120VAC

- A. All power cables are type Single Conductor as per Paige Electric Co. (or approved equal); they are to be UL listed for direct burial, and rated at 600 volts. The cable shall include three conductors, which are to be colored per wire industry standard or numbered as 1, 2, and 3. The size of the "hot" and "common" conductors are to be as shown on the irrigation plans, and the size of the "equipment ground" conductor as required by the National Electrical Code, or larger. The inner copper conductors are to be covered with high dielectric PVC and Nylon. The outer jacket will be black PVC and is to be sunlight resistant. (Paige Electric Co., (or approved equal) LP specification number P7266D for 10 AWG and smaller and specification number P7267D for 8 AWG and larger.)
- B. Conduit: All branch circuit wires, for 120 volts and higher, shall be installed in electrical conduit. The wires shall be type THWN and sized according to the irrigation system plans. Paige Electric Co., LP specification number P7316. Installation shall meet all local codes and regulations as well as NEC requirements for burial conduit piping. The total cross-sectional area of the wires sleeved through the electrical conduit shall be no more than 40% of the internal cross-sectional area of the conduit.

2.2 SECONDARY CABLE – 24 VAC

- A. Wires connecting the remote control valves to the irrigation controller are single conductors, type PE. Its construction incorporates a solid copper conductor and polyethylene (PE) insulation with a minimum thickness of 0.045 inches. The wires shall be UL listed for direct burial in irrigation systems and be rated at a minimum of 30 VAC. Wire sizes and colors are defined in the irrigation plans and other specifications. (Paige Electric Co., (or approved equal) LP specification number P7079D.)

2.3 EARTH GROUNDING

A. It is the responsibility of the installer to connect all electronic equipment for which they are responsible to earth ground in accordance with Article 250 of the National Electrical Code (NEC). Grounding components will include the items described in the following paragraphs, at a minimum.

Use grounding electrodes that are UL listed or manufactured to meet the minimum requirements of Article 250 of the NEC. At the very minimum, the grounding circuit will include a copper clad steel ground rod, a solid copper ground plate and 100 pounds of PowerSet® earth contact material, as defined. See detail.

Ground rods are to have a minimum diameter of 5/8" and a minimum length of 10 feet. These are to be driven into the ground in a vertical position or an oblique angle not to exceed 45 degrees at a location 10 feet from the electronic equipment, the ground plate, or the wires and cables connected to said equipment. See detail.

The rod is to be stamped with the UL logo (Paige Electric part number 182007.) A 6 AWG solid bare copper wire (about 12 feet long) shall be connected to the ground rod by the installer using a Cadweld GR1161G "One-Shot" welding kit (Paige Electric part number 1820037.) This wire shall be connected to the electronic equipment ground lug. See detail.

The copper grounding plate assemblies (Paige Electric part number 182199L) will have minimum dimensions of 4" x 96" x 0.0625". A 25-foot continuous length (no splices allowed unless using exothermic welding process) of 6 AWG solid bare copper wire is to be attached to the plate by the manufacturer using an approved welding process. This wire is to be connected to the electronic equipment ground lug as shown in the detail of page 1. The ground plate is to be installed to a minimum depth of 30", or below the frost line if it is lower than 30", at a location 8 feet from the electronic equipment and underground wires and cables. Two 50-pound bags of PowerSet® with a neutral PH value (Paige Electric part number 1820058) earth contact material must be spread so that it surrounds the copper plate evenly along its length within a 6" wide trench. Salts, fertilizers, bentonite clay, cement, coke, carbon, and other chemicals are not to be used to improve soil conductivity because these materials are corrosive and will cause the copper electrodes to erode and become less effective with time.

Install all grounding circuit components in straight lines. When necessary to make bends, do not make sharp turns. To prevent the electrode-discharged energy from re-entering the underground wires and cables, all electrodes shall be installed away from said wires and cables. The spacing between any two electrodes shall be as shown in the detail of page 1, so that they don't compete for the same soil.

The earth-to-ground resistance of this circuit is to be measured using a Megger® or other similar instrument, and the reading is to be no more than 10 ohms. If the resistance is more than 10 ohms, additional ground plates and PowerSet® with a neutral PH value are to be installed in the direction of an irrigated area at a distance of 10', 12', 14', etc. It is required that the soil surrounding copper electrodes be kept at a minimum moisture level of 15% at all times by dedicating an irrigation station at each controller location. The irrigated area should include a circle with a 10-foot radius around the ground rod and a rectangle measuring 1-foot x 24-feet around the plate.

All underground circuit connections are to be made using an exothermic welding process by utilizing products such as the Cadweld "One-Shot" kits. Solder shall not be allowed to make connections. In order to ensure proper ignition of the "One-Shot", the Cadweld T-320 igniter must be utilized (Paige Electric part number 1820040.) The 6 AWG bare copper wires are to be installed in as straight a line as possible, and if it is necessary to make a turn or a bend it shall be done in a sweeping curve with a minimum radius of 8" and a minimum included angle of 90°. Mechanical clamps shall be permitted temporarily during the resistance test process, but are to be replaced with Cadweld "One-Shot" kits immediately thereafter.

2.4 BONDING

- A. Said grounding circuit is referred to as "supplementary grounding" in the NEC. And for safety reasons, the NEC required that all supplementary grounds be "bonded" to each other and to the service entrance ground (power source) as shown. This is also "recommended practice" of IEEE Standard 1100-1999. Note that this is in addition to the equipment ground, which is commonly referred to as "the green wire." The power wires (black, white and green for 120 VAC and black, red and green for 240 VAC) must always be kept together in a trench/conduit/tray/etc. The bonding conductors are to be 6 AWG solid bare copper unless the system power conductors are larger than 1/0 AWG, in which case they are to be 4 AWG solid bare copper. All splices to the bonding conductors shall be made using a Cadweld "One-Shot" kit. See details. (Paige Electric part number 1820074)

2.5 SHIELDING

- A. The bonding conductors are to be installed in such a way so that they act as shielding conductors. This becomes a network of solid bare copper wire over all the main bundles of other wires and cables. See details. The bare copper wire is to be installed as close to the surface as possible, yet being sufficiently below the ground level as to prevent damage from maintenance equipment such as aerators. And it must be placed above all other valve/power/communication wires and cables, per detail, and installed in all trenches as shown on the electrical plan drawings. It is not necessary to install this conductor over short wire runs (less than 150 feet) away from the main wire bundles. The conductor is laid in as straight a line as possible, and when necessary to make bends, do so in a sweeping motion using the detail as a guideline. The shield network is to be connected to the service entrance earth ground, to all electronic equipment ground lugs, and all equipment supplementary grounding electrodes. One such network is necessary for each power source. Do not interconnect the equipment ground, bonding and shielding wires from different power sources.

2.6 VOLTAGE STABILIZING EQUIPMENT (see plan for external/internal cabinets)

- A. Stabilizer to be installed as per plan. All stabilizers in field locations shall be in an encoded NEMA-3 type enclosure of sufficient size to accommodate the stabilizer and enough room to allow for wiring. The NEMA-3 enclosure shall have a BTU rating

based on the following table:

VA Rat	120	250	500	750	1000	1500	2000	3000	5000
BTU's	136	225	280	444	519	686	1229	1331	2117

Model listed below and location shown on plan.

1. SOLA model (or equal).

2.7 SURGE PROTECTION DEVICES

- A. All field satellites shall have model #907 surge protection devices **on all 120 VAC input power**. Surge protection #907 as per manufactured by D&B Associates, Inc. Batavia, Illinois. -See Control section

Part 3 - Execution

3.1 GENERAL

- A. Installation of wiring shall be in accordance with Section IV Irrigation System and in accordance to irrigation system manufacturer's instructions.
- B. Any wire or cable that is stressed or damaged in any way shall be replaced at the Contractor's expense.
- C. Make splices with approved connector assembly as specified in Section IV Irrigation System.
- D. Inspect wire and cable for physical damage and proper connection. Verify continuity of each control circuit.
- E. Wire and Cable Installation: Wire and cable burial depth is dictated by the National Electrical Code®. Temperature changes cause wires and cables to expand and contract as much as 1% of the length. And high voltage power lines create large electro-magnetic fields that cause interference and corrupt signals in communication lines. It is therefore necessary to take certain precautions when installing these products.
The contractor shall install all wires and cables carrying up to 30 volts at a minimum burial depth of 6". If mechanical equipment, such as aerifiers and shovels, are expected to disturb the area, then the wires and cables shall be installed at a 12" depth. For wires and cables carrying more than 30 volts and less than 600 volts, the minimum burial depth shall be 24". When installing wires and cables in a trench, they must be "snaked" so that some slack is created. At points along the trench where there are sharp bends, a loop of 12" to 24" shall be created to allow for shrinkage. When communication cables are in the same trench as power wires, there shall be a minimum separation between them of 12"
- F. Wire and Cable Splices:
All electrical connections shall incorporate:
 1. A solid mechanical connection of the copper conductors.

- 2. Electrical insulation of the mechanical connection.
- 3. A means to waterproof the insulated connection.
- 4. "Strain-relief" to prevent the connection from coming apart when wires/cables are pulled-upon.

VI. Pump Station

**Vertical Turbine Variable Speed
Prefabricated Pump Station**

Sycamore Golf Club

Design Criteria

Design Flow: 1200 GPM @ 115 PSI Station Discharge

U. L. Approved Package Pumping System For Three Phase Power

SCOPE OF WORK

It is the intention of this specification to describe an automatic, prefabricated pump station. Design, fabrication, testing and service shall be the sole responsibility of the pump station manufacturer. The pump station shall provide water to the system while simultaneously maintaining a constant discharge pressure by using a prefabricated pump station with variable frequency drive (VFD) pumps for pressure regulation, under varying flow conditions up to the maximum specified capacity.

SECTION 1: GENERAL

1.1 The prefabricated pump station shall have a minimum capacity and discharge pressure at skid edge as described in the technical specifications. The overall pump length shall extend to within twelve inches of the bottom of the wet well. The main pumps shall operate at no more than 1800 RPM.

1.2 The station shall be completely wired, piped, hydraulically, electrically, and flow tested to full station capacity at factory prior to shipment to job site. Documentation of dynamic test shall be verified by owner prior to pump station shipment.

1.3 Construction shall include a fabricated steel plate and skid assembly to support all components during shipping and to serve as the installation mounting base.

1.4 The discharge manifold from the pump station shall terminate at or near the pump station skid edge and be provided by the pump station manufacturer.

The pumping station shall be model number VT as manufactured by WATERTRONICS, INC. 525 Industrial Drive, P.O. Box 530, Hartland, Wisconsin 53029-0530.

1.5 FCC STATEMENT of COMPLIANCE

Control panel will be designed, tested, and certified to comply with FCC requirement Part 15 standards for electromagnetic compliance for EMC emissions. System to comply with both conducted and radiated emissions so that the system will not interfere with electrical, communication, SCADA, and security systems

SECTION 2: MANUFACTURER REQUIREMENTS

2.1 Manufacturer

The pump station shall be manufactured by **Watertronics, Inc.**, Hartland, Wisconsin. The following information must be furnished by the contractor or manufacturer's representative within 10 days before bid date, to the Consultant/Engineer for consideration as an equal brand.

- a. A complete specification and submittal of all major components for the proposed pump station with individual pump performance verification.
- b. A detailed pumping station proposal drawing complete with component location, sizes and dimensions specific to the installation and matching the specifications herein.
- c. A complete electrical schematic for all high and low voltage circuits showing breaker/ fuse sizing, wire numbering and color.
- d. Pump station manufacturers U.L. file number for the electrical controls and pump station.
- e. A copy of the manufacturer's certificate of insurance in excess of \$1,000,000.
- f. Product support technicians shall be capable of accessing all information pertaining to the pumping equipment, e.g. electrical schematics, pump curves, program data, bill of materials, etc. The manufacturer shall have no less than two technicians on call seven days a week. Verify with Names, Addresses, and Phone Numbers.
- g. The pump station manufacturer shall provide factory authorized or factory direct service personnel for the set, start-up, preventative maintenance and general service of the pump system. A factory authorized or factory direct service technician must be located within one-hundred (100) mile radius of the project site. The pump systems technician must have a minimum of 5 years' experience. The pump station manufacturer shall provide technical phone support twenty-four hours a day seven days a week. Verify with Names, Addresses, and Phone Numbers.

SECTION 3: U.L. LISTED CONTROL PANEL, LOGIC AND SENSORS

3.1 General Watertronics U.L. File Number E142155

The pumping station electrical controls shall be mounted in a self-containing NEMA 4 enclosure fabricated from not less than 12 gauge steel. Door gasket seals shall be neoprene sponge, sufficient to protect interior components from weather and dust. The electrical panel doors shall be constructed from 12 gauge steel with integral latches.

All external operating devices shall be dust and weatherproof. All internal components of the enclosure shall be mounted on a removable back panel. Mounting screws for components shall not be tapped into the enclosure wall. No pressure gauges, pressure switches, water activated devices, or water lines of any sort shall be installed in any electrical control panel.

A closed type cooling system shall be included to cool the enclosure and reject heat from the VFD. **Open type cooling systems allowing outside ambient air to enter the panel are not acceptable.** No water line connections shall be permitted inside of the control enclosure.

VFD status and internal parameters must be viewable without the opening of the enclosure door.

The control panel shall be designed, built, tested and U.L. listed by the pump station manufacturer.

3.2 Main Disconnect

A three-pole, main station disconnect shall be contained within the NEMA 4 control enclosure. Disconnect shall be non-fused and isolate all power to the control enclosure. The disconnect shall have an operating handle mounted in the enclosure door, mechanically interlocked to prevent entry while disconnect is in ON position.

3.3 Motor Combination Starters- Breaker

Each motor shall be protected by a MSP combination starter and breaker. Device will be UL 508 Type F. Motor starter protector and contactor are electrically and mechanically linked by means of a link module and adapter plate. All starters are suitable for use in group installation applications according to NEC-430-53(c).

3.3 Variable Frequency Drive (VFD)

The variable frequency drive shall be IGBT based with selectable carrier frequency up to 15 KHZ. The VFD shall include terminals for incoming power, motor output power and control terminals.

The VFD shall generate a sine-coded, variable voltage/ frequency, three phase output for

optimum speed control. The VFD shall incorporate power loss ride-through for a minimum of 2 seconds. VFD protective features shall include current limit, auto restart, short circuit protection, electronic motor overload protection and ground fault protection. The VFD shall have a push button programming display for easy access to operation parameters. The VFD shall be protected on the primary side a breaker of the appropriate amperage. Overload capacity: 120% rated output current for one minute. Voltage Fluctuation: +10%, -15%. Sine wave, PWM, with full range, and automatic torque boost. Frequency Control Range: 0.5 to 500Hz. Frequency Accuracy: Digital, 0.01Hz, Analog, .1%. Motor overload protection, Instantaneous over current of 180% of rated output current. Over voltage at 820VDC if 460V input. Under voltage: user adjustable. Momentary Power Loss: up to 2 second ride through. Electronic Ground Fault. LED capacitor charge indicator. Input Phase loss alarm. Ambient temperature range of 0 to 50 degrees C. Humidity of 95% non-condensing.

3.4 Control Transformer

A control transformer shall provide 120 volt power to the pump station controls. The control transformer shall be protected on primary and secondary sides with appropriately sized fuses. No load other than the pump controls shall be supplied by the control transformer.

3.5 Lightning Arrester

Surge suppressor shall meet or exceed the following criteria: Minimum single impulse current rating: 80,000 amperes per phase. Duty cycle testing: 2,500 10KA impulses with less than 10% drift. Response time: <5ns. Suppressors shall consist of solid-state components and operate bi-directionally. Minimum continuous operating voltage of the suppressor shall be greater than 110% of the nominal system voltage.

3.6 Secondary Control Circuit Breakers

Single-pole secondary distribution breakers with appropriate ratings shall supply power to each pump starter coil circuit, the control system and to other circuits as specified.

3.7 Main Panel Power and Motor Phase Monitor

The incoming power and each motor shall be protected by a phase loss/low voltage system dropout relay to de-energize the pump station control circuit or motor contactor if either a phase failure, phase reversal or low voltage condition occurs. If after attempted automatic re-starts the phase failure/low voltage alarm condition remains, the alarm must be manually reset. Individual motor overloads will also act as phase monitors for each motor.

3.8 Corrosion Inhibiting Modules

Corrosion inhibiting modules shall be installed in all electrical enclosures in accordance with the manufacture's recommendations.

3.9 Control Logic

The pump sequence controller shall be an industrial grade PLC with diagnostic LEDs for monitoring of discrete inputs and outputs. Not less than two additional analog inputs and outputs shall be standard for monitoring and control purposes. The PLC shall contain RS232 and RS485 communication ports for monitoring and programming purposes. The PLC shall contain an EEPROM, battery backed RAM and non-volatile memory for storage of critical configuration data. The PLC will have a high speed counter, clock and calendar function with year, month, day, hour, minute, and day of week

3.9 a VFD Backup Pressure Regulation:

Pump station manufacturer shall provide a line item option for a redundant pressure regulation device in the event the single specified VFD unit faults or fails. Redundant pressure regulating device can be hydraulic pressure regulation per individual pump or VFD per individual pump. The back-up mode shall automatically regulate pressure in the event the main VFD fails. There must be no more than a 10 minute loss of irrigation in any VFD failure. The VFD back-up pressure regulation mode must provide full station design flow as indicated in the technical specifications.

Utilizing the pressure relief valve is not an acceptable pressure regulation back up device.

Acceptable Methods include:

- 1.) Hydraulic Control Valve per pump
- 2.) VFD Per Pump (BTU analysis with corresponding cooling feature required)

Design detail, valve / cooling equipment submittals and BTU analysis (VFD option) are required to be included with bid documents.

3.9 b User Defined Pressure Set-Point Based on Flow Zones

The operator shall be capable of changing the regulated downstream pressure based on discharge flow or discrete input as called out by the technical specifications. The pump station controls shall also be capable of up to six, user adjustable pressure regulation set points based on discharge flow or one additional set point based on a discrete input. In addition to adjustment of downstream pressure, the controls shall be capable of up six pressure regulation algorithms to insure accurate pressure regulation regardless of regulated pressure, discharge flow or connected pump combination.

3.9 c Lead Pump Selection

Lead selection of equal horsepower pumps shall be accomplished by total accumulated pump running time. Unless manually overridden, the pump with the lowest accumulated running time shall be the next pump started in the sequence. Alternating logic for selection of lead pump shall not be accepted.

3.9 d Alarms

Controls shall shut down the pump station in the event of the following alarm conditions. The controls shall attempt to restart the system after alarm shutdown or loss of power to minimize loss of irrigation. After a user adjustable number of attempts to re-pressurize the system, the controls will go into hard shut down and remain there until manually reset.

1. Low discharge pressure cutout. Pressure remains 20 PSI below regulate set point for set time delay.
2. High discharge pressure cutout. Pressure remains 11 PSI above regulate set point for set time delay.
3. Phase/ voltage cutout. High or low voltage, loss of phase, or phase reversal.
4. Low intake water level cutout. Wet well or pond level remains below set point for set time delay.
5. Starter fail cutout. Output to starter is not met with corresponding running input for set time delay. Indicates overload, phase imbalance or control fuse.
6. VFD fault and VFD bypass status.

3.10 Operator Interface

Operator interface shall be a full color STN display unit mounted in the enclosure door. Operator interface shall be used for logical display of all pump station functions. The operator interface shall be NEMA 4 rated. The operator interface shall be touch sensitive with intuitive on-screen user instruction for ease of operator use. The use of buttons or keys or off-screen user instructions shall not be permitted. The operator interface shall be STN color display type with no less than 640 x 480 pixel resolution, with viewing area measuring not less than 7.5" diagonal. User memory for storing critical pump operation data shall not be less than required for up to 1 year of data.

The operator interface shall allow the user to view and modify all pertinent operation parameters. The operator interface shall incorporate password protection for modification of critical pump station parameters. The operator interface capabilities shall include but are not limited to the following:

- a. Overview screen showing pump system configuration. Screen shall show if each individual pump is enable or disabled, the number of hours on each pump, station full flow and pressure design criteria
- b. System screen with information on current regulation pressure, setpoint, regulation pressure, System status, restarts remaining, VFD reference speed, pressure regulation method (VFD or EBV modes) and adjust settings button. Adjust settings button will allow changing parameters etc after entering password.
- c. Settings menu to allow changes to pressure regulation settings, pipe saver mode,

VFD manual mode, analog calibration, flow calibration, program or register settings.

- d. Flow screen will display pressure in PSI, flow in GPM and total gallons pumped in thousands of gallons. Separate display for total gallons pumped since last reset.
- e. Alarm status with time stamping, display of pump station conditions at shutdown and restart. Alarms will be displayed in red when activated and a separate listing will be displayed in green when the alarm is reset. Alarms will be logged to a compact flash disk allowing the service technician to upload data to a spreadsheet type program.
- f. Full control of and capability of monitoring, adjusting and viewing any options present such as water level, inlet strainer, wye strainer, filtration, chemical injection, or liquid tank levels. Adjustment of automatic/manual pressure regulation set points.
- g. Graphing capability for up to 1 full year detailing flow rate and pressure. Graphing function shall give option to graph and plot a point every minute. The graph function will be selectable by day, month and year as well as the time of desired graph. All data will be logged to a compact flash disk allowing the service technician to upload data to a spreadsheet type program.

3.12 Watervision Web Based Remote Monitoring and Control Software for Personal Computer and Smart Phone – single & multiple sites. Include Five (5) years of unlimited service

The pump control system shall incorporate a remote monitoring and control system that is accessible from any web enabled device via the internet.

A. Connectivity

1. Pump controls: The pump controls shall be connected to the internet via a RTU (Remote Telemetry Unit) that shall transmit the pump station parameters to a secure central data collection point, from which they can be retrieved. The RTU shall communicate directly to the pump control PLC through a dedicated serial port via Modbus protocol. Generic RTU's that monitor discrete inputs shall not be acceptable. The RTU shall poll the pump station controls continuously and transmit to the secure central data collection center only on a change of state.

RTU Connectivity Cellular (GSM or CDMA)

2. Web enabled device: The web enabled device for remote monitoring and control of the pump system shall require a browser. For PC's, the browser shall be, minimum:

- Internet Explorer 8.0 or higher
- Foxfire version 3.0 or higher

B. Secure data storage

1. Historic data specific to each RTU shall be stored in a password protected secure data storage facility.
2. The secure data storage facility shall be environmentally hardened, secure of viruses and power anomalies.

C. Features

The remote monitoring and control system shall be accessed by a secure login and password. A user hierarchy shall provide varying levels of access as defined by the system administrator. Upon successful login, the user shall be able to monitor their pump

system and any attached ancillary devices on a single overview screen. Additional pump monitoring and control features shall be accessed through links from the overview screen. Specific features of this system shall include, but not be limited to:

1. Graphical overview of system operations and status including pump status, flow, pressures, power draws, and regulate set points and alarms.
2. Operational status of pumps: Enabled/Disabled, Running/Not Running, Position of Hand/Off/Auto switch.

3.13 Pressure Transducer

A solid state pressure transducer shall provide a noise free, linear output proportional to discharge pressure. Transducer shall be solid-state, strain gauge type with integral voltage regulation and output accuracy not less than 0.25%. Transducer shall be constructed of stainless steel and rated for the pump station discharge pressure called out in the technical specifications.

3.15 Magnetic Flow Sensor

The pump station shall have a flow sensor installed, which shall be utilized to control and display the pump station flow rate and to display total gallons pumps through the touch screen operator interface device mounted on the control panel door. The flow meter shall be electro-magnetic design comprising of two major components, a primary head and a signal converter. The flow meter signal converter shall produce two separate signals, pulse and 4-20ma, in linear proportion to flow rate. Flow meter shall read flows from 0-40 fps, with a worst-case inaccuracy of +/-0.5% of reading with +/- 0.2% repeatability. Flow meter shall be sized so that maximum system flow lies between 16 and 24 fps through the meter. The primary meter head shall incorporate a straight-thru flow design with no moving parts or pressure loss, low maintenance and high accuracy. Meter shall be installed according to manufacturer's recommendations.

The flow tube shall be an ANSI B16.5 class 150 flanged for sizes less than 24". Wetted liner shall be hard rubber. Liner shall extend beyond the ends of the flow tube and over the flanged faces. The electrodes shall be Hastelloy.

The signal converter shall be a NEMA 4 rated, and shall house the microprocessor-based electronics required for magnet excitation and flow measurement.

The meter shall be calibrated during the pump station full run performance testing while at the factory prior to shipment. The magnetic flow sensor on the pump station shall be calibrated against a master meter. The manufacturer's test and calibration equipment shall be certified and shall be re-certified every three years.

SECTION 4: SKID ELECTRICAL

4.1 Skid Wiring

Skid wiring shall conform to National Electrical Code Standards. All wiring from control panels to motors shall be in metal reinforced, water tight, flexible conduit with copper conductors rated

not less than 600 volts and of proper size to carry the full load amperage of the motors without exceeding 70% capacity of the conductor. Flexible conduit runs shall not exceed six feet in length. A grounding cable sized to National Electrical Code requirements shall be included in the flexible conduit. There shall be no splices between the motor starters and the motor connection boxes.

Wiring to flow sensors, and pressure transducer shall be multi-conductor, shielded cable suitable for Class II low voltage controls. Wiring to motor operated valves, (option available for VFD stations), shall be in flexible conduit with TFFN #18 gauge copper conductors rated not less than 600 volts.

4.2 Junction Boxes

All off skid devices requiring control interface shall be terminated in a junction box. This junction box shall be located at the skid edge nearest the installation point of the off skid device. Fertigation and monitoring systems shall be terminated in a NEMA 4 junction box located on the exterior of the main controls enclosure to allow user connection.

SECTION 5: PUMP ASSEMBLIES

5.1 Vertical Turbine Irrigation Pump

Bowl assembly including suction case, intermediate bowls and discharge bowls shall be of Class 30 cast iron. The impellers shall be of **stainless steel**, statically balanced. Impellers shall be adjusted vertically by means of an adjusting nut located at the top of the driver. Each pump shaft is to be turned, ground and polished stainless steel having a chromium content of not less than 12%. It shall be supported by bearings above and below each impeller. The size of each shaft shall be appropriate to transmit the horsepower required by the pump.

Each turbine pump inlet strainer shall be corrosive resistant basket type with an area not less than four times the pump suction bell inlet area.

The discharge column pipe shall be A53 Grade B schedule 40 and furnished in interchangeable 10' sections with threaded couplings. The line shafts shall be ground and polished 416 stainless steel, and shall be coupled with steel couplings, have left hand threads, which tighten during operation. Drop-in type shaft centering spiders shall be provided at each column coupling at maximum 10' spacing. The section of shaft passing through the stuffing box shall be stainless steel having a chromium content of not less than 12%.

5.2 Discharge Head

Each pump shall be supplied with a DUCTILE IRON discharge head having a flanged discharge opening. The top diameter of the discharge head shall match the motor base to distribute the load uniformly. The minimum operating pressure of each discharge head shall be no less than 30% higher than the maximum output pressure of the pump. The DUCTILE IRON discharge head will have a tensile strength of 65,000 PSI.

5.3 Mechanical Seal

Each turbine pump discharge head shall contain a mechanical seal assembly located where the line shaft protrudes through the discharge head. The mechanical seal assembly shall consist of a main housing, shaft sleeve assembly, locking and drive collars. The shaft sleeve shall be machined from 416 stainless steel. The locking and driving collars shall be machined from 7075 aluminum. Integral to the seal housing, a permanently lubricated ball bearing shall be mounted, located out of the pumping media. The mechanical seal shall be resistant to corrosion and abrasives, totally self-lubricating, and rated for no less than 300 PSI. The seal assembly shall require no bypass tubes or related devices to provide cooling or lubrication.

5.4 Column Pipe

Column pipe should be A53, Grade B schedule 40 material, in inter-changeable sections not more than 10 feet in length. Pump line shaft shall be AISI 416 SS. The size of the shaft shall be no less than determined by ANSI specification B58.1, Section 4.2, Table 4. Bearing and retainers shall be bronze with rubber bearings.

5.5 Submersible Pressure Maintenance Pump

For the purpose of maintaining system pressure during non-irrigation periods, a pressure maintenance pump shall be incorporated in the system. Pressure maintenance pump shall be submersible type, constructed of stainless steel. The pressure maintenance pump shall perform as specified by the Technical Specifications.

SECTION 6: MOTORS

6.1 Main Irrigation Pump Motor

Each pump driving motor shall be squirrel cage induction vertical hollow-shaft type. The connection to the pump shaft shall be bolted-down type couplings in the motor. The temperature rise of the motor shall be to NEMA standard MG-1-12. Motors to be Inverter Duty, Premium Efficient with Class F installation. A thrust bearing of ample capacity to carry the weight of all rotating parts plus the hydraulic thrust of the pump shall be incorporated into the motor. The bearings shall be B10 rating with average life no less than five years continuous operation. The motor shall be of proper size to drive the pump at any point on the operation curve without exceeding the percent of the motor horsepower nameplate rating as called out in the Technical Specifications. U.S. Motors Only

6.2 Main Motor Winding Condensate Heater

Each pump motor will be supplied with a 120 volt space heater in the motor windings to prevent condensation during non-use times. The heaters will be deactivated while the motors are running.

6.3 Pressure Maintenance Pump Motor

The system pressure maintenance pump shall be equipped with a 3600 RPM, high efficiency submersible motor. The pressure maintenance pump shall perform as specified by the Technical Specifications.

SECTION 7: SKID, PIPING, VALVES, GAUGES, & MECHANICAL EQUIPMENT

7.1 Skid Construction

Pump station skid shall be formed from a single sheet of 3/8" steel, continuous welded and smooth ground at all corners resulting in a seamless, one piece structure with rounded edges and corners. Two 3" holes shall be located at each corner of the skid, on the side wall, for the purpose of lifting the pump station. The skid shall be strategically reinforced underneath with structural channel iron to support pumps, manifolds, control enclosures and periphery. The skid shall be drilled and tapped for mounting of pumps, manifolds, tanks, relief valves and other equipment. All tolerances shall be sufficient to permit direct bolting of pump station components to skid. No slotted holes shall be permitted in the pump station skid and no nuts or bolt heads shall be permitted on the under side of the skid. The pump station skid shall cover the wet well completely, without the need for a separate wet well cover plate. The pump station skid shall incorporate an integral wet well access hatch measuring not less than 16 inches by 24 inches. The access hatch door shall be both hinged and removable. For safety purposes, the wet well hatch access handle shall not protrude above the skid surface. The skid shall be primed and painted per enclosed specification on both top and bottom.

7.2 Fabricated Piping

All fabricated piping shall conform to ASTM specifications A53 for Grade B welded or seamless pipe. Discharge piping 8" and above shall be a minimum of Schedule 10. Discharge piping 6" and smaller shall be Schedule 40. All welded flanges shall be forged steel slip-on or weld neck type. All welded fittings shall be seamless, conforming to ASTM Specification A234, with pressure rating not less than 150 psi.

7.3 Drains

Drains are to be provided from any possible low point in the system and are to be equipped with 3/8 A or 1/4" brass valves. Drains shall include, but are not limited to, the following:

- Drain for each pump discharge check valve
- Drain in discharge manifold upstream of station discharge isolation valve.
- A wash down 3/4" brass hose bib on the discharge manifold, upstream of the main station isolation valve.

7.4 Pump Check Valve

Pump check valves shall be bolted directly to the pump discharge heads and sized per the technical data sheet. They shall be of the silent operating type that begins to close as forward velocity diminishes and be fully closed at zero velocity preventing flow reversal. Valve bodies shall be case from ASTM-126C cast-iron or better and shall be free from blow holes, sand holes, and other impurities. The valve design shall incorporate a center guided, spring loaded poppet, guided at opposite ends and having a short linear stroke that generates a flow area equal to the pipe diameter. Internals shall be machined bronze disc, seat, and stem guide. Valves shall be sized to permit full pump capacity to discharge through them without exceeding a pressure drop of 2.5 PSI. Valves 4" and smaller to be pressure rated for 250 PSI, 6" to 10" to be pressure rated to 150 PSI. Valves 12" and larger check valves to be globe style with 150 PSI rating iron bodied with bronze trim.

7.5 Isolation Valve

Each pump shall be isolated by means of a butterfly valve after the check valve and before the discharge manifold. The discharge manifold shall also have an isolation valve at the skid edge. Isolation valves shall be butterfly type with ten position lever for valves 4" and smaller or gear operators for valves 5" and larger, rated for 200 PSI WOG working pressure. Trim shall include stainless steel stem, bronze or nickel coated iron streamlined disk with full faced resilient seat design to eliminate need for flange gaskets.

7.6 Pressure Relief Valve

A pressure relief valve shall be installed on the discharge piping downstream of the pressure regulating valves. The valve shall be sized to bypass sufficient water back to the water source to avoid the discharge pressure from exceeding the maximum programmed pressure set point by more than 10 PSI.

7.7 System Air Release

Individual pump column air shall be purged prior to entering the pump station discharge manifold. An air release assembly shall be located on each pump discharge head, upstream of the pump check valve. Separation reservoirs or tanks with air/ water balance controls shall not be accepted.

7.8 Pressure Gauge

A pressure gauge shall be located on the discharge manifold for the purpose of measuring regulated, downstream pressure. Pressure gauge shall be 304 stainless steel case and bezel construction. Gauge shall be 4" diameter, liquid filled. Pressure sensing connection shall be 1/4" NPT lower gauge connection.

SECTION 8: ADDITIONAL SKID MOUNTED AND CONTROL INTEGRATED EQUIPMENT

8.1 Inside Panel Lighting Package

The pump station manufacturer shall provide within their control panel, fluorescent internal lighting that is switch activated when the control panel door is open. The light fixture should be mounted on the top of the enclosure and should be capable of illuminating the entire inside of the enclosure.

8.2 Lake Level Controls

The irrigation reservoir shall be continuously monitored by an electronic pressure transducer, which will send a 4-20ma signal to the PLC. The reservoir level will be read on the Touchscreen operator interface and displayed in inches. The user shall be able to control the remote signal activation level by making the desired adjustments on the screen. When low (set point) level has been maintained for the pre-set period of time, a 120 VAC signal shall be sent to a dry contact relay in the pump station panel to activate the start signal for a fill pump or valve. Upon a rise in the reservoir level the signal will stop and the relay will drop out to stop the filling operation. Lake level wire terminal connections will be located in a J-box on the control panel exterior.

8.3 Station Heater

The pump station manufacture will provide a thermostatically controlled heater. The heater will be powered form the pump station control panel and be mounted on a swing arm attached to the panel top.

8.4 Auto-flush Wye Strainer

The pump station manufacturer shall provide an automatic flushing wye strainer mounted and wired on skid. The wye strainer basket shall be piloted in both body and cover and fabricated from 24 gauge stainless steel with perforations as shown in the technical specifications. The body of the strainer shall be cast iron with flanged connections. Pressure drop through the strainer shall be not more than 1.75 PSI at full station capacity. The strainer shall be automatically flushed after a specific pump station run duration period. This timer is adjustable through the computer operator interface device (OID) as called out for in these specifications. A manual "on" selector switch shall be Touchscreen operator interface. Provided as an integral part of the strainer package shall be a normally closed solenoid operated valve. The PLC shall initiate the flushing cycle by opening the 2" solenoid valve for an adjustable duration. The flush shall be an adjustable timer through the computer interface device. A 2" ball valve shall be supplied to isolate the solenoid valve. The wye strainer size shall be specified in the technical data sheet. The flush line shall be piped to skid edge. Others to supply flush line back to supply pond.

8.5 Composite Pump Station Enclosure

The pump station shall be totally enclosed by a modular type enclosure that is constructed of non-corrosive composite materials.

The composite enclosure shall completely enclose the pump station mounting base and be flush with pump station pad.

The pump station enclosure shall consist of the following:

Side panels, two sets of double doors and pitched roof panels formed from fiberglass reinforced composite material. This material will be a 32-lb density closed cell fiberglass reinforced polyurethane panel having the following physical properties.

Material Properties	.05"	.75"	1.0"
Tensile Parallel: strength	6,220 psi	4,298 psi	3,837 psi
Tensile Perpendicular: strength	186 psi	274 psi	343 psi
Shear: Strength	530 psi	641 psi	685 psi
Shear: Modulus	3,750 psi	5,376 psi	6,243 psi
Compression: Strength @ 2. strain	366 psi	454 psi	339 psi
Compression: Modulus	14,700 psi	18,154 psi	13,627 psi
Flex: Strength	6,813 psi	5,372 psi	5,669psi
Flex: Modulus	311,180 psi	217,520 psi	278,440 psi
Static Bending: Strength	6,813 psi	5,563 psi	6,422 psi
Static Bending: Modulus	378,770 psi	279,310 psi	286,450 psi
R-Value:	1.22F(ft ²)h/Btu	1.92F(ft ²)h/Btu	2.24F(ft ²)h/Btu
Coefficient of Linear Expansion:	1.33 X 10 ⁻⁵ in/in	1.33 X 10 ⁻⁵ in/in	1.33 X 10 ⁻⁵ in/in
Mold/Fungi Test:	Passed Rating o	Passed Rating o	Passed Rating o

Corner posts, center posts and header beams shall be formed from structural composite profiles having UL 94 VO Flame Resistance Properties. The chart below is a typical listing of mechanical properties of the structural profiles utilized within the composite enclosures.

Mechanical Properties	Unit	Value
Tensile Strength	Psi	12,500
Tensile Modulus	Psi X 10 ⁶	1.2
Flexural Strength	Psi	25,000
Flexural Modulus	Psi X 10 ⁶	1.1
Compressive Strength flatwise	Psi	34,000
Compressive Strength edgewise	Psi	29,500
Shear Strength	Psi	13,000
IZOD Impact Strength	Ft. lb/in	9.6
Water absorption in 24 hrs	% by weight	.2
Specific Gravity		1.8

A header beam shall run from corner post to corner post on all sides of the enclosure. The header beam shall be chemically fused to the corner posts and center posts utilizing a Methacrylate structural adhesive. The composite framework is then attached to the skid utilizing the supplied mechanical hold-downs.

Each side panel shall have either a corner or center post on each side. Corner and center posts hold side panels in place from behind. Header beams hold side panels in place at the top and front.

a. The entire roof shall be removable without disturbing the remainder of the building. The roof panels shall sit on top of and bolt to the header beams. Bolts shall be spaced no farther than 20" apart around the lower flange of each roof panel. Removal of these bolts shall be the only obstacle to removing the entire roof. Two lifting points will be attached to the roof assembly for ease of removal. When two roof panels are joined together the mated pair is easily removed with a lifting strap and a boom. Removing the roof panels allows full access to pumps and motors from above.

b. One incandescent light fixture shall be mounted at least 54" above the floor. The fixture will be suitable for wet locations and a cage will protect the light bulb. The switch will also be suitable for wet locations and be mounted at the edge of the door giving access to the control cabinet. All wire will be protected inside ½" sealtite flexible conduit.

c. A fan shall be incorporated into one fixed side panel. The fan motor shaft shall be placed at least 48" above the top of the pump station skid. The fan shall have protective screening completely surrounding the blades and self-opening shutters on the outside of the panel. The fan shall be at least 18" in diameter and move at least 2800 cfm. The fan shall draw air from within the enclosure. A self-opening louvered panel shall be placed in a fixed side panel as far from the fan as possible. This louvered panel shall serve as air intake into the enclosure. An industrial thermostat will activate the fan.

d. Painting shall consist of a multi-step coating system including composite preparation for use of a two part ultraviolet insensitive Aliphatic Urethane finish having a total dry film thickness of not less than 5 mils. All exposed enclosure components including side panels, doors, roof panels, posts, headers, and mounting brackets shall be painted medium green or Sandstone.

SECTION 9: ADDITIONAL SHIP LOOSE INTEGRATED EQUIPMENT

9.1 Discharge Drop Pipe

The pump station manufacturer shall supply the discharge drop pipe, with vertical swivel connection, for connection to the irrigation main line. The pipe will be of Schedule 40 steel, painted to match the pump station and sized for depth and termination based on the irrigation contractors requirements or as shown on the bid documents.

9.2 Discharge Spool

The pump station manufacturer shall supply the discharge spool pipe for connection to the

flowmeter. Refer to pump station drawing. The pipe will be of Schedule 40 steel, painted to match the pump station.

SECTION 10: CONSTRUCTION

Construction shall be of modular form utilizing a steel base structurally adequate to support pumps, piping, tanks, and electrical equipment as a single integral assembly. All nuts, bolts, washers, and fasteners shall be zinc or cadmium plated for corrosion resistance.

SECTION 11: PAINTING

Painting of the entire unit shall consist of a multi-step coating system including metal preparation, a rust prohibitive epoxy prime coat and a two part ultraviolet insensitive polyurethane finish having a total dry film thickness of not less than 5 mils. Each coat will be applied and baked for one half hour at 165 degrees F. All pump station components including skid, manifolds, isolation and relief valves, grooved clamps and supports shall be painted medium green. All electrical enclosures and accessory panels and tanks shall be appliance white.

SECTION 12: TESTING

The pump station manufacturer shall conduct and document a complete factory dynamic test of the pump station prior to shipment. Pump station shall be tested throughout the entire operating range at the net discharge pressure called for in the technical specifications. Individual pump pressure, flow, RPMs, volts, amps, KW and power factor shall be documented for verification by the consulting engineer or Owners' Representative prior to delivery upon request.

SECTION 13: ON-SITE PUMP STATION OFF LOADING & SETTING

Off-loading & setting of the pump station is the responsibility of the **contractor**, unless specifically called out elsewhere in the specification. Crane to off-load and set the pump station on the concrete slab is to be provided by **contractor or owner**.

SECTION 14: ON-SITE PUMP STATION START UP

Technical start up shall be furnished by the pump station manufacturer or a qualified, Watertronics certified service agency. Location and mounting details shall be furnished by the pump station manufacturer. Electrical connection, by purchaser, shall consist of a single conduit from owners disconnect to the pump station main disconnect. Additional purchaser responsibility shall include confirming correct motor rotation and securing local inspection/approval.

Technical start up procedures by the pump station technician shall include the following:

- a. Station start up and pressurization.

- b. Pressure, flow and programming adjustments.
- c. Monitoring of complete operational cycle when possible.
- d. Customer training and presentation of owners manual.

SECTION 15: WARRANTY

The manufacturer shall warrant the pumping station to be free of defects and product malfunctions for a period of one year from date of start-up or fifteen months after shipment, whichever occurs first. Failures caused by, lightning strikes, power surges, vandalism, flooding, operator abuse, or acts of God are excluded from warranty coverage. All warranties implied or otherwise shall not exceed those warranties extended by major or sub-component suppliers.

SECTION 16: SITE PREPARATION DRAWINGS

Site preparation drawings shall be furnished by the manufacturer within two weeks after receipt of order. Drawings shall indicate pump station alignment, discharge piping size, and electrical services required from local contractor. The owner shall return one set of drawings marked approved or corrected within one week of receipt.

SECTION 17: OPERATION AND MAINTENANCE MANUAL

Operation and maintenance manuals shall be furnished at time of start-up and initial training. Owner will also receive training specific to this station as specified.

SECTION 18: TECHNICAL SPECIFICATIONS

Pumping System Model # VTV-60/60/5-1200-115

Total Design Criteria: Quantity of Pumps: 3

Design Flow: 1200 GPM @ 115 PSI Station Discharge

Third Party Listing

Starting Equipment	U.L. Listed as and Industrial Control Dev
Controls	U.L. Listed as and Industrial Cor Assembly
VFD Controls	U.L. Listed as and Industrial Cor Assembly

Total Design Criteria

Zone	Flow (GPM)	Pressure (PSI)
1	1200	115

Pump Station Incoming Power Requirement

DEVICE	AMP	KVA	Voltage	Phase	Hertz
Total Full load Amps	200	143	480	3	60

Pump Station Main Disconnect Rating

Non-Fused	Amps	Volts
Control Panel	200	480

Operator Interface

Color	15" Touchscreen	Touchscreen	Memory Card
YES		YES	YES

Variable Frequency Drive

Operating Temperature	0 to 50°C (32° -150°F)
Humidity	Non-Condensing
Minimum Efficiency	98% (full load, base speed)
Frequency Rating	100% continuous drive rating, Intermittent 111% Drive rating for minute

Safeties

Safety	Setting
Incoming Phase Failure and Low Voltage and Ph Reversal	10% +/-
Individual Power Phase Failure and Low Voltage	10% +/-
Low Discharge Pressure Shut down	25 PSI Below Setpoint
High Discharge Pressure Shutdown	15 PSI Above Setpoint
Low Water Level Shutdown	2' Above Pump Suction

Motor and Pump Data

	PMP	Pumps #1
Motor HP	5 HP	60 HP
Motor/Pump RPM	3600	1800
Motor Service Factor	1.15	1.15
Motor Efficiency	74%	94.5%
Motor Power Factor	81%	87.2%
Motor Type	SUB	VHS
Motor Disconnect Volts	600	600
Motor Full Load Amps	8.9	68
Motor Locked Rotor Am	53.4	434

Motor O.L. Rating, Amp	8.9	83
Motor Starter Type	XL	VFD/XL
Motor Space Heater	N/A	Yes
Motor CFM Requirement	N/A	960
Total Station Requirements		1920
Pump GPM	35	600
Pump TDH	273	286
Pump Efficiency at Design	65%	82%
Pump Shut Off Head, FT	430	335
Pump Column Pipe ID	2"	6"
Pump Column Material		Steel
Pump Shaft Material		Stainless Steel
Pump Impeller Material		Stainless Steel
Pump Bowl Material		Cast Iron
Pump Discharge Size	2"	6"
Pump Check Valve Size	2"	6"
Check Valve Rating, PS	200	200
Check Valve Drop Capacity, PSI	.75	1.5
Pump Isolation Valve Size	2"	6"
Isolation Valve Rating, PS	200	200
Electronic Butterfly Valve	N/A	YES
Station Relief Valve Size		3"

Main motors to be U.S. Varidyne Premium Efficient vertical hollow shaft (VHS) design with inverter rated windings & winding heaters, 3 year warranty, excludes push/pull charges for years 2 & 3).

Pump station manufacturer shall provide an automatic by-pass back-up mode for constant pressure regulation in the event of VFD failure. The back-up mode shall automatically function on the fly during an event of a VFD failure, without loss of irrigation. The VFD back-up mode must provide constant pressure at variable flow without causing line surge. Utilizing the pressure relief valve is not an acceptable automatic back up mode due to its inability to provide surge free constant pressure regulation at variable flow demand. The automatic VFD by-pass mode shall be either controlled hydraulically through a pressure-regulating valve per pump or EBV (electronic butterfly valve(s)).

All main vertical turbine pumps shall have cast iron bowls, stainless steel impellers and stainless steel shafting.

Pump Stuffing Box Style

Type	Mechanical Seal	Packin
	X	

Station Discharge Information

Zone	Isolation Valve	Meter Run Size	Flow Meter Type	Z Pipe	TOL's
1	6"	6"	Electromagnetic	6" FL x 12" PE	3-3/4"

Auto Flush Strainer

Type	Size	Quantity	Perforation
Wye	8"	1	1/8"

Remote Interface Software & Alarm Notification

Interface Type	Cellular	Radio	Ethernet	Local
Watervision Web Based Remote Monitoring	GSM CDMA Cellular	X Radio Bridge	Ethernet Bridge	Ethernet Local

Special Remote Monitoring

Custom Views	Wet Well Level Monitoring
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Pump Station Enclosure

Access Doors	Ventilation Fan/Louver	Interior Lighting	Mounted Disconnect	Exterior Communication Box	Mount	Color Sandstone
X	X	X	X			X

Remote Recharge System Interface

Level Sensor Type	Quantity	Voltage
Level Transducer	1	Dry Contact

Pump Station Heater

Size (KW)	Voltage
5	460

Site Conditions & Intake Screen

Wet Well Depth	Existing
Wet Well Diameter	Contractor to Core 16" Holes to install pumps
Intake Flume Size, Type Length	Existing
Static Reservoir Inlet Screen Size*	Existing

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 25, 2018

STAFF RECOMMENDATION

AGENDA ITEM: AUTHORIZATION to DISPOSE of SURPLUS

EQUIPMENT: Ordinance No. 07-2018, Authorization to Conduct a Public Sale

BACKGROUND INFORMATION: In May, the Board approved the sale of a list of surplus equipment. We now have an auction date set for October 20th of this year with Almburg Auctions to sell this equipment. I asked staff to take one more look to see if there were additional items we could add to the sale list and there are a few more items. The Board must authorize the public sale of this surplus equipment. Attached is a list of equipment that has been identified as surplus inventory.

An ordinance is required to authorize staff to dispose of these items at auction or by other legal means designated in the ordinance. Just because the items are on the list does not mean they will all be disposed of, HOWEVER, if they are not on the list we will not have that liberty.

FISCAL IMPACT: The proceeds of the sale of these items will go to the Sycamore Park District Corporate/General Fund.

STAFF RECOMMENDATION: The staff recommends the Board approve Ordinance No. 07-2018 and authorize the staff to proceed with the sale of surplus equipment and material identified in this recommendation.

PREPARED BY: Jeff Donahoe, Superintendent of Parks

EXECUTIVE DIRECTOR REVIEW/APPROVAL: 

BOARD ACTION:

**SYCAMORE PARK DISTRICT
ORDINANCE NO. 07-2018
AN ORDINANCE FOR SALE OF
SURPLUS PROPERTY**

WHEREAS, the Sycamore Park District is the owner of the attached list of personal property, which is no longer needed or required by the Sycamore Park District and which, in the opinion of at least three-fifths (3/5ths) of the members of the Sycamore Park Board of Commissioners presently holding office, is no longer necessary, useful, or in the best interest of the Park District, **AND**

WHEREAS, NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Sycamore Park District in DeKalb County, Illinois, that staff is authorized to use one or more of the marked alternatives to dispose of the items on the attached list:

 X Advertise and sell the items listed in this ordinance by sealed bid and junk or retain any items not sold.

 X Arrange for the items listed in this ordinance to be sold on consignment by an auctioneer and junk or retain any items not sold.

 X Advertise and sell the items listed in this ordinance on E-Bay or similar public access websites.

Any items junked are to be offered to a recycler before being disposed of.

That all Ordinances and Resolutions and parts thereof in conflict herewith are to the extent of such conflict hereby repealed.

next page

page 2
Sycamore Park District
Ordinance

This Ordinance shall be in force and effect from and after its passage/approval by the vote of at least three-fifths of the Commissioners of the Sycamore Park District.

PASSED AND APPROVED THIS _____ DAY OF _____, 2018

AYES: _____

NAYS: _____

ABSENT: _____

SYCAMORE PARK DISTRICT, an Illinois
Municipal Corporation

By: _____

It's President

ATTEST:

Secretary

Surplus Equipment List

- 8 – blue quilted chairs
- 3 – large wood tables from the clubhouse
- 2 – office chairs
- 1 – coat rack
- 2 – roll office desk chairs
- 3 – 6' plastic tables
- 2 – small computer printers
- 2 – old computer keyboards
- 1 – old cpu

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 25, 2018

STAFF RECOMMENDATION

AGENDA ITEM: QUARTERLY CAPITAL FUNDS UPDATE: Information Only

BACKGROUND INFORMATION: As previously requested, on a quarterly basis you will be provided with the attached report that details the information in the Capital Fund. The report is intended to make clear:

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

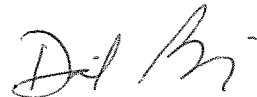
Attached is that report.

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

STAFF RECOMMENDATION: Information only.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:
BOARD ACTION:



PROJECT	2018	YTD	YTD	Add.'l	Net	Estimated
	BUDGET	SPENT	SPENT	COMMITTED	SAVINGS	Finish Date
		In Progress	Completed	Still to Be Spent	Project Done	
Contingency	\$30,000					
tv-clubhouse			\$ 2,606			March
bridge 2 repair			\$ 36,047			
PC Replacement/Upgrades	\$11,050	\$10,949		\$101		December
technology carryforward for legacy campus	\$15,370		\$15,370			April
refrigerator - clubhouse	\$1,600		\$1,359		\$241	March
grease trap/flooring - clubhouse	\$7,300		\$8,215		-\$915	March
island/electrical - clubhouse	\$4,000		\$3,124		\$876	March
pickup	\$34,000					June
minivan	\$21,000		\$20,951		\$49	January
sod cutter	\$4,200		\$4,175		\$25	April
bridge 3 & 6	\$120,000		\$146,277		-\$26,277	June
Golf Carts (10)	\$28,500		\$28,500		\$0	March
pond fountains	\$3,400		\$3,327		\$73	May
bridge 15	\$150,000					On Hold
pool - flooring guard room	\$2,500		\$2,391		\$109	May
pool - signage	\$1,500		\$1,390		\$110	May
pool - mesh screen	\$4,500		\$3,640		\$860	May
pool - guard chair	\$1,300		\$1,229		\$71	May
pool - shade umbrellas	\$3,600		\$3,598		\$2	May
pool - motor for pump	\$7,500		\$5,366		\$2,134	May
Ovitz Park pavilion	\$40,000					November
Residence - doors/windows	\$7,500					August
	\$498,820	\$10,949	\$287,565	\$101	-\$22,643	

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: **September 25, 2018**

STAFF RECOMMENDATION

AGENDA ITEM: MODIFYING the DEFINITION of “LAND” in the LAND/CASH ORDINANCE: Discussion Only

BACKGROUND INFORMATION:

As lots that were subdivided years ago, prior to the depression/economic downturn/collapse of the housing market, the City of Sycamore Land/Cash Ordinance had definitions of land that were untenable from two perspectives:

- 1. The Value of Land from pre-downturn times.**
- 2. The Definition of Land from the City’s perspective as it relates to parks management.**

The Board will recall that about 18 months ago, then President of the Board, Ted Strack, led a good conversation and research effort to change the “equation” for how land is defined for the purposes of determining a “Cash Donation” by a developer in Lieu Of giving land for park/open space. This lowered the cost to developer, emphasizing the fact that we had way too much Flood Plain/Floodway Land, and not enough good, high ground.

Now, as building permits begin to increase, but before a land boom that may come in the future, it is the best time to approach the City of Sycamore and ask them to better define what type of “LAND” should be acceptable to donate to the park district instead of cash, as the developer has either option. In this case, “high ground”.

To begin this process, I communicated in an email to Ted Strack, my thoughts, as he is our representative on the Planning Commission at the City of Sycamore. Ted indicated support for this change in language as long as it is clear that it DOES NOT effect the equation for determining the CASH in LIEU of LAND DONATION. I indicated it should not.

Attached, you will find a copy of the City’s Land/Cash Ordinance from 2006.

Following that, you will find attached a copy of the PARK section of that Ordinance with the changes made in 2016—following Ted’s hard work and the Board’s approval.

NOW, I think it is time for the Board, working through Ted and his role on the Plan Commission, to change the definition of “LAND” that can be donated through this fine Ordinance.

Unless there is another approved document at the City that spells out land matters, I would recommend that the Board direct Ted Strack to propose to the City of Sycamore an amendment to the 2006 Ordinance, as follows:

In the ORDINANCE Under **“I. Definitions”** add a letter “k” to the list of definitions. Then insert:

K. Land. For the purposes of land donation, only, and not for the equation that determines a “CASH DONATION in LIEU of LAND”, the term “LAND” will be considered as non-flood plain and floodway open space that is graded to the plans approved by the City of Sycamore in consultation with the Sycamore Park District prior to the time the City accepts the plans for development. Furthermore, the park district will not accept land which is used for ponds, stormwater management, detention or retention. If sidewalks or other paths are required by the City of Sycamore, the cost of those must be defrayed by a party other than the Sycamore Park District. Title of such land will be turned over to the park district under conditions that must be approved by the park district in a “stand-alone” license or annexation agreement, prior to the City of Sycamore making final approval of the development, the donation in lieu of, and before any construction begins. The written agreement, can, however, allow for title transfer at some future date, as long as it is spelled out in the written license or annexation agreement with the Sycamore Park District.

FISCAL IMPACT: At this time, no cost, but if approved, this would prevent a lot of the current problems we face, avoid the cost of accepting detention/retention/ponds and/or low ground.

STAFF RECOMMENDATION: I recommend the Board discuss and consider this recommendation for final approval at the October Regular Board Meeting.

PREPARED BY: Daniel Gible, Executive Director



BOARD ACTION:

ORDINANCE NO. 2008.46

AN ORDINANCE CONCERNING THE RECOMMENDATION OF THE SYCAMORE PLAN COMMISSION WITH REGARD TO THE REVISION OF ARTICLE 6.11.2 OF THE UNIFIED DEVELOPMENT ORDINANCE TO AMEND THE PARK DISTRICT LAND/CASH FEE SCHEDULE IN THE CITY OF SYCAMORE, ILLINOIS.

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

1. That the findings of fact and the recommendation of the Sycamore Plan Commission with regard to the revision of Article 6.11.2 of the Unified Development Ordinance to amend the Park District Land/Cash Fee Schedule by deleting it in it's entirety and inserting the language on Exhibit "A" which is attached hereto and incorporated herein by this reference, in the City of Sycamore be approved.

2. 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 20th day of October, 2008.

Ayes: _____

Nays: _____

Abstain: _____

APPROVED: October 20, 2008.

MAYOR – Ken Mundy

ATTEST:

CITY CLERK – Candy Smith

Exhibit A

6.11.2. Park Contributions (Ordinance 2008.46)

WHEREAS, in recent years, the City of Sycamore, hereinafter referred to as the "City" has experienced a steadily increasing population growth due primarily to the residential subdivision and planning unit development of vacant land within the City; and

WHEREAS, planning studies for DeKalb County, Illinois, indicate accelerated growth during the next ten years resulting in the gradual disappearance of available land and the marked increase in land value; and

WHEREAS, the City has been part of such growth, and expects continued growth in the future; and

WHEREAS, the City is dedicated to the concept that healthful, productive community life depends in part on the availability of adequate park and recreation facilities; and

WHEREAS, it has been found and determined that the location of park and recreation sites to serve the immediate and future needs of adults and children of each new subdivision or planned unit development is just as essential to proper land development as are the streets, sidewalks; water mains, and sewers; and

WHEREAS, to this end, the City has determined that cash contributions in lieu of actual dedication of land shall be required on the terms contained in this Ordinance upon (1) all final plats of residential subdivisions recorded after the effective date of this Ordinance, except for re-subdivision plats which result in less than a ten percent (10%) increase in the number of buildable lots in the parcel at the time of approval of the final plat; and (2) the approval of a special use permit by the City Council for any residential planned unit development after the effective date of this Ordinance, except for (a) amendments to an existing special use permit which result in less than a ten percent (10%) increase in the number of dwelling units which, in either case, relate to lands situated in or contiguous with both the City and Sycamore Park District ("Park District") boundaries, or (b) lands within the City's planning jurisdiction of one and one-half (1-1/2) miles beyond the corporate limits and not within any municipalities (and owners and occupants thereof) relative to which the Park District is willing to allow all benefits of Park District facilities and programs on the same terms as if the land were within the boundaries of the Park District.

NOW, THEREFORE, in the public interest, convenience, health, welfare and safety, the contribution of cash in lieu of dedication of lands, parks, and recreation

sites shall be required for each final plat of a residential subdivision or special use permit for a planned unit development except as otherwise provided herein.

I. DEFINITIONS

For purposes of this Ordinance, the underlined words shall be defined as follows:

A. Subdivision. Subdivision shall mean any division of land, tract, or parcel into two or more lots, parcels, plats, sites, or such other divisions of land for the purpose of sale, lease, offer, development, whether immediate or future, except for divisions which are exempt from the provisions of the Illinois Plat Act, 65ILCS 205/1 et. Seq., and/or which result in less than a ten percent (10%) increase in the number of buildable lots. The term shall include the division of land whether by deed, metes and bounds description, lease, map, plat, or other instrument.

B. Lot. A lot shall mean land which is part of a subdivision or a parcel of land which boundaries have been established by some legal instrument, and is shown on a map or plat thereof, which has been legally approved by the City Council and recorded in the office of the Recorder of Deeds of DeKalb County.

C. Residential Subdivision. A residential subdivision shall mean a subdivision of land which can be used for dwelling purposes under the provisions of this Unified Development Ordinance.

D. Subdivider. Subdivider shall mean any person who, having interest in land, causes it, directly or indirectly to be divided into a subdivision.

E. Planned Unit Developer. Planned Unit Developer shall mean any person who, having an interest in land, causes it directly or indirectly to the subject of a special use permit for the creation and maintenance of a planned unit development.

F. Person. A person shall mean a natural person, corporation, firm, partnership, association, agency, organization, company, or any other group acting as a unit.

G. Planned Unit Development. A planned unit development shall mean any parcel to tract of land, initially under single ownership or control, that contains two or more principal buildings and is planned and constructed as a unified development where specific regulations of a given zoning district are modified through the issuance of a special use permit, except for amendments to an existing special use permit, which result in less than a ten percent (10%) increase of dwelling units.

H. Residential Planned Unit Development. A residential planned unit development shall mean any planned unit development which can be used for dwelling purposes under the provisions of this Unified Development Ordinance.

I. Community Park. A community park shall mean a large park, generally of the ten (10) acres or more in size, and generally used by the residents of the City and Park District.

J. Neighborhood Park. A neighborhood park shall mean a small park, usually but not necessarily less than ten (10) acres in size, and more than one and a half (1.5) acres in size, primarily providing recreational facilities by the persons residing within one-half mile of such park.

II. CONTRIBUTION OF CASH IN LIEU OF DEDICATION OF PARK LANDS

As a condition of approval of a final plat of a residential subdivision or approval of a final special use permit for a residential planned unit development within the City's boundaries or outside the City's boundaries but within its planning jurisdiction of one and one-half (1-1/2) miles beyond the corporate limits and not within any municipality, each subdivision or planned unit developer shall be required to contribute cash in lieu of actual land for parks and recreation sites and facilities in accordance with the criteria set forth hereinafter. The requirements for cash contribution in lieu of dedication of land shall only apply to (1) lands situated in or contiguous with both the City and the Park District boundaries, or (2) lands within the City's planning jurisdiction of one and one-half (1-1/2) miles beyond the corporate limits and not within any municipality (and owners and occupants thereof) relative to which the Park District is willing to allow all benefits of Park District facilities and programs on the same terms as if the lands were within the boundaries of the Park District, pursuant to an annexation agreement between the residential subdivider or residential planned unit developer and the Park District. Unless the Park District states to the contrary at a public hearing with regard to a proposed subdivision or planned unit development, it shall be presumed that the Park District is willing to allow such benefits pursuant to such an annexation agreement. The following criteria shall apply:

A. CRITERIA FOR CASH CONTRIBUTION IN LIEU OF THE DEDICATION OF PARK AND RECREATION LAND

1. POPULATION RATIO

The ultimate population density to be generated by a residential subdivider or residential planned unit development shall bear directly upon the amount of land required to be dedicated for park and recreation sites and to determine the cash contribution required of such dedication. The land dedication requirement shall be determined by obtaining the total population of the development determined by application of Table 1, Exhibit A, to the number of units of each type forecast the development, and multiply that number times 25 acres per

1,000 population (21.75 acres per 1,000 population for community parks and 3.25 acres per 1,000 population for neighborhood parks). The product thereof shall be the acres of land deemed needed to have sufficient land for parks and recreation sites to serve the estimated increase in the population. For purposes of determining a contribution at the time of final plat or special use permit, it is presumed that each single-family home will have three (3) bedrooms. For other dwelling units, such as townhouses or apartments, it is presumed that each will have two (2) bedrooms.

2. DONATION REQUIREMENT – CALCULATION EXAMPLE:

Example: Development "A" containing 200 detached single-family, three bedroom (or more) homes will generate a total population of 600 times that required acreage/population = total acres. Total 600×21.75 acres divided by 1,000 plus 600×3.25 acres divided by 1,000 = 13.05 acres (community parks) and 1.95 acres (neighborhood parks).

3. CREDIT FOR PRIOR PAYMENT OF DEDICATION

When a subdivider or planned unit developer would be responsible for a contribution of cash under the Ordinance with respect to any lot and contribution has, prior to that time, been required under this Ordinance with respect to the land contained in the same lot, or any part thereof, then the said subdivider or planned unit developer shall be entitled to a credit against the then due contribution in an amount equal to the total of all prior contributions with respect to said lot. If any prior contribution was made with respect to land larger than the lot in questions, then the credit amount shall be calculated by the City, in its sole discretion, on a pro rata basis approximating as closely as possible the allocation of population over the larger land area.

4. COLLECTION OF FEES

(a) The cash contribution in lieu of park and recreation land dedication shall be held by the Park District for the acquisition of park and recreational land which will be available to serve the immediate and future needs of the residents of that subdivision or development or for the improvement of other existing local park and recreation sites and facilities that already serve such needs. No other use shall be made of the funds so collected. The Park District, as part of its annual audit, shall conduct an annual audit, pursuant to generally accepted accounting practices, of the funds collected and spent under this Ordinance and publish the audit in a newspaper of general circulation within the City of Sycamore, Illinois. Failure to publish shall not invalidate this Ordinance or diminish the right to collect or hold funds.

- (b) The total cash contribution to be required shall be determined at the time the final plat or special use permit for a planned unit development is approved by the Sycamore City Council.
- (c) Prior to execution of the final plat by the City Council, the planned unit developer or subdivider, specifically including the beneficiaries of any land trust, shall tender payment of the required contribution in the form of a certified check or cashier's check payable to the Sycamore Park District.
- (d) In the event that the requirement for payment of the cash contribution for Park District fees is waived by the Park District until the time of the issuance of building permits, the Building Contractor shall pay said fee directly to the Park District at the District office. The Park District shall then issue two copies of a receipt, one for the Builder or Building Contractor and one for the City, prior to the issuance of the permit to build.

5. REFUND

If any portion of a cash contribution in lieu of park or recreation sites is not expended for the purposes set forth herein within ten (10) years from the date of receipt, it shall be refunded to the lot owner or owners of those lots for which the contribution was made, which owner or owners are determined at the time the date of refund is established. Any such refund will be paid only after application for refund by the owner, and proof that such funds have not been expended, in such form as is acceptable to the City.

6. FAIR MARKET VALUE

The cash contribution in lieu of land shall be based on the "fair market value" of the acres of improved land in the area that otherwise would have been dedicated as parks or recreation sites. A single determination of "fair market value" is not possible, but a determination has been made that, generally, the "fair market value" for any particular parcel of improved land suitable for neighborhood park purposes shall be determined to be One Hundred and Thirty Thousand Dollars (\$130,000.00) per acre, and the "fair market value" for any particular parcel of improved land suitable for community park purposes shall be determined to be Fifteen Thousand Dollars (\$15,000.00) per acre. This valuation determined shall be used unless the subdivider or planned unit developer files a written objection thereto. In the event of any such objection, the subdivider or developer filing the objection shall submit an appraisal showing the "fair market value" of such improved land in the area of development or other evidence. Final determination of said "fair market value" per acre of such improved land shall be made by the City Council, after

review by its Plan Commission, after a duly noticed hearing based on such information submitted by the subdivider or developer and from other sources as may be submitted to the City by affected parties.

7. DENSITY FORMULA

Table No. 1, below, is hereby incorporated in this Ordinance and depicts the Estimated Ultimate Population Per Dwelling Unit, is generally indicative of current and short-range projected trends in family size for new construction, and shall be used in calculating the amount of required dedication of cash contributions in lieu of land unless a written objection is filed thereto by the subdivider or developer.

In the event a subdivider or planned unit developer files a written objection to the Table of Estimated Ultimate Population Per Dwelling, below, he shall submit his own demographic study showing the estimated additional population to be generated from the residential subdivision or residential planned unit development, and, in that event, final determination of the density formula to be used in such calculations shall be made by the City Council, after review by its Plan Commission, based upon such demographic information submitted to the City by the Park District or others. It is recognized that population density and local conditions change over the years, and the specific formula for payment of fees in lieu of the dedication of land, as stated herein, is subject to periodic review and amendment, if necessary.

Type of Residence	Persons Per Unit*	Impact Fee Per Unit @ \$749/Person** (Rounded)
SINGLE FAMILY DETACHED		
One and Two Bedroom	2.100	\$1,573
Three Bedroom	2.670	\$2,000
Four Bedroom	3.240	\$2,427
Five Bedroom	3.960	\$2,966
SINGLE FAMILY ATTACHED		
1 Bedroom	1.000	\$749
2 Bedroom	1.750	\$1,311
3 Bedroom	2.560	\$1,917
4 Bedroom	2.280	\$1,708

*Source: Strategic Management Alliance, June 2007.

**Calculated as follows:

Example: Three Bedroom

$$3.25 \times \$130,000 = \$422,500/1,000 = \$422.50 \text{ per person}$$

$$21.75 \times \$15,000 = \$326,250/1,000 = \$326.25 \text{ per person}$$

$$\text{Total: } \$748.75 \text{ per person} \times 2.67 = \$2,000$$

(rounded)

III. ORDINANCE PROVISIONS

If any provision of this Ordinance, or the application thereof to any person or circumstances is declared invalid by a court of competent jurisdiction, such partial invalidity shall not affect other provisions or applications of this Ordinance, which can be given effect without the invalid provisions or application thereof, and to this extent the provisions of this Ordinance are declared to be severable.

EFFECTIVE DATE

This Ordinance shall be in full force and effect from October 20, 2008.

10-3-5: CONTRIBUTION OF CASH IN LIEU OF DEDICATION OF PARK SITES:

A. Definitions: For the purposes of this section, the following words shall have the meanings ascribed to them in this subsection:

COMMUNITY PARK: A large park, generally ten (10) acres or more in size, and generally used by the residents of the city and park district.

LOT: Land which is part of a subdivision or a parcel of land whose boundaries have been established by some legal instrument, and is shown on a map or plat thereof, which has been legally approved by the city council and recorded in the office of the recorder of deeds of DeKalb County.

NEIGHBORHOOD PARK: A small park, usually but not necessarily less than ten (10) acres in size, and more than one and one-half (1.5) acres in size, primarily providing recreational facilities by persons residing within one-half (1/2) mile of such park.

PERSON: A natural person, corporation, firm, partnership, association, agency, organization, company, or any other group acting as a unit.

PLANNED UNIT DEVELOPER: Any person who, having an interest in land, causes it directly or indirectly to be the subject of a special use permit for the creation and maintenance of a planned unit development.

PLANNED UNIT DEVELOPMENT: Any parcel or tract of land, initially under single ownership or control, that contains two (2) or more principal buildings and is planned and constructed as a unified development where specific regulations of a given zoning district are modified through the issuance of a special use permit, except for amendments to an existing special use permit, which result in less than a ten percent (10%) increase of dwelling units.

RESIDENTIAL PLANNED UNIT DEVELOPMENT: Any planned unit development which can be used for dwelling purposes under the provisions of the zoning ordinance of the city of Sycamore.

RESIDENTIAL SUBDIVISION: A subdivision of land which can be used for dwelling purposes under the provisions of the zoning ordinance of the city of Sycamore.

SUBDIVIDER: Any person who, having an interest in land, causes it, directly or indirectly to be divided into a subdivision.

SUBDIVISION: Any division of land, tract, or parcel into two (2) or more lots, parcels, plats, or sites, or such other divisions of land for the purpose of sale, lease, offer, or development, whether immediate or future, except for divisions which are exempt from the provisions of the Illinois plat act, 65 Illinois Compiled Statutes 205/1 et seq., and/or which result in less than a ten percent (10%) increase in the number of buildable lots. The term shall include the division of land whether by deed, metes and bounds description, lease, map, plat, or other instrument.

B. Criteria For Cash Contribution In Lieu Of The Dedication Of Park And Recreation Land: As a condition of approval of a final plat of a residential subdivision or approval of a final special use permit for a residential planned unit development within the city's boundaries or outside the city's

boundaries but within its planning jurisdiction of one and one-half (1½) miles beyond the corporate limits and not within any municipality, each subdivision or planned unit developer shall be required to contribute cash in lieu of actual land for parks and recreation sites and facilities in accordance with the criteria set forth hereinafter. The requirements for cash contribution in lieu of dedication of land shall only apply to: 1) lands situated in or contiguous with both the city and park district boundaries, or 2) lands within the city's planning jurisdiction of one and one-half (1½) miles beyond the corporate limits and not within any municipality (and owners and occupants thereof) relative to which the park district is willing to allow all benefits of park district facilities and programs on the same terms as if the lands were within the boundaries of the park district, pursuant to an annexation agreement between the residential subdivider or residential planned unit developer and the park district. Unless the park district states to the contrary at a public hearing with regard to a proposed subdivision or planned unit development, it shall be presumed that the park district is willing to allow such benefits pursuant to such an annexation agreement. The following criteria shall apply:

1. **Population Ratio:** The ultimate population density to be generated by a residential subdivision or residential planned unit development shall bear directly upon the amount of land required to be dedicated for park and recreation sites and to determine the cash contribution required of such dedication. The land dedication requirement shall be determined by obtaining the total population of the development determined by application of table 1 of this section, to the number of units of each type forecast the development, and multiplying that number times 11.5 acres per one thousand (1,000) population (10 acres per 1,000 population for community parks, and 1.5 acres per 1,000 population for neighborhood parks). The product thereof shall be the acres of land deemed needed to have sufficient land for parks and recreation sites to serve the estimated increase in the population. For purposes of determining a contribution at the time of final plat or special use permit, it is presumed that each single-family family home will have three (3) bedrooms. For other dwelling units, such as townhouses or apartments, it is presumed that each will have two (2) bedrooms.

2. **Donation Requirement; Calculation Example:** Development A containing two hundred (200) detached single-family, three (3) bedroom (or more) homes will generate a total population of six hundred (600) times the required acreage/population = total acres.

Total 600 x 10 acres divided by 1,000 plus 600 x 1.5 acres divided by 1,000 = 6 acres (community parks) and 0.90 acre (neighborhood parks).

3. **Credit For Prior Payment Or Dedication:** When a subdivider or planned unit developer would be responsible for a contribution of cash under this section with respect to any lot and a contribution has, prior to that time, been required under this section with respect to the land contained in the same lot, or any part thereof, then the said subdivider or planned unit developer shall be entitled to a credit against the then due contribution in an amount equal to the total of all prior contributions with respect to said lot. If any prior contribution was made with respect to land larger than the lot in question, then the credit amount shall be calculated by the city, in its sole discretion, on a pro rata basis approximating as closely as possible the allocation of population over the larger land area.

4. **Collection Of Fees:**

a. The cash contribution in lieu of park and recreation land dedication shall be held by the park district for the acquisition of park and recreational land which will be available to serve the immediate and future needs of the residents of that subdivision or development or for the improvement of other existing local park and recreation sites and facilities that already serve such needs. No other use shall be made of the funds so collected. The park district, as part of its annual audit, shall conduct an annual audit, pursuant to generally accepted accounting practices, of the funds collected and spent

under this section and publish the audit in a newspaper of general circulation within the city of Sycamore, Illinois. Failure to publish shall not invalidate this section or diminish the right to collect or hold funds.

- b. The total cash contribution to be required shall be determined at the time the final plat or special use permit for a planned unit development is approved by the Sycamore city council.
 - c. Prior to execution of the final plat by the city council, the planned unit developer or subdivider, specifically including the beneficiaries of any land trust, shall tender payment of the required contribution in the form of a certified check or cashier's check payable to the Sycamore park district.
 - d. In the event that the requirement for payment of the cash contribution for park district fees is waived by the park district until the time of the issuance of building permits, the building contractor shall pay said fee directly to the park district at the district office. The park district shall then issue two (2) copies of a receipt, one for the builder or building contractor and one for the city, prior to the issuance of the permit to build.
5. Refund: If any portion of a cash contribution in lieu of park or recreation sites is not expended for the purposes set forth herein within ten (10) years from the date of receipt, it shall be refunded to the lot owner or owners of those lots for which the contribution was made, which owner or owners are determined at the time the date of refund is established. Any such refund will be paid only after application for refund by the owner, and proof that such funds have not been expended, in such form as is acceptable to the city. (Ord. 2001.87, 4-15-2002, eff. 5-1-2002)
 6. Fair Market Value: The cash contributions in lieu of land shall be based on the "fair market value" of the acres of improved land in the area that otherwise would have been dedicated as park and recreation sites. A single determination of "fair market value" is not possible, but a determination has been made that, generally, the "fair market value" for any particular parcel of improved land suitable for neighborhood park purposes shall be determined to be ninety nine thousand three hundred seventy five dollars (\$99,375.00) per acre, and the "fair market value" for any particular parcel of improved land suitable for community park purposes shall be determined to be eighteen thousand five hundred twenty five dollars (\$18,525.00) per acre. This valuation determined shall be used unless the subdivider or planned unit developer files a written objection thereto. In the event of any such objection, the subdivider or developer filing the objection shall submit an appraisal showing the "fair market value" of such improved land in the area of development or other evidence. Final determination of said "fair market value" per acre of such improved land shall be made by the city council, after review by its plan commission, after a duly noticed hearing based on such information submitted by the subdivider or developer and from other sources as may be submitted to the city by affected parties. (Ord. 2016.21, 8-15-2016)
 7. Density Formula: Table 1 of this section, being the same as estimated ultimate population per dwelling unit, is generally indicative of current and short range projected trends in family size for new construction, and shall be used in calculating the amount of required dedication of cash contributions in lieu of land unless a written objection is filed thereto by the subdivider or developer.

In the event a subdivider or planned unit developer files a written objection to the table of estimated ultimate population per dwelling unit, he shall submit his own demographic study showing the estimated additional population to be generated from the residential subdivision or residential planned unit development, and, in that event, final determination of the density formula to be used in such calculations shall be made by the city council, after review by its plan commission, based upon such demographic information submitted by the subdivider or planned unit developer and from other sources which may be submitted to the city by the park district or others. It is recognized that

population density and local conditions change over the years, and the specific formula for payment of fees in lieu of the dedication of land, as stated herein, is subject to periodic review and amendment, if necessary. (Ord. 2001.87, 4-15-2002, eff. 5-1-2002)

C. Table Of Estimated Ultimate Population Per Dwelling Unit:

TABLE 1

Type Of Residence	Persons Per Unit	Impact Fee Per Unit (Rounded)
Single-family detached:		
1 and 2 bedroom	2 .100	\$1,100 .00
3 bedroom	2 .670	1,399 .00
4 bedroom	3 .240	1,698 .00
5 bedroom	3 .960	2,075 .00
Single-family attached:		
1 bedroom	1 .000	524 .00
2 bedroom	1 .750	917 .00
3 bedroom	2 .560	1,341 .00
4 bedroom	2 .280	1,195 .00
Multi-family:		
Efficiency	1 .294	678 .00
1 bedroom	1 .758	921 .00
2 bedroom	1 .914	1,003 .00
3 bedroom or more	3 .053	1,600 .00
Mobile home:		
1 and 2 bedroom	2	1,048 .00
3 bedroom or more	3 .2	1,677 .00

(Ord. 2016.21, 8-15-2016)

10-3-6: LIBRARY IMPACT FEE:  

- A. Cash Contribution: The municipality shall require a cash contribution to the library board by a residential subdivider or planned unit developer based on the following table:

Type Of Residence	Impact Fee
Single-family detached:	
2 bedroom	\$193 .00
3 bedroom	246 .00
4 bedroom	298 .00
5 bedroom	346 .00
Single-family attached:	
1 bedroom	92 .00
2 bedroom	161 .00
3 bedroom	236 .00
4 bedroom	210 .00

(Ord. 2016.22, 8-15-2016)

- B. Use Of Funds Collected: The funds collected pursuant to this section shall be used only for: 1) the purchase of real estate or structures for use as a library or library facility for citizens in the Sycamore library district; 2) the construction of new buildings for use as a library or library facility for citizens in the Sycamore library district; or 3) the modification of existing library buildings or library facilities for citizens in the Sycamore library district. No other use shall be made of the funds so collected. The library board shall conduct an annual audit, pursuant to accepted accounting practices, of the funds collected and spent under this section and publish the audit in a paper of general circulation in the city. Failure to publish shall not invalidate this section or diminish the right to collect or hold funds.

- C. Time Of Payment: The cash contribution required by this section shall be payable directly to the library board when the city approves such subdivision or planned unit development. The applicant shall deliver a check payable to the library board at 103 East State Street, Sycamore, IL 60178, which shall issue a receipt as evidence of payment. No building permit shall be issued for any improvements to be constructed on any lands affected by this section unless a copy of such receipt is submitted with the application. Issuance of the building permit without such payment shall not be construed as a waiver. (Ord. 2001.80, 4-1-2002)

Footnotes - Click any footnote link to go back to its reference.

[Footnote 1](#): See section [7-1-16](#) of this code for street lighting requirements and section [7-2-1](#) of this code for sidewalk improvement requirements.

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: May 24, 2016

STAFF RECOMMENDATION

AGENDA ITEM: MODIFICATION OF SYCAMORE PARK DISTRICT IMPACT FEE EQUATION: Recommend Approval

BACKGROUND INFORMATION:

The City of Sycamore is in the process of reviewing the appropriateness of all impact fee equations. As part of this the Sycamore Park District was asked to re-evaluate the value of an acre of fully improved land within the City of Sycamore and an acre of unimproved land on the boundaries.

Impact fees are collected in lieu of the provision of parks and recreation space by a builder/developer. Therefore, when park and recreation space are not provided by the builder/developer they pay the impact fee, and the park district must use it for park land acquisition and development to serve the additional residents created by the addition of that developer/builder's home.

Two real estate appraisers, Jeff Jacobson and Lee Ovington, were engaged to provide said updated land valuations. In addition, the Mayor's Ad Hoc Committee on Impact Fees recommended that land valuations be weighted over three time periods, with 15% of the valuation being as of 12/31/09, 35% of the valuation being as of 12/31/12, and 50% being as of 12/31/15. See the attached memo dated 5/19/16 for more detailed information.

The reason for this modification from the proposed/approved version at last month's meeting is that the prior equation discounted the value of land, rather than looking at the quality of the land we have and acquire. There was a factor of 50% reduction in the appraised value of the land. However, that perspective de-values the appraisers' assessment of true land cost, and the park district must pay what land is selling for. On the other hand, the new equation presented in Ted's most recent equation (see the 5/19/16 memo attached) takes the reduction on the type of acreage we buy.

Most significantly, this change allows the City of Sycamore to use the same land values for school district and park district impact fee equations—making it consistent. Consistency is good for a number of reasons.

From a management perspective, this new approach does not devalue the land cost—which is most significant. Here is a chart that shows the dollar value implications of the different approach:

Appraised Value of Land:	Developed Neighborhood	Unimproved Community
2016	\$99,375	\$18,525
2019	\$106,331	\$19,080
2022	\$113,774	\$19,652

2019/22 are assumptions for example only

YEAR	Equation Approved at April Meeting	Equation Recommended this Meeting
	<u>Impact Fee Per Resident</u>	<u>Impact Fee Per Resident</u>
2016	\$564	\$524
2019	\$588	\$553
2022	\$612	\$583

In the new approach the impact fee grows at just over a 5% rate, while the old equation has it growing at about a 4% rate. That is because we are discounting the type of land being purchased by 50% NOT the true value of land which is accurately determined by appraisals. Again the focus of land acquisition is changed from the cost of the land to the type of land we are buying. This is where the focus should be.

FISCAL IMPACT: The current impact fee of \$749/resident would go down in either scenario.

STAFF RECOMMENDATION: Accept the modified approach outlined in in Ted Strack’s memo dated 5/19/2016, and attached hereto. The fee impact fee until the next appraisals in three (3) years would be \$524/resident.

PREPARED BY: Ted Strack, Board President
Daniel Gible, Executive Director

BOARD ACTION: