



**Sycamore Park District  
 Regular Board Meeting**

**January 29, 2019**

**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: December 18, 2018 (Voice Vote)**  
**Executive Session Minutes: December 18, 2018 To Remain Confidential (ROLL CALL)**

**APPROVAL OF MONTHLY CLAIMS:**

- 9. Claims Paid Since Board Meeting (Roll Call Vote)**
- 22. Claims Presented (Roll Call Vote)**

**CONSENT AGENDA:**

- 26. Superintendent of Finance Monthly Report**
- 30. Budget Report**
- 44. Superintendent of Recreation Monthly Report**
- 51. Superintendent of Golf Operations Monthly Report**
- 54. Superintendent of Parks and Facilities Monthly Report**
- 59. Executive Director Monthly Report**

**CORRESPONDENCE-**

- 62. Pay-It-Forward House Thank You**

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

**Board of Commissioners Meeting**

**January 29, 2019**

**PG 2**

**PUBLIC INPUT**

- **Introduction of Intern—Theresa**

**POSITIVE FEEDBACK/REPORTS:**

- **Park Partners Award—Sarah**
- **Illinois Association of Park District Service Award: Commissioner Graves—Bill**

**MONTHLY REPORT – Jackie**

**PLANNING COMMISSION REPORT – Ted**

**OLD BUSINESS:**

- 63. Update and Action On Bridge Matters/Resolution—Dan**
- 111. Update and Approval of Any MOU's—Theresa/Lisa**
- 113. Final Review and Approval of Operating Budget—Jackie (Roll Call)**
- 117. Refresher on Dog Park Rules—Lisa**
- 120. Consider Golf Course Irrigation Bid—Jeff (Roll Call)**
- 120. Final Review and Approval of Executive Director Job Description—  
Bill/Michelle (Roll Call Vote)**

**NEW BUSINESS**

- 128. Professional Services Work Agreement for OSLAD and ITEP Grant Services—  
Bill (Roll Call)**
- 133. Bi-Annual Review of Executive Session Minutes—Dan (Roll Call)**
- 135. Tax Abatement for Alternate Bonds—Jackie (Roll Call)**
- 146. Resolution 01-2019 Regarding Membership in the PDRMA Property/Casualty  
Program—Dan (Roll Call)**
- Consider Action On Paid Leave for Executive Director—Bill**

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

**Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday, December 18, 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 6:08 p.m. on Tuesday, December 18, 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:

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

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

**Regular and Consent Agenda Approval –  
Motion**

Commissioner Schulz moved to approve the amended Regular Agenda and the Consent Agenda moving Regular Agenda Item, Update and Action on Bridge/Resolution under Old Business to New Business after Agenda Item #172. 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.

**Approval of Minutes –**

**Motion**

Commissioner Schulz moved to approve the November 27, 2018 Regular Meeting Minutes with the correction of the second on the motion from Commissioner Graves to the correct Commissioner. 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.

**Motion**

Commissioner Strack moved to approve the November 27, 2018 Executive Session Meeting Minutes to remain confidential. 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.

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 Sycamore Park District  
 Tuesday December 18, 2018  
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### **Claims and Accounts Approval**

#### **Motion**

Commissioner Tucker moved to approve and pay the bills in the amount of \$790,930.82.  
 Commissioner Graves 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 –**

**DCCF** – This was passed out at the meeting.

### **Public Input – None**

### **Positive Feedback –**

- Commissioner Graves noted he is impressed with staff's work and what staff does on a daily and weekly basis. The brochure is excellent and well put together and he appreciates the effort.
- Commissioner Tucker noted she is hearing positive things about the Community Center.
- Commissioner Strack noted he is also hearing positive things. He applauded Sarah efforts on the Prairie activities.
- Commissioner Schulz noted Sarah's interview on Spartan TV was great.
- Commissioner Kroeger noted the number of cars he sees at the Community Center is fantastic.

### **Monthly Report – None**

**Plan Commission Report – Commissioner Ted Strack** – He noted there was no meeting. He did go to the Enterprise Zone Meeting. Historically the DCEDC has had closed meetings. Because of this being related to a governmental activity, they have been forced into an open meeting environment. He is there just to share opinions but has no authority to vote on anything. Their meetings are quarterly.

### **Old Business**

**IAPD Credentials** – Director Gibble noted this is an annual report and agenda for the conference.

**Update on Commissioners Elections** – Director Gibble noted we had three file and he will be reviewing them before he submits to the Clerk's office the required document.

**Review Status of Legacy Campus Construction** – Director Gibble noted he just received some of the closing documents and will be reviewing. There are still some minor leaks that need to be taken care of.

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**Final Review and Approval of Capital Budget** – Supt. of Finance Hienbuecher noted this is the 5-year Capital Plan. She has all of the changes from the previous review highlighted.

**Motion**

Commissioner Tucker moved approve the Capital Budget as presented. Commissioner Strack 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.

**Review of Bids and E.D.' Approval of Bond Bid** – Director Gibble noted this is informational since the Board had already authorized and signed. Supt. of Finance Hienbuecher noted the last page of bond the Notification of Sale is why the staff recommendation was done.

**Tax Levy Ordinance 09-2018** -Supt. of Finance Hienbuecher noted the Board has the Tax Levy in front of them and the amounts are the same as they were on the Resolution. This has been reviewed by our attorney and they made minor changes in the language. What the Board has in front of them is our attorney approved ordinance.

**Motion**

Commissioner Tucker moved approve Ordinance 09-2018 Tax Levy 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.

**New Business**

**Travel Approval for IPRA Conference** - Director Gibble noted this is a process now that is required by the Open Meetings Act to inform the Board.

**Motion**

Commissioner Strack moved to approve as presented. Commissioner Graves 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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**First Review of Operating Budget-** Supt. of Finance Hienbuecher noted this is just the first draft and no action is needed at this time. She would like to bring back the final version to the next meeting, so she asked the Board to contact her with any questions.

**Consider Selection of the 2018 “Park Partners” Award –** Sarah Rex gave the Board the two final names she has received at this point. There was more discussion on other nominees. The Board came to a consensus and gave her their choice. The award will be presented at the next board meeting.

**Consider Next Year’s Meeting Dates/Times -**

**Motion**

Commissioner Strack moved to approve the 2019 Board Meeting dates with the amendment of the year being 2019 and the location change to the Community Center for the February meeting. 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.

Director Gibble noted he will confirm the rule on the location change notice and any requirements for this. The location change will be noted on the list sent out.

**Consider Next Year’s Holidays -**

**Motion**

Commissioner Schulz moved to approve the 2019 Holidays. The motion was seconded by Commissioner Tucker

**Voice Vote**

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

**Public Input** - None

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**Motion**

The Board adjourned the Regular Session to go into Executive Session at 6:50 pm on a motion made by Commissioner Tucker for the reasons listed below. The motion was seconded by Commissioner Schulz.

**Roll Call**

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

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

The Board convened to Executive Session at 6:55 pm on a motion made by Commissioner Schulz for the reasons listed. The motion was seconded by Commissioner Tucker. The roll was called with Commissioners Graves, Schulz, Tucker, Strack and Kroeger present along with Recording Secretary Jeanette Freeman, Director Gibble, Kirk Lundbeck, Jeff Donahoe, and Jackie Hienbuecher

**Motion**

The Board adjourned the Executive Session at 7:27 p.m. and reconvened to Regular Session on a motion made by Commissioner Strack. The motion was seconded by Commissioner Tucker.

**Voice Vote**

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

While back in regular session the following motion was made and approved.

**Motion**

Commissioner Strack moved approve a \$5000 net bonus for Director Gibble as well as a 4% raise for 2019. 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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**Motion**

The Board adjourned the Regular Session at 7:29 p.m. on a motion made by Commissioner Strack. 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: 01/17/2019  
 TIME: 14:02:18  
 BY AP450000.WOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

*Interim*

FROM 12/18/2018 TO 01/17/2019

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
<b>ACUSHNET ACUSHNET COMPANY</b>									
906738525	01	CUSTOM IRON STAFF KL	501000001302	12/04/18	00003465	60097	01/09/19	569.52	569.52
									VENDOR TOTAL:
									569.52
<b>ADVANCE ADVANCE AUTO PARTS</b>									
2454-392412	01	TRAILER ADAPTER LIGHTS	101500066402	12/04/18	00003396	60098	01/09/19	84.20	11.03
2454-393096	01	BOBCAT FILTER	101500066402	12/13/18	00003423	60098	01/09/19	84.20	2.87
2454-393163	01	OLD BOBCAT HYDRAULIC FILTER	101500066402	12/14/18	00003438	60098	01/09/19	84.20	26.42
2454-393370	01	DEERE RAKE BATTERY	202100066403	12/18/18	00003430	60098	01/09/19	84.20	42.15
2454-393383	01	DEERE FIELD RAKE BATTERY CREDI	202100066403	12/18/18	00003461	60098	01/09/19	84.20	-10.00
2454-393389	01	DEERE RAKE LUBE	202100066403	12/18/18	00003431	60098	01/09/19	84.20	11.46
3782865	01	SERVICE CHARGE	101500066402	12/01/18	00000000	60098	01/09/19	84.20	0.27
									VENDOR TOTAL:
									84.20
<b>AFLAC AFLAC</b>									
590204	01	PREMIUM-PRE TAX	101000002006	12/12/18	00000000	60050	12/18/18	605.90	605.90
	02	PREMIUM-AFTER TAX	101000002007		00000000			37.20	568.70
									VENDOR TOTAL:
									605.90
<b>AIRGAS AIRGAS USA LLC</b>									
9957657375	01	WELDING TANK RENTALS	101500066401	11/30/18	00000000	60063	12/20/18	29.30	29.30
									VENDOR TOTAL:
									29.30
<b>AMERTITL AMERICAN TITLE GUARANTY INC</b>									
29267				06/11/18		60076	12/26/18	1,000.00	1,000.00
									VENDOR TOTAL:
									29.30

DATE: 01/17/2019  
 TIME: 14:02:18  
 ID: AP450000.MOW  
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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
	29267	01 TITLE SEARCH	711000207039	06/11/18	00000000	60076	12/26/18	1,000.00	1,000.00
APOLLO	APOLLO SUNGUARD								
	50% DOWN PROPOSAL								
	01 Sun shade SPLASH-50% DOWN		701000207006	12/11/18	00003440	60081	01/04/19	3,177.15	3,177.15
ARCO	ARCO MECHANICAL EQUIP SALES								
	17148	01 CO2 EXHAUST INSPECT. SHOP	101500056307	12/26/18	00003475	60099	01/09/19	715.00	715.00
		02 CO2 EXHAUST INSPECT. SHOP	202100066401		00003475			357.50	357.50
BARRACUDA	BARRACUDA CREATIVE STUDIO								
	1-1-19	01 JAN-JUN ADS	101200046209	01/01/19	00003450	60100	01/09/19	450.00	450.00
BSN	BSN SPORTS								
	903943566	01 MEGA PHONE VOICE RECORDING	207500076514	12/14/18	00000000	60082	01/04/19	122.99	122.99
CHRO	CHRONICLE MEDIA, LLC								
	16465	01 WINTER PLAY DAY -1/4 PG AD	101200046208	12/25/18	00000000	60101	01/09/19	192.50	192.50
CINTAS	CINTAS CORP								
	5012608211	01 CC 1ST AID BOX	207500066401	12/19/18	00000000	60064	12/20/18	61.32	37.32
	8403919708	01 SHOP 1ST AID	101500076513	11/30/18	00000000	60064	12/20/18	61.32	24.00
	8403950862			12/21/18		60102	01/09/19	23.15	23.15
		VENDOR TOTAL:						192.50	192.50
		VENDOR TOTAL:						192.50	192.50
		VENDOR TOTAL:						61.32	37.32
		VENDOR TOTAL:						61.32	24.00
		VENDOR TOTAL:						23.15	23.15

DATE: 01/17/2019  
 TIME: 14:02:18  
 ID: AP450000.WOM

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 12/18/2018 TO 01/17/2019

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

8403950862 01 CH 1ST AID STATION SUPPLIES 101000056300 12/21/18 00000000 60102 01/09/19 23.15 23.15

CITY CITY OF SYCAMORE

VENDOR TOTAL: 84.47

NOV 2018 01 CITY SALES TAX - CLUBHOUSE 303000116852 12/19/18 00000000 60058 12/19/18 15.00 15.00  
 02 CITY SALES TAX - CATERING 303500116852 00000000 7.00  
 03 CITY SALES TAX - VENDING 207500086650 00000000 5.00  
 3.00

CITY CITY OF SYCAMORE

VENDOR TOTAL: 15.00

1271000000-1218 01 WATER/SEWER-MAINT 101500096704 12/31/18 00000000 60103 01/09/19 543.05 164.12  
 164.12  
 1271005000-1218 01 WATER/SEWER-CC 207500096704 12/31/18 00000000 60103 01/09/19 543.05 378.93  
 378.93

CMJ CMJ TECHNOLOGIES, INC.

VENDOR TOTAL: 543.05

CMJQ2934 01 3 WORK STATIONS DEPOSIT 701000207004 01/02/19 00000000 60083 01/04/19 2,200.00 2,200.00  
 2,200.00

COMCA COMCAST

VENDOR TOTAL: 2,200.00

0468024-1218 01 CABLE 207500096705 12/10/18 00000000 60084 01/04/19 802.10 662.69  
 317.83  
 02 INTERNET 101000096706 00000000 172.43  
 172.43  
 03 INTERNET 201000096706 00000000 172.43

0468768-0119 01 CABLE 303000096705 12/25/18 00000000 60084 01/04/19 802.10 139.41  
 69.70  
 02 CABLE 504000096705 00000000 69.71

COMMO COMMONWEALTH EDISON

VENDOR TOTAL: 802.10

010919 01 FOUNDERS PARK 101500096702 01/09/19 00000000 60121 01/17/19 266.42 266.42  
 26.48  
 02 BOYNTON PARK 101500096702 00000000 16.80

DATE: 01/17/2019  
 TIME: 14:02:18  
 ID: AP450000.MOW  
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SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 12/18/2018 TO 01/17/2019

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	010919	03 KIMWANT'S PARK	101500096702	01/09/19	00000000	60121	01/17/19	266.42	266.42
		04 EMIL CASSIER PARK	101500096702		00000000			46.77	46.77
		05 SYCAMORE LAKE	101500096702		00000000			21.60	21.60
		06 GOOD TYMES SHELTER	101500096702		00000000			36.30	36.30
		07 WETZEL PARK	101500096702		00000000			46.17	46.17
		08 ENTRY PARK	101500096702		00000000			43.81	43.81
					00000000			28.49	28.49
	120618	01 FOUNDERS PARK	101500096702	12/06/18	00000000	60085	01/04/19	109.98	109.98
		02 SYCAMORE LAKE	101500096702		00000000			28.22	28.22
		03 WETZEL PARK	101500096702		00000000			36.17	36.17
								45.59	45.59
CONS	CONSERV FS							VENDOR TOTAL:	376.40
	40006706	01 ROAD SALT	101500066406	12/19/18	00000000	60065	12/20/18	106.00	106.00
DEKAM	DEKALB MECHANICAL INC							VENDOR TOTAL:	106.00
	73640	01 CH CONG FREEZER	303000056307	12/18/18	00000000	60104	01/09/19	385.00	385.00
FEECEOIL	FEECE OIL COMPANY							VENDOR TOTAL:	385.00
	1789495	01 EQUIPMENT HYD OIL	101500076515	01/03/19	00003451	60105	01/09/19	440.00	440.00
FOX1	FOX VALLEY FIRE & SAFETY							VENDOR TOTAL:	440.00
	IN00225137	01 FIRE EXT SERVICE CC	207500066401	12/08/18	00000000	60066	12/20/18	55.20	55.20
	IN00228998	01 CC ANNUAL FIRE ALARM INSPECT	207500056300	12/21/18	00000000	60106	01/09/19	622.00	622.00
FREESPI	FREE SPIRIT SIBERIAN RESERVE							VENDOR TOTAL:	677.20
	SLED DOG DEMO								
	01 SLED DOG DEMO SLED HILL EVENT	101200046214		11/28/18	00000000	60086	01/04/19	200.00	200.00
								VENDOR TOTAL:	200.00

FROM 12/18/2018 TO 01/17/2019

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
FRONTIER	FRONTIER								
	011719	01 ADMIN	101000096700	01/07/19	00000000	60122	01/17/19	1,294.70	576.25
		02 ADMIN	201000096700		00000000				288.12
	120718	01 ADMIN	101000096700	12/07/18	00000000	60122	01/17/19	1,294.70	576.47
		02 ADMIN	201000096700		00000000				288.24
	122218	01 MAINT	101500096700	12/22/18	00000000	60122	01/17/19	1,294.70	141.98
		02 MAINT	504100096700		00000000				70.99
									70.99
FUNEXP	FUN EXPRESS								
	693842283-01	01 MASKS/TABLETTS/FOAM SHAPES	205011956216	12/07/18	00003484	60107	01/09/19	197.13	197.13
									197.13
									VENDOR TOTAL: 197.13
GENOA	GENOA AREA CHAMBER OF COMMERCE								
	1494	01 2019 DUES	1010000046204	12/04/18	00000000	60051	12/18/18	125.00	125.00
		02 2019 DUES	2010000046204		00000000				62.50
									62.50
									VENDOR TOTAL: 125.00
GRAI	GRAINGER								
	9031045413	01 COMM CNTR DRNK FOUNT FILTERS	207500066401	12/13/18	00003424	60059	12/19/18	392.31	392.31
									392.31
									VENDOR TOTAL: 392.31
HAGG	HAGG PRESS								
	106967	01 WINTER/SPRING 2019	206500046203	11/30/18	00003425	60052	12/18/18	4,278.00	4,278.00
									4,278.00
	107059	01 W/S BROCHURES	206500046203	12/13/18	00003439	60087	01/04/19	582.00	582.00
									582.00
									VENDOR TOTAL: 582.00
HVVEE	HY-VEE ACCOUNTS RECEIVABLE								
	189345-0119			01/10/19		60123	01/17/19	14.84	14.84
									14.84
									VENDOR TOTAL: 4,860.00

FROM 12/18/2018 TO 01/17/2019

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
KUNZ	189345-0119	01 MARSHMALLOW/SHORELINING	207500076500	01/10/19	00003472	60123	01/17/19	14.84	14.84
		02 MISC CHARGE	101000076500		00003472			0.22	14.62
		03 MISC CHARGE	** COMMENT **			00000000			0.00
KUNZ	189345-1218	01 REC TRAINING SUPPLIES	201000046207	12/10/18	00000000	60108	01/09/19	16.18	16.18
		02 HOT DOG BUNS	206095206216		00000000				11.99
		VENDOR TOTAL:						31.02	4.19
LE PRINT	28480	01 DJ MOM/SON DATE NITE	206095046216	01/16/19	00000000	60117	01/16/19	200.00	200.00
		01 DJ MOM/SON DATE NITE							200.00
		VENDOR TOTAL:							200.00
LIFEFIT	28481	01 GIFT CARDS	101200046203	12/13/18	00003428	60053	12/18/18	681.50	477.50
		01 CC POSTERS	101200046208	12/13/18	00003427	60053	12/18/18	681.50	477.50
		VENDOR TOTAL:							681.50
LOWE'S	902186-2ND	01 PREVENTATIVE MAINT AGREEMENT	207000056307	12/20/18	00003417	60072	12/21/18	2,225.91	2,225.91
		01 WEIGHT TREE	207000066400	11/30/18	00003391	60067	12/20/18	497.08	2,225.91
		VENDOR TOTAL:							2,722.99
LOWE'S	903058	01 PICNIC TABLE WOODS	101500066407	12/14/18	00003429	60089	01/04/19	1,312.58	115.60
		01 WOOD FOR PICNIC TABLE REPAIR	101500066404	11/29/18	00003398	60089	01/04/19	1,312.58	115.60
		VENDOR TOTAL:							2,625.16
LOWE'S	903146	01 PICNIC TABLE STAIN, WOOD, BOLT	101500066407	11/30/18	00003406	60089	01/04/19	1,312.58	260.79
		VENDOR TOTAL:						260.79	260.79

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

FROM 12/18/2018 TO 01/17/2019

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
903266	01	STAIN SEALER	101500066404	12/19/18	00003435	60089	01/04/19	1,312.58	34.19
903357	01	PIC WOOD, STAIN, SAND BELTS	101500066407	12/11/18	00003412	60089	01/04/19	1,312.58	188.60
903478-2ND	01	STAIN AND PAINT PANS PICNIC TB	101500066407	12/12/18	00003418	60089	01/04/19	1,312.58	73.56
903552	01	TUBING, FITTINGS PAINT SPRAYER	202100066402	12/12/18	00003420	60089	01/04/19	1,312.58	37.92
903827-CM	01	RETURN SAND PAPER BELTS	101500066407	12/06/18	00003407	60089	01/04/19	1,312.58	-29.32
903831	01	SHOP CORDLESS DRILL, BITS	101500076512	12/06/18	00003405	60089	01/04/19	1,312.58	202.82
	02	PAINT STRIPPER	101500066404		00003405				156.30
907010	01	PLOW STAKES, TRAFFIC ROPE	101500066404	11/28/18	00003399	60089	01/04/19	1,312.58	187.20
VENDOR TOTAL:									1,312.58
MENARD'S - SYCAMORE									
96149	01	LIGHTS-LOBBY & EVENTS	207500076500	12/02/18	00000000	60068	12/20/18	19.96	19.96
96624	01	PAINT, SEALER, CANS, EQUIP BOX	101500066407	12/10/18	00003411	60073	12/21/18	183.13	94.57
96644	01	BED LINER SEALER - WORKMAN	101500066403	12/10/18	00003413	60073	12/21/18	183.13	41.16
96756	01	TRUCK TOW STRAP, UNDERCOAT	101500066402	12/12/18	00003419	60060	12/19/18	113.30	31.78
96808	01	FURNACE FILTERS MUSEUM	202500066401	12/13/18	00003421	60060	12/19/18	113.30	19.96
96837	01	PAINT/STAIN EQUIP.	101500066407	12/13/18	00003422	60060	12/19/18	113.30	61.56
97041	01	SPORT EQUIP BOX PAINT	202100066404	12/17/18	00003433	60073	12/21/18	183.13	47.40

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	97118	01 BASE NAILS SPORTS	202100076536	12/18/18	00003432	60077	12/26/18	24.51	24.51
	97155	01 WIRE SPLICE FIELD DRAG	202100066402	12/19/18	00003436	60090	01/04/19	233.24	8.39
	97281	01 BALLWASHER PAINT	504100076500	12/21/18	00003456	60109	01/09/19	80.01	29.69
	97471	01 SHELF - CC RM B-C	207500076500	12/26/18	00003447	60090	01/04/19	233.24	124.87
	97480	01 SHELF TRACK CLOSET - CC	207500076500	12/26/18	00003448	60090	01/04/19	233.24	99.98
		02 SHELF TRACK CLOSET - CC	207500076500		00003448				59.99
	97583	01 SLED HILL DEDICATION SUPPLY	101200046214	12/28/18	00000000	60109	01/09/19	80.01	37.16
	97827	01 DRILL BITS	101500076512	01/02/18	00003457	60109	01/09/19	80.01	13.16
		MID-WEST MID-WEST FAMILY BROADCASTING						VENDOR TOTAL:	654.15
	1913-00098-6-0000	01 NOV RADIO ADS	101200046209	11/30/18	00003426	60054	12/18/18	600.00	600.00
		MIGHTYAC MIGHTY ACORN MUSIC MAKERS						VENDOR TOTAL:	600.00
	6	01 CONTRACTUAL INSTRUCTOR	2057711406128	12/30/18	00003442	60091	01/04/19	1,990.00	1,990.00
		NAPA NAPA AUTO PARTS - GENOA						VENDOR TOTAL:	1,990.00
	337800	01 MOWER BELT	101500066403	10/19/18	00003325	60110	01/09/19	629.32	12.39
	339802	01 TRUCK ROOF WARNING LIGHTS	101500066402	11/13/18	00003365	60110	01/09/19	629.32	129.98
	340070	01 NEW ROOF CAUTION LT. 08 TRUCK	101500066402	11/16/18	00003378	60110	01/09/19	629.32	486.95
		VENDOR TOTAL:						VENDOR TOTAL:	629.32



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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
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NATELEV	0334193	NATIONAL ELEVATOR INSPECTION							
	01	CC ELEVATOR INSPECTION	207500056300	12/13/18	00000000	60055	12/18/18	165.00	165.00
								VENDOR TOTAL:	165.00

NICOR	122818	NICOR GAS							
	01	MAINT BLDG	101500096703	12/28/18	00000000	60124	01/17/19	2,601.98	2,601.98
	02	MAINT BLDG	504100096703		00000000			457.31	457.31
	03	POOL	518100096703		00000000			208.41	208.41
	04	UPSTAIRS OFFICE	101000096703		00000000			53.41	53.41
	05	ADMIN	101000096703		00000000			83.50	83.50
	06	ADMIN	201000096703		00000000			35.79	35.79
	07	PRO SHOP	504000096703		00000000			35.79	35.79
	08	CLUBHOUSE	303000096703		00000000			54.99	54.99
	09	PUMP HOUSE	504100096703		00000000			1,131.97	1,131.97
	10	AIRPORT RD PROPERTY	207500096703		00000000				
								VENDOR TOTAL:	2,601.98

NORTHILL	PED000155	NORTHERN ILLINOIS UNIVERSITY							
	01	Grad Assistant Allton, H	207000056315	12/07/18	00003441	60092	01/04/19	8,352.00	8,352.00
	02	Grad Assistant Orosz, V.	207000056315		00003441			4,176.00	4,176.00
								VENDOR TOTAL:	8,352.00

PAPAJOHN	PAPAJOHNS								
	MOM/SON DATE NITE								
	01 PIZZA - MOM/SON DATE NITE		206095046216	01/16/19	00000000	60118	01/16/19	200.50	200.50
								VENDOR TOTAL:	200.50

PEPSI	85366463	PEPSI COLA GEN. BOT.							
	01	5GAL BIB	303000086630	12/21/18	00003483	60111	01/09/19	408.16	397.67
	02	3GAL BIB	303000086630		00003483			231.45	231.45
	03	CO2TANKS	303000086630		00003483			48.30	48.30
								117.92	117.92
								VENDOR TOTAL:	408.16

	LF180518314324								
	01	LATE FEE	303000086632	05/18/18	00000000	60111	01/09/19	408.16	10.49
								10.49	10.49
								VENDOR TOTAL:	408.16

PRIN	PRINCIPAL LIFE GROUP								
	JANUARY 2019			01/04/19		60093	01/04/19	1,442.72	1,442.72
								VENDOR TOTAL:	408.16

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JANUARY 2019

01	DENTAL INSURANCE PREMIUM	101000106801	01/04/19	00000000	60093	01/04/19	1,442.72	1,442.72
02	DENTAL INSURANCE PREMIUM	101500106801		00000000				272.36
03	DENTAL INSURANCE PREMIUM	504100106801		00000000				55.76
04	DENTAL INSURANCE PREMIUM	504000106801		00000000				171.58
05	DENTAL INSURANCE PREMIUM	201000106801		00000000				142.98
06	DENTAL INSURANCE PREMIUM	202100106801		00000000				422.15
07	DENTAL INSURANCE PREMIUM	303000106801		00000000				355.02
								22.87

PRIXM PHOTOBOOTHS  
 PHOTO BOOTH 01 PHOTO BOOTH MOM/SON DATE NITE 206095046216 01/11/19 00000000 60119 01/16/19 225.00 225.00  
 VENDOR TOTAL: 1,442.72

RINGCEN RINGCENTRAL INC.  
 CD\_000002556 01 PHONE SERVICE 101000096700 12/01/18 00000000 60074 12/21/18 971.11 971.11  
 02 PHONE SERVICE 201000096700 00000000  
 VENDOR TOTAL: 225.00

STAPLES STAPLES BUSINESS ADVANTAGE  
 3397992051 01 ENVELOPES 101000046200 12/01/18 00000000 60061 12/19/18 34.19 34.19  
 02 ENVELOPES 201000046200 00000000 17.10  
 3398729897 01 SCISSORS 207500046200 12/08/18 00000000 60075 12/21/18 70.96 70.96  
 02 MAGAZINE RACK - CC FRONT DESK 207500076500 00000000 6.09  
 03 BATTERIES-PAPER CLIPS 101000046200 00000000 46.09  
 04 BATTERIES-PAPER SLIPS 201000046200 00000000 9.39  
 3399287656 01 LINERS - CC 207500076510 12/15/18 00000000 60094 01/04/19 151.65 62.40  
 02 DUST MOP FRAME - CC 207500076510 00000000 11.59

3399287658 01 DUST PAD - CC 207500076510 12/15/18 00000000 60094 01/04/19 151.65 22.49  
 3399287660 01 POST ITS - COPY PAPER 101000046200 12/15/18 00000000 60094 01/04/19 151.65 66.76  
 13.92

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STRANS	3399287660	02 POST ITS - COPY PAPER	201000046200	12/15/18	00000000	60094	01/04/19	151.65	66.76
		03 POST ITS - COPY PAPER	207500046200		00000000				13.92
		04 AIR FRESHNERS - CC	207500076510		00000000				24.98
STRANS	STRANS GARDEN CENTER							VENDOR TOTAL:	256.80
3	01	LEGACY CAMPUS LANDSCAPE	711000207040	12/01/18	00000000	60078	12/26/18	4,478.00	4,478.00
SUPERIOR	133312	01 PAPER TOWELS-CC KITCHEN	207500076510	12/17/18	00000000	60079	12/26/18	97.20	97.20
								VENDOR TOTAL:	4,478.00
SWEDELEC	7748	01 CC LIGHT PROGRAM SLED HILL	207500056300	12/20/18	00000000	60112	01/09/19	214.50	214.50
								VENDOR TOTAL:	214.50
SYC	COMM EXPO 2019	01 COMMUNITY EXPO 2019	101200046214	01/04/19	00000000	60095	01/04/19	125.00	125.00
								VENDOR TOTAL:	125.00
T0001563	TEVSH, THERESA							VENDOR TOTAL:	125.00
	121818	01 IPRA DUES REIMBURSEMENT	201000046204	12/18/18	00000000	60056	12/18/18	280.00	280.00
T0001565	PHONPARSIT, BOUNPHONE							VENDOR TOTAL:	280.00
	12-17-18	01 REIMB -GRIPS	101500066402	12/18/18	00000000	60057	12/18/18	9.71	9.71
								VENDOR TOTAL:	9.71
T0001567	CUNZ, JANET							VENDOR TOTAL:	9.71
	REFUND	01 CH RENTAL REFUND	303500004532	12/26/18	00000000	60080	12/26/18	125.00	125.00
								VENDOR TOTAL:	125.00

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT / ITEM AMT
THOR	THOR GUARD	503385							
		01 THIR-GUARD BOLTS	101500066404	12/11/18	00000000	60069	12/20/18	51.04	51.04
									51.04
		VENDOR TOTAL:							
UNIT1	U.S. POSTAL SERVICE-CMRS-FP								
		POSTAGE 1-4-19							
		01 POSTAGE 1-4-19	101000046202	01/04/19	00000000	60096	01/04/19	300.00	300.00
									300.00
		VENDOR TOTAL:							
UNITREN	UNITED RENTALS (NORTH AMERICA)								
		163032926-001							
		01 ANNUAL BOOM/LIFT INSPECTION	101500066402	11/06/18	00000000	60070	12/20/18	585.58	585.58
									585.58
		VENDOR TOTAL:							
UNUM	UNUM LIFE INSURANCE								
		DECEMBER 2018							
		01 STD INSURANCE PREMIUM	101000106801	12/31/18	00000000	60120	01/16/19	268.95	268.95
		02 STD INSURANCE PREMIUM	101500106801		00000000			41.63	41.63
		03 STD INSURANCE PREMIUM	504100106801		00000000			7.22	7.22
		04 STD INSURANCE PREMIUM	504000106801		00000000			22.20	22.20
		05 STD INSURANCE PREMIUM	201000106801		00000000			18.50	18.50
		06 STD INSURANCE PREMIUM	202100106801		00000000			91.85	91.85
		07 STD INSURANCE PREMIUM	303000106801		00000000			79.00	79.00
								8.55	8.55
		VENDOR TOTAL:							
VECTOR	VECTOR STOMP								
		IN-003911							
		01 EXTERMINATOR SERVICE	207500066401	12/03/18	00000000	60071	12/20/18	20.00	20.00
									20.00
		VENDOR TOTAL:							
VISACA	VISA CARDMEMBER SERVICE								
		121018							
		01 MUSEUM DOOR PARTS	202500066401	12/10/18	00000000	60114	01/09/19	2,387.99	2,387.99
		02 CC SIGN POSTS	207500066401		00000000			31.00	31.00
		03 CREDIT SALES TAX	101500066405		00000000			75.09	75.09
		04 IPRA DUES	101500046204		00000000			-12.65	-12.65
		05 IPASS	202100046204		00000000			46.36	46.36
		06 REDREATION TRAINING	201000046207		00000000			197.64	197.64
		07 POSTAGE & OVERNIGHT	101000046202		00000000			112.01	112.01
								35.54	35.54

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
	121018	08 CC HOLIDAY SUPPLIES	207500076500	12/10/18	00000000	60114	01/09/19	2,387.99	2,387.99
		09 IPRA DUES	101000046204		00000000				25.91
		10 SUPPLIES FOR SHOOTOUT	206095226216		00000000				244.00
		11 ANTI-FREEZE FOR SPRAYER	504100066403		00000000				133.98
		12 IPRA DUES	201000046204		00000000				20.94
		13 OPEN GYM SUPPLIES	207500046216		00000000				244.00
		14 JANITORIAL SUPPLIES	207000076510		00000000				254.65
		15 EVALUATION CLASS	101000046207		00000000				34.53
		16 COOKIES W/SANTA SUPPLIES	206095016216		00000000				50.00
		17 GYM WIPER REFILLS	207000076510		00000000				28.98
		19 CRAFT FOAM	205011956216		00000000				524.80
		20 FACEBOOK MARKETING	101200046209		00003444				3.59
		21 PLATE/CUP/NAPKINS/TOYS	205011956216		00003444				15.00
		22 APPRECIATION LUNCH	101000046213		00003443				39.00
		23 APPRECIATION LUNCH	201000046213		00003443				64.00
		24 FOOD & SUPPLIES FOR MTGS	101000056306		00003443				64.00
		25 FOOD & SUPPLIES FOR MTGS	201000056306		00003443				77.81
									77.81
									VENDOR TOTAL: 2,387.99

WARE	WAREHOUSE DIRECT BUSINESS	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
	4126428-0	01 MULTIFOLD TOWELS - CC	207500076510	12/10/18	00000000	60062	12/19/18	74.50	74.50
									VENDOR TOTAL: 74.50

WASTE	WASTE MANAGEMENT	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
	3578793-2011-1	01 REFUSE - ADM	101000056302	12/28/18	00000000	60116	01/09/19	378.81	378.81
		02 REFUSE - CH	303000056302		00000000				57.34
		03 REFUSE - ADM	101000056302		00000000				57.34
		04 REFUSE - SC	202100056302		00000000				5.00
		05 REFUSE - PARKS	101500056302		00000000				33.05
		06 REFUSE - CC	207500056302		00000000				33.05
									VENDOR TOTAL: 378.81

TOTAL --- ALL INVOICES: 52,616.13

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VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CORPORATE			
10	ADMINISTRATION		
AFLAC	AFLAC		605.90
ANCEL	ANCEL GLINK, P.C.		4,998.04
CINTA	CINTAS CORPORATION #355		20.85
DYNEGY E	DYNEGY ENERGY SERVICES		293.67
ECO	ECOWATER SYSTEMS, INC.		6.47
GROUPPL	GROUP PLAN SOLUTIONS		22.00
IL	IL ASSOC. OF PARK DISTRICTS		1,965.98
ILLIN	ILLINI SECURITY SYSTEMS, INC.		151.87
INTEG	INTEGRA BUSINESS SYSTEMS, INC.		127.78
NWIAPR	NWIAPR		25.00
PDRMA	PDRMA		3,827.19
SOFT	SOFT WATER CITY		237.30
SYC	SYCAMORE CHAMBER OF COMMERCE	125.00	65.00
UNUM	UNUM LIFE INSURANCE	268.95	41.63
	ADMINISTRATION		12,388.68
15	PARKS		
AIRGAS	AIRGAS USA LLC		30.16
CINTA	CINTAS CORPORATION #355		49.95
CONS	CONSERV FS		1,107.45
CSR	CSR BOBCAT EQUIPMENT CO.		18.30
DEKA	DEKALB LAWN & EQUIPMENT CO.		12.94
DYNEGY E	DYNEGY ENERGY SERVICES		1,023.04
JULIEINC	JULIE INC.		3.24
MEL	MELIN'S LOCK & KEY		13.06
MENA	MENARDS - SYCAMORE	313.25	93.94
MROUT	MR OUTHUSE		395.00
PARENT	PARENT PETROLEUM INC		927.30
PDRMA	PDRMA		817.94
REIN	REINDERS, INC.		837.32
SOFT	SOFT WATER CITY		91.75
UNUM	UNUM LIFE INSURANCE	268.95	7.22
	PARKS		5,428.61
RECREATION			
10	ADMINISTRATION		
CINTA	CINTAS CORPORATION #355		46.45
DYNEGY E	DYNEGY ENERGY SERVICES		293.66

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VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
10	ADMINISTRATION		
ECO	ECOWATER SYSTEMS, INC.		6.47
GROUPPL	GROUP PLAN SOLUTIONS		22.00
IL	IL ASSOC. OF PARK DISTRICTS		1,965.99
ILLIN	ILLINI SECURITY SYSTEMS, INC.		151.88
INTEG	INTEGRA BUSINESS SYSTEMS, INC.		127.78
NWIAPR	NWIAPR		25.00
PDRMA	PDRMA		5,646.07
SYC	SYCAMORE CHAMBER OF COMMERCE	125.00	65.00
T0001563	TEVSH, THERESA		56.15
T0001568	HIGDON, ROBERT		56.00
UNUM	UNUM LIFE INSURANCE	268.95	91.85
	ADMINISTRATION		8,554.30
21	SPORTS COMPLEX MAINTENANCE		
CEDAR	CEDAR RAPIDS TIRE		319.71
CONS	CONSERV FS		102.15
DYNEGY E	DYNEGY ENERGY SERVICES		19.90
PDRMA	PDRMA		6,132.28
REIN	REINDERS, INC.		366.74
UNUM	UNUM LIFE INSURANCE	268.95	79.00
	SPORTS COMPLEX MAINTENANCE		7,019.78
25	MIDWEST MUSEUM OF NATURAL HIST		
CINTA3	CINTAS FIRE PROTECTION		839.32
FINN	FINNEY'S ELECTRIC		125.00
ILLIN	ILLINI SECURITY SYSTEMS, INC.		195.00
	MIDWEST MUSEUM OF NATURAL HIST		1,159.32
75	COMMUNITY CENTER		
CINTA	CINTAS CORPORATION #355		182.05
DYNEGY E	DYNEGY ENERGY SERVICES		10,309.50
JOEBERO	JOE BERO PLUMBING INC		300.00
MENA	MENARDS - SYCAMORE	313.25	51.96
STAPLES	STAPLES BUSINESS ADVANTAGE	151.65	57.68
VERMONT	VERMONT SYSTEMS INC		347.36
	COMMUNITY CENTER		11,248.55

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VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
INSURANCE			
10	ADMINISTRATION		
PDRMA	PDRMA		30,368.70
	ADMINISTRATION		30,368.70
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
DYNEGY E	DYNEGY ENERGY SERVICES		113.10
PDRMA	PDRMA		502.51
UNUM	UNUM LIFE INSURANCE	268.95	8.55
	CLUBHOUSE CONCESSIONS		624.16
33	SPORTS COMPLEX CONCESSIONS		
DYNEGY E	DYNEGY ENERGY SERVICES		97.80
	SPORTS COMPLEX CONCESSIONS		97.80
GOLF COURSE			
40	GOLF OPERATIONS		
DYNEGY E	DYNEGY ENERGY SERVICES		1,396.12
LE PRINT	LE PRINT EXPRESS		502.45
PDRMA	PDRMA		2,098.02
UNUM	UNUM LIFE INSURANCE	268.95	18.50
	GOLF OPERATIONS		4,015.09
41	GOLF MAINTENANCE		
CINTA	CINTAS CORPORATION #355		49.90
CONS	CONSERV FS		82.75
DYNEGY E	DYNEGY ENERGY SERVICES		1,080.26
FLORIDA	FLO DDA STEWART & STEVENSON		36.00
PDRMA	PDRMA		2,513.00
REIN	REINDERS, INC.		769.21
UNUM	UNUM LIFE INSURANCE	268.95	22.20
	GOLF MAINTENANCE		4,553.32



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-----			
AQUATICS			
81	AQUATICS MAINTENANCE		
DYNEGY E	DYNEGY ENERGY SERVICES		556.73
	AQUATICS MAINTENANCE		556.73
CAPITAL PROJECTS			
10	ADMINISTRATION		
CITY	CITY OF SYCAMORE		72,972.60
FARNS	FARNSWORTH GROUP INC		6,600.00
SPE	SPEER FINANCIAL INC.		5,750.00
SWEDBERG	SWEDBERG & ASSOCIATES		18,732.00
	ADMINISTRATION		104,054.60
ACTION 2020			
10	ADMINISTRATION		
ECDESIGN	EC DESIGN		1,725.00
ENGIN	ENGINEERING RESOURCE ASSOC		6,215.71
	ADMINISTRATION		7,940.71
	TOTAL ALL DEPARTMENTS		198,010.35

Interim \$ 52,616.13  
New \$ 198,010.35  

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Total \$ 250,626.48

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: January 29, 2019

**Administrative Initiatives** (1/1/19 – 1/31/19)

- Attended scheduled Superintendent and Board meetings.
- Reviewed deposits for Community Center, Golf and Concessions, prepared general ledger journal entry to be posted.
- Performed installment billing for Pathway Fitness memberships and passes. The December installment was for 232 individuals, an increase of 21. The monthly installment was \$3,873 (\$226 increase) processed through credit cards and \$627 (\$83 increase) through ACH transactions. The January installment was for 232 individuals, an increase of 21. The monthly installment was \$4,210 (\$337 increase) processed through credit cards and \$669 (\$42 increase) through ACH transactions. There were 8 households in December and 11 in January whose credit cards did not process due to cancellation for lost and/or stolen credit cards or non-sufficient funds. We have had to follow up on each of these and process the transactions.
- Continued to monitor new household accounts on Rectrac for residency.
- Transferred cost of goods sold in concessions/catering, pro shop and recreation programs.
- Assisted staff with technology problems/concerns/needs. Coordinated assistance from CMJ to resolution when necessary.
- Performed criminal background checks on new hires and volunteers.
- Prepared monthly sales tax return.
- Filed monthly IMRF earnings and submitted payment.

- Prepared and filed quarter payroll taxes.
- Reviewed and updated projected 2018 financial results and 2019 budget requests. Finalized for board approval.
- Continued to work with actuary in order to meet requirements for GASB 74/75. Provided necessary documentation.
- Processed purchase orders for pro shop inventory. Posted inventory received for sale.
- Completed year end inventory of pro shop merchandise.
- Attended 2019 IAPD/IPRA Conference.
- Began work on documentation required for annual audit. Prepared confirmations to be mailed.
- Worked with IPARKS to get information. Completed various documents and provided statement of values on equipment and capital assets.
- Completed year end reporting: w-2s, 1099s and ACA
- Prepared tax abatement ordinances. Filed with county.
- Attend employee holiday party.
- Arrange and participated in training with Vermont Systems on memberships, EFTs and other questions.
- Coordinated upgrading of specific workstations.
- Participated in Sled Hill Official Opening/Dedication.
- Worked with new FT staff to enroll in benefits.
- Worked with City and Recreation staff to record dog tag fees.
- Attended Pumpkin Festival Committee meeting.

**Administrative Initiatives** (2/1/19 – 2/28/19)

- Attend scheduled Superintendent and Board meetings.
- File monthly unemployment return with state.
- 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.
- Review and run installment billing for Pathway Fitness memberships/passes.
- Work with auditors during preliminary and final fieldwork.
- Discuss with Vermont Systems and CMJ regarding possible options for updating software in order to reduce outages for our 24/7 services.
- Order new workstations for new staff.
- Facilitate PDMRA PATH incentive payout to eligible employees.
- Wellness Ambassador Training.
- Continue to work with Sarah and Visionary Webworks on Employee Portal documents.
- Reconcile FSA accounts.
- Coordinate PDRMA Biometric Screening.
- Work with staff to allocate annual 2019 budget over 12 months.
- Prepare documentation for Executive Summary.
- Draft Budget & Appropriation Ordinance.

- 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.

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**Corporate Fund (10)**

<u>Department</u>	<u>December Budget</u>	<u>December 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>	<u>Variance</u>
<b>Revenues</b>									
Administration	3,691.00	4,548.84	23.2%	1,331,721.00	1,405,699.97	5.6% (1)	1,331,721.00	1,331,010.72	5.6% (1)
Marketing	-	-		-	2.01		-	-	
Parks	589.00	481.48	-18.3%	14,207.00	12,006.33	-15.5%	14,207.00	11,385.60	5.5%
<b>Total Revenues</b>	<b>4,280.00</b>	<b>5,030.32</b>	<b>17.5%</b>	<b>1,345,928.00</b>	<b>1,417,708.31</b>	<b>5.3%</b>	<b>1,345,928.00</b>	<b>1,342,396.32</b>	<b>5.6%</b>
<b>Expenses</b>									
Administration	476,279.00	37,947.90	-92.0%	456,254.00	430,824.45	-5.6% (2)	901,754.00	466,357.37	-7.6% (2)
Marketing	5,686.00	3,334.90		77,704.00	46,606.69	-40.0% (3)	77,704.00	29,291.00	59.1% (3)
Parks	14,076.00	15,785.53	12.1%	292,674.00	251,625.15	-14.0% (4)	292,674.00	249,782.61	0.7%
<b>Total Expenses</b>	<b>496,041.00</b>	<b>57,068.33</b>	<b>-88.5%</b>	<b>826,632.00</b>	<b>729,056.29</b>	<b>-11.8%</b>	<b>1,272,132.00</b>	<b>745,430.98</b>	<b>-2.2%</b>
<b>Total Fund Revenues</b>	<b>4,280.00</b>	<b>5,030.32</b>	<b>17.5%</b>	<b>1,345,928.00</b>	<b>1,417,708.31</b>	<b>5.3%</b>	<b>1,345,928.00</b>	<b>1,342,396.32</b>	<b>5.6%</b>
<b>Total Fund Expenses</b>	<b>496,041.00</b>	<b>57,068.33</b>	<b>-88.5%</b>	<b>826,632.00</b>	<b>729,056.29</b>	<b>-11.8%</b>	<b>1,272,132.00</b>	<b>745,430.98</b>	<b>-2.2%</b>
<b>Surplus (Deficit)</b>	<b>(491,761.00)</b>	<b>(52,038.01)</b>	<b>-89.4%</b>	<b>519,296.00</b>	<b>688,652.02</b>	<b>32.6%</b>	<b>73,796.00</b>	<b>596,965.34</b>	<b>15.4%</b>

- (1) 2018 Property Tax receipts increase over 2017 by 4.0% \$47,912 and final installment in 2017 wasn't received until December. Property taxes received in 2018 2.7% \$33,616 over budget. Also, 2018 includes insurance payment for microburst damage \$24,875.
- (2) Budget includes transfer of \$445,500 which has not been done yet. Also 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 these items were removed, overall cost would be below budget 5.6% \$25,430 and less than 2017 by 7.6% \$35,533 Professional Services (legal/consulting) below budget 29.0% \$21,749. Compared to 2017, Education/Training decreased 55.3% \$8,382 due mainly to Vermont Systems new system training; Professional Services less than 2018 19.1% \$12,554 for bridge consultants; contracted services (cleaning) down 36.5% \$7,995
- (3) Marketing of Legacy Campus in 2018
- (4) PT Wages and related taxes below budget 25.4% \$30,590.

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**Recreation Fund (20)**

<u>Department</u>	<u>December Budget</u>	<u>December 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>	
<b>Revenues</b>									
Administration	3,444.00	4,161.20	20.82%	940,031.00	945,674.92	0.60%	940,031.00	882,523.84	7.2% (1)
Sports Complex	1,000.00	2,651.00	165.10%	44,867.00	42,350.22	-5.61% (2)	44,867.00	45,508.00	-6.9% (2)
Sports Complex Maintenance	2,658.00	2,390.08	-10.08%	41,216.00	40,786.30	-1.04%	41,216.00	38,978.17	4.6%
Midwest Museum of Natural Hist	549.00	-		2,195.00	2,344.41	6.81%	2,195.00	1,716.29	36.6%
Programs-Youth	3.00	195.34	6411.33%	3,519.00	9,482.63	169.47% (3)	3,519.00	18,518.75	-48.8% (3)
Programs-Tweens	-	-	#DIV/0!	759.00	-	-100.00% (3)	759.00	-	#DIV/0! (3)
Programs-Adult	11.00	430.24	3811.27%	5,951.00	6,677.89	12.21% (3)	5,951.00	1,462.56	356.6% (3)
Programs-Family	-	-	#DIV/0!	-	-	#DIV/0! (3)	-	-	#DIV/0! (3)
Programs-Adult Athletic Leagues	49.00	53.71	9.61%	9,653.00	7,534.07	-21.95% (3)	9,653.00	5,179.27	45.5% (3)
Programs-Youth Athletics	920.00	2,782.46	202.44%	34,697.00	29,161.73	-15.95% (3)	34,697.00	26,586.50	9.7% (3)
Programs-Fitness	22.00	1,871.76	8408.00%	7,848.00	14,542.75	85.31% (3)	7,848.00	8,049.51	80.7% (3)
Programs-Early Childhood	-	1,246.00	#DIV/0!	4,615.00	7,090.00	53.63% (3)	4,615.00	210.98	3260.5% (3)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0! (3)	-	-	#DIV/0! (3)
Programs-Dance	-	425.03	#DIV/0!	2,752.00	3,830.96	39.21% (3)	2,752.00	2,192.90	74.7% (3)
Programs-Special Events	7.00	507.00	7142.86%	6,211.00	8,254.27	32.90% (3)	6,211.00	6,678.99	23.6% (3)
Programs-Community Events	-	-	#DIV/0!	14,620.00	13,086.31	-10.49% (3)	14,620.00	6,000.00	118.1% (3)
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0! (3)	-	1,445.00	-100.0% (3)
Brochure	7,350.00	-	-100.00%	7,350.00	4,150.00	-43.54%	7,350.00	12,000.00	-65.4% (2)
Fitness Room	16,272.00	14,363.84	-11.73%	107,687.00	137,324.26	27.52% (4)	107,687.00	-	#DIV/0!
Community Center	6,261.00	4,485.44	-28.36%	37,444.00	34,622.50	-7.54% (5)	37,444.00	-	#DIV/0!
<b>Total Revenues</b>	<b>38,546.00</b>	<b>35,563.10</b>	<b>-7.74%</b>	<b>1,271,415.00</b>	<b>1,306,913.22</b>	<b>2.79%</b>	<b>1,271,415.00</b>	<b>1,057,050.76</b>	<b>23.6%</b>

(1) 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) All receipts are in. A few areas are slightly under what was budgeted. Womens softball not active.

(3) Revenue from programs greater than budget 9.97% \$9,036 and increased 30.6%, \$23,336 compared to 2017.

(4) Compared to Annual Budget:

Pathway Fitness Membership	140.61% Annual Budget = 55,409
Pathway Fitness Pass	91.90% Annual Budget = 44,217
Track Only Pass	395.00% Annual Budget = 3,300
Pre-pay Card	94.94% Annual Budget = 553
Program Fees	285.04% Annual Budget = 802
Daily Admission Fee	155.56% Annual Budget = 1,736

(5) Compared to Annual Budget:

Open Gym Daily	139.40% Annual Budget = 5,550
Open Gym Membership	86.30% Annual Budget = 12,386
Rentals	73.53% Annual Budget = 9,800

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Expenses											
Administration	39,101.00	50,371.94	28.83%	517,861.00	493,056.82	-4.79%	(1)	517,861.00	421,798.54	16.9%	(1)
Sports Complex	-	-	#DIV/0!	250.00	-	-100.00%		250.00	27.52	-100.0%	
Sports Complex Maintenance	29,517.00	33,402.99	13.17%	411,989.00	408,330.29	-0.89%		411,989.00	394,178.81	3.6%	
Midwest Museum of Natural Hist	812.00	345.94	-57.40%	9,750.00	14,286.68	46.53%	(3)	9,750.00	21,629.54	-33.9%	(3)
Programs-Youth	33.00	211.77	541.73%	2,744.00	4,958.01	80.69%	(4)	2,744.00	11,686.14	-57.6%	(4)
Programs-Tweens	-	-	#DIV/0!	583.00	-	-100.00%	(4)	583.00	25.00	-100.0%	(4)
Programs-Adult	405.00	101.86	-74.85%	4,298.00	3,565.54	-17.04%	(4)	4,298.00	646.52	451.5%	(4)
Programs-Family	-	-	#DIV/0!	-	-	#DIV/0!	(4)	-	-	#DIV/0!	(4)
Programs-Adult Athletic Leagues	872.00	755.71	-13.34%	4,774.00	4,077.08	-14.60%	(4)	4,774.00	2,966.56	37.4%	(4)
Programs-Youth Athletics	6,480.00	104.96	-98.38%	22,080.00	16,819.15	-23.83%	(4)	22,080.00	22,180.25	-24.2%	(4)
Programs-Fitness	316.00	699.76	121.44%	4,105.00	8,123.04	97.88%	(4)	4,105.00	3,705.80	119.2%	(4)
Programs-Early Childhood	1,210.00	-	-100.00%	3,084.00	3,188.00	3.37%	(4)	3,084.00	169.73	1778.3%	(4)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0!	(4)	-	-	#DIV/0!	(4)
Programs-Dance	-	113.03	#DIV/0!	1,574.00	1,307.96	-16.90%	(4)	1,574.00	1,370.83	-4.6%	(4)
Programs-Special Events	692.00	606.67	-12.33%	3,847.00	5,820.25	51.29%	(4)	3,847.00	20,779.59	-72.0%	(4)
Programs-Community Events	-	-	#DIV/0!	30,142.00	28,060.25	-6.91%	(4)	30,142.00	7,865.36	256.8%	(4)
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0!	(4)	-	952.33	-100.0%	(4)
Brochure	-	4,278.00	#DIV/0!	25,000.00	18,585.59	-25.66%		25,000.00	18,415.79	0.9%	
Fitness Room	12,311.00	3,343.97	-72.84%	49,380.00	12,194.84	-75.30%	(5)	49,380.00	4,090.50	198.1%	
Community Center	20,111.00	8,509.68	-57.69%	173,233.00	159,820.41	-7.74%	(5)	173,233.00	972.69	16330.8%	
<b>Total Expenses</b>	<b>111,860.00</b>	<b>102,846.28</b>	<b>-8.06%</b>	<b>1,264,694.00</b>	<b>1,182,193.91</b>	<b>-6.52%</b>		<b>1,264,694.00</b>	<b>933,461.50</b>	<b>26.6%</b>	
Total Fund Revenues	38,546.00	35,563.10	-7.74%	1,271,415.00	1,306,913.22	2.79%		1,271,415.00	1,057,050.76	23.6%	
Total Fund Expenses	111,860.00	102,846.28	-8.06%	1,264,694.00	1,182,193.91	-6.52%		1,264,694.00	933,461.50	26.6%	
Surplus (Deficit)	(73,314.00)	(67,283.18)	-8.23%	6,721.00	124,719.31	1755.67%		6,721.00	123,589.26	0.9%	

- (1) Wages/taxes less than budget 2.91% \$10,621 due to timing in hiring of staff. Compared to 2017 higher by 52.8% \$122,194 due to staff hiring. Timing of health ins, one month lag.  
(2) Wage/taxes greater than 2017 by 6.3% \$16,984  
(3) 2018 includes roof and hvac repair. Installed 2 new heat exchangers in 2017  
(4) Expenses for programs are less than budget 1.7% \$1,312 and increased 4.9%, \$3,571 compared to 2017.  
(5) Much of this budgeting was guesswork. Under fitness room, wages and related taxes below budget 84.86% \$18,247.



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**Donations (21)**

<u>Department</u>	<u>December Budget</u>	<u>December 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	-	2,850.00	#DIV/0!	450,000.00	519,329.85	15.41%	450,000.00	69,453.40	647.7%
Total Revenues	-	2,850.00	#DIV/0!	450,000.00	519,329.85	15.41%	450,000.00	69,453.40	647.7%
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	-	2,850.00	#DIV/0!	450,000.00	519,329.85	15.41%	450,000.00	69,453.40	647.7%
Total Fund Expenses	-	-		450,000.00	425,000.00		450,000.00	-	#DIV/0!
Surplus (Deficit)	-	2,850.00	#DIV/0!	-	94,329.85	#DIV/0!	-	69,453.40	35.8%

**Special Recreation (22)**

<u>Department</u>	<u>December Budget</u>	<u>December 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!	179,000.00	181,782.04	1.55%	179,000.00	167,490.62	8.5%
Total Revenues	-	-	#DIV/0!	179,000.00	181,782.04	1.55%	179,000.00	167,490.62	8.5%
Expenses									
Administration	100,166.00	2,502.08	-97.50%	191,500.00	90,657.36	-52.66%	191,500.00	302,374.97	-70.0% (1)
Total Expenses	100,166.00	2,502.08	-97.50%	191,500.00	90,657.36	-52.66%	191,500.00	302,374.97	-70.0%
Total Fund Revenues	-	-	#DIV/0!	179,000.00	181,782.04	1.55%	179,000.00	167,490.62	8.5%
Total Fund Expenses	100,166.00	2,502.08	-97.50%	191,500.00	90,657.36	-52.66%	191,500.00	302,374.97	-70.0%
Surplus (Deficit)	(100,166.00)	(2,502.08)	-97.50%	(12,500.00)	91,124.68	-829.00%	(12,500.00)	(134,884.35)	-167.6%

(1) 2017 expenses for ADA improvements at pool.

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**Insurance (23)**

<u>Department</u>	<u>December Budget</u>	<u>December 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!	70,000.00	72,854.21	4.08%	70,000.00	69,237.92	5.2%
Total Revenues	-	-	#DIV/0!	70,000.00	72,854.21	4.08%	70,000.00	69,237.92	5.2%
Expenses									
Administration	31,619.00	-	-100.00%	65,738.00	30,368.70	-53.80%	65,738.00	63,669.48	-52.3%
Total Expenses	31,619.00	-	-100.00%	65,738.00	30,368.70	-53.80%	65,738.00	63,669.48	-52.3%
Total Fund Revenues	-	-	#DIV/0!	70,000.00	72,854.21	4.08%	70,000.00	69,237.92	5.2%
Total Fund Expenses	31,619.00	-	-100.00%	65,738.00	30,368.70	-53.80%	65,738.00	63,669.48	-52.3%
Surplus (Deficit)	(31,619.00)	-	-100.00%	4,262.00	42,485.51	896.84%	4,262.00	5,568.44	663.0%

**Audit (24)**

<u>Department</u>	<u>December Budget</u>	<u>December 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!	14,500.00	15,286.72	5.43%	14,500.00	14,582.79	4.8%
Total Revenues	-	-	#DIV/0!	14,500.00	15,286.72	5.43%	14,500.00	14,582.79	4.8%
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	-	-	#DIV/0!	14,500.00	15,286.72	5.43%	14,500.00	14,582.79	4.8%
Total Fund Expenses	-	-	#DIV/0!	14,500.00	14,500.00	0.00%	14,500.00	14,200.00	2.1%
Surplus (Deficit)	-	-	#DIV/0!	-	786.72	#DIV/0!	-	382.79	105.5%

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**Paving & Lighting (25)**

<u>Department</u>	<u>December Budget</u>	<u>December 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!	100.00	529.24	429.24%	100.00	245.36	115.7%
Total Revenues	-	-		100.00	529.24		100.00	245.36	115.7%
Expenses									
Administration	-	-	#DIV/0!	21,000.00	-	-100.00% (1)	21,000.00	-	#DIV/0!
Total Expenses	-	-		21,000.00	-		21,000.00	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	100.00	529.24	429.24%	100.00	245.36	
Total Fund Expenses	-	-	#DIV/0!	21,000.00	-	-100.00%	21,000.00	-	
Surplus (Deficit)	-	-	#DIV/0!	(20,900.00)	529.24	-102.53%	(20,900.00)	245.36	

**Park Police (26)**

<u>Department</u>	<u>December Budget</u>	<u>December 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!	100.00	247.88	147.88%	100.00	1,241.45	-80.0%
Total Revenues	-	-		100.00	247.88		100.00	1,241.45	-80.0%
Expenses									
Administration	-	-	#DIV/0!	3,000.00	253.57	-91.55%	3,000.00	-	#DIV/0!
Total Expenses	-	-		3,000.00	253.57		3,000.00	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	100.00	247.88	147.88%	100.00	1,241.45	-80.0%
Total Fund Expenses	-	-	#DIV/0!	3,000.00	253.57	-91.55%	3,000.00	-	
Surplus (Deficit)	-	-	#DIV/0!	(2,900.00)	(5.69)	-99.80%	(2,900.00)	1,241.45	-100.5%

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**IMRF (27)**

<u>Department</u>	<u>December Budget</u>	<u>December 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!	91,000.00	91,513.10	0.56%	91,000.00	83,000.17	10.3%
Total Revenues	-	-	#DIV/0!	91,000.00	91,513.10	0.56%	91,000.00	83,000.17	10.3%
Expenses									
Administration	5,180.00	4,950.07	-4.44%	95,462.00	95,975.40	0.54%	95,462.00	83,232.16	15.3%
Total Expenses	5,180.00	4,950.07	-4.44%	95,462.00	95,975.40	0.54%	95,462.00	83,232.16	15.3%
Total Fund Revenues	-	-	#DIV/0!	91,000.00	91,513.10	0.56%	91,000.00	83,000.17	10.3%
Total Fund Expenses	5,180.00	4,950.07	-4.44%	95,462.00	95,975.40	0.54%	95,462.00	83,232.16	15.3%
Surplus (Deficit)	(5,180.00)	(4,950.07)		(4,462.00)	(4,462.30)		(4,462.00)	(231.99)	

**Social Security (28)**

<u>Department</u>	<u>December Budget</u>	<u>December 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!	99,000.00	99,527.50	0.53%	99,000.00	83,417.83	19.3%
Total Revenues	-	-	#DIV/0!	99,000.00	99,527.50	0.53%	99,000.00	83,417.83	19.3%
Expenses									
Administration	6,783.00	8,073.00	19.02%	103,108.00	97,365.58	-5.57%	103,108.00	82,539.71	18.0%
Total Expenses	6,783.00	8,073.00	19.02%	103,108.00	97,365.58	-5.57%	103,108.00	82,539.71	18.0%
Total Fund Revenues	-	-	#DIV/0!	99,000.00	99,527.50	0.53%	99,000.00	83,417.83	19.3%
Total Fund Expenses	6,783.00	8,073.00	19.02%	103,108.00	97,365.58	-5.57%	103,108.00	82,539.71	18.0%
Surplus (Deficit)	(6,783.00)	(8,073.00)		(4,108.00)	2,161.92		(4,108.00)	878.12	

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**Concessions (30)**

<u>Department</u>	<u>December Budget</u>	<u>December 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>	
<b>Revenues</b>									
Clubhouse Concessions	207.00	154.51	-25.36%	77,231.00	73,220.91	-5.19%	77,231.00	72,051.55	1.6%
Beverage Cart	-	-	#DIV/0!	13,844.00	6,881.13	-50.30%	13,844.00	11,250.12	-38.8% (1)
Sports Complex Concessions	-	-	#DIV/0!	39,365.00	36,864.51	-6.35%	39,365.00	40,789.51	-9.6%
Pool Concessions	-	-	#DIV/0!	7,822.00	6,846.01	-12.48%	7,822.00	6,562.97	4.3%
Catering	729.00	68.12	-90.66%	17,092.00	18,203.55	6.50%	17,092.00	19,871.90	-8.4%
<b>Total Revenues</b>	<b>936.00</b>	<b>222.63</b>	<b>-76.21%</b>	<b>155,354.00</b>	<b>142,016.11</b>	<b>-8.59%</b>	<b>155,354.00</b>	<b>150,526.05</b>	<b>-5.7%</b>
<b>Expenses</b>									
Clubhouse Concessions	3,151.00	2,446.66	-22.35%	96,337.00	86,165.58	-10.56%	96,337.00	84,287.19	2.2%
Beverage Cart	-	-	#DIV/0!	9,654.00	4,902.73	-49.22%	9,654.00	7,996.21	-38.7% (1)
Sports Complex Concessions	110.00	-	-100.00%	30,485.00	29,966.57	-1.70%	30,485.00	30,860.54	-2.9%
Pool Concessions	-	-	#DIV/0!	7,152.00	5,771.94	-19.30%	7,152.00	5,938.22	-2.8%
Catering	204.00	77.00	-62.25%	4,342.00	5,707.49	31.45%	4,342.00	6,528.10	-12.6%
<b>Total Expenses</b>	<b>3,465.00</b>	<b>2,523.66</b>	<b>-27.17%</b>	<b>147,970.00</b>	<b>132,514.31</b>	<b>-10.45%</b>	<b>147,970.00</b>	<b>135,610.26</b>	<b>-2.3%</b>
<b>Total Fund Revenues</b>	<b>936.00</b>	<b>222.63</b>	<b>-76.21%</b>	<b>155,354.00</b>	<b>142,016.11</b>	<b>-8.59%</b>	<b>155,354.00</b>	<b>150,526.05</b>	<b>-5.7%</b>
<b>Total Fund Expenses</b>	<b>3,465.00</b>	<b>2,523.66</b>	<b>-27.17%</b>	<b>147,970.00</b>	<b>132,514.31</b>	<b>-10.45%</b>	<b>147,970.00</b>	<b>135,610.26</b>	<b>-2.3%</b>
<b>Surplus (Deficit)</b>	<b>(2,529.00)</b>	<b>(2,301.03)</b>	<b>-9.01%</b>	<b>7,384.00</b>	<b>9,501.80</b>	<b>28.68%</b>	<b>7,384.00</b>	<b>14,915.79</b>	<b>-36.3%</b>

(1) Beverage cart started later due to weather and staffing. Many customers are grabbing coolers before they go out on the course. Considering ways to increase this area for 2019.

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**Developer Contributions (32)**

<u>Department</u>	<u>December Budget</u>	<u>December 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	7,500.00	2,798.00	-62.69%	30,000.00	18,447.93	-38.51%	30,000.00	24,480.63	-24.6%
Total Revenues	7,500.00	2,798.00		30,000.00	18,447.93		30,000.00	24,480.63	-24.6%
Expenses									
Administration	40,000.00	-		40,000.00	-		40,000.00	138,988.54	-100.0% (1)
Total Expenses	40,000.00	-		40,000.00	-		40,000.00	138,988.54	-100.0%
Total Fund Revenues	7,500.00	2,798.00		30,000.00	18,447.93		30,000.00	24,480.63	-24.6%
Total Fund Expenses	40,000.00	-		40,000.00	-		40,000.00	138,988.54	-100.0%
Surplus (Deficit)	(32,500.00)	2,798.00		(10,000.00)	18,447.93		(10,000.00)	(114,507.91)	-116.1%

(1) 2017 included expenses for entry park

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**Golf Course (50)**

<u>Department</u>	<u>December Budget</u>	<u>December 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>	
<b>Revenues</b>									
Golf Operations	37,007.00	4,391.24	-88.1%	480,199.00	411,874.27	-14.2%	480,199.00	435,656.94	-5.5% (2)
Golf Maintenance	1,057.00	1,367.06	29.3%	20,736.00	20,133.46	-2.9%	20,736.00	21,095.57	-4.6%
<b>Total Revenues</b>	<b>38,064.00</b>	<b>5,758.30</b>	<b>-84.9%</b>	<b>500,935.00</b>	<b>432,007.73</b>	<b>-13.8%</b>	<b>500,935.00</b>	<b>456,752.51</b>	<b>-5.4%</b>
<b>Expenses</b>									
Golf Operations	14,284.00	11,025.00	-22.8%	227,977.00	220,249.00	-3.4%	227,977.00	229,794.58	-4.2%
Golf Maintenance	15,259.00	17,340.71	13.6%	272,781.00	265,764.41	-2.6%	272,781.00	281,697.75	-5.7%
<b>Total Expenses</b>	<b>29,543.00</b>	<b>28,365.71</b>	<b>-4.0%</b>	<b>500,758.00</b>	<b>486,013.41</b>	<b>-2.9%</b>	<b>500,758.00</b>	<b>511,492.33</b>	<b>-5.0%</b>
<b>Total Fund Revenues</b>	<b>38,064.00</b>	<b>5,758.30</b>	<b>-84.9%</b>	<b>500,935.00</b>	<b>432,007.73</b>	<b>-13.8%</b>	<b>500,935.00</b>	<b>456,752.51</b>	<b>-5.4%</b>
<b>Total Fund Expenses</b>	<b>29,543.00</b>	<b>28,365.71</b>	<b>-4.0%</b>	<b>500,758.00</b>	<b>486,013.41</b>	<b>-2.9%</b>	<b>500,758.00</b>	<b>511,492.33</b>	<b>-5.0%</b>
<b>Surplus (Deficit)</b>	<b>8,521.00</b>	<b>(22,607.41)</b>	<b>-365.3%</b>	<b>177.00</b>	<b>(54,005.68)</b>	<b>-30611.7%</b>	<b>177.00</b>	<b>(54,739.82)</b>	<b>-1.3%</b>

(1) Daily Greens Fees -5.95% -\$8,672  
Golf Events & Misc -10.08% \$2,054  
Carts -7.77% -\$8,532  
Season passes -11.96% -\$12,076  
Pro shop sales -8.43% \$4,655

(2) Daily Greens Fees -7.47% -\$11,064  
Golf Events & Misc -2.92% -\$552  
Carts -3.87% -\$4,072  
Season passes -7.8% -\$7,515  
Pro shop sales -2.88% -\$1,501

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**Aquatics (51)**

<u>Department</u>	<u>December Budget</u>	<u>December 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>	
<b>Revenues</b>									
Pool	12,500.00	(0.25)	-100.0%	70,747.00	58,282.07	-17.6%	70,747.00	43,807.22	33.0%
Swim Lessons	-	-	#DIV/0!	13,966.00	18,604.85	33.2%	13,966.00	12,463.24	
Splashpad	-	-	#DIV/0!	5,213.00	15,654.00	200.3%	5,213.00	-	#DIV/0!
<b>Total Revenues</b>	<b>12,500.00</b>	<b>(0.25)</b>	<b>-100.0%</b>	<b>89,926.00</b>	<b>92,540.92</b>	<b>2.9% (1)</b>	<b>89,926.00</b>	<b>56,270.46</b>	<b>64.5% (2)</b>
<b>Expenses</b>									
Pool	44.00	-	-100.0%	50,042.00	50,152.33	0.2%	50,042.00	43,597.64	15.0%
Aquatics Maintenance	2,005.00	4,011.33	100.1%	30,350.00	30,382.96	0.1%	30,350.00	34,301.41	-11.4%
Swim Lessons	-	-	#DIV/0!	8,991.00	8,504.14	-5.4%	8,991.00	6,588.30	
Splashpad	-	-	#DIV/0!	360.00	-	-100.0%	360.00	-	#DIV/0!
<b>Total Expenses</b>	<b>2,049.00</b>	<b>4,011.33</b>	<b>95.8%</b>	<b>89,743.00</b>	<b>89,039.43</b>	<b>-0.8%</b>	<b>89,743.00</b>	<b>84,487.35</b>	<b>5.4%</b>
<b>Total Fund Revenues</b>	<b>12,500.00</b>	<b>(0.25)</b>	<b>-100.0%</b>	<b>89,926.00</b>	<b>92,540.92</b>	<b>2.9%</b>	<b>89,926.00</b>	<b>56,270.46</b>	<b>64.5%</b>
<b>Total Fund Expenses</b>	<b>2,049.00</b>	<b>4,011.33</b>	<b>95.8%</b>	<b>89,743.00</b>	<b>89,039.43</b>	<b>-0.8%</b>	<b>89,743.00</b>	<b>84,487.35</b>	<b>5.4%</b>
<b>Surplus (Deficit)</b>	<b>10,451.00</b>	<b>(4,011.58)</b>	<b>-138.4%</b>	<b>183.00</b>	<b>3,501.49</b>	<b>1813.4%</b>	<b>183.00</b>	<b>(28,216.89)</b>	<b>-112.4%</b>

(1) Daily Fees +21.33% \$3,102  
Season passes -6.69% -\$2,164  
Misc income (includes oscar, pool rentals and middle school pool party) -15.03% -\$1,284  
Swim Lessons +35.0% \$4,667  
Splashpad Daily +397.92% \$11,874  
Splashpad Rental -64.16% -\$1,423

(2) Daily Fees +30.49 \$4,122  
Season passes +47.30% \$9,692  
Misc income (includes oscar, pool rentals and middle school pool party) +84.4% +\$3,296 (timing of oscar payment)  
Swim Lessons +50.82% \$6,066



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**Debt Service (60)**

<u>Department</u>	<u>December Budget</u>	<u>December 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!	602,000.00	613,022.88	1.8%	602,000.00	1,152,163.91	-46.8%
Total Revenues	-	-	#DIV/0!	602,000.00	613,022.88	1.8%	602,000.00	1,152,163.91	-46.8%
Expenses									
Administration	601,642.00	601,641.50	0.0%	601,642.00	601,641.50	0.0%	601,642.00	1,131,130.50	-46.8%
Total Expenses	601,642.00	601,641.50		601,642.00	601,641.50		601,642.00	1,131,130.50	-46.8%
Total Fund Revenues	-	-	#DIV/0!	602,000.00	613,022.88	1.8%	602,000.00	1,152,163.91	-46.8%
Total Fund Expenses	601,642.00	601,641.50		601,642.00	601,641.50		601,642.00	1,131,130.50	-46.8%
Surplus (Deficit)	(601,642.00)	(601,641.50)	0.0%	358.00	11,381.38	3079.2%	358.00	21,033.41	-45.9%

**Capital Projects (70)**

<u>Department</u>	<u>December Budget</u>	<u>December 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	538,000.00	512,535.00	-4.7%	538,000.00	518,941.78	-3.5%	538,000.00	508,226.25	2.1%
Total Revenues	538,000.00	512,535.00	-4.7%	538,000.00	518,941.78	-3.5%	538,000.00	508,226.25	2.1%
Expenses									
Administration	323,462.00	6,050.00	-98.1%	685,745.00	500,322.66	-27.0%	685,745.00	595,608.08	-16.0%
Total Expenses	323,462.00	6,050.00	-98.1%	685,745.00	500,322.66	-27.0%	685,745.00	595,608.08	-16.0%
Total Fund Revenues	538,000.00	512,535.00		538,000.00	518,941.78	-3.5%	538,000.00	508,226.25	2.1%
Total Fund Expenses	323,462.00	6,050.00	-98.1%	685,745.00	500,322.66	-27.0%	685,745.00	595,608.08	-16.0%
Surplus (Deficit)	214,538.00	506,485.00	136.1%	(147,745.00)	18,619.12	-112.6%	(147,745.00)	(87,381.83)	-121.3%

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**Action 2020 (71)**

<u>Department</u>	<u>December Budget</u>	<u>December 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>	
<b>Revenues</b>									
Administration	<u>1,165,625.00</u>	<u>9,331.65</u>	-99.2%	<u>7,172,500.00</u>	<u>491,485.68</u>	-93.1%	<u>7,172,500.00</u>	<u>7,144,068.66</u>	-93.1%
Total Revenues	1,165,625.00	9,331.65	-99.2%	7,172,500.00	491,485.68	-93.1%	7,172,500.00	7,144,068.66	-93.1%
<b>Expenses</b>									
Administration	<u>144,337.00</u>	<u>109,015.10</u>	-24.5%	<u>2,964,632.00</u>	<u>1,834,365.31</u>	-38.1%	<u>2,964,632.00</u>	<u>6,603,632.09</u>	-72.2%
Total Expenses	144,337.00	109,015.10	-24.5%	2,964,632.00	1,834,365.31	-38.1%	2,964,632.00	6,603,632.09	-72.2%
Total Fund Revenues	1,165,625.00	9,331.65		7,172,500.00	491,485.68	-93.1%	7,172,500.00	7,144,068.66	-93.1%
Total Fund Expenses	144,337.00	109,015.10	-24.5%	2,964,632.00	1,834,365.31	-38.1%	2,964,632.00	6,603,632.09	-72.2%
Surplus (Deficit)	1,021,288.00	(99,683.45)	-109.8%	4,207,868.00	(1,342,879.63)	-131.9%	4,207,868.00	540,436.57	-348.5%
<b>Total Fund Revenues</b>									
Total Fund Revenues	1,805,451.00	574,088.75		12,609,758.00	6,014,155.10	-52.3%	12,609,758.00	12,380,605.09	
Total Fund Expenses	1,896,147.00	927,047.06	-51.1%	8,066,124.00	6,309,267.43	-21.8%	8,511,624.00	11,425,857.95	
Surplus (Deficit)	(90,696.00)	(352,958.31)	289.2%	4,543,634.00	(295,112.33)	-106.5%	4,098,134.00	954,747.14	

Sycamore Park District  
Fund Balances  
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	1/1/2018	Revenues	Expenses	12/31/2018	12/31/2018 Cash balance
10 Corporate	531,988.24	1,417,708.31	729,056.29	1,220,640.26	934,327.78
20 Recreation	287,316.52	1,306,913.22	1,182,193.91	412,035.83	418,539.07
21 Donations	8,107.93	519,329.85	425,000.00	102,437.78	102,437.78
22 Special Recreation	26,478.75	181,782.04	90,657.36	117,603.43	117,603.43
23 Insurance	24,448.14	72,854.21	30,368.70	66,933.65	66,933.65
24 Audit	13,683.30	15,286.72	14,500.00	14,470.02	14,470.02
25 Paving & Lighting	22,202.73	529.24	-	22,731.97	22,731.97
26 Park Police	4,349.07	247.88	253.57	4,343.38	4,343.38
27 IMRF	4,462.30	91,513.10	95,975.40	0.00	0.00
28 Social Security	4,951.14	99,527.50	97,365.58	7,113.06	7,113.06
30 Concessions	33,906.75	142,016.11	132,514.31	43,408.55	37,552.13
32 Developer Contributions	915.88	18,447.93	-	19,363.81	19,363.81
60 Debt Service	57,335.04	613,022.88	601,641.50	68,716.42	68,716.42
70 Capital Projects	471,064.86	518,941.78	500,322.66	489,683.98	489,683.98
71 Action 2020	936,558.52	491,485.68	1,834,365.31	-406,321.11	-406,323.05
Total governmental fund balance	2,427,769.17	5,489,606.45	5,734,214.59	2,183,161.03	1,897,493.43
50 Golf Course Net Assets	140,026.35 <u>-234,897.00</u> -94,870.65	432,007.73	486,013.41	86,020.67 <u>-234,897.00</u> -148,876.33	-79,275.38
51 Aquatics Net Assets	430,256.55 <u>-431,251.00</u> -994.45	92,540.92	89,039.43	433,758.04 <u>-431,251.00</u> 2,507.04	2,506.88
Total proprietary funds Net assets	570,282.90 <u>-666,148.00</u> -95,865.10	127,710.13	111,144.38	586,848.65 <u>-666,148.00</u> -79,299.35	
Proprietary funds minus net assets					
	2,331,904.07			2,103,861.68	1,820,724.93

Summary of depository accounts as of 1/21/2019

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First National Bank	-	0	0
First Midwest Bank	1,695,196.50	2.15	28904.48
Resource Bank	32,596.23	0.37	613.76
IPDLAF	10,577.35	2.31	
<b>*DCCF - Action 2020</b>	<b>27,582.51</b>		
<b>*DeKalb Co. Community Foundation</b>	<b>17,151.06</b>		36.48

\* As of 11/30/18 per DCCF.

To: Board of Commissioners  
From: Theresa Tevsh  
Subject: Monthly Recreation Report  
Date: January 17, 2019

**Administrative Initiatives (1/1/19-1/31/18)**

**Theresa Tevsh, Superintendent of Recreation**

- Will attend Illinois Park and Recreation Association's annual conference. January 24-26
- Attended team management and Board meetings.
- Assisted in coordination of the Winter Family Play Day and opening of the Northwestern Medicine Sled Hill. We had approximately 300 people in attendance.
- Met with Recreation Team to assist, coach, observe as they begin their change-over in duties and responsibilities. A chart is being developed to help the part-time staff know who to go to when questions arise.
- Prepared office space and materials for Spring Intern ,Justin Genz who started on January 14<sup>th</sup>.
- Met with Recreation Team and Pathway Fitness staff to prepare for the one year of membership retention plan, marketing and member incentives as we near the 1-year anniversary. Discussion included the closing of Fitworks in Dekalb. Fitworks members have been coming over to our facility for tours. We are currently working on taking over a 3 day a week circuit training class for women, at the request of Fitworks members.
- Prepared a second Mayflower Tours presentation for January 28 to promote our upcoming 2019 trip to New England. We have 4 people registered for the 9-day trip.

- Assisted and attended the employee appreciated dinner in January 11th.
- Attended the MMNH monthly board meeting on January 14th. President Jeff Peterson resigned, and Josephine Misch has taken the position. The board has not approved an operating budget yet. The museum seems to be struggling with finances. Their next big fundraising event is the February 2, 2019 Groundhog Gala which will be at the Museum to showcase some of their new exhibits and new animal cage enclosures from a grant. Tickets are \$50 each or \$90 per couple.
- Attended Rec Trac training to learn more about membership registrations, EFT's and reporting.
- Family Services Club 55 reported the attendance in our facility from July though December 2018. The numbers have tripled from what we observed when they were located at the Clubhouse:

	Jul	Aug	Sep	Oct	Nov	Dec
Unduplicated Patrons visiting monthly-Sycamore	34	44	44	40	43	43
Average Daily census - Sycamore	16	20	21	16	22	20
Average weekly census - Sycamore	32	40	42	32	44	40

- Ordered a a new, 15 x 15 shade structure for Splash Fountain from Apollo Shade structures, the same company that provided the shade sails at Splash Fountain. Currently working on quotes for the installation of the shade. Project target completion of installation before May 25<sup>th</sup> opening season day.
- 2019 Memberships, passes, track only, gym only, 3 -month pass sales from January 1-15:
  - sold 159 memberships
  - sold two Military discount memberships

- April 2018 to January 15, 2019 memberships, passes, track only, gym only, 3-month pass sales:
  - 1409 memberships
  - 1159 paid in full, 250 EFT's
- Registered for the 2019 Chamber Leadership Academy.
- Post job announcement for Recreation Specialist with IPRA Job Board.
- Acquired quotes for possible new equipment to add to Pathway Fitness and/or track based on member comments.

**Melissa J Dobberstein, Food and Beverage Manager, Recreation Specialist**

- Did vending reports for month of December.
- Booked two clubhouse rentals.
- Booked three birthday party packages.
- Served on Holiday Party committee and attended.
- Helped with set up for Winter Family Play Day and worked event.
- Removed decorations from Community Center.
- Met with Sarah to go over all our Special Events and planned them out for the whole year.
- Helped with our first Elk Hoop Shoot.
- Had meetings to discuss our new 2019 job roles.
- Catered birthday party for clubhouse rental.
- Had great turn out for MPR-C Rental for tax info, got to showcase our building.

- Put all the final touches on Mother/Son Date Night. Over 112 people registered to date!
- Created checklist for front desk staff to be able to use for rentals and birthday party packages.
- Will Attend IPRA Conference.
- Booked our first basketball tournament for May 2019.

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

- Helped coordinate the Winter Family Play Day and dedication of the Northwestern Medicine Sled Hill.
- Handled the District's part in helping to launch a county-wide marketing campaign for Live Healthy DeKalb County's Get Active week which will be held in May 2019.
- Attended Live Healthy DeKalb County's Get Active Week Committee meeting.
- Attended Illinois Park and Recreation Association's annual conference.
- Developed event sponsorship program to promote to local businesses. It includes sponsorship opportunities for events from June 2018-May 2019.
- Coordinated annual staff/Board logo apparel order.
- Will observe the OSLAD Grant presentation in Springfield.

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

- Attended a Preventative Maintenance visit for our machines in Pathway Fitness by our representative from LifeFitness.

- Attended and helped with Winter Family Play Day and the Ribbon Cutting of our Sled Hill.
- First session of Winter/Spring programs started. Made sure instructors were set with rosters and equipment.
- Worked with CMJ to create a separate Wifi that would only be connected to the Fitness Equipment in Pathway Fitness. This will stop machines from stopping when the place is crowded, and everyone is on Wifi.
- Attended a training session with RecTrac on EFTs and Memberships.
- Attended the Annual IPRA State Conference in Chicago.
- Attended trainings at NIU to learn the curriculum for the STEM Classes we will offer next season.
- Met with Tracy to help her transition into Full Time with a few additional responsibilities.
- Posted the Aquatics Manager position for the summer and start accepting applications.
- Continued to work in RecTrac to update things as new things get added and changed.

### **Administrative Initiatives (2/1/19-2/28/19)**

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

- Will work with the NIU University Honors Program, local business-partnership incentive program for 1,000+ students.
- Will meet with U of I extension, Peggy Doty, to discuss Environmental Education potential program partnership with the Park district.
- Will work with Recreation team on the Executive Summary and adding the new components of the Community Center to the report.



- Will attend with Sarah Rex at the NIU Job and Internship Fair to promote new job position openings.
- Will work with Recreation Team on upcoming Spring Mailer content and Summer brochure content.
- Will begin review of job applications for Recreation specialists and lay out interview timeline with target date of candidate in place the first week of April .
- Continue to work with Recreation Intern to meet University requirements.
- Plan meeting with Sport affiliates to introduce myself and new amenities to legacy campus and review MOU's.
- Meet with Custodial team to review cleaning and safety checks.
- Meet with Recreation Specialist, Melissa Dobberstein to prepare for inventory and 2019 upcoming season operations.

**Melissa J Dobberstein, Food and Beverage Manager, Recreation Specialist**

- Finish planning for Daddy Daughter Dance.
- Do wrap up of Mother/Son Dance.
- Prepare for Teen Egg Hunt.
- Prepare for Breakfast with the Bunny.
- Do inventory of Caddyshack Grill.
- Continue to work towards more rentals at both facilities.
- Continue to book more birthday party packages.

**Sarah Rex, Recreation Supervisor/Marketing**

- Will represent the District at the NIU Job and Internship Fair.
- Will meet with School District and ENCAP representatives to continue developing outdoor classroom opportunity at the Middle School.
- Finalized Summer Concert Series and Movies in the Park lineups for summer 2019.

**Lisa Metcalf, Recreation Supervisor**

- Will do research on Fitness Centers to learn different ways to retain members and make money.
- Will meet with Personal Trainers to review policies, procedures and brainstorm new ideas.
- Will attend an Aquatics Risk Management Day with PDRMA.
- Will create a new Cancellation/On Hold form for Memberships.

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: January 29, 2019

**Administrative Initiatives (1/1/19 – 1/31/19)**

- Attended weekly Management Team meetings as scheduled.
- Attended All Staff Meeting as scheduled.
- Attended Sycamore Chamber of Commerce Ambassador Club meeting.
- Developed January Golf Insight newsletter.
- Closed pro shop for the month of January and through February 17, 2019.
- Continued meeting with prospective outing clients for 2019.
- Began spring part staffing preparation, accept applications and began scheduling interviews.
- Continued cleaning pro shop. Touched up walls with paint, cleaned windows, shampooed carpeting and cleaned all woodwork.
- Served as chair of the holiday party committee. Developed date, location, menu, games, and gifts.
- Finalized golf course brochure with Sarah Rex.
- Continued preparation of promotional materials for the Swing into Spring Sale, began eblasts and will mail out reminder cards to current pass holder database in mid-February.
- Finalized meetings with merchandise sales representatives for pre-booking of 2019 pro shop product lines.

- Attended IPRA/IAPD Soaring to New Heights Conference.
- Attended Winter Fun Fest and Sled Hill Dedication.
- Finalized 2019 outing and tournament schedule and will begin promotion of in-house events in February.
- Spearheaded planning of new carpeting for clubhouse to be replaced prior to March 15, 2019.
- Prepared remaining EZGO golf carts for trade in and scheduled pick up by Harris Golf Cars.

### **Administrative Initiatives (2/1/19 – 2/28/19)**

- Attend weekly Management Team meetings as scheduled.
- Attend All Staff Meeting as scheduled.
- Attend Sycamore Chamber of Commerce Ambassador Club meeting.
- Attend annual review.
- Develop February Golf Insight newsletter.
- Keep Pro Shop closed through February 17, 2019.
- Finalize Outing and 2019 Tournament Schedule.
- Finalize spring part staffing preparation, accept applications and schedule interviews.
- Finish cleaning pro shop. Update merchandise displays with new 2019 product.
- Finalize golf cart replacement schedule.
- Mail out Swing into Spring Flyer.

- Prepare all handout material for Swing into Spring Sale.
- Prepare Clubhouse for Swing into Spring Sale.
- Finalize clubhouse carpeting replacement.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: January 29, 2019

**Administrative Initiatives** (1/1/19-1/31/19)

**Golf**

- A snow free December with plenty of rain and a warm start to January has been taken over by typical winter conditions. Cold and a couple significant snow storms has a nice covering of snow on the course which will help protect the turf from the upcoming very cold temperatures.
- Staff was able to take advantage of the snow free December to bring in the remaining course directional signs, rakes, markers, and other equipment that time did not allow for prior to the post-Thanksgiving blizzard.
- Staff is now working on cleaning all equipment for winter maintenance, plowing as needed, refurbishing tee markers, ball washers, rakes, flagsticks, and course signs. Mower reels are being repaired and sharpened with many wear parts replaced. Equipment oils, filters, bearings, and seals are being changed and replaced.
- Attended the pre-construction meeting for the 18-bridge replacement project. Work is beginning this week with consistent contact with the construction crew. More recently frozen ground should help with less work area damage throughout the project.
- I have been meeting with sales reps and placed early orders for course products for some discounted pricing.

- The new irrigation system bid opening was held on December 21<sup>st</sup> at the Community Center. I worked with EC Design, our design and consultant company, on several questions and details for the bidders prior to the opening. We receive four bids ranging from \$1.28 to \$1.56 million. We are awaiting some options to lower the project if possible closer to our \$1.2 million budget number and should have more details at the meeting and in a staff recommendation.

### **Sports**

- We have already been communicating with user groups for spring season baseball and softball schedules and tournaments. Summer groups are also booking weekend tournaments already.
- Storm Dayz organizers sent out an email on Jan. 7<sup>th</sup> that their annual tournament at the end of June has already been sold out for this year with a large waiting list. They thanked the Park District and their volunteers who make this tournament so good that many summer travel teams strive to play here every year.
- Worked with Lisa on MOU updates for user groups.
- Working with staff on inventory of supplies and replacement pitch rubbers, bases, etc. needed for next season.
- Staff is working on equipment preventive maintenance, painting garbage cans and plowing as needed.
- Worked with Lisa on obtaining a replacement tall guard chair to replace the aging existing one at the pools' NW corner.

## **Parks**

- I attended staff and board meetings
- Attended meetings with City and engineers on next trail phase planning.
- Attended meetings with Mayor and engineers on possible memorial sports complex entrance and flag area.
- Working on Capital budget purchase and project quotes.
- Worked with staff on hosting and attended sled hill ribbon cutting and winter fun day.
- Coordinated annual compliance inspections for fire alarm, sprinkler, and backflow preventers for all buildings and Midwest Museum. Working on spread sheet for all buildings that organizes all locations for HVAC, fire systems, fire sprinkler systems, extinguishers, plumbing, elevator, etc. required inspections/dates completed and services.
- Staff completed refurbishing all our 100 or so picnic tables, is working on preventive service and repair of all equipment. Plowing is being completed as needed along with consistent checking of parks and paths. Road and walkway salting are done at the Community Center and golf clubhouse as needed.
- Had Midwest Museum sump pump replaced in the elevator pit.
- Signing staff up for spray license exams this spring. Signed myself up for required Certified Playground Safety Inspector class and exam for the end of March.



- Working on small equipment and supply pricing for 2019. Meeting with reps for early order turf pesticides and fertilizer options.
- Met with pond management company to go over plans for this season.
- Completing required IDNR year-end summary forms for both goose nest control and nuisance animal control permits I maintain.
- Updated all department's labor law posters.
- Attended required every 3-year certified operator training and testing for boom lift aerial machine with other staff.
- Attend annual Parks conference in Chicago from the 24<sup>th</sup>-26<sup>th</sup>.

#### **Administrative Initiatives** (2/1/19-2/28/19)

- Attend staff, board meetings.
- Attend future trails planning meetings with City staff and engineers.
- Work with 18 bridge replacement contractor and engineers as project continues. Attend construction meetings as needed.
- Work with EC Design and approved contractor for final contracts for irrigation replacement. Submit final permit application to City of Sycamore.
- Work with Steve Tritt on planning for golf pesticide and fertilizer application schedule and new product options and pricing.
- Continue coordinating required remaining annual inspections of all buildings fire system alarms, sprinklers, extinguishers, and backflows.

- Obtain quotes for spring projects and purchases.
- Finalize job description and hiring schedule for new Parks Natural Area employee with job starting in April.
- Staff will continue winter maintenance of all Park District equipment. Plowing and salting will take place as needed.
- Plan maintenance staff training date for first aid, CPR, and AED equipment use.
- Attend planning meeting with ENCAP, school district reps, and Sarah for future natural areas classroom along new Middle School trail area.
- Plan seasonal staffing needs for all areas and contact staff from last season to determine if returning.
- Continue working with Lisa, Theresa and sport field user groups as tournaments and field requests continue.

To: Board of Commissioners

From: Daniel Gibble, Executive Director

Subject: Monthly Report

Date: January 29, 2019

**Administrative Initiatives** (1/1/19 – 1/31/19)

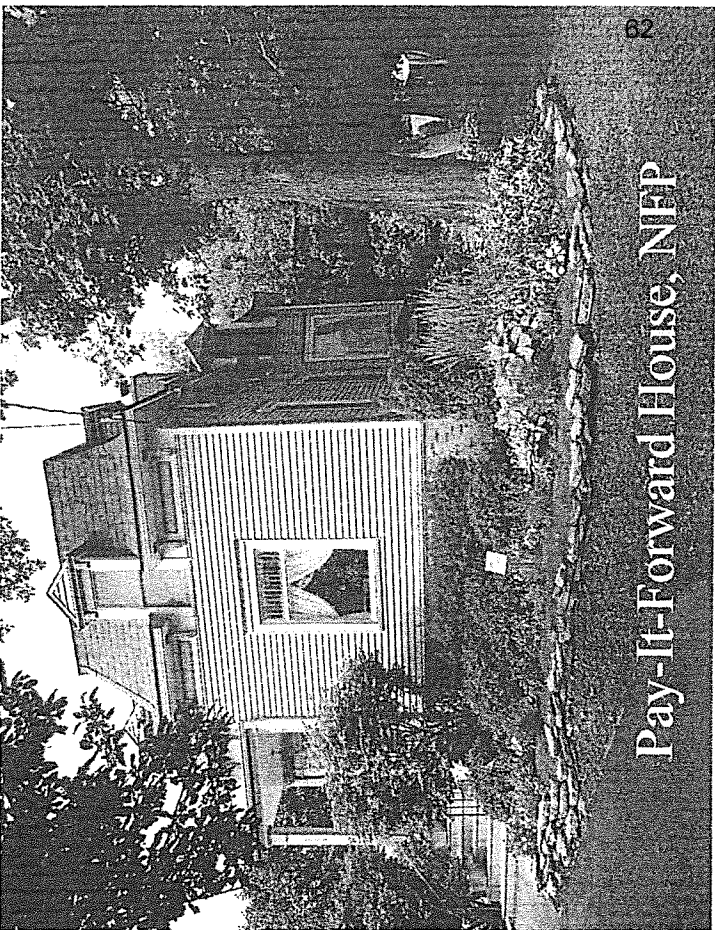
- Attended Meetings/Serve On:
  - Rotary
  - Chamber
  - DSATS
- Continued work on Old Mill to Forest Preserve trail issues.
- Continued working on PDRMA/Emergency Bridge matters. Gather information for Board regarding IPARKS.
- Finalized PLAT work and Appraisals for trail project.
- Provided information to Board on Succession Planning.
- Continued to touch base with Brian Gregory to finalize agreement with Shodeen Developers and Reston Ponds Park Sites.
- Continued to work with City of Sycamore and IDOT on land swap matters for the trail project.
- Began working on Succession Matters for staff, along with Staff Structure details with Superintendents.
- Started work on Bridge Construction.
- Presented to IDNR Natural Resource Advisory Council regarding our OSLAD Grant Application for the Soccer Complex.
- Submitted Operating Budget proposal to Board for final approval.
- Attended Illinois Park and Recreation State Conference.

- Continued working on land donation matters in various parts of town.

### **Administrative Initiatives** (2/1/19 – 2/28/19)

- Attend Meetings/Serve On:
  - Rotary
  - Chamber
  - DSATS
  - Owner/Architect/Contractor Meetings
- Continue work on Old Mill to Forest Preserve trail issues.
- Provide Information to Commissioner Strack, Plan Commission Representative, on LAND matters.
- Meet with Mayor Lang regarding Sycamore Sports Complex Entry Drive and Veteran's Memorial.
- Review Shop Drawings and Other Items Related to Bridge Construction.
- Coordinate final billings on the Trail Project from Sports Complex Entry to Legacy Campus.
- Initiate meetings with our Negotiator, the City and our Engineers to further attempt to complete the land swap matters.
- Continue to work on matters related to land donations on the northwest end of town.
- Completing staff evaluation process.
- Conduct staff trainings with Recreation Staff on:
  - Basic Methods of Good Supervision
  - Moving from Supervision to Leadership
- Begin working on the process of certifying Sycamore Park District for the Business Enterprise Program (BEP)—a NEW requirement for receiving OSLAD Funds.

- Conduct a coordinating meeting with Terri Gible, Sarah Rex, and Engineering Resource Associates to prepare for:
  - Next OSLAD Grant Application for Ball Diamond project.
  - Next ITEP Grant Application for Segment 2 of the Sycamore Forest Preserve to Old Mill Park Trail project.
- Continue working with local land owners on land swaps and donations in the northwest portion of Sycamore.
- Begin work on timeline for next Long Range Planning Process.
- Reassess the timing of our next Bond Issue in relation to cash flow projections, next demand for cash for projects, and trends in interest rates. Prepare a report for the Board to review with an updated recommendation.
- Work with Commissioner Strack on advancing the change in language for the Land/Cash Ordinance related to type of land to be donated.
- At the stroke of midnight on February 28, 2019: CELEBRATE !!!



Pay-It-Forward House, NFP

PAY-IT-FORWARD HOUSE, NFP  
719 Somonauk Street  
Sycamore, IL 60178  
[www.payitforwardhouse.org](http://www.payitforwardhouse.org)

PAY-IT-FORWARD  
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Thank you so much for  
choosing Pay-It-Forward House as  
one of this year's beneficiaries of  
the Christmas Giving Tree! We are  
so grateful and appreciate  
your continued support!

Sincerely,

Hannah Du Vall

## SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 29, 2019

### STAFF RECOMMENDATION

**AGENDA ITEM: REVIEW and SOME APPROVALS of PARK DISTRICT MEMORANDUM's of UNDERSTANDING (MOU): Recommend Approval**

**BACKGROUND INFORMATION:** The Park District values the partnerships and relationships with area Sycamore agencies and volunteer groups and the value it brings to the park district services. It is the mission of the Park District to provide superior programs, facilities and parks that meet the needs of the community. Through these partnerships, we continually strive to cultivate and grow quality recreation experiences and opportunities for our participants and the community.

To date, the Park District has established the following agreements with these Organizations:

- Affiliate Sport Groups: AYSO Soccer, Youth Baseball, Youth Softball, STORM Softball
- Kishwaukee Special Recreation Association
- Family Service Agency of Dekalb County- Club 55
- Northwestern Medicine Kishwaukee Hospital
- Northern Illinois University- Department of Kinesiology

Affiliate Sport Groups: A copy of each of the MOU's with our affiliates appears behind this recommendation. All three expired in 2018. The main revision from the last version is the addition of the use of the community center for meetings and team photo day. In 2018, Youth Baseball added a Fall session of baseball, so this is now added to the their MOU, starting August 1 through November 1. By your approval, these MOU's will be through 2021.

Kishwaukee Special Recreation Association: With the change in Directorship to Dawn Schaefer, and references to a few new amenities on the Legacy Campus, the attached MOU shows the most recent changes highlighted in yellow.

Family Services Agency – Club 55: This is our most recent MOU, and has not expired, yet. You will find a copy attached, however I will not review for any

updates until April of 2019. Club 55 started in the Community Center in May 2018.

Northwestern Medicine Kishwaukee Hospital: This letter of Intent (LOI), attached, was approved in October of 2017, and services began April 2018 when the Community Center was opened. The Letter of Intent will be reviewed in April 2019 and meetings held with NW Medicine Officials to assess how this LOI is working. That would be followed by any changes or updates being presented to the Board for consideration

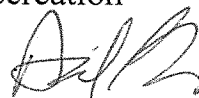
Northern Illinois University- Department of Kinesiology: This MOU was updated in May of 2018 and will be in place through 2020. A copy is attached, and no changes have been made at this time.

**FISCAL IMPACT:** None

**STAFF RECOMMENDATION:** I recommend the Board approve the ongoing partnership and memorandums as presented.

**PREPARED BY:** Theresa Tevsh, Superintendent of Recreation

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**



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

**Purpose**

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

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

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

**I. Criteria and Conditions**

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

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

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

## **II. Facility Use**

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

3. The Affiliate shall inspect each field prior to and subsequent to each use and shall promptly report any unsafe condition (holes in field, broken equipment, etc.) to the Park District Superintendent of Parks and Facilities.
4. The Affiliate is solely responsible for providing supervision for any and all Affiliate activities.
5. The Park District does not assume any responsibility, care, custody, or control of any Affiliate property or equipment brought upon or stored upon Park District property. The Affiliate is solely responsible for the safety and/or Security of any property, participant or equipment brought upon or stored on Park District Property.
6. The Affiliate shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.
7. The Affiliate shall not play or operate any sound amplification devices including radios, television sets, public address systems, musical instruments, etc., or operate any other energy amplification device in such way that is disruptive to the Park District neighbors or other Park District patrons.
8. The Affiliate will have continued and uninterrupted access and exclusive use of the soccer fields for their Fall Season on Saturdays until 4:00pm for games and Mondays and Wednesdays, from 3:30pm until Dusk for practices from August 1 to November 15. Spring Season on Saturdays until 4:00pm for games and Mondays and Wednesdays, from 3:30pm until Dusk for practices from April 1 to June 31.

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

Additionally, as long as this Memorandum of Understanding is in good standing, the Affiliate shall have continued and uninterrupted access and exclusive use of the white soccer building located just west of the maintenance facility parking lot.

9. The Park District is responsible for necessary field lining, goals, placement of goals, garbage cans and port-a-pots.
10. Fees will change at times, and an annual fee rate will be provided by the Park District to the Affiliate no later than January 15<sup>th</sup> of each year. Fees are intended to recover the cost to the district for its commitments found in this Memorandum of Understanding. The Leaf-a-Legacy Contribution Agreement will continue through 2021 while the original fees of \$12.00 per player, per season, will remain the same. New fees will be applied starting in 2022.

11. Sycamore Park District operates/oversees all concessions on Park District property. Any sale of products of any kind and in any form is governed by park district policy and permit. Upon occasion the District understands that the Affiliate may wish to sell non-food and non-beverage items, for their respective organizations. This will include and allow Troop 16 to sell concessions in the fall. The Affiliate may then contact the Superintendent of Finance and ask to fill out a "Vendor Permit" to sell those items. Specifics of the items sold and the date(s) of when they will be sold must be provided. A fee may be required for this permit. The Affiliate may not conduct any sales on District property without written permission from the District.

12. Other Provisions:

**The Affiliate must submit facility requests a minimum of 30 days in advance of scheduled start dates. Final game schedules must be in the hands of the park district at least 5 days in advance. ADDITIONALLY,**

- a. The Park District requires a minimum of 50% residency rate for an Affiliate. Should the Affiliate not meet this standard, a higher fee per Athlete will be charged, and/or the Memorandum of Understanding may be withdrawn by the Park District.
- b. All fees due the Park District shall be paid within thirty (30) days of receipt of invoice. Failure to pay will result in loss of Park District services and facilities in the future, and a withdrawal of the Memorandum of Understanding.
- c. Field scheduling shall be coordinated by the League Director of the Affiliate. Adequate time between games should be considered to allow for parking constraints.
- d. The Park District will provide use of the Community Center, as available, for a photo day in the gym plus one classroom for two hours, once a month, six times a year. Anything more than two hours will incur the set hourly rates. Large groups of over 50 people will require an additional \$25 fee for set up. The Affiliate MUST schedule all room rentals at least one week in advance.
- e. The Affiliate will provide safety training for referees and coaches. The Park District reserves the right to cancel games and/or practices due to wet or unsafe field conditions, or Park District programs. Coaching certification may be required within the next few years.
- f. All practices and games shall be postponed or cancelled when lightning, thunder or threatening weather takes place at the Park District facility location. Games and practices may not resume until no lightning has been sighted for thirty (30) minutes. The Park District's ThorGard Lightening Detector is the base line expectation for this rule. Coaches, volunteers and staff are encouraged to fault on the side of discretion in extending, further, the delays due to lightening should there be any doubt or question.

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

### **III. Advertisement**

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

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

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

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

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

## 2. Indemnification

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

- c. Should the Affiliate contribute to the cost of a capital improvement in the Park District (see II.12.i)
- d. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party or person described in this paragraph.

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

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

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

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

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

The Affiliate will agree to use the key system the Park District has put in place understanding this procedure is in place to maximize use of the facility for all and to help contains costs for all. The Park District has issued keys AA5, #1-7 to the affiliate. If this contract should be terminated for any reason, all keys must be returned to the Park District immediately. If there are keys that are not returned, the Affiliate will be charged the cost of re-keying the locks.

#### **VIII. Termination**

This Memorandum of Understanding is valid for the calendar years of 2019, 2020, and 2021. Therefore, this Memorandum of Understanding shall be deemed automatically renewed for the next three years, unless either party shall advise the other party in writing of its intention not to renew the Memorandum of Understanding, or unless the parties otherwise mutually agree to terminate the Memorandum of Understanding. The Park District retains the right to alter the terms and conditions of this Memorandum of Understanding or to terminate this Memorandum of Understanding at any time and for any reason, including, but not limited to misconduct of the Affiliate or for misuse of Property, for purposes deemed necessary for public safety or preservation of Property, if termination serves the interests of Park District residents, or because the Affiliate has breached any of its obligations under this Memorandum of Understanding.



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

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

\_\_\_\_\_

Authorized Signature of Affiliate

\_\_\_\_\_

Authorized Signature of Park District

\_\_\_\_\_

Print Name/Title of Above Signature

\_\_\_\_\_

Print Name/Title of Above Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Date

**Sycamore Park District**  
**and**  
**Sycamore Girls' Softball**  
**Affiliate Group Memorandum of Understanding**

**Purpose**

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

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

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

**I. Criteria and Conditions**

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

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

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

## **II. Facility Use**

1. The Affiliate shall have authorization and permission to use the Park District property known as ballfields, batting cages, **community center**, surrounding walkways, parking lots, and other common areas for the period and fees indicated herein. Field scheduling to be coordinated by the Recreation Supervisor.
2. It is the sole responsibility of the Affiliate to determine whether any facility, field or location is safe and/or appropriate for any intended use. However, the Park District has overriding say in all decisions.
3. The Affiliate shall inspect each field prior to and subsequent to each use and shall promptly report any unsafe condition (holes in field, broken equipment, etc.) to the Park District Superintendent of Parks and Facilities.

4. The Affiliate is solely responsible for providing supervision for any and all Affiliate activities.
5. The Park District does not assume any responsibility, care, custody, or control of any Affiliate property or equipment brought upon or stored upon Park District property. The Affiliate is solely responsible for the safety and/or Security of any property, participant or equipment brought upon or stored on Park District Property.
6. The Affiliate shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.
7. The Affiliate shall not play or operate any sound amplification devices including radios, television sets, public address systems, musical instruments, etc., or operate any other energy amplification device in such way that is disruptive to the Park District neighbors or other Park District patrons.
8. The Affiliate will have continued and uninterrupted access and exclusive use of ball fields 2, 3, 5-10, 13-16 and batting cage usage from April 1 to October 31 on their scheduled Tuesday, Thursday and Saturday mornings for game days and practices. Field #10 cannot be used on Tuesdays starting in May. August 1 to October 31, fields 6, 7, and 8 are not available due to soccer using those fields. (Note: Saturday practice and game times may need to be adjusted in April and May if fields are needed for the High School.)

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

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

9. The Park District is responsible for necessary field equipment which includes bases, garbage cans, pitching mounds and dragging and striping of fields, which includes chalk, prior to the first game of consecutively scheduled games. The Affiliate upon occasion may assist in the purchase of supplies.
10. Fees will change at times, and an annual fee rate will be provided by the Park District to the Affiliate no later than January 15<sup>th</sup> of each year. Fees are intended to recover the cost to the district for its commitments found in this Memorandum of Understanding. If the field has already been prepped and then canceled due to any reason, the Affiliate will pay half of the original fee. The Leaf-a-Legacy Contribution Agreement will continue through 2021 while the original fees remain the same. New fees will be applied starting in 2022.

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

12. Other Provisions:

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

- a. The Park District requires a minimum of 50% residency rate for an Affiliate. Should the Affiliate not meet this standard, a higher fee per Athlete will be charged, and/or the Memorandum of Understanding may be withdrawn by the Park District.
- b. All fees due the Park District shall be paid within thirty (30) days of receipt of invoice. Failure to pay will result in loss of Park District services and facilities in the future, and a withdrawal of the Memorandum of Understanding.
- c. Field scheduling shall be coordinated by the League Director of the Affiliate. Adequate time between games should be considered to allow for parking constraints.
- d. The Park District will provide use of the Community Center, as available, for a photo day in the gym plus one classroom for two hours, once a month, six times a year. Anything more than two hours will incur the set hourly rates. Large groups of over 50 people will require an additional \$25 fee for set up. The Affiliate MUST schedule all room rentals at least one week in advance.
- e. The Affiliate will provide safety training for referees and coaches. The Park District reserves the right to cancel games and/or practices due to wet or unsafe field conditions, or Park District programs. Coaching certification may be required within the next few years.
- f. All practices and games shall be postponed or cancelled when lightning, thunder or threatening weather takes place at the Park District facility location. Games and practices may not resume until no lightning has been sighted for thirty (30) minutes. The Park District's ThorGard Lightening Detector is the base line expectation for this rule. Coaches, volunteers and staff are encouraged to fault on the side of discretion in extending, further, the delays due to lightening should there be any doubt or question.
- g. The Affiliate is not permitted to assign its right of access to the fields to any other organization. Further, if the Affiliate is involved in the scheduling of any games not

involving the Affiliate participants or where the event is not organized or supervised by the Affiliate, these games from other communities that are allowed at Park District facilities must be with written approval from the Recreation Supervisor.

- h. The Affiliate can assign two current Affiliate board members or volunteers to be the Liaison to the Park District for ordering of field material. Please call the Superintendent of Parks and Facilities.
- i. When the Affiliate has a need for a capital improvement, it must plan with the Park District for that improvement before submitting it to the Park District Board for consideration. Should the Park District Board agree to the improvement, the Affiliate will be asked to financially assist in such capital improvement. The Park District should not be expected to contribute to that cost, but will consider it on a case-by-case basis. Should an improvement be approved, upon completion it becomes the property of the park district, and shall be cared for to the best of the District's ability. Contribution to its upkeep by the Affiliate would be welcomed by the Park District.
- j. Electricity usage for lights will be invoiced for time used at the end of the season.
- k. The Affiliate may be asked to pay a portion of the services of an on-site "Facility Manager" to ensure that the Affiliate is receiving services it requested.

### **III. Advertisement**

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

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

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

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

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

## 2. Indemnification

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



- c. Should the Affiliate contribute to the cost of a capital improvement in the Park District (see II.12.i)
- d. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party or person described in this paragraph.

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

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

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

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

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

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

#### **VIII. Termination**

This Memorandum of Understanding is valid for the calendar years of 2019, 2020, and 2021. Therefore, this Memorandum of Understanding shall be deemed automatically renewed for the next three years, unless either party shall advise the other party in writing of its intention not to renew the Memorandum of Understanding, or unless the parties otherwise mutually agree to terminate the Memorandum of Understanding. The Park District retains the right to alter the terms and conditions of this Memorandum of Understanding or to terminate this Memorandum of Understanding at any time and for any reason, including, but not limited to misconduct of the Affiliate or for misuse of Property, for purposes deemed necessary for public safety or preservation of Property, if termination serves the interests of Park District residents, or because the Affiliate has breached any of its obligations under this Memorandum of Understanding.

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

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

\_\_\_\_\_

Authorized Signature of Affiliate

\_\_\_\_\_

Authorized Signature of Park District

\_\_\_\_\_

Print Name/Title of Above Signature

\_\_\_\_\_

Print Name/Title of Above Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Date

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

**Purpose**

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

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

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

**I. Criteria and Conditions**

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

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

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

## **II. Facility Use**

1. The Affiliate shall have authorization and permission to use the Park District property known as ballfields, batting cages, **community center**, surrounding walkways, parking lots, and other common areas for the period and fees indicated herein. Field scheduling to be coordinated by the Recreation Supervisor.
2. It is the sole responsibility of the Affiliate to determine whether any facility, field or location is safe and/or appropriate for any intended use. However, the Park District has overriding say in all decisions.
3. The Affiliate shall inspect each field prior to and subsequent to each use and shall promptly report any unsafe condition (holes in field, broken equipment, etc.) to the Park District Superintendent of Parks and Facilities.

4. The Affiliate is solely responsible for providing supervision for any and all Affiliate activities.
5. The Park District does not assume any responsibility, care, custody, or control of any Affiliate property or equipment brought upon or stored upon Park District property. The Affiliate is solely responsible for the safety and/or Security of any property, participant or equipment brought upon or stored on Park District Property.
6. The Affiliate shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.
7. The Affiliate shall not play or operate any sound amplification devices including radios, television sets, public address systems, musical instruments, etc., or operate any other energy amplification device in such way that is disruptive to the Park District neighbors or other Park District patrons.
8. The Affiliate will have continued and uninterrupted access and exclusive use of the ball fields on the last Friday, Saturday and Sunday of June to operate its tournament. The District agrees to provide maintenance staff during this weekend to provide support.  
 2019 – June 28, 29, 30  
 2020 – June 26, 27, 28  
 2021 – June 25, 26, 27

The Affiliate will have priority use of ball fields 9-12 for practices from April 1 to October 31 on their scheduled Wednesdays (5:00pm to dusk) and Sundays (12:00-5:00pm).

Additionally, as long as this Memorandum of Understanding is in good standing, the Affiliate shall have access to storage lockers located at each field.

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

9. The Park District is responsible for necessary field equipment which includes bases, garbage cans, pitching mounds and dragging and striping of fields, which includes chalk, prior to the first games during the tournament. The Affiliate upon occasion may assist in the purchase of supplies.
10. Fees will change at times, and an annual fee rate will be provided by the Park District to the Affiliate no later than **November 1<sup>st</sup>** of each year. Fees are intended to recover the cost to the district for its commitments found in this Memorandum of Understanding. **The fee will be \$100.00 per team through 2021 and will be paid by the Affiliate to operate the tournament. Sycamore teams entered in the tournament will not be subject to this fee.**

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

12. Other Provisions:

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

- a. The Park District requires a minimum of 50% residency rate for an Affiliate. Should the Affiliate not meet this standard, a higher fee per Athlete will be charged, and/or the Memorandum of Understanding may be withdrawn by the Park District.
- b. All fees due the Park District shall be paid within thirty (30) days of receipt of invoice. Failure to pay will result in loss of Park District services and facilities in the future, and a withdrawal of the Memorandum of Understanding.
- c. Field scheduling shall be coordinated by the League Director of the Affiliate. Adequate time between games should be considered to allow for parking constraints.
- d. The Park District will provide use of the Community Center, as available, for a photo day in the gym plus one classroom for two hours, once a month, six times a year. Anything more than two hours will incur the set hourly rate. Large groups of over 50 people will require an additional \$25 fee for set up. The Affiliate MUST schedule all room rentals at least one week in advance.
- e. The Affiliate will provide safety training for referees and coaches. The Park District reserves the right to cancel games and/or practices due to wet or unsafe field conditions, or Park District programs. Coaching certification may be required within the next few years.
- f. All practices and games shall be postponed or cancelled when lightning, thunder or threatening weather takes place at the Park District facility location. Games and practices may not resume until no lightning has been sighted for thirty (30) minutes. The Park District's ThorGard Lightening Detector is the base line expectation for this rule. Coaches, volunteers and staff are encouraged to fault on the side of discretion in extending, further, the delays due to lightening should there be any doubt or question.
- g. The Affiliate is not permitted to assign its right of access to the fields to any other organization. Further, if the Affiliate is involved in the scheduling of any games not

involving the Affiliate participants or where the event is not organized or supervised by the Affiliate, these games from other communities that are allowed at Park District facilities must be with written approval from the Recreation Supervisor.

- h. The Affiliate can assign two current Affiliate board members or volunteers to be the Liaison to the Park District for ordering of field material. Please call the Superintendent of Parks and Facilities.
- i. When the Affiliate has a need for a capital improvement, it must plan with the Park District for that improvement before submitting it to the Park District Board for consideration. Should the Park District Board agree to the improvement, the Affiliate will be asked to financially assist in such capital improvement. The Park District should not be expected to contribute to that cost, but will consider it on a case-by-case basis. Should an improvement be approved, upon completion it becomes the property of the park district, and shall be cared for to the best of the District's ability. Contribution to its upkeep by the Affiliate would be welcomed by the Park District.
- j. Electricity usage for lights will be invoiced for time used at the end of the season.
- k. The Affiliate may be asked to pay a portion of the services of an on-site "Facility Manager" to ensure that the Affiliate is receiving services it requested.

### **III. Advertisement**

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

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

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

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



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

## 2. Indemnification

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

- c. Should the Affiliate contribute to the cost of a capital improvement in the Park District (see II.12.h)
- d. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party or person described in this paragraph.

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

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

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

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

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

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

#### **VIII. Termination**

This Memorandum of Understanding is valid for the calendar years of 2019, 2020, and 2021. Therefore, this Memorandum of Understanding shall be deemed automatically renewed for the next three years, unless either party shall advise the other party in writing of its intention not to renew the Memorandum of Understanding, or unless the parties otherwise mutually agree to terminate the Memorandum of Understanding. The Park District retains the right to alter the terms and conditions of this Memorandum of Understanding or to terminate this Memorandum of Understanding at any time and for any reason, including, but not limited to misconduct of the Affiliate or for misuse of Property, for purposes deemed necessary for public safety or preservation of Property, if termination serves the interests of Park District residents, or because the Affiliate has breached any of its obligations under this Memorandum of Understanding.

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

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

\_\_\_\_\_

Authorized Signature of Affiliate

\_\_\_\_\_

Authorized Signature of Park District

\_\_\_\_\_

Print Name/Title of Above Signature

\_\_\_\_\_

Print Name/Title of Above Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Date

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

**Purpose**

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

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

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

**I. Criteria and Conditions**

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

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

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

## **II. Facility Use**

1. The Affiliate shall have authorization and permission to use the Park District property known as ball fields, batting cages, **community center**, surrounding walkways, parking lots, and other common areas for the period and fees indicated herein. Field scheduling to be coordinated by the Recreation Supervisor.
2. It is the sole responsibility of the Affiliate to determine whether any facility, field or location is safe and/or appropriate for any intended use. However, the Park District has overriding say in all decisions.
3. The Affiliate shall inspect each field prior to and subsequent to each use and shall promptly report any unsafe condition (holes in field, broken equipment, etc.) to the Park District Superintendent of Parks and Facilities.

4. The Affiliate is solely responsible for providing supervision for any and all Affiliate activities.
5. The Park District does not assume any responsibility, care, custody, or control of any Affiliate property or equipment brought upon or stored upon Park District property. The Affiliate is solely responsible for the safety and/or Security of any property, participant or equipment brought upon or stored on Park District Property.
6. The Affiliate shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.
7. The Affiliate shall not play or operate any sound amplification devices including radios, television sets, public address systems, musical instruments, etc., or operate any other energy amplification device in such way that is disruptive to the Park District neighbors or other Park District patrons.
8. The Affiliate will have continued and uninterrupted access and exclusive use of ball fields 2-8 and 13-16 from April 1 to August 1 on Monday, Wednesday, Friday and Saturday for their scheduled game days and practices. Also, August 1 to November 1 on Monday, Wednesday, Friday and late Saturday afternoons/evenings on fields 2, 3, and 5. Anytime on field 4. Fields 6, 7, and 8 are not available due to soccer using those fields.

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

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

9. The Park District is responsible for necessary field equipment which includes bases, garbage cans, pitching mounds and dragging and striping of fields, which includes chalk, prior to the first game of consecutively scheduled games. The Affiliate upon occasion may assist in the purchase of supplies.
10. Fees will change at times, and an annual fee rate will be provided by the Park District to the Affiliate no later than January 15<sup>th</sup> of each year. Fees are intended to recover the cost to the district for its commitments found in this Memorandum of Understanding. If the field has already been prepped and then canceled due to any reason, the Affiliate will pay half of the original fee. The Leaf-a-Legacy Contribution Agreement will continue through 2021 while the original fees remain the same. New fees will be applied starting in 2022.

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

12. Other Provisions:

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

- a. The Park District requires a minimum of 50% residency rate for an Affiliate. Should the Affiliate not meet this standard, a higher fee per Athlete will be charged, and/or the Memorandum of Understanding may be withdrawn by the Park District.
- b. All fees due the Park District shall be paid within thirty (30) days of receipt of invoice. Failure to pay will result in loss of Park District services and facilities in the future, and a withdrawal of the Memorandum of Understanding.
- c. Field scheduling shall be coordinated by the League Director of the Affiliate. Adequate time between games should be considered to allow for parking constraints.
- d. The Park District will provide use of the Community Center, as available, for a photo day in the gym plus one classroom for two hours, once a month, six times a year. Anything more than two hours will incur the set hourly rate. Large groups of over 50 people will require an additional \$25 fee for set up. The Affiliate MUST schedule all room rentals at least one week in advance.
- e. The Affiliate will provide safety training for referees and coaches. The Park District reserves the right to cancel games and/or practices due to wet or unsafe field conditions, or Park District programs. Coaching certification may be required within the next few years.
- f. All practices and games shall be postponed or cancelled when lightning, thunder or threatening weather takes place at the Park District facility location. Games and practices may not resume until no lightning has been sighted for thirty (30) minutes. The Park District's ThorGard Lightening Detector is the base line expectation for this rule. Coaches, volunteers and staff are encouraged to fault on the side of discretion in extending, further, the delays due to lightening should there be any doubt or question.
- g. The Affiliate is not permitted to assign its right of access to the fields to any other organization. Further, if the Affiliate is involved in the scheduling of any games not



involving the Affiliate participants or where the event is not organized or supervised by the Affiliate, these games from other communities that are allowed at Park District facilities must be with written approval from the Recreation Supervisor.

- h. The Affiliate can assign two current Affiliate board members or volunteers to be the Liaison to the Park District for ordering of field material. Please call the Superintendent of Parks and Facilities.
- i. When the Affiliate has a need for a capital improvement, it must plan with the Park District for that improvement before submitting it to the Park District Board for consideration. Should the Park District Board agree to the improvement, the Affiliate will be asked to financially assist in such capital improvement. The Park District should not be expected to contribute to that cost, but will consider it on a case-by-case basis. Should an improvement be approved, upon completion it becomes the property of the park district, and shall be cared for to the best of the District's ability. Contribution to its upkeep by the Affiliate would be welcomed by the Park District.
- j. Electricity usage for lights will be invoiced for time used at the end of the season.
- k. The Affiliate may be asked to pay a portion of the services of an on-site "Facility Manager" to ensure that the Affiliate is receiving services it requested.

### **III. Advertisement**

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

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

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

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

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

## 2. Indemnification

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

- c. Should the Affiliate contribute to the cost of a capital improvement in the Park District (see II.12.i)
- d. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party or person described in this paragraph.

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

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

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

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

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

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

#### **VIII. Termination**

This Memorandum of Understanding is valid for the calendar years of 2019, 2020, and 2021. Therefore, this Memorandum of Understanding shall be deemed automatically renewed for the next three years, unless either party shall advise the other party in writing of its intention not to renew the Memorandum of Understanding, or unless the parties otherwise mutually agree to terminate the Memorandum of Understanding. The Park District retains the right to alter the terms and conditions of this Memorandum of Understanding or to terminate this Memorandum of Understanding at any time and for any reason, including, but not limited to misconduct of the Affiliate or for misuse of Property, for purposes deemed necessary for public safety or preservation of Property, if termination serves the interests of Park District residents, or because the Affiliate has breached any of its obligations under this Memorandum of Understanding.

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

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

\_\_\_\_\_

Authorized Signature of Affiliate

\_\_\_\_\_

Authorized Signature of Park District

\_\_\_\_\_

Print Name/Title of Above Signature

\_\_\_\_\_

Print Name/Title of Above Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Date

This Memorandum of Understanding (MOU) is made on this January 16, 2019, by and between the **Kishwaukee Special Recreation Association**, 1403 Sycamore Rd., DeKalb, IL 60115, herein referred to as KSRA, and **the Sycamore Park District**, **480 Airport Road**, Sycamore, IL 60178, herein referred to as SPD, for the purpose of achieving the various aims, goals, and objectives relating to accommodating of KSRA programs to be held at SPD facilities; Community Center **Campus**, Club House, Community Pool, Splash Fountain, Shelters, and Athletic Fields.

SPD values the relationship and service agreement with Kishwaukee Special Recreation Association (KSRA) in providing inclusion services for registrants in Sycamore Park District programs.

It is the mission of the Sycamore Park District to provide superior programs, facilities and parks that meet the needs of the community of Sycamore. Through our relationship with KSRA, we continually strive to cultivate and grow quality recreation experiences and have identified KSRA's ability to offer specialized programs for participants with special needs.

SPD has developed the following guidelines to expand the relationship with KSRA for use of SPD facilities; Community Center **Campus**, Club House, Community Pool, Splash Fountain, Shelters, and Athletic Fields for KSRA operated programs.

**Sycamore Park District Rental Request Form:** KSRA will complete and submit Rental Request Form for KSRA managed programs and outings for review and approval of use to the Sycamore Park District.

- Community Center and Campus: Superintendent of Recreation  
Approved Space: Amphitheater, Back Patio, Multi-Purpose Room A, B, C, Group Fitness/Dance Studio, Gym, **sled hill, dog park**
- Community Pool: Facility Supervisor, Aquatics  
Approved Space: Big Pool and Small Pool
- Splash Fountain: Facility Supervisor, Aquatics
- Club House: Recreation Specialist, Facility Rentals  
Approved Space: Banquet Room
- Shelters: Recreation Specialist, Facility Rentals
- Athletic Field: **Superintendent of Recreation**, Facility Rentals

**Rental Fees:**

No fee charged for:

- Rental requests received for use of park district facilities during regularly scheduled business hours
- Program rooms, gym, banquet space, shelter, & athletic field: No fee for consecutive blocks of time 120 minutes or less.

Fee charged for:

- Rental requests received for use of park district facilities outside of regularly scheduled building hours
- Program rooms, gym, banquet space, shelter, & athletic field: Consecutive blocks of time exceeding 120 minutes may be charged the District's Non-Profit rate.

**Rental Request & Communication**

- SPD Superintendent of Recreation will share SPD Seasonal Brochure Planning Schedule by December 1 of each year.
- KSRA Rental Requests will be accepted and reviewed following the SPD Seasonal Brochure Planning Schedule.
- SPD programs take priority. SPD will not displace SPD programs, activities, and services to accommodate KSRA programs.
- KSRA submit KSRA Rental Request Form to Superintendent of Recreation, facility, and rental Supervisor/Specialist.
- Appropriate SPD staff will confirm usage request and conflicting dates with KSRA.
- Submittal of the Request Form does not condone use of space requested until a Rental Request Form is received back signed by the Recreation Supervisor/Specialist and Superintendent of Recreation.

**On-Site Supply/Equipment Storage**

- KSRA is responsible for providing program equipment and supplies for KSRA programs.
- KSRA is not guaranteed storage space for program equipment and supplies.
- Requests for storage space may be included in the Rental Request Form for consideration by SPD.
- Requested storage space may not be used to store non-perishable, non-consumable supplies onsite during duration of agreement.

Should storage be approved by SPD:

- KSRA is responsible for ensuring equipment and supplies are organized.
- KSRA is responsible for securing and labeling storage containers, as needed, to store in storage space provided.
- Sycamore Park District is not responsible for loss or use of items.
- Sycamore Park District is not responsible for damaged equipment.

The above reflects the understanding of the parties.

Sycamore Park District

Kishwaukee Special Recreation Association

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Name: Daniel Gibble  
 Title: Executive Director  
 Date: January , 2019

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Name: Dawn Schaefer  
 Title: Executive Director  
 Date: January , 2019



## Memorandum of Understanding

This Memorandum of Understanding (MOU) is made on this July 9, 2018, by and between the **Family Service Agency-Club 55**, 14 Health Services Drive, DeKalb, IL 60115, herein referred to as Club 55, and **the Sycamore Park District**, 480 S. Airport Road, Sycamore, IL 60178, herein referred to as SPD, for the purpose of achieving the various aims, goals, and objectives relating to accommodating of Club 55 Senior programs to be held at SPD Community Center.

SPD values the relationship and service agreement with Family Service Agency in providing senior services for Sycamore residents and the surrounding area.

It is the mission of the Sycamore Park District to provide superior programs, facilities and parks that meet the needs of the community of Sycamore. Through our relationship with Family Services Agency, we continually strive to cultivate and grow quality recreation experiences and have identified Family Services Agency with the ability to offer specialized programs for participants over age 55. Family Services Agency will offer this programming at no or low cost to participants.

SPD has developed the following guidelines to expand the relationship with Family Service Agency for use of SPD Community Center.

**Sycamore Park District Room Usage Request Form:** SPD has agreed to provide Family Service Agency Club 55 the usage of Multi-purpose room A and B, and the kitchen (by staff only), Mondays and Thursdays throughout the calendar year. The track can be used, for its intended use, two times a month. Dates to be requested in advance. Additional SPD facilities are available to club 55 use with the completion of a Room Request Form. Referenced below are the appropriate staff members for review and approval of SPD space.

- Community Center: Superintendent of Recreation, Theresa Tevsh  
Approved Space: Back Patio, Multi-Purpose Room A, B, Track 2x/month, Kitchen
- Splash Fountain: Superintendent of Recreation, Theresa Tevsh
- Shelters: Recreation Specialist, Melissa Dobberstein

Club 55 Additional Rental Requests will be accepted and reviewed following the SPD Seasonal Brochure Planning Schedule.

SPD programs take priority. SPD will not displace programs, activities, and services to accommodate club 55.

Submittal of the Room Request Form does not condone use of space requested until the Form is received back and signed by appropriate SPD staff.

### Rental Fees:

No fee charged for:

- Room requests received in advance for use of park district facilities (listed above) during regularly scheduled business hours. Designated day to be Mondays from 9:00am to 2:00pm and Thursdays from 9:00am to 2:00pm.

Fee charged for:



## Memorandum of Understanding

- Room requests received for use of park district facilities, outside of regularly scheduled building hours and anything beyond the Monday and Thursday hours, will be at the non-profit rate.

### On-Site Supply/Equipment Storage

- Annually, Sycamore Park District to the best of their ability provides Club 55 with storage space for program equipment and supplies. Storage is reviewed each year with the MOU. Should Club 55 need additional storage prior to annual review, request will be submitted through a SPD Room Request Form.
- Club 55 is responsible for providing program equipment and supplies for their programs in secure, labeled, organized storage containers that are stored in the storage space provided by SPD.
- SPD will allow two (2) large storage cabinets and two (2) small drawers in Room A for supplies and non-perishable food items.
- SPD will allow one (1) shelf in the refrigerator of the staff kitchen for lunches and daily needs. This shelf to be cleared by end of week so it can be used for SPD weekend events. Only Club 55 staff or their designated interns will be allowed in the kitchen area. SPD will not be responsible for items displaced from the refrigerator.
- SPD will allow Club 55 to store up to three (3) card tables and two (2) 55-gallon totes in room B storage closet. Totes may not contain consumable food supplies.
- Club 55 may store one (1) tv, one (1) cart, with proper stability in room B storage.
- SPD is not responsible for loss, damaged or use of items.
- At any time, should SPD need/want to utilize Club 55 equipment or supplies, a request in writing needs to be made with Family Services Agency's Community Program Director.

### Marketing and Flyers for Club 55:

- Press releases, flyers, etc. to be shared, to the best of Family Service Agency's ability, with the Superintendent of Recreation before release dates.
- SPD Superintendent of Recreation will share SPD seasonal brochure Planning Schedule 3x a year for Club 55 to include ½ page ad of Club 55 information.

### Miscellaneous items:

- Family Service Agency will provide SPD a certificate of Insurance naming Sycamore Park District an additional insured.

### Review of the Memorandum of Understanding:

- SPD and Family Service Agency will review the MOU one year from the agreement date.

The above reflects the understanding of the parties.

### Sycamore Park District

### Family Service Agency- Club 55

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Name: Theresa Tevsh  
 Title: Superintendent of Recreation  
 Date: July 9, 2018

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Name: Erin Tamms  
 Title: Community Programs Director  
 Date: July 9, 2018



Northwestern Medicine Kishwaukee Hospital  
Sycamore Park District  
**Non-Binding Letter of Intent**

October 18, 2017

This non-binding letter of intent (“LOI”) is intended to memorialize the understanding of the Sycamore Park District (“SPD”) and Northwestern Medicine Kishwaukee Hospital (“NMKH”) to enter into a definitive agreement (“Agreement”) for a collaboration to provide community outreach services provided by NMKH to support the fitness programs managed by SPD at its Fitness Center, currently under construction.

The present intention of the parties is that upon the opening of the new SPD wellness center (the “Facility”) (anticipated to be June of 2018 at the latest), NMKH will provide the services of certified personal trainer (“Personal Trainer”) to deliver the proposed fitness education and assessment services (“Services”) as indicated on Schedule A during a mutually-agreed upon schedule. Both parties will acknowledge in the Agreement that the arrangement between SPD and NMKH will be exclusive such that, during the term of the Agreement, SPD will not enter into agreements with any other providers for similar Services. Both parties acknowledge that a relationship with the NIU Department of Kinesiology exists for educational purposes, which will require on-site presence of NIU students and faculty. The Agreement and the Services will be structured to comply with all applicable legal and regulatory requirements and will address additional issues including, but not limited to insurance, confidentiality, construction code, membership waivers of liability, and indemnification.

As part of the collaboration, SPD will provide NMKH with the following: (1) exclusive access (during NMKH onsite hours) to 2 private evaluation rooms set aside for established appointments for evaluations, (2) access to classrooms for scheduled educational programs, (3) access to commons space including the reception area, fitness room, restroom and parking, (4) ability to display Northwestern Medicine Kishwaukee Hospital literature and mutually agreed-upon NMKH signage that will appropriately reflect the relationship between SPD and NMKH, (5) storage area for miscellaneous supplies necessary for NMKH to provide the Services, (6) SPD-furnished fitness equipment for the SPD fitness room (includes SPD maintenance and cleaning of equipment), (7) SPD management of the daily operations of the fitness center and its membership, including scheduling of member evaluations (8) SPD responsibility for maintaining the confidential information related to its members, including personal trainer evaluations by NMKH Personal Trainers, (9) Orientation to the Facility. Prior to commencement of the Services, it is the parties understanding that SPD and NMKH will collaboratively determine the marketing and promotion for services provided under the Agreement. Prior to commencement of the services, SPD will perform the construction improvements as indicated on Schedule B of this LOI.

SPD will provide room signage consistent with SPD sign standards which include NMKH branding.

SPD and NMKH will work together to promote awareness of the services to the community and SPD Facility membership.

SPD will promote collaboration of services through signage on room in Community Center, in park district promotional pieces, services communicated by park district personnel, and on park district website, which will be subject to NMKH’s prior written approval.

As opportunities arise, SPD and NMKH will collaboratively promote program in media outlets with mutually agreed subject and content approval by SPD and NMKH.

The parties agree that the term of the Agreement will be three years and renew automatically each year. This LOI is non-binding and may be terminated on 90-day written notice by either SPD or NMKH with written notice. The initial



commitments of NMKH and SPD, based upon Schedule C or other factors, may be more clearly defined in the Agreement within one of the aforementioned "Schedules".

The above reflects the understanding of the parties.

Sycamore Park District

Northwestern Medicine Kishwaukee Hospital

\_\_\_\_\_  
Name: Ted Strack  
Title: Board President  
Date: October 17, 2017

\_\_\_\_\_  
Name:  
Title:  
Date:

Schedule A

NMKH proposes the following Services to be covered under the Agreement\*:

1. **New member health and fitness screening.** All current SPD fitness center members and future SPD fitness center members will, with an active membership, receive a single scheduled fitness assessment from a NMKH Personal Trainer, including height, weight, BMI, Body Fat percentage, waist measurements, flexibility screening, and manual muscle strength assessment. Upon renewal of membership, the member will be entitled to the same fitness screening, On an annual basis. Fitness Program Design: A NMKH Personal Trainer will assist SPD staff in designing an individualized fitness program based on the SPD fitness center member's desired goals and promote SPD fitness programs and additional services to assist in accomplishing health and wellness goals. Regularly scheduled reassessments to measure progress and update or change fitness program. The member will be entitled to regularly scheduled reassessments to measure progress and update or change the fitness program once every six months with the condition that the membership is active.
2. Education Series: Develop a series of informational lectures on health and wellness topics. Lectures would be offered at Sycamore Park District as well as at NMKH. These lectures may include: Injury and Fall Prevention, Concussion Prevention, Know Your Numbers, Exercise Principles, General Nutrition, Proper Shoe Wear, etc. Information will be made available to all active SPD fitness members on upcoming NMKH events. There shall be at least four programs per year, although additional programs may be held with mutual consent of both parties. Scheduling and confirmation of educational lectures, programs and health and wellness initiatives are to follow SPD seasonal program guide schedule.

\* In the event an assigned NMKH Personal Trainer is unavailable due to absence, NMKH will promptly inform SPD and reasonable efforts will be made by NMKH to provide a substitute NMKH Personal Trainer.

Schedule B

Sycamore Park District Building NMKH Requests for Improvements to proposed NMKH space:

1. Office 114 – Enclose the office with a wall/ door to provide member privacy.
  - a. Install a corner floor mount cabinet with counter top. The undercabinet should have doors and a lock.  
Cabinet ~ 24" x 24'.
  - b. Wall mirror - 5' x 14".
  - c. Wall mounted hand sanitizer.
  - d. Light in rooms on dimmers.

Equipment Requirements:

1. Plinth (~ 72" x 30") with open shelf below.
2. 1 rolling stools
3. 1 chair
4. Access to copier/ phone in reception area.
5. Access to non-public Wi-Fi.
6. AED in Facility.

Access to Facility's washer and dryer to allow for cleaning of linens

### Schedule C

#### Responsibilities of NM Kishwaukee Hospital:

1. Provide services according to Schedule A.
2. NMKH Personal Trainer will be on site from 9 am to 12 pm, Monday and Friday, 4 pm -7 pm on Wednesday, with changes to the schedule to be mutually agreed by SPD and NMKH. Appointments may be scheduled during nonscheduled on-site hours subject to availability of NW staff. Established hours may change as mutually agreed by both parties. All hours will be subject to availability of staff. In the case that regularly scheduled staff is not available, NMKH will promptly inform SPD and all efforts will be made to secure substitute staffing in order to provide service during the regularly scheduled hours.
3. A NMKH Personal Trainer will provide a scheduled fitness assessment to all new SPD members. Based on the results of this assessment the Personal Trainer will relay the information to the SPD/ NIU Ex Physiology students so that the SPD staff can instruct the new member on a safe and appropriate fitness program that will maximize their potential and meet the new member's needs.

NMKH staff will abide by SPD policies and procedures while on park district premises so long as such policies and procedures do not conflict with NMKH policies, procedures, values and applicable practice acts.

#### Responsibilities of Sycamore Park District:

1. Classes offered by NMKH will be promoted by SPD in the printed and on-line versions of the Sycamore Park District Registration publication. Other specific co-promotion initiatives will be determined and agreed upon by SPD and NMKH.

Requests to post non-cooperative NMKH and SPR programs, educational and event promotional pieces must be submitted to the Superintendent of Recreation, Recreation Supervisor for approval and will follow the park district sign policy.

2. Sycamore Park District will register participants for NMKH classes offered at the Fitness Center. Access to the lists of scheduled participants for each class will be granted to NMKH staff.
  - Collecting day/time/activity age range/minimum and maximum registration/description information from NMKH within timeframe as outlined in the SPD Program Guide schedule.
  - Listing of information accurately in activity guide and other promotional materials, agreed with NMKH.
  - Stipulate maximum registration for each non-host district and work accordingly to revise activity maximum registration through start of program to not exceed maximum registration number agreed with NMKH.
  - Sharing information, including all updates, with NMKH programming contact.
  - Confirming activity information and enrollment with contractor/instructor leading up to the start of, immediately prior to and during the program.

- Collecting rosters, including fees paid and contact information, from both SPD and NMKH.
- Sharing all rosters with NMKH program contact before the first class.
- Addressing/responding to all issues regarding the instructor, site, cancellations etc. posed by all participants. This may include speaking to NMKH directly regarding concerns brought to him/her.

# SYCAMORE PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: January 29, 2019

### STAFF RECOMMENDATION

#### AGENDA ITEM: APPROVE FY 2019 OPERATING BUDGET: Recommend Adoption

**BACKGROUND INFORMATION:** Attached is the final draft of the 2019 Operating Budget for your consideration. The following are the most significant changes from the last presentation:

- The Action 2020 Fund Budget was completed. It includes:
  - Soccer Complex – expected to start late in 2019 and finish in 2020. These numbers represent the best estimate of 2019 expenditures as well as the up front revenue from IDNR of \$200,000.
  - Ball Diamonds – Design and grant costs only.
  - Golf Course Irrigation – expected completion in 2019
  - Trails – Forest Preserve to Old Mill (Segment 1) – Grant income includes reimbursement from DeKalb Co Forest preserve for some of the engineering costs. Also includes 80% reimbursement from the state for Phase I engineering costs. The construction costs will be in the 2020 budget.
  - Bond Issue of \$5,000,000
- Pay increase as approved by the board have been included in the appropriate funds. IMRF, Social Security, and Medicare expenses, as well as the allocation of the related tax levies, were adjusted accordingly.
- Transfers were budgeted from the Corporate, Donation and Special Recreation Fund to the Action 2020 Fund. These transfers were calculated to keep the 25% reserve intact.
- Transfers were budgeted from the Corporate Fund to cover the budgeted losses in the Golf (\$46,200) operations.
- Minor adjustments in various expenses and revenues were made.

**FISCAL IMPACT:** Bottom Line: Comparing FY 2018's Budget to the Proposed Budget for FY2019 we are proposing a decrease in Revenues of \$1,839,317 and a decrease in Expenses by \$1,203,871. This is primarily due to Action 2020 fund activity.

**STAFF RECOMMENDATION:** Staff Recommends Approval/Adoption of the Proposed Operating Budget attached to this recommendation.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

*David A. Hill*  
*JH*

**BOARD ACTION:**



# SYCAMORE PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: January 29, 2019

### STAFF RECOMMENDATION

**AGENDA ITEM: Brian Bemis Family Dog Park Rules REVIEW :  
Recommend Approval**

**BACKGROUND INFORMATION:** In 2017, the Brian Bemis Family Dog Park Rules, Regulations, and fees, that the Dog Park Committee created, were approved by the board. This committee was led by Commissioner Daryl Graves and Recreation Supervisor, Lisa Metcalf. As staff started moving forward with creating the final document, some changes were made from a management standpoint. The layout was re-arranged, verbiage has been revised, the rules and regulations were combined into one document. Two additions were added in December 2017 for a final document:

1. Original rule stated, "Do not bring toys into the park as dog fights may result."  
Changed to, "Be prepared to socialize and share retrieval toys, frisbees and ball with other park visitors."
2. Original rule stated, "All dogs must be spayed or neutered."  
Changed under the heading, Leave the Following at Home - "Female dogs while in heat."

Some key rules to remember about the dog park:

1. The dog park will open on May 4, 2019
2. The hours are dawn to dusk
3. The dog park will be open year round
4. All dogs must properly display their membership tag on their collar or daily users must have day pass receipt with them
5. All dogs must have proof of up to date rabies vaccination
6. Owners and guardians of dogs residing in the City of Sycamore, must register and display the City dog tag.

The attached tri-fold is currently used at Park District facilities and at the City of Sycamore registration office. On December 4<sup>th</sup>, 2018, both the City of Sycamore and the Park District began sales of the Dog Park tags. This is a cooperative effort for both the city and the park district to promote dog park and dog tag sales as a “one stop shop” in the city registration office. The 2019 Dog park tags are red in color with a triangle shape. To date, the city has sold 8 Dog Park memberships.

The Park District has developed a partnership with Bethany Animal Hospital, which is a sponsor of the park along with Brian Bemis Family. Bethany Animal Hospital will offer a” Healthy Pet series” of educational classes, quarterly through the year, for free to Dog Park members. The first class will be, “Pet First Aid” on Saturday April 13<sup>th</sup> at 10am.

The grand opening of the Brian Bemis Family Dog Park will be scheduled for Saturday, May 4<sup>th</sup> at 1pm. The event will include a ribbon cutting ceremony 1:15pm, statue dedication from Bemis Family, a short entertainment (to be determined) and sales of dog park memberships.

**FISCAL IMPACT:** None at this time.

**STAFF RECOMMENDATION:** Staff recommends review of current literature and rules of Brian Bemis Family Dog Park as we prepare for the Opening on May 4, 2019.

**PREPARED BY:** Theresa Tevsh, Superintendent of Recreation

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

The Sycamore Park District puts **MORE** in your membership with educational programs, fun events and *a facility that meets the safety and cleanliness standards that you and your pet expect and deserve.*

## Membership Tags

Proof of residency and up-to-date Rabies vaccines are required at the time of purchase. Tags may be purchased at

Sycamore Park District Community Center  
480 S. Airport Road, Sycamore

Sycamore City Clerk's Office  
308 W. State Street, Sycamore

Membership Fee: Resident \$15/Nonresident \$20

Daily Drop-in Fee: \$5

The membership fee allows the District to directly dedicate staff time to the facility for

**Regular cleanup, mowing, and shelter/fence upkeep.**

**Enforcing policies and appropriate behavior by monitoring cameras and performing spot checks.**

**Providing services that enhance your membership and experience at the park, including**

- Waste bags and a pet drinking fountain
- Free WiFi internet and device charging station
- Email correspondence for important information and notices about the facility
- Programs and events throughout the year including the Healthful Pet seminar series provided by Bethany Animal Hospital veterinary professional.



115  
**Sycamore**  
PARK DISTRICT

Brian Bemis Family Dog Park



On Legacy Campus • 480 South Airport Road  
815-895-3365 • [SycamoreParkDistrict.com](http://SycamoreParkDistrict.com)



# For the Health and Wellness of All

## Brian Bemis Family Dog Park Rules & Regulations

The naturalized areas within the park are planted with a diverse mix of native grasses and flowers. By the year 2020, we expect to see a healthy prairie with abundant blooms that includes some of the following species: Sand Coreopsis, Purple Prairie Clover, Button Blazingstar, Blackeyed Susan, Little Bluestem, New England Aster and more!

To manage these areas, you will see crews or individuals from ENCAP Inc. on site roughly 5 times a year. Most of their work will consist of herbicide application and selective mowing.

**For the safety of pets and owners, the park will be closed while crews are on site working and for 24 hours following an herbicide application.**

Whenever possible, the Park District will notify members in advance of these closings.

Dogs are welcome to play and explore these high-grass areas even as they are still becoming established. Human traffic, however, can potentially cause enough of a disturbance to be detrimental to the plants' growth.



## Healthful Pet Seminar Series

Veterinary professionals from Bethany Animal Hospital bring you educational seminars all about your pet's health and wellness.



Brian Bemis Family Dog Park Members..... FREE  
General Public ..... \$2

To learn more or view the schedule, stop by the Community Center or call 815-895-3365.

Park Hours: Sunrise to Sunset

Follow the Admittance Policy

### Brian Bemis Family Dog Park Members

- Properly display BBFDP membership tags on your dog's collar while visiting the park.
- To obtain a dog park membership, all dogs must provide proof of up-to-date rabies vaccination.
- Owners and guardians of dogs residing in the City of Sycamore, must register their dog(s) with the City and properly display registration tag(s).

### Daily Pass Users

- Purchase a day pass in the Community Center or inside the park at the self-pay station.
- Be prepared to show receipt for daily use and proof of up-to-date rabies vaccination.

Maintain a ratio of up to two dogs per person.

Children under the age of 10 are not permitted in the dog park.

Enter and exit the park during open hours through the double gate only. Climbing on or over the fence is prohibited.

Use of the park for conducting professional training classes without park district approval is prohibited.

Be a responsible and courteous park user.

Enter with caution if other dogs are present within the park and be aware of unattended dogs near the gate when entering/exiting.

Avoid lingering near the entrance gate when other park users are present.

Remain in the dog park with your dog(s), keeping them within sight and under control at all times.

Keep yours and other's dogs healthy by

- staying up-to-date on rabies vaccinations, year-round distemper, parvovirus, heartworm prevention treatment and flea prevention treatment.
- cleaning up after your dog(s). Please help by picking up orphan poops to keep the park clean. Pet waste bags and proper waste receptacles are located near the Dog Park entrance.

Carry your dog's leash at all times

- Dogs must keep leashes on until you have both passed through the double-gated entrance. Reattach his/her leash before exiting the park.
- Reattach your leash upon the first sign of aggression. Owners are legally responsible for their dogs and any injuries or damage caused by their dogs.

Discourage inappropriate dog behavior

- If your dog's barking, mounting, nipping, etc. becomes excessive remove your him/her from the park.
- Discourage digging and fill any holes made by your dog(s).
- Be prepared to socialize and share retrieval toys, frisbees and balls with other park visitors.

Leave the following at home

- Aggressive dogs
- Female Dogs while in heat
- Choke or prong collars
- Swimming pools or other water holding items
- Animals other than dogs
- Dog food, long lasting chew toys, bones and training treats
- Owner/guardian food, beverages and alcohol
- Glass containers
- Bicycles, skateboards, roller skates or blades, or any motorized devices except wheelchairs
- Devices that use an explosive force to propel a retrievable object

The Sycamore Park District has the right to refuse the use of and revoke Brian Bemis Family Dog Park Annual or Daily Pass without refund for dog(s) or dog owners/guardians displaying aggression or intimidating behavior toward other dogs or humans.

The Sycamore Park District Brian Bemis Family Dog Park as well as the entire Legacy Campus is a smoke-free park.

# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 29, 2019

## STAFF RECOMMENDATION

### **AGENDA ITEM: CONSIDER GOLF COURSE IRRIGATION BIDS: RECOMMEND APPROVAL**

**BACKGROUND INFORMATION:** The bid opening for the new golf irrigation system equipment and installation was held on December 21<sup>st</sup> at 11:00 a.m. at the Community Center. Four bids were submitted by installation contractors in a lump sum format. Included in the lump sum is all equipment and labor required to install a fully operating golf irrigation system.

Details of the bids comprise: removal of the old pump motors and pump station controls; removal of bridge and creek piping; a new pump station and motors; changes to the existing river level water intake opening; pump house electrical shut off and connection changes from the transformer required by the City; all new piping and section valves, over 500 new irrigation heads and required electric control lines with a computer system that programs and controls how the heads run (either Toro or Rain Bird systems who each supplied pricing to the contractors); and all labor for the project.

The bid results are as follows:

Leibold Irrigation – East Dubuque, Il  
 \$1,381,650 Toro System  
 \$1,401,650 Rain Bird System

Commercial Irrigation – Peoria, Il  
 \$1,345,000 Toro System  
 \$1,310,000 Rain Bird System

Halloran & Yauch Irrigation – Lake Forest, Il  
 \$1,505,250 Toro System  
 \$1,522,250 Rain Bird System

Midwest Irrigation – East Dubuque, IL  
\$1,279,800 Toro System  
\$1,279,800 Rain Bird System

Two alternate prices were provided outside of the base bids. The first was to remove all existing irrigation heads and fill the holes along with removal of the existing control boxes and bases on the course. This could be listed as either an added cost to the base bid if chosen, or a deduction from the base bid if the alternate is not chosen. The second alternate was the additional cost of a screening filter system at the pump house that would help reduce the amount of fine debris from the river water that can get into the irrigation pipes and cause clogging of the nozzles in the individual heads.

The low bid, provided by qualified installation contractor Midwest Irrigation, included a \$10,000 deduct if alternate one was not chosen and an additional cost of \$20,400 if alternate two was added.

Since the low bid contractor provided the same cost for either the Toro or Rain Bird head and control system, we have the option to choose which system we want for the project. After much research, educational visits from both companies where key staff were involved, and feedback from others in the industry, we have chosen the Toro system for this project. We currently have a Toro system and have been happy with the product and the service during the past 30 years.

The budget for this project was set at \$1,200,000. Since all bids were above that threshold, we asked the low bidder and EC Design to provide value engineering and recommend possible changes to the project that would cut some costs while not significantly changing the scope of the completed project. After looking at the project as whole, they came back with \$82,567 in savings. This brings the project cost down to \$1,197,233 without either alternate included.

We have the option of adding the alternate filter system to the pump station in later years out of the Capital budget, but an additional cost of \$2,700 would be added to the base bid to add piping features which allow for that future addition. With this change the base bid becomes \$1,199,933.

Some of the items that were recommended for changes in the value engineering so as to bring this project to our budget, would be desired additions in the future, and include:

- Inline filtration system where water is drawn from the river: \$17,700
- Removal of old heads and control boxes on the course and backfill: \$10,000

If approved, the priority for adding the alternates is the filter system followed by adding back the cost of removing the existing heads and control boxes.

**FISCAL IMPACT:**

The ACTION 2020 Budget allocates \$1,200,000 for construction. The total cost with value engineering savings and neither alternate included but with future addition of filter system possible is \$1,199,933.

**STAFF RECOMMENDATION:** Approve Midwest Irrigation Contractor to Install A New Golf Irrigation System with A Toro Watering System at a cost of \$1,199,933.

**PREPARED BY:** Jeff Donahoe, Superintendent of Parks

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

**EXECUTIVE DIRECTOR JOB DESCRIPTION  
SYCAMORE PARK DISTRICT  
JOB DESCRIPTION**

**General Job Description:**

The Executive Director is the chief administrative officer of the Park District. The Executive Director is responsible for implementation of agency policy and the overall management of the park and recreation system. The primary function of the Executive Director is to carry out the Park District's statutory responsibilities and to enact and follow the policies adopted by the Sycamore Park District Board of Commissioners. S/he shall be the administrative head of all department heads and divisions of the Park District, in regard to **park and facilities**, recreation programming, **business/finance**/personnel management, **as well as golf operations and services** ~~facility development and business management.~~ The Executive Director shall be the official intermediary for all communications between the employees of the District and the Board of Commissioners, and serve as the Secretary for the district. The Board will conduct an annual evaluation of the Executive Director.

**SUPERVISION EXERCISED**

The Executive Director directly supervises the Superintendents of Recreation **Services**, Finance and **Business Services**, Golf **Course Services**, **Golf, Parks Maintenance, Park and Facility Services.** **Additionally, supervision is exercised in a shared fashion for the Office Manager. Direct Supervision of the Marketing and Development Specialist is provided by the Executive Director as well., and respective staff. Indirect supervision includes all other district employees.**

**ESSENTIAL FUNCTIONS/RESPONSIBILITIES**

**1. General Administration**

- AD.** Direct the activities of the Park District in accordance with the Illinois Park Code and the policies established by the Board.
- B.** Recommend policies, plans and programs, and provide the Board with information necessary to the Board's policy-making functions.
- C.** Supervise the provision of a broad program of recreation that meet the needs and desires of community residents.
- DA.** Organize and supervise an efficient administrative organization for the Park District. Develop, review, analyze and implement operational procedures required to effectively manage day-to-day operations and implement Board approved policies.
- E.** Oversee the development and maintenance of all District parks and facilities to meet the needs of the community.
- F.** Oversee the development and operation of the revenue facilities of the district.
- G.** Serve as Secretary of the Board of Commissioners.

**2. Planning**

- AD.** Oversee the recommended goals and objectives for the Park District operation, based on the Comprehensive Master Plan, and develop strategies for achieving these goals and objectives.
- BE.** Be aware of and represent the Park District in all matters pertaining to zoning changes, land development, and related concerns which affect Park District's current and future interests.
- CB.** Make recommendations to the Board concerning land acquisition and facility development. These recommendations shall reflect thorough analysis of available Park District resources, competing and current public needs and projected community needs.
- DA.** Coordinate the development of the District's Strategic Plan and a comprehensive capital improvements program. Conduct and/or supervise any research, surveys and feasibility studies necessary for development of these plans and programs. Work in conjunction with consultants as deemed appropriate.
- EC.** Work with the Board and citizen committees and implement methods of involving the public in the Park District's planning/decision making process.

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### 3. Finance

- AB.** Develop and recommend to the Board a five year financial plan and the yearly working budget, appropriation ordinance, prevailing wage ordinance and tax levy ordinance following a specific timeline.
- BA.** Exercise sound fiscal management by reviewing and analyzing current fiscal conditions and projecting financial needs and resources.
- C.** Plan, supervise and coordinate efforts to apply for grants and other funds so as to receive federal, state and local funds to assist the District's operations.
- D.** Begin to expand the district's Development/Volunteer/Fundraising/Foundation efforts.
- D.** ~~Supervise preparation of requests for grants from various state and federal programs related to parks and recreation.~~

### 4. Personnel

- AE.** Conduct staff meetings, establish staff training programs, supply the staff with significant information from professional and technical publications, and explain and interpret Board policy to the staff, all to the end of enhancing staff capabilities and maintaining open and effective staff relations.
- BF.** Act as the official means of communication between the employees of the District and the Board.
- CB.** Directly supervise and evaluate the Superintendents of Recreation, Finance, Golf Course, Golf, ~~Park Maintenance, and Office Manager~~ Marketing & Development Specialist, annually.
- DA.** Select or assist in the selection of administrative and supervisory personnel.
- EC.** Develop and coordinate an effective personnel administration program that includes, job descriptions, evaluation procedures, clear performance standards, salary and fringe benefit plans.
- FD.** Work with Park Board and department heads in determining current and future staffing needs and appropriate personnel organization.

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### 5. Public Relations

- A.** Maintain good relations with the public, accurately represent to the Board the needs of various groups with the community. Develop, maintain and supervise an effective program for handling citizen complaints and inquiries.
- BD.** Develop and maintain a comprehensive marketing program to promote the District's image, parks, facilities, programs and special events.
- CE.** Act as the representative of the Park District in providing information to the news media in supplying information to the public concerning Board policies.
- DC.** Ensure the Park District staff members have the ability to provide and understand the importance of maintaining courteous relations with the public.
- EB.** Promote greater understanding and support of Park District activities by participating and representing the District at various governmental, civic and community functions.

### 6. Political

- AC.** Become thoroughly familiar with the Illinois Park Code and District policies. Be aware of other federal, state and local statutes and ordinances, both existing and proposed, which affect District operations.
- BA.** Establish a program of efficient intergovernmental cooperation, and maintain continuing cooperative relationships with staff, appointed and elected officials of other governmental units.
- CB.** Working with Park District attorney and in conjunction with Board, the Executive Director establishes policies, procedures and directives in handling of District legal matters.

### 7. Safety, Health, and Loss Control

- A.** Support and promote or cause to be ~~changed-adopted~~, all policies relating to safety, health and loss control as accepted by the Board.
- BC.** Require all responsible personnel to provide regular timely reports and summaries of incidents within the realm of safety, health, and loss control.
- CB.** Require and ensure that personnel employed by the Sycamore Park District support, promote or cause to be changed all policies and procedures adopted by the Board relating to issues of safety, health and loss control.

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## 8. Professional

A. Initiate or maintain membership in significant professional organizations, and participate in workshops, conferences, seminars and programs designed to promote professional development.

B. Lead, support, involve yourself and other staff in professional development and involvement, including the Succession Planning process established by the Board.

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### MARGINAL FUNCTIONS/RESPONSIBILITIES

1. Review proposed state legislation; maintain contact with state legislators enlisting their support when possible in meeting the Park District's needs for legislative action on a variety of issues.
2. Review or cause the review of all safety policies, accident/injury reports and suggestions relative to safety and loss control in a timely fashion so as to maintain a safe and healthy Park District organization.
3. Be aware of new developments, trends and innovation in professional management of parks and recreation service systems.

### OTHER RESPONSIBILITIES

Other job-related duties as assigned.

### PHYSIOLOGICAL CONSIDERATIONS

1. The Executive Director may feel added pressure from being held responsible for the District's daily operations, financial accountability, and personnel of the Park District.
2. The Executive Director must be able to handle questions, complaints and concerns from the public and from employees in a professional manner.
3. The Executive Director must be able to work with co-workers.
4. The Executive Director must be able to handle crisis situations.
5. The Executive Director must be able to drive to required meetings, workshops and district facilities.

### ENVIRONMENTAL CONSIDERATIONS

1. The Executive Director will perform responsibilities indoors and outdoors.
2. Lighting, temperature, and weather conditions may impact how the Executive Director performs her/his duties.
3. The Executive Director may be subject to outdoor weather conditions when she/he must drive to meetings, workshops and other district facilities.

### COGNITIVE CONSIDERATIONS

1. The Executive Director must be able to follow direction given by the Board and complete responsibilities as described.
2. The Executive Director must exhibit good analytical skills and problem-solving ability in completing responsibilities.
3. The Executive Director must use good judgment.

### MANDATORY QUALIFICATIONS

12. Excellent organizational skills and ability to show high level of performance.
211. Knowledge of fiscal procedures and budgetary planning.
310. Knowledge of efficient personnel management techniques.
49. Skill in oral and written communications.
513. Computer fluency and a working knowledge of basic accounting software.
65. Ability to work with minimum supervision.
74. Ability to perform duties with substantial initiative and creativity.
83. Ability to perform duties with sound judgment, persistence, integrity, tact and courtesy.
96. Ability to communicate and work effectively with the public, media, Board and staff.
4012. Skill to evaluate Park District programs and operations.
447. Ability to get others to accomplish tasks, move in a certain direction or influence their direction of thought.

- 428. Commitment to and passion for parks and recreation.
- 4314. Must be able to attend frequent meetings, workshops, and conferences during non-business hours.
- 4415. Possession of a valid Illinois driver's license.
- 451. Submit to and successfully pass a criminal background check.

#### **DESIRED-~~CRUCIAL~~ QUALIFICATIONS**

1. VISION
2. Experience as an Executive Director. Minimum as a Superintendent.
3. Experience with Long Range Planning.
3. Certified as a park and recreation professional with the National Recreation and Park Association and the Illinois Park and Recreation Association.
2. Working knowledge of the Park District Code, rules, regulations, and ordinances pertaining to parks and recreation. ~~programs and facilities.~~
3. Ability to understand the recreation needs of the community and to assess them, so as ~~and~~ to formulate programs designed to meet these needs.
4. Thorough knowledge of the theory and philosophy of recreation and the ability to interpret this philosophy to others.
5. Ability to develop, organize and direct a comprehensive community recreation program.
6. Ability to develop, organize and direct a program of acquisition, construction and maintenance of park areas and facilities.

#### **PREFERRED EDUCATION AND EXPERIENCE**

Bachelor's Degree from an accredited college or university with major course work in ~~business management, public or business administration,~~ parks and recreation administration, or a closely related field. ~~A comparable amount of directly related experience may be substituted for the minimum educational requirements.~~ The Executive Director must possess 8-10 years of parks and recreation related experience; at least 5-8 years should be in the public sector ~~or business relations~~ and 5 years of progressively responsible management experience. A Master's degree in Parks and Recreation, Public Administration, or Business Administration is advantageous.

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SYCAMORE PARK DISTRICT  
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**ESSENTIAL FUNCTIONS/RESPONSIBILITIES**

**1. General Administration**

- A. Organize and supervise an efficient administrative organization for the Park District. Develop, review, analyze and implement operational procedures required to effectively manage day-to-day operations and implement Board approved policies.
- B. Recommend policies, plans and programs, and provide the Board with information necessary to the Board's policy-making functions.
- C. Supervise the provision of a broad program of recreation that meet the needs and desires of community residents.
- D. Direct the activities of the Park District in accordance with the Illinois Park Code and the policies established by the Board.
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- A. Coordinate the development of the District's Strategic Plan and a comprehensive capital improvements program. Conduct and/or supervise any research, surveys and feasibility studies necessary for development of these plans and programs. Work in conjunction with consultants as deemed appropriate.
- B. Make recommendations to the Board concerning land acquisition and facility development. These recommendations shall reflect thorough analysis of available Park District resources, competing and current public needs and projected community needs
- C. Work with the Board and citizen committees and implement methods of involving the public in the Park District's planning/decision making process.
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- A. Exercise sound fiscal management by reviewing and analyzing current fiscal conditions and projecting financial needs and resources.
- B. Develop and recommend to the Board a five-year financial plan and the yearly working budget, appropriation ordinance, prevailing wage ordinance and tax levy ordinance following a specific timeline
- C. Plan, supervise and coordinate efforts to apply for grants and other funds so as to receive federal, state and local funds to assist the District's operations.
- D. Begin to expand the district's Development/Volunteer/Fundraising/Foundation efforts.

### **4. Personnel**

- A. Select or assist in the selection of administrative and supervisory personnel.
- B. Directly supervise and evaluate the Superintendents annually.
- C. Develop and coordinate an effective personnel administration program that includes, job descriptions, evaluation procedures, clear performance standards, salary and fringe benefit plans.
- D. Work with Park Board and department heads in determining current and future staffing needs and appropriate personnel organization.
- E. Conduct staff meetings, establish staff training programs, supply the staff with significant information from professional and technical publications, and explain and interpret Board policy to the staff, all to the end of enhancing staff capabilities and maintaining open and effective staff relations.
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- D. Develop and maintain a comprehensive marketing program to promote the District's image, parks, facilities, programs and special events.
- E. Act as the representative of the Park District in providing information to the news media in supplying information to the public concerning Board policies.

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- B. Working with Park District attorney and in conjunction with Board, the Executive Director establishes policies, procedures and directives in handling of District legal matters.
- C. Become thoroughly familiar with the Illinois Park Code and District policies. Be aware of other federal, state and local statutes and ordinances, both existing and proposed, which affect District operations.

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- C. Require all responsible personnel to provide regular timely reports and summaries of incidents within the realm of safety, health, and loss control.

### **8. Professional**

- A. Initiate or maintain membership in significant professional organizations, and participate in workshops, conferences, seminars and programs designed to promote professional development.
- B. Lead, support, involve yourself and other staff in professional development and involvement, including the Succession Planning process established by the Board.

### **MARGINAL FUNCTIONS/RESPONSIBILITIES**

1. Review proposed state legislation; maintain contact with state legislators enlisting their support when possible in meeting the Park District's needs for legislative action on a variety of issues.
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Other job-related duties as assigned.

### **PHYSIOLOGICAL CONSIDERATIONS**

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2. Lighting, temperature, and weather conditions may impact how the Executive Director performs her/his duties.
3. The Executive Director may be subject to outdoor weather conditions when she/he must drive to meetings, workshops and other district facilities.

### **COGNITIVE CONSIDERATIONS**

1. The Executive Director must be able to follow direction given by the Board and complete responsibilities as described.
2. The Executive Director must exhibit good analytical skills and problem-solving ability in completing responsibilities.
3. The Executive Director must use good judgment.

### **MANDATORY QUALIFICATIONS**

1. Submit to and successfully pass a criminal background check.
2. Excellent organizational skills and ability to show high level of performance.
3. Ability to perform duties with sound judgment, persistence, integrity, tact and courtesy.
4. Ability to perform duties with substantial initiative and creativity.
5. Ability to work with minimum supervision
6. Ability to communicate and work effectively with the public, media, Board and staff.
7. Ability to get others to accomplish tasks, move in a certain direction or influence their direction of thought.
8. Commitment to and passion for parks and recreation.
9. Skill in oral and written communications.
10. Knowledge of efficient personnel management techniques.
11. Knowledge of fiscal procedures and budgetary planning.
12. Skill to evaluate Park District programs and operations
13. Computer fluency and a working knowledge of basic accounting software
14. Must be able to attend frequent meetings, workshops, and conferences during non-business hours.
15. Possession of a valid Illinois driver's license.

**CRUCIAL QUALIFICATIONS**

1. VISION
2. Experience as an Executive Director. Minimum as a Superintendent.
3. Experience with Long Range Planning.
4. Certified as a park and recreation professional with the National Recreation and Park Association and the Illinois Park and Recreation Association.
5. Working knowledge of the Park District Code, rules, regulations, and ordinances pertaining to parks and recreation.
6. Ability to understand the recreation needs of the community and to assess them, so as to formulate programs designed to meet these needs.
7. Thorough knowledge of the theory and philosophy of recreation and the ability to interpret this philosophy to others.
8. Ability to develop, organize and direct a comprehensive community recreation program.
9. Ability to develop, organize and direct a program of acquisition, construction and maintenance of park areas and facilities.

**PREFERRED EDUCATION AND EXPERIENCE**

Bachelor's Degree from an accredited college or university with major course work in parks and recreation administration, or a closely related field. The Executive Director must possess 8-10 years of parks and recreation related experience; at least 5-8 years should be in the public sector and 5 years of progressively responsible management experience. A Master's degree in Parks and Recreation, Public Administration, or Business Administration is advantageous.

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# SYCAMORE PARK DISTRICT



## WORK PROPOSAL

For

Terri S. Gible

PROFESSIONAL SERVICES:  
GRANT WRITING and GRANT SUPERVISION SERVICES  
2019

SUBSTANTIAL COMPLETION  
DECEMBER 31, 2019  
Possible Presentation After December 31, 2019



## SYCAMORE PARK DISTRICT

### I. BACKGROUND AND SCOPE OF SERVICES

#### Base Work Agreement

With the Sycamore Park District facing two grant deadlines in 2019:

- An OSLAD grant application for ball diamonds at the North Sports Complex
- An ITEP grant for the second segment of the trail project from Old Mill Park to the new Sycamore Forest Preserve.

AND, with the need to supervise and complete all the GATA, IDNR, FHWA, IDOT and ITEP reports, while overseeing the progress of engineering services for the:

- Construction of first segment of the trail project from Old Mill Park to the new Sycamore Forest Preserve.
- Construction of first OSLAD grant—should it be successful, and construction begins in fall 2019.

It will be necessary for Terri Gibble to:

#### 1. GRANT APPLICATIONS

- Monitor the key agencies who administer these grant applications for:
  - Timing
  - Content requirements
  - Form and format requirements
  - Rules and requirements for applicants
- Maintain current understanding of GATA reporting and systems that are now required for all of these grants, not just the ITEP.
- Maintain key contacts with, and a cooperative communication effort on behalf of SPD with any and all agencies effected by these grant applications.
- Write the grants. Coordinating all professional services who provide inputs to the grant product to assure its timely submission to the required agency/officials.
- Conduct presentations and other communication as called for by SPD, the professional services that serve SPD, or the agencies that administer these grants.

## 2. GRANT SUPERVISION

- Coordinate with Engineers on Final Design
- Coordinate with Engineers on Cost Estimates
- Coordinate with Engineers on Documentation
- File all Required Reports--Including, but not limited to:
  - GATA
  - IDNR
  - IDOT
  - FHWA
- Keep channels of communication open with, and gather information as called for from:
  - Professional service providers
  - IDNR
  - IDOT
  - FHWA
- Troubleshoot issues that arise during the Phase II, Construction, and CE of the ITEP project.
- Troubleshoot issues that arise during final engineering, bidding and construction of the OSLAD project, working closely with the CE.

### **NOTES:**

- IF OSLAD GRANT is awarded to SPD, you would be retained for GRANT SUPERVISION. Otherwise those hours will not be called for.
- Sycamore Park District already has the ITEP GRANT—SEGMENT ONE. Therefore, those hours will begin with any work required between now and ground breaking, and will continue during CONSTRUCTION AND UP TO FINAL REPORT/CLOSEOUT with IDNR/FHWA.
- It is understood that the hours defined in this agreement recognizes that both the OSLAD and the ITEP-Segment One projects will likely carry over from 2019 to 2020, at which a new agreement would be developed for completion of this work and the hours needed to do so.

## **II. SCHEDULE**

- Beginning January 23, 2019.
- Completion: December 31, 2019. With Understanding that both the OSLAD and the ITEP-Segment One projects will likely carry over from 2019 to 2020, and a separate agreement may be needed to continue your professional service.

### **III. WORK EXPECTATIONS and DETAILS**

#### **A. Day-to-Day:**

For day-to-day functions regarding background information, access to documents and files, response to functional questions, supply of working materials, equipment, and records, you should report to Jeff Donahoe and Jackie Hienbuecher. They can help with access to much of the background material.

#### **B. Progress:**

You should keep your immediate Supervisor, William Kroeger, apprised on a monthly basis of your progress, and every two weeks provide him and Jackie your timesheet.

#### **C. Compensation:**

You will be paid per hour for:

1. Up to 75 hours for the OSLAD Grant at \$45/hour.
2. Up to 110 hours for the ITEP Grant Application Writing at \$45/hour.
3. Up to 160 hours for Grant Supervision/Reporting on ITEP Grant – Segment 1 Construction at \$20/hour.
4. Up to 90 hours for OSLAD Grant Supervision/Reporting – Soccer Complex Construction at \$20/hour

Time for travel, at rates above, along with mileage, as determined by SPD Personnel Policy, will be billed separately, and outside/in addition to the hours detailed above.

All copying and documentation fees necessary to complete this work will be defrayed by the Sycamore Park District, and your workplace will be in the Parks Maintenance Building at 435 Airport Road in Sycamore.

Additionally, the professional fees for A/E services related to this project will be handled by the normal process used by the Sycamore Park District, and there shall be no legal obligation between you and those other professional services. They will work under your direction, but their ultimate supervision is from the Executive Director. You will be protected by the Sycamore Park District for purposes of employment and liability. This is an hourly, contractual, non-IMRF Eligible, at-will agreement.

**3**

**The Sycamore Park District, and Terri S. Gibble agree to the terms as outlined in this Proposal.**

\_\_\_\_\_  
**Terri S. Gibble**

\_\_\_\_\_  
**William Kroeger, President Board of  
Commissioners**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**4**

# SYCAMORE PARK DISTRICT

Board of Commissioners

**Date of Board Meeting: January 29, 2019**

## **STAFF RECOMMENDATION**

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

**BACKGROUND INFORMATION:** The Board is required to review Executive Session Meeting Minutes at least twice each year. The purpose of the review is to determine if a need for confidentiality continues to exist with respect to all or part of the meeting minutes. Minutes of “Closed Meetings” should only be released to the public after the Board has determined with certainty, that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential, and should only be released by the Secretary—not a Board member.

It would be best to keep minutes confidential when their release might cause hardship to the park district, individuals, or employees. I would add that there is also a need to protect the district in matters of on-going concern related to any one, or multiple reasons permitted by the law to hold executive sessions in the first place. Should minutes refer to matters that may still require confidentiality to protect the district or the individual on these legally allowed purposes for holding executive sessions, than those minutes should remain confidential.

The board receives a binder prior to each bi-annual review which contains the executive session minutes. The Recording Secretary has worked on that binder, and it has been provided to each Commissioner for review and consideration this month. The Executive Director would normally make recommendations as to which dates’ Executive Session Minutes should be released, and the Board may suggest additional items for the Board’s consideration. **AT NO TIME SHOULD THE BOARD COPY OR REMOVE ANY ITEM FROM THE BINDER OR MAKE IT AVAILABLE TO THE PUBLIC IN ANY WAY.**

Should discussion be needed about the Minutes, then the Board should convene an Executive Session to discuss those matters. Otherwise, the Board may take the action based upon the Recommendation of the Executive Director to release those minutes that the Executive Director indicates in the Recommendation. **All this information is strictly confidential information, and the Board has a fiduciary duty to treat the material that way.** Specific discussion of material contained in Executive Session Minutes should

only take place in Executive Session. Board action to release closed session minutes must be in open session.

**The Board should consistently return the complete binder to the Secretary with no changes/removals/marks/copies at the first Regular Meeting immediately after the Board member receives the binder.**

With all these matters for your consideration, the Executive Director began, several years ago, to “phase” the release of Executive Session Minutes, by year, since this had not been previously done. As of our last bi-annual review, we have completed through 2018. Now, I have reviewed the minutes from 2018, to the end of the year, and at this time I recommend keeping all of those items confidential.

Next year, I will start back through older years, and continue to make “release” recommendations, when I believe they are called for.

**FISCAL IMPACT:** None.

**STAFF RECOMMENDATION:** I have reviewed the Executive Session minutes found in the district’s records. At this time, I recommend **there be no Executive Session Minutes released, but that the Board authorize staff to dispose of all closed session audio tapes more than 18 months old for those meetings that Executive Session Minutes were approved more than 18 months ago.**

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



**BOARD ACTION:**

# SYCAMORE PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: January 29, 2019

### STAFF RECOMMENDATION

**AGENDA ITEM: TAX ABATEMENT: ALTERNATE REVENUE BONDS 2015A ORDINANCE 02-2019: Recommend Approval**

**BACKGROUND INFORMATION:** In April of 2015, the Sycamore Park District issued \$1,620,000 in Alternate Revenue G.O. Bonds in order to refund the balance of the 2006 Alternate Revenue G.O. Bonds. The intent of this type of bond is that “alternate revenues”, not levied taxes, are to be used to repay this debt. Currently, the District is using a portion of our annual G.O. Bond to make the annual payment.

The county has record of all bonds issued by the District. They use this information to assist in determining the tax levy amount for debt repayment. Since taxes are not used to repay this Alternate Bond, the District has to formally communicate to the county to abate the taxes for this specific issuance. The ordinance is the appropriate form of communication necessary to do this.

**FISCAL IMPACT:** The amount payable for this bond in 2019 is \$176,375. This and the abatement are reflected in the 2019 FY budget.

**STAFF RECOMMENDATION:** Recommend approval of Ordinance 02-2019.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

**ORDINANCE NO. 02-2019**

AN ORDINANCE abating the tax heretofore levied for the year 2018 to pay debt service on General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015A of the Sycamore Park District, DeKalb County, Illinois

\* \* \*

WHEREAS, the Board of Park Commissioners (the “*Board*”) of the Sycamore Park District, DeKalb County, Illinois (the “*District*”), by ordinance adopted on the 28<sup>th</sup> day of April, 2015 (the “*Bond Ordinance*”), did provide for the issue of \$1,620,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015A (the “*Bonds*”), and the levy of a direct annual tax sufficient to pay principal and interest on the Bonds; and

WHEREAS, the Board hereby determines that the Pledged Revenues (as defined in the Bond Ordinance) will be available for the purpose of paying the debt service due on the Bonds during the next succeeding bond year; and

WHEREAS, it is necessary and in the best interests of the District that the tax heretofore levied for the year 2018 to pay such debt service on the Bonds be abated:

NOW, THEREFORE, Be It and It is Hereby Ordained by the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, as follows:

*Section 1. Abatement of Tax.* The tax heretofore levied for the year 2018 in the Bond Ordinance is hereby abated in its entirety.

*Section 2. Filing of Ordinance.* Forthwith upon the adoption of this ordinance, the Secretary of the Board shall file a certified copy hereof with the County Clerk of DeKalb County, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2018 in accordance with the provisions hereof.



*Section 3. Effective Date.* This ordinance shall be in full force and effect upon its adoption.

Adopted \_\_\_\_\_, \_\_\_\_\_.

President, Board of Park Commissioners

ATTEST:

\_\_\_\_\_  
Secretary, Board of Park Commissioners

[SEAL]

STATE OF ILLINOIS            )  
                                           ) SS  
 COUNTY OF \_\_\_\_\_ )

**FILING CERTIFICATE**

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of DeKalb County, Illinois, and as such official I do further certify that on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, there was filed in my office a duly certified copy of Ordinance No. 02-2019 entitled:

AN ORDINANCE abating the tax heretofore levied for the year 2018 to pay debt service on General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015A of the Sycamore Park District, DeKalb County, Illinois

duly adopted by the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, on the 29th day of January, 2019, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
 County Clerk of DeKalb County, Illinois

[SEAL]

# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 29, 2019

## STAFF RECOMMENDATION

**AGENDA ITEM: TAX ABATEMENT: ALTERNATE REVENUE BONDS 2017A ORDINANCE 01-2019: Recommend Approval**

**BACKGROUND INFORMATION:** In April of 2017, the Sycamore Park District issued \$7,130,000 in Alternate Revenue G.O. Bonds in order to fund the Action 2020 projects. The intent of this type of bond is that “alternate revenues”, not levied taxes, are to be used to repay this debt. A portion of the increase in the tax rate approved through the referendum will be used to repay the debt.

The county has record of all bonds issued by the District. They use this information to assist in determining the tax levy amount for debt repayment. Since taxes are not used to repay this Alternate Bond, the District has to formally communicate to the county to abate the taxes for this specific issuance. The ordinance is the appropriate form of communication necessary to do this.

**FISCAL IMPACT:** The amount payable for this bond in 2018 is \$282,075. This and the abatement are reflected in the 2019 FY budget.

**STAFF RECOMMENDATION:** Recommend approval of Ordinance 01-2019.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

MINUTES of a regular public meeting of the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, held at 435 Airport Road, Sycamore, IL in said Park District at 6:00 o'clock P.M., on the 29<sup>th</sup> day of January, 2019.

\* \* \*

The President called the meeting to order and directed the Secretary to call the roll.

Upon the roll being called, \_\_\_\_\_, the President, and the following Park Commissioners were physically present at said location: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The following Park Commissioners were allowed by a majority of the members of the Board of Park Commissioners in accordance with and to the extent allowed by rules adopted by the Board of Park Commissioners to attend the meeting by video or audio conference: \_\_\_\_\_

\_\_\_\_\_

No Park Commissioner was not permitted to attend the meeting by video or audio conference.

The following Park Commissioners were absent and did not participate in the meeting in any manner or to any extent whatsoever: \_\_\_\_\_

\_\_\_\_\_

The President announced that the Board of Park Commissioners would consider the adoption of an ordinance abating the tax levied for the year 2017 to pay the principal of and interest on the District's outstanding alternate bonds.

Whereupon Park Commissioner \_\_\_\_\_ presented and the Secretary read by title an ordinance as follows, a copy of which was provided to each Park Commissioner prior to said meeting and to everyone in attendance at said meeting who requested a copy:

**ANNUAL ABATEMENT ORDINANCE****ORDINANCE NO. 01-2019**

ORDINANCE abating the tax hereto levied for the year 2018 to pay the principal of and interest on General Obligation Park Bonds (Alternate Revenue Source), Series 2017A, of the Sycamore Park District, DeKalb County, Illinois.

WHEREAS the Board of Park Commissioners (the “*Board*”) of the Sycamore Park District, DeKalb County, Illinois (the “*District*”), by Ordinance Number 05-2017, adopted on the 25th day of April, 2017 (the “*Ordinance*”), did provide for the issue of \$7,130,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2017A (the “*Bonds*”), and the levy of a direct annual tax sufficient to pay the principal of and interest on the Bonds; and

WHEREAS the District hereby determines that the Pledged Revenues (as defined in the Ordinance) are or are expected to be available to pay the principal of and interest on the Bonds when due in the next succeeding bond year so as to enable the abatement of the Pledged Taxes (as defined in the Ordinance) levied for the same; and

WHEREAS it is necessary and in the best interests of the District that the tax heretofore levied for the year 2018 to pay the principal of and interest on the Bonds be abated;

NOW THEREFORE Be It Ordained by the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, as follows:

*Section 1. Incorporation of Preambles.* The Board hereby finds that all of the recitals contained in the preambles to this Ordinance are full, true and correct and does incorporate them into this Ordinance by this reference.

*Section 2. Abatement of Tax.* The tax heretofore levied for the year 2018 in the Ordinance is hereby abated in its entirety.

*Section 3. Filing of Ordinance.* Forthwith upon the adoption of this Ordinance, the Secretary of the Board shall file a certified copy hereof with the County Clerk of The County of

DeKalb, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2018 in accordance with the provisions hereof.

*Section 4. Effective Date.* All ordinances, resolutions or parts thereof in conflict herewith be and the same are hereby repealed and this Ordinance shall be in full force and effect forthwith upon its adoption.

Approved \_\_\_\_\_, 20\_\_.

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President, Board of Park Commissioners

ATTEST:

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Secretary, Board of Park Commissioners

Park Commissioner \_\_\_\_\_ moved and Park Commissioner \_\_\_\_\_ seconded the motion that said ordinance as presented and read by title be adopted.

After a full and complete discussion thereof, the President directed that the roll be called for a vote upon the motion to adopt the ordinance.

Upon the roll being called, the following Park Commissioners voted AYE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and the following Park Commissioners voted NAY: \_\_\_\_\_

Whereupon the President declared the motion carried and the ordinance adopted, and henceforth did approve and sign the same in open meeting and did direct the Secretary to record the same in full in the records of the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, which was done.

Other business not pertinent to the adoption of said ordinance was duly transacted at said meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

\_\_\_\_\_  
Secretary, Board of Park Commissioners

STATE OF ILLINOIS        )  
                                          ) SS  
COUNTY OF DEKALB        )

**CERTIFICATION OF ORDINANCE AND MINUTES**

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois (the "Board"), and as such official I am the keeper of the books, records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 29th day of January, 2019, insofar as same relates to the adoption of Ordinance No. 01-2019 entitled:

ORDINANCE abating the tax hereto levied for the year 2018 to pay the principal of and interest on General Obligation Park Bonds (Alternate Revenue Source), Series 2017A, of the Sycamore Park District, DeKalb County, Illinois.

a true, correct and complete copy of which said ordinance as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said ordinance were taken openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 48 hour period proceeding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that said meeting was called and held in strict accordance with the provisions of the Park District Code of the State of Illinois, as amended, the Open Meetings Act of the State of Illinois, as amended, and the Local Government Debt Reform Act of the State of Illinois, as amended, and that the Board has complied with all of the applicable provisions of said Code and said Acts and its procedural rules in the adoption of said ordinance.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said Park District, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Secretary, Board of Park Commissioners

(SEAL)

[Attach Exhibit A]



STATE OF ILLINOIS        )  
                                           ) SS  
 COUNTY OF DEKALB        )

**FILING CERTIFICATE**

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of DeKalb, Illinois, and as such official I do further certify that on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, there was filed in my office a duly certified copy of Ordinance No. 01-2019 entitled:

ORDINANCE abating the tax hereto levied for the year 2018 to pay the principal of and interest on General Obligation Park Bonds (Alternate Revenue Source), Series 2017A, of the Sycamore Park District, DeKalb County, Illinois.

(the "*Ordinance*") duly adopted by the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois (the "*District*"), on the 29th day of January, 2019, and that the same has been deposited in the official files and records of my office.

I do further certify that the taxes heretofore levied for the year 2018 for the payment of the District's \$7,130,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2017A, as described in the Ordinance will be abated in their entirety as provided in the Ordinance.

IN WITNESS WHEREOF I hereunto affix my official signature and the seal of said County this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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County Clerk of The County  
 of DeKalb, Illinois

[SEAL]

# SYCAMORE PARK DISTRICT

Board of Commissioners

**Date of Board Meeting: January 29, 2019**

## **STAFF RECOMMENDATION**

**AGENDA ITEM: RESOLUTION 01-2019 REGARDING MEMBERSHIP in the PDRMA Property/Casualty Program: Recommend Reasoned Discussion and Action**

**BACKGROUND INFORMATION:** Ever since the bridge flood events starting in February of 2018, I have attempted to keep you posted on progress, or lack thereof with PDRMA. This, in regards to responses, information, actions on our part and theirs. I have kept President Kroeger informed of the communication between their personnel, their attorneys, their hired engineers, their adjustors, and their contractual adjustors. It has been a convoluted process. Additionally, both President Kroeger, myself, Kirk Lundbeck, and Jeff Donahoe have shared with you various information provided us over time, along with reports from our Counsel and all of us who attended the “hearings” with PDRMA.

Additionally, Superintendent of Business and Financial Services, Jackie Heinbuecher and I have gathered the information you requested in regards to costs, claims history, and options that will be provided to you in a report from Jackie. Jackie will be glad to answer questions about that information at the meeting.

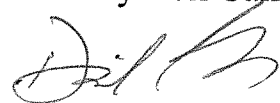
Further, our Counsel has worked with President Kroeger and myself to formulate the attached Resolution and is comfortable with its content.

I think it will be valuable to take all of this information into consideration before taking a vote on Resolution 01-2019.

**FISCAL IMPACT:** Presented at meeting.

**STAFF RECOMMENDATION:** Based upon the information previously provided, the new information gathered, and presented to you, I request that you review the attached Resolution and consider it for a vote by Roll Call.

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

A handwritten signature in black ink, appearing to read "Daniel Gibble", is written over the printed name.

**BOARD ACTION:**

**RESOLUTION NO. 01-2019****A RESOLUTION TERMINATING PARTICIPATION IN THE PARK DISTRICT RISK MANAGEMENT AGENCY'S (PDRMA) PROPERTY/CASUALTY PROGRAM EFFECTIVE ON SYCAMORE PARK DISTRICT'S ONE YEAR ANNIVERSARY FROM THE DATE OF RENEWAL WITH PDRMA**

WHEREAS, the Sycamore Park District (Park District) is an Illinois unit of local government organized and operating pursuant to the Illinois Park Code ("Code"); and

WHEREAS, the Sycamore Park District has been a member in good standing of the Park District Risk Management Agency (PDRMA) for several years; and

WHEREAS, the Park District has committed substantial resources, including many long hours of work by Staff at great sacrifice to such a small agency, to achieve very high scores on PDRMA's Loss Control Reviews (LCR); and

WHEREAS, the Park District has likewise actively participated in PDRMA's trainings and certifications and committed to PDRMA's policy and procedure modifications and regular inspections on matters of safety; and

WHEREAS, the Park District actively consulted with PDRMA about the Park District's new facilities and new operations at those facilities in order to act in good faith as a member of PDRMA and in order to properly manage the risks attendant to those operations; and

WHEREAS, the Park District has been frustrated by PDRMA's narrow focus on risk-avoidance which became an impediment to, rather than a facilitator of, the Park District's mission and the Park District's ability to achieve its operational goals (e.g., implementing a 24/7 operation for the fitness facility); and

WHEREAS, the Park District has also been frustrated by PDRMA's lack of understanding of other operations at the Park District, including most recently the importance and use of bridges spanning the Kishwaukee River; and

WHEREAS, the Park District has, with respect to the maintenance of the bridges included within the scope of the coverage document, exceeded all requirements set by PDRMA; and

WHEREAS, the Park District hereby reaffirms its commitment to maintaining all of its bridges and other assets in a safe and useful condition; and

WHEREAS, recent flooding of the Kishwaukee River caused damage to one of the District's bridges but PDRMA denied coverage for the damaged bridge structure--despite the fact that as a result of the flood damage the bridge was no longer safe for its intended use—because, according to PDRMA, the loss of all structural integrity and strength was not “physical damage” to the bridge; and

WHEREAS, the Park District finds this interpretation of the meaning of “physical damage” to be fundamentally flawed in that it is contrary to the purposes for which PDRMA was formed, and is inconsistent with the intended benefits of membership in such a pool of recreational agencies, and that it makes the promised coverage of bridges for flood perils illusory; and

WHEREAS, when personnel of PDRMA were asked if PDRMA had any training, LCR requirements, inspection tools related to bridges, the Park District was told PDRMA did not; and

WHEREAS, the Park District is concerned that the premiums it pays to PDRMA are being used on retaining engineering professionals to deny coverage rather than focusing on the most prudent risk management outcomes, including the necessary outcomes for bridge construction, safety, and inspection; and

WHEREAS, the Park District also finds that the communication, management and processing of the Park District’s claim by PDRMA adjustors and other personnel, along with its third party contractors has:

- Created a complete loss of trust in PDRMA and its ability to serve this member agency.
- Delayed the Park District from taking reasonable and timely action to address a significant loss of use of a key structure—a bridge—that is clearly stated in the coverage as an item that is protected by the policy.
- Created a lack of confidence in the ability to serve its members on an open and timely basis; and

WHEREAS, other members of PDRMA have shared with the Park District their similar frustrations with PDRMA; and,

WHEREAS, based upon all of the above, the Park District has concluded that PDMRA’s management and operational philosophy is misguided, that its focus has become strictly financial to the detriment of its members, and that it is no longer interested in helping its agency members fulfill their missions of public service; and

WHEREAS, the Park District feels no amount of “savings” on premiums—if any—offered by membership in PDRMA is worth the frustrations and risks posed by continuing membership in PDRMA; and

WHEREAS, accordingly, the Board of Commissioners hereby determines that membership in PDRMA is no longer in the best interests of the Sycamore Park District.

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

**SECTION ONE: RECITALS.** The foregoing recitals are incorporated as though fully set forth herein.

SECTION TWO: The Sycamore Park District hereby terminates its participation in PDRMA’s Property/Casualty coverage program, effective at midnight on June 15, 2019, that date being the one-year anniversary of the renewal with PDRMA and payment of one year’s amount of premiums for frustratingly inadequate service.

Alternatively, the Park District hereby serves this Resolution upon the Program Council as its request for early termination from the Property/Casualty Program.

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

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

SECTION FIVE: EFFECTIVE DATE. This Resolution shall be in full force and effect upon passage, approval and publication in pamphlet form as provided by law and the provisions of the Park District Code amended herein shall be reprinted with the changes.

APPROVED and ADOPTED by the Board of Commissioners of the Sycamore Park District this \_\_\_\_ day of \_\_\_\_\_, 2019 pursuant to roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
President, William Kroeger

ATTEST:

\_\_\_\_\_  
Secretary, Daniel Gobble