



**Sycamore Park District  
Regular Board Meeting**

**June 25, 2019**

**6:00 PM**

**Sycamore Park District Maintenance Building  
435 S. Airport Road; Sycamore, IL**

**AGENDA**

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

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

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

- 3. **Regular Minutes: May 28, 2019 (Voice Vote)**  
**Executive Session Minutes: May 28, 2019—Remain Confidential (Roll Call)**

**APPROVAL OF MONTHLY CLAIMS:**

- 12. **Claims Paid Since Board Meeting (Roll Call Vote)**
- 27. **Claims Presented (Roll Call Vote)**

**CONSENT AGENDA:**

- 32. **Superintendent of Finance Monthly Report**
- 36. **Budget Report**
- 50. **Superintendent of Recreation Monthly Report**
- 60. **Superintendent of Golf Operations Monthly Report**
- 62. **Superintendent of Parks and Facilities Monthly Report**
- 68. **Executive Director Monthly Report**

**CORRESPONDENCE-**

- 70. **North Grove 5<sup>th</sup> Grade Team Thank You**

**PUBLIC INPUT**

**POSITIVE FEEDBACK/REPORTS:**

**Photos: Board Members Should Wear Blue Button-down Shirt**

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

June 25, 2019

PG 2

**MONTHLY REPORT – Jackie: IMRF**

**PLANNING COMMISSION REPORT – Ted**

**OLD BUSINESS:**

- Executive Director Committee Update—Ted
- Community Survey Timeline—Dan
- Consideration of Retirement Agreement—Bill (Roll Call)
- Park Tour Date: September 7 or 21—9am to 3pm
- 71. Recommendation to Award Bid for Riverside Park Soccer Complex—Dan (Roll Call)
- 75. Quarterly Capital Funds Update—Jackie

**NEW BUSINESS**

- 77. Prevailing Wage Ordinance—Jackie
- 78. Annual Review of Board By-Laws—Dan (Roll Call)
- 92. Amend FT and PT Personnel Policy Regarding Video Surveillance—Dan (Roll Call)
- 101. Bond Issue Background Information and Discussion—Jackie and Dan
  - \* Cash Flow Position Estimates thru December 2019—Jackie
  - \* Review of Current Bond Rate Market—Dan
  - \* Recommendation—Dan and Jackie
  - \* Discussion/Consensus
- 108. Ordinance 04 - 2019: AN ORDINANCE ANNEXING CERTAIN TERRITORY TO THE SYCAMORE PARK DISTRICT
- 120. Trail Easement for NW Sycamore Development: Ordinance 05-2019—Dan

**PUBLIC INPUT**

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

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

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

**Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday, May 28, 2019**

The regular meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Sycamore Park District Community Center Building located at 480 S. Airport Road in Sycamore, Illinois is called to order at 6:05 p.m. on Tuesday, May 28, 2019.

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 Doty, Graves, Schulz, Tucker, Strack and Kroeger.**

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

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

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

**Guests at the Board meeting were:**

Tom Doty, 1048 Somonauk, Sycamore  
Melissa, Miles, Elliot Aida Doty, 254 Wendy St., Sycamore  
Grace & Kelley Amptmann

**Regular and Consent Agenda Approval –**

**Motion**

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

**Voice Vote**

President Kroeger called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 6-0.

**Approval of Minutes –**

**Motion**

Commissioner Tucker moved to approve the April 23, 2019 Regular Meeting Minutes.  
Commissioner Schulz seconded the Motion.

**Voice Vote**

President Kroeger called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 6-0.

**Motion**

Commissioner Schulz moved to approve the Executive Session Minutes of April 23, 2019 to remain confidential. Commissioner Tucker seconded the Motion.

**Roll Call**

President Kroeger called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 6-0.

Minutes of the Regular Meeting of the Board of Commissioners  
 Sycamore Park District  
 Tuesday May 28, 2019  
 P 2

### **Claims and Accounts Approval**

#### **Motion**

Commissioner Schulz moved to approve and pay the bills in the amount of \$294,504.32.  
 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 6-0.

### **Correspondence –**

Camp Kesem NIU Thank You  
 Midwest Museum of Natural History  
 KSRA Thank You

### **Public Input – None**

### **Positive Feedback –**

- Supt. of Recr. Tevsh introduced Grace Amptmann – She noted we had a local Jr. NBA Basketball Skill Challenge here in November. Grace finished well here and went on to the regional competition in April in Chicago. She finished in first place there and now she is going on to the Nationals in New York City. This is an all-expense paid trip for her. Supt. of Recr. Tevsh presented Grace with a gym pass to be able to practice before New York.

At this time, President Kroeger recognized Commissioner Ann Tuckers 10 years of service and noted she is retiring from the Board. She has been a vital part of the Board with her connections with the community. The Board presented her with a new putter. She thanked everyone for everything. She left after this part of the board meeting.

### **Accept Election Canvas Results from the DeKalb County Clerk –**

#### **Motion**

Commissioner Schulz moved to accept and approve the Election Canvas Results.  
 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.

Director Gible performed the swearing in of Daryl Graves, Bill Kroeger and Ben Doty.

Minutes of the Regular Meeting of the Board of Commissioners  
 Sycamore Park District  
 Tuesday May 29, 2018  
**P 3**

**Sycamore Park District Annual Board Meeting and Election of Officers-** President Kroeger called the meeting to order. He then turned the meeting over to Director Gibble. Director Gibble noted it is now his duty for the election of the President to open the floor for nominations for the election of the President of the Board of Commissioners, so the floor is now open for nominations.

Director Gibble opened the floor for nominations for President.

<u>Office:</u>	<u>Nominee:</u>	<u>Nominated by:</u>	<u>Seconded by:</u>	<u>Vote:</u>
President	Bill Kroeger	Ted Strack	Michelle Schulz	(5) Ayes

Director Gibble asked if there we any other nominations for President and hearing none he then closed the nominations for President of the Sycamore Park District and asked for a motion.

#### **Roll Call**

Director Gibble called for a roll call to vote on the nomination of Bill Kroeger for President. All commissioners present voted Aye. Motion carried 5-0.

Director Gibble then turned the balance of the nomination process over to the President Bill Kroeger.

President Kroeger opened the floor for nominations for Vice President.

<u>Office:</u>	<u>Nominee:</u>	<u>Nominated by:</u>	<u>Seconded by:</u>	<u>Vote:</u>
Vice President	Michelle Schulz	Ted Strack	Bill Kroeger	(5) Ayes

President Kroeger closed the floor for nominations for Vice President for the coming year.

#### **Motion**

Commissioner Schulz moved to close the nominations for Vice President. 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.

#### **Roll Call**

President Kroeger called for a roll call to vote on the nomination of Michelle Schulz for Vice President. All commissioners present voted Aye. Motion carried 5-0.

Minutes of the Regular Meeting of the Board of Commissioners  
 Sycamore Park District  
 Tuesday May 29, 2018  
**P 4**

President Kroeger opened the floor for nominations for Treasurer.

<u>Office:</u>	<u>Nominee:</u>	<u>Nominated by:</u>	<u>Seconded by:</u>	<u>Vote:</u>
Treasurer	Jackie Hienbuecher	Ted Strack	Michelle Schulz	(5) Ayes

President Kroeger closed the floor for nominations for Treasurer for the coming year.

#### **Motion**

Commissioner Strack moved to close the nominations for Treasurer. Commissioner Schulz seconded the Motion.

#### **Voice Vote**

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

#### **Roll Call**

President Kroeger called for a roll call to vote on the nomination of Jackie Hienbuecher for Treasurer. All commissioners present voted Aye. Motion carried 5-0.

The following positions will be filled as follows:

**Secretary:** Daniel Gibble

**Recording Secretary:** Jeanette Freeman

**Legal Services:** Ancel, Glink

**Audit Services:** Lauterbach & Amen, LLP

**IAPD Legislative Contact:** Commissioner Schulz

**Board Member Delegate to State Conference:** Ben Doty

**FOIA Officers:** Daniel Gibble, Kirk Lundbeck

**Open Meetings Act Official:** Board President and Vice President–

**ADA Coordinators:** Kirk Lundbeck and Theresa Tevsh.

**Plan Commission Representative:** Commissioner Strack.

#### **Motion**

Commissioner Strack moved to approve all the appointments. Commissioner Schulz seconded the Motion.

#### **Voice Vote**

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

#### **Roll Call**

President Kroeger called for a roll call to vote on all of the nominations. All commissioners present voted Aye. Motion carried 5-0.

Minutes of the Regular Meeting of the Board of Commissioners  
 Sycamore Park District  
 Tuesday May 29, 2018  
**P 5**

President Kroeger Closed the Annual Meeting for 2019.

**Motion**

Commissioner Schulz moved to close the Annual Meeting. 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.

**Monthly Report** – Supt. of Recr. Tevsh gave a presentation on the comparison from now to the opening of the new building. She went over the numbers.

**Plan Commission Report** - Commissioner Strack noted he was not at the meeting. He noted the agenda for the meeting had a rezoning of a property. There was also the Northwest area of property that is going to be annexed into the City.

**Old Business**

Executive Director Committee Update – Commissioner Strack noted he has put together a list of names that were given to him. He noted we should target 4 to 5 for the committee. He and Commissioner Doty will get together to go over the list.

At this time, there was a suggestion to move Agenda #89 before Agenda #82.

**Motion**

Commissioner Schulz moved to approve moving Agenda #89 in front of Agenda #82. 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.

**At this time, Jen from Lauterbach & Amen presented the Audit.**

**Motion**

Commissioner Strack moved to accept the Audit as presented. Commissioner Schulz seconded the Motion.

**Roll Call**

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

Minutes of the Regular Meeting of the Board of Commissioners  
 Sycamore Park District  
 Tuesday May 28, 2019  
**P 6**

**PDRMA Letter** – President Kroeger asked if there were any questions or edits. Commissioner Doty noted a few. Director Gibble noted Nettie will correct and print out for signatures today.

**Motion**

Commissioner Schulz moved to approve the letter to PDRMA with the corrections.  
 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.

**Final Schedule for Plaque Install and Ceremony** – Supt. of Parks Donahoe noted we will send out invites to those listed on the plaque regarding this. The ceremony will be on June 15<sup>th</sup> at 9 am at the Sports Concessions building. Recr. Specialist Rex noted it would be nice to have one of the volunteers speak and possibly have a commissioner talk about the history.

**Renaming the Sports Complex;** Director Gibble noted he would like direction from the Board on the name for the north sports complex area. There was discussion on some of the suggested names. He would also like the Board to start thinking about the south sports complex area name also. He asked the Board to let him know their suggestions and would like a vote at the next meeting if possible.

**Sustaining the Legacy Timeline and Update: -**

- Community Survey Approval
- Pool Assessment Approval
- Selection of Park Tour Date –

**Motion**

Commissioner Schulz moved to approve the Community Survey, the Pool Assessment and the dates of 9-7 or 9-21 depending on calendars for the Park Tour Date. Commissioner Graves seconded the Motion.

**Roll Call**

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



Minutes of the Regular Meeting of the Board of Commissioners  
 Sycamore Park District  
 Tuesday May 28, 2019  
 P 7

### **New Business**

**Consideration of Options of MMNH** – Director Gibble noted he sent the Board a list of some of the ideas. He has it on the agenda to take public action or reach consensus on Option A & Option B if needed. Commissioner Strack noted he would like the Park District to not have any liability for the animals or the building. Commissioner Schulz asked if it could go to the DCCF and Commissioner Doty noted it would have to be donated back to the government agency it came from. Director Gibble noted we have been paying some of their bills. Comm Schulz suggested letting Brian Gregory and Mayor Lang know that we are done and would like to give it back to the City and we are done paying any of the museum bills and done supporting the museum. Director Gibble noted he would talk to Brian Gregory first and then possibly have a meeting with Brian, Mayor Lange, Commissioners Strack and Schulz and himself after that if needed. Director Gibble noted that Derke, our counsel informed him that if the Chamber moves in there, we start paying property taxes on that property. If it is used as a business function, then it becomes a taxable property again. There was more discussion on this, and the Board decided on the following:

Plan A – Offer to donate back to the City completely.

Plan B – Keep it, ask the MMNH to move out completely and find someone to take the liability, and get rid of the animals.

**Recommended Changes to Conduct Ordinance Regarding the Feeding of Wildlife** – Director Gibble noted that we are seeing more of this relating to certain locations. People are throwing stuff out of their cars and putting peanuts, etc out at the clubhouse. It gets slick and dangerous and it is not good for the wildlife.

### **Motion**

Commissioner Daryl moved to approve the recommended changes in our Conduct Ordinance regarding wildlife. Commissioner Schulz seconded the Motion.

### **Roll Call**

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

Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday May 28, 2019  
**P 8**

**Video Surveillance Policy:** Director Gibble noted this is the result of some court cases in the State of Illinois. In order to manage this, we need the resolution and changes to our conduct ordinance as suggested.

**Motion**

Commissioner Schulz moved to approve Resolution 02-2019. Commissioner Strack seconded the Motion.

**Roll Call**

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

**Motion**

Commissioner Strack moved to approve amendment to Conduct Ordinance 06-2012. Commissioner Schulz seconded the Motion.

**Roll Call**

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

**Amendment to Personnel Policy: Miscellaneous Benefits** – Director Gibble noted there has been questions on the benefits for the Dog Park.

**Motion**

Commissioner Strack moved to approve the amendment to the Personnel Policy as presented. Commissioner Schulz seconded the Motion.

**Roll Call**

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

**Public Input** – None

Minutes of the Regular Meeting of the Board of Commissioners  
 Sycamore Park District  
 Tuesday May 28, 2019  
**P 9**

**Motion**

The Board adjourned the Regular Session to go into Executive Session at 8:27 pm on a motion made by Commissioner Graves for the reason 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.

The Board convened to Executive Session at 8:32 pm. The roll was called with Commissioners Doty, Graves, Schulz, Strack, and Kroeger present along with Recording Secretary Jeanette Freeman, Director Gibble and Supt. of Finance Jackie Hienbuecher.

**Motion**

The Board adjourned the Executive Session at 8:45p.m. on a motion made by Commissioner Strack. The motion was seconded by Commissioner Graves.

**Voice Vote**

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

The Board reconvened to Regular Session at 8:46 pm. The roll was called with Commissioners Doty, Graves, Schulz, Strack, and Kroeger present along with Recording Secretary Jeanette Freeman, Director Gibble and Supt. of Finance Jackie Hienbuecher. There was discussion regarding the Executive Director's Retirement Agreement. President Kroeger was directed to redraft by working with Derke Price and Jackie Hienbuecher.

**Motion**

The Board adjourned the Regular Session at 8:47 p.m. on a motion made by Commissioner Strack. The motion was seconded by Commissioner Graves.

**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: 06/20/2019  
 TIME: 13:09:44  
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

*Inte RIM*

FROM 05/28/2019 TO 06/20/2019

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ACUSHNET		ACUSHNET COMPANY							
300225713	01	RETURN - BAG - TS	5040000086604	05/20/19	00000000	60651	06/03/19	460.78	-117.50 -117.50
907429250	01	STND BAG - REPL = TS	5040000086604	05/03/19	00000000	60651	06/03/19	460.78	125.15 125.15
907459169	01	CART BAG	501000001304	05/08/19	00000000	60651	06/03/19	460.78	121.00 121.00
907527784	01	FOOTJOY 58065 SIZE 8.5	501000001305	05/20/19	00003829	60651	06/03/19	460.78	66.64 60.00
	02	SHIPPING	501000001305		00003829				7.84
	03	DISCOUNT	501000001305		00003829				-1.20
907556332	01	SHRINERS GOLF BALLS	501000001300	05/23/19	00003887	60694	06/12/19	580.02	580.02 574.00
	02	SHIPPING	501000001300		00003887				17.50
	03	DISCOUNT	501000001300		00003887				-11.48
907577849	01	CAMERON PUTTER SPECIAL ORDER	501000001302	05/29/19	00003864	60651	06/03/19	460.78	265.49 259.35
	02	DISCOUNT	501000001302		00003864				-5.19
	03	SHIPPING	501000001302		00003864				11.33
ADVANCE		ADVANCE AUTO PARTS						VENDOR TOTAL:	1,040.80
2454-400259	01	05 F350 TRUCK RECEIVER PIN	101500066403	04/05/19	00003712	60669	06/05/19	313.09	7.59 7.59
2454-400453	01	SCRUB PADS	101500076500	04/08/19	00003718	60669	06/05/19	313.09	20.60 20.60
2454-400466	01	SCRUB PADS	101500076500	04/08/19	00003719	60669	06/05/19	313.09	2.15 22.75
	02	SCRUB PADS RETURN	101500076500		00003719				-20.60
2454-400487	01	GOLF CART CABLE LINE	504000066409	04/09/19	00003720	60669	06/05/19	313.09	14.49 14.49
2454-400848	01	PARTS	101500066403	04/15/19	00000000	60669	06/05/19	313.09	31.73 31.73
2454-401094				04/18/19		60669	06/05/19	313.09	180.30

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 05/28/2019 TO 06/20/2019

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
2454-401094	01	SHOP SAFETY GLOVES	101500076514	04/18/19	00003772	60669	06/05/19	313.09	180.30
									180.30
		HOSE CLAMPS	101500076500	04/26/19	00003768	60669	06/05/19	313.09	4.40
									4.40
		TIRE MACHINE SWABS	101500066401	05/10/19	00003858	60669	06/05/19	313.09	10.18
									10.18
		GATOR PIPE PLUG, UNION	202100066402	05/17/19	00003857	60669	06/05/19	313.09	10.68
									10.68
		WORKMAN CART BELT	101500066402	05/23/19	00003856	60669	06/05/19	313.09	6.13
									6.13
2454-403411	01	TORO ROUGH MOWER SEALS	101500066402	05/24/19	00003859	60669	06/05/19	313.09	24.84
									24.84
ARTHU		ARTHUR CLESEN, INC.					VENDOR TOTAL:	313.09	
343128	01	BACKPACK SPRAYER, SPRAY DYE	101500066400	05/24/19	00003863	60652	06/03/19	469.51	469.51
		STUMP HERBICIDE	101500076507		00003863				232.51
		GOLF GREENS LIQ. FERT	504100076507		00003863				156.00
									81.00
ARTS		ARTS WARRIOR					VENDOR TOTAL:	469.51	
6-20-19	01	CONCERT		06/05/19	00000000	60670	06/05/19	1,000.00	1,000.00
		CONCERT FEE	206194006128						1,000.00
BANN		BANNER UP SIGNS					VENDOR TOTAL:	1,000.00	
69433	01	CONCERT POSTER ON FOAM BOARD	101200046203	05/28/19	00003851	60653	06/03/19	51.00	51.00
									51.00
BIGDOG		BIG DOG MERCER					VENDOR TOTAL:	51.00	
7-25-19	01	CONCERT		06/05/19	00000000	60671	06/05/19	1,100.00	1,100.00
		CONCERT FEE	206194006128						1,100.00
							VENDOR TOTAL:	1,100.00	

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 05/28/2019 TO 06/20/2019

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
CHRO	17701	01 CONCERT AD	101200046208	05/21/19	00003876	60672	06/05/19	330.00	330.00
									330.00
CITY2		CITY OF SYCAMORE						VENDOR TOTAL:	330.00
		14205600/5650-0519							
		01 WATER/SEWER - POOL	518100096704	05/31/19	00000000	60701	06/19/19	305.75	305.75
									305.75
CMJ		CMJ TECHNOLOGIES, INC.						VENDOR TOTAL:	305.75
	11482	01 EMAIL CHANGES	101000056304	04/01/19	00000000	60686	06/07/19	1,743.00	294.00
		02 EMAIL CHANGES	201000056304		00000000				147.00
									147.00
	11610	01 MONTHLY SERVICES	101000056304	05/01/19	00000000	60686	06/07/19	1,743.00	688.00
		02 MONTHLY SERVICES	201000056304		00000000				344.00
									344.00
	11633	01 EMAIL CHANGES	101000056304	05/13/19	00000000	60686	06/07/19	1,743.00	38.50
		02 EMAIL CHANGES	201000056304		00000000				19.25
									19.25
	11694	01 MONTHLY SERVICES	101000056304	06/01/19	00000000	60686	06/07/19	1,743.00	688.00
		02 MONTHLY SERVICES	201000056304		00000000				344.00
									344.00
	11699	01 EMAIL CHANGES	101000056304	06/06/19	00000000	60686	06/07/19	1,743.00	34.50
		02 EMAIL CHANGES	201000056304		00000000				17.25
									17.25
COMCA		COMCAST						VENDOR TOTAL:	1,743.00
	0468024-0619	01 INTERNET	101000096706	06/10/19	00000000	60702	06/19/19	796.52	657.41
		02 INTERNET	201000096706		00000000				173.43
		03 CABLE	207500096705		00000000				173.43
									310.55
	0468768-0619	01 CABLE	303000096705	05/25/19	00000000	60702	06/19/19	796.52	139.11
		02 CABLE	504000096705		00000000				69.55
									69.56
								VENDOR TOTAL:	796.52

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 05/28/2019 TO 06/20/2019

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
COMMO	060719	COMMONWEALTH EDISON							
		01 FOUNDERS PARK	101500096702	06/07/19	00000000	60703	06/19/19	240.80	240.80
		02 BOYNTON PARK	101500096702		00000000				23.93
		03 KIWANIS PARK	101500096702		00000000				16.81
		04 EMIL CASSIER PARK	101500096702		00000000				39.99
		05 SYCAMORE PARK	101500096702		00000000				21.95
		06 GOOD TYMES SHELTER	101500096702		00000000				30.47
		07 WETZEL PARK	101500096702		00000000				34.92
		08 ENTRY PARK	101500096702		00000000				43.81
									28.92
CONS		CONSERV FS						VENDOR TOTAL:	240.80
	121010334	01 GAS-OLD SHOP - TANK 4	504100076515	05/09/19	00000000	60688	06/07/19	4,678.61	306.74
									306.74
	121010336	01 GASOLINE - GOLF	504100076515	05/10/19	00000000	60688	06/07/19	4,678.61	760.71
		02 GASOLINE - PARKS	101500076515		00000000				0.94
		03 GASOLINE - SC	202100076515		00000000				276.11
		04 GASOLINE - TRUCKS	101500076515		00000000				72.53
									411.13
	121010467	01 FUEL - GOLF	504100076515	05/24/19	00000000	60688	06/07/19	4,678.61	661.29
		02 FUEL -PARKS	101500076515		00000000				47.25
		03 FUEL -SC	202100076515		00000000				148.47
		04 FUEL -TRUCKS	101500076515		00000000				88.94
									376.63
	121010468	01 DIESEL - GOLF	504100076515	05/24/19	00000000	60688	06/07/19	4,678.61	838.05
		02 DIESEL - PARKS	101500076515		00000000				80.66
		03 DIESEL - SC	202100076515		00000000				603.40
									153.99
	121010547	01 DIESEL - OLD SHOP TANK 3	504100076515	06/03/19	00000000	60688	06/07/19	4,678.61	749.35
									749.35
	121010548	01 GAS - OLD SHOP TANK 4	504100076515	06/03/19	00000000	60688	06/07/19	4,678.61	319.98
									319.98
	121010549	01 DIESEL - GOLF	504100076515	06/03/19	00000000	60688	06/07/19	4,678.61	711.22
		02 DIESEL - PARKS	101500076515		00000000				70.35
		03 DIESEL - SC	202100076515		00000000				473.05
									167.82
	121010550			06/03/19		60688	06/07/19	4,678.61	331.27

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 05/28/2019 TO 06/20/2019

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
121010550		01 GASOLINE - GOLF	504100076515	06/03/19	00000000	60688	06/07/19	4,678.61	331.27
		02 GASOLINE - SC	202100076515		00000000				89.68
		03 GASOLINE - TRUCKS	101500076515		00000000				100.19
									141.40
DEK4		DEKALB COUNTY HEALTH DEPT.						VENDOR TOTAL:	4,678.61
		PERMITS							
		01 CLUBHOUSE FOOD PERMIT	303000046210	06/19/19	00000000	60704	06/19/19	840.00	840.00
		02 POOL FOOD PERMIT	303300046210		00000000				280.00
		03 SC FOOD PERMIT	303400046210		00000000				280.00
DEKA		DEKALB LAWN & EQUIPMENT CO.						VENDOR TOTAL:	840.00
64610		01 CHAINSAW SPROCKET	101500066402	05/23/19	00003852	60654	06/03/19	23.13	23.13
DEKGARD		DEKALB COUNTY COMMUNITY GARDEN						VENDOR TOTAL:	23.13
5-28-19		01 ANNUAL FLOWERS	101500076502	06/03/19	00003862	60655	06/03/19	648.50	648.50
FITZW		ASHLEY FITZWATER						VENDOR TOTAL:	648.50
7		01 Music Together	205771406128	05/29/19	00003882	60695	06/12/19	1,688.00	1,688.00
FRONTIER		FRONTIER						VENDOR TOTAL:	1,688.00
052219		01 MAINT BLDG	101500096700	05/22/19	00000000	60705	06/19/19	732.91	155.45
		02 MAINT BLDG	504100096700		00000000				77.73
060719		01 ADMIN	101000096700	06/07/19	00000000	60705	06/19/19	732.91	577.46
		02 ADMIN	201000096700		00000000				288.73
8158950670-05-07-19		01 ADMIN	101000096700	05/07/19	00000000	60656	06/03/19	732.72	577.46
									288.73



FROM 05/28/2019 TO 06/20/2019

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	8158950670-05-07-19	02 ADMIN	201000096700	05/07/19	00000000	60656	06/03/19	732.72	577.46 288.73
	8158954818-4-22-19	01 MAINT	101500096700	04/22/19	00000000	60656	06/03/19	732.72	155.26 77.63 77.63
FUNEXP	FUN EXPRESS						VENDOR TOTAL:		1,465.63
	695825970-01	01 BREAKFAST W BUNNY SUPPLIES	206095026216	04/15/19	00003913	60706	06/19/19	140.60	140.60 140.60
HORN	HORNUNG'S PRO GOLF SALES INC.						VENDOR TOTAL:		140.60
	452001	01 GRIPS	5040000986603	01/09/19	00000000	60707	06/19/19	123.91	123.91 123.91
HVVEE	HY-VEE ACCOUNTS RECEIVABLE						VENDOR TOTAL:		123.91
	189345-0519	01 2 CAKES FOR ANNIVERSARY EVENT	101200046214	06/10/19	00003845	60708	06/19/19	155.05	155.05 118.87 9.99 10.00 1.67 1.67 5.90 2.95 2.00 2.00 14.97 -14.97
ILLENVWA	ILLINOIS EPA-WATER POLLUTION						VENDOR TOTAL:		155.05
	IEPA PERMIT	01 IEPA PERMIT APPLICATION	711000207037	05/31/19	00000000	60648	05/31/19	750.00	750.00 750.00
JUNESGOT	JUNES GOT THE CASH						VENDOR TOTAL:		750.00
	8--1-19 CONCERT	01 8-1-19 CONCERT FEE	206194006128	06/05/19	00000000	60673	06/05/19	1,350.00	1,350.00 1,350.00
							VENDOR TOTAL:		1,350.00

DATE: 06/20/2019  
 TIME: 13:09:44  
 ID: AP45000.WOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 05/28/2019 TO 06/20/2019

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
KERRMA		KERR, MATTHEW							
	7-18-19	CONCERT	206194006128	06/05/19	00000000	60674	06/05/19	1,100.00	1,100.00
		01 7-18-19 CONCERT FEE							1,100.00
KISH		KISHWAUKEE SPECIAL RECREATION						VENDOR TOTAL:	1,100.00
	2019-1	01 1ST INSTALL MENT	221000116855	05/28/19	00000000	60645	05/28/19	9,336.01	9,336.01
KUNZ		KUNZ, TROY						VENDOR TOTAL:	9,336.01
	6-12-19	POOL PARTY							
		01 DJ JR HIGH POOL PARTY 6-12-19	518000046216	06/05/19	00000000	60684	06/05/19	200.00	200.00
	7-10-19	POOL PARTY							
		01 DJ JR HIGH POOL PARTY 7-10-19	518000046216	06/05/19	00000000	60685	06/05/19	200.00	200.00
LIZBERG		LIZ BERG MUSIC LLC						VENDOR TOTAL:	400.00
	7-11-19	CONCERT							
		01 7-11-19 CONCERT FEE	206194006128	06/05/19	00000000	60676	06/05/19	1,000.00	1,000.00
LLBEAN		L.L. BEAN, INC						VENDOR TOTAL:	1,000.00
	9034902503	01 STAFF APPAREL	101200046215	06/04/19	00003878	60689	06/07/19	38.45	38.45
LOWE		LOWE'S						VENDOR TOTAL:	38.45
	902803	01 ROAD STRIPE PAINT	101500066406	04/16/19	00003737	60678	06/05/19	536.07	23.74
	902830	01 CONCRETE BAGS	101500066404	04/19/19	00003763	60678	06/05/19	536.07	23.74
	903356	01 PAINT WAND	202100076500	04/15/19	00003736	60678	06/05/19	536.07	48.02
	903395	01 DRINK FOUNTAIN HEAD	101500066401	04/22/19	00003760	60678	06/05/19	536.07	48.02
									20.89
									20.89
									46.52
									46.52

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 05/28/2019 TO 06/20/2019

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
903576	01	PROPANE CYCLINDER	101500076500	04/23/19	00003759	60678	06/05/19	536.07	11.87 11.87
903741	01	SOD STAPLES	202100076500	04/10/19	00003721	60678	06/05/19	536.07	43.40
	02	FIELD TAMPER	202100066404		00003721				19.00 24.40
903855	01	PLYWOOD, ROAD ASPHALT	101500066406	04/04/19	00003696	60678	06/05/19	536.07	99.13 99.13
903950	01	CEMENT	101500076512	04/19/19	00000000	60678	06/05/19	536.07	24.00 24.00
903953	01	CONCRETE RETURN	101500066404	04/19/19	00003769	60678	06/05/19	536.07	-24.00 -24.00
903954	01	CONCRETE BAG	101500066404	04/19/19	00003767	60678	06/05/19	536.07	13.80 13.80
908952	01	LEAF RAKES	101500076512	03/26/19	00003684	60678	06/05/19	536.07	37.01
	02	ADJUST AMOUNT	101500076512		00000000				37.04 -0.03
915082	01	TREES FOR EARTH DAY	101500076501	04/19/19	00003770	60678	06/05/19	536.07	191.69 191.69
MANNOMI		MANNOMI, MIKE						VENDOR TOTAL:	536.07
6-13-19		CONCERT							
	01	6-13-19 CONCERT FEE	206194006128	06/05/19	00000000	60679	06/05/19	800.00	800.00 800.00
MID-WEST		MID-WEST FAMILY BROADCASTING						VENDOR TOTAL:	800.00
1913-00099-6-0001									
	01	MAY ADS	101200046209	05/31/19	00003879	60690	06/07/19	550.00	550.00 550.00
MIDWENV		MIDWEST ENVIRONMENTAL CONSULT						VENDOR TOTAL:	550.00
19-178									
	01	PHASE II PAGE ST	711000207039	03/06/19	00000000	60646	05/28/19	10,785.00	10,785.00 10,785.00
								VENDOR TOTAL:	10,785.00

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 05/28/2019 TO 06/20/2019

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
NICOR	052919	01 MAINT BLDG	1015000096703	05/29/19	00000000	60709	06/19/19	1,180.85	1,180.85
		02 MAINT BLDG	5041000096703		00000000				157.64
		03 POOL	5181000096703		00000000				157.64
		04 UPSTAIRS OFFICE	1010000096703		00000000				334.13
		05 ADMIN	1010000096703		00000000				35.01
		06 ADMIN	2010000096703		00000000				42.71
		07 PRO SHOP	5040000096703		00000000				42.71
		08 CLUBHOUSE	3030000096703		00000000				18.31
		09 PUMP HOUSE	5041000096703		00000000				18.31
		10 AIRPORT RD PROPERTY	2075000096703		00000000				28.58
									345.81
NORTHILU		NIU-COMMER ACCTS RECEIVABLE						VENDOR TOTAL:	1,180.85
	STM000058	01 STEM TRAINING AND CURRICULUM	205011006128	05/30/19	00003867	60660	06/05/19	380.00	380.00
ONEAG		ON EAGLES WINGS EQUINE CENTER						VENDOR TOTAL:	380.00
	06-02-2019	01 Horseback riding instruction	205011006128	06/02/19	00003881	60696	06/12/19	500.00	500.00
								VENDOR TOTAL:	500.00
PEPSI		PEPSI COLA GEN. BOT.						VENDOR TOTAL:	500.00
	22456052	01 3GAL BIB	3034000086630	05/31/19	00003885	60710	06/19/19	1,183.45	393.41
		02 GATORADE	3030000086631		00003885				150.66
		03 20 OZ BTL POP	3030000086631		00003885				67.47
									175.28
	26001953	01 BOTTLE WATER	3030000086631	06/04/19	00003886	60710	06/19/19	1,183.45	790.04
		02 20 OZ POP	3030000086631		00003886				138.50
		03 3GAL BIB	3030000086630		00003886				200.32
		04 5GAL BIB	3034000086631		00003886				50.22
									401.00
PERFOR		PERFORMANCE FOOD GROUP						VENDOR TOTAL:	1,183.45
	6095535	01 FRYER OIL	3030000086617	06/18/19	00003883	60712	06/19/19	1,335.90	707.46
		02 GATORADE	3030000086631		00003883				39.68
									206.68

FROM 05/28/2019 TO 06/20/2019

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
6095535		03 CHIPS	303000086622	06/18/19	00003883	60712	06/19/19	1,335.90	707.46
		04 FRENCH FRIES	303000086617		00003883				59.86
		05 SOFT PRETZELS	303000086619		00003883				20.30
		06 BRATS	303000086615		00003883				112.20
		07 HOT DOGS 8/1	303000086615		00003883				153.28
		08 DELIVERY CHARGE	303000076500		00003883				108.96
									6.50
6097693		01 FRYER OIL	303000086617	06/03/19	00003884	60712	06/19/19	1,335.90	628.44
		02 GATORADE	303000086631		00003884				39.68
		03 CHIPS	303000086622		00003884				289.36
		04 HAMBURGERS	303000086613		00003884				89.79
		05 POPCORN	303000086621		00003884				157.38
		06 PAPER TOWELS POOL	518000076510		00003884				21.41
		07 DELIVERY CHARGE	303000076500		00003884				24.32
									6.50
PRIN		PRINCIPAL LIFE GROUP						VENDOR TOTAL:	1,335.90
JUNE 2019		01 DENTAL INSUR PREM	101000106801	06/03/19	00000000	60657	06/03/19	1,661.94	1,661.94
		02 DENTAL INSUR PREM	101500106801		00000000				272.36
		03 DENTAL INSUR PREM	504100106801		00000000				132.00
		04 DENTAL INSUR PREM	504000106801		00000000				171.58
		05 DENTAL INSUR PREM	201000106801		00000000				142.98
		06 DENTAL INSUR PREM	202100106801		00000000				422.15
		07 DENTAL INSUR PREM	207500106801		00000000				355.02
		08 DENTAL INSUR PREM	303000106801		00000000				142.98
								VENDOR TOTAL:	22.87
SEVSSMAR		SEV'S SMARTY PAWS LLC						VENDOR TOTAL:	1,661.94
DOG PATROL TRAINING		01 DOG PATROL TRAINING	205231006128	05/31/19	00000000	60649	05/31/19	30.00	30.00
SHAW		SHAW SUBURBAN MEDIA						VENDOR TOTAL:	30.00
051910027030		01 MAY CHRONICLE ADS	101200046208	05/31/19	00000000	60691	06/07/19	1,037.50	1,037.50
		02 SC - ADS	101000046203		00000000				898.00
		03 SC - ADS	201000046203		00000000				69.75
								VENDOR TOTAL:	69.75
SITE ONE		SITE ONE LANDSCAPE SUPPLY						VENDOR TOTAL:	1,037.50
91368453-001				05/16/19		60658	06/03/19	1,524.60	1,524.60

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 05/28/2019 TO 06/20/2019

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
91368453-001	01	FAIRWAY FUNGICIDE	504100076507	05/16/19	00003860	60658	06/03/19	1,524.60	1,524.60
									1,524.60
SUP		SUPERIOR BEVERAGE						VENDOR TOTAL:	1,524.60
489715		01 BUDWEISER	303000086634	06/05/19		60714	06/19/19	604.90	519.90
		02 BUD LIGHT	303000086634						63.40
		03 BUSCH LIGHT	303000086634						158.50
		04 MICHELOB ULTRA	303000086634						58.20
		05 SHOCK TOP	303000086634						35.00
		06 312 BEER	303000086634						19.45
		07 POM/GINGER BEER	303000086634						44.60
		08 DELIVERY CHARGE	303000076500						29.75
		09 KEG	303000086634						5.00
		10 KEG RETURN	303000086634						136.00
									-30.00
489736		01 ARNIE PALMER	303000086631	06/05/19		60714	06/19/19	604.90	115.00
		02 DELIVERY	303000076500						110.00
									5.00
CM489228-OVRPMT		01 CREDIT-OVERPMT INV 489228	303000086634	06/19/19		60714	06/19/19	604.90	-30.00
									-30.00
SWEDELEC		SWEDEBERG ELECTRIC INC.						VENDOR TOTAL:	604.90
8176		01 FIRE ALARM SPEAKER/STROBE	201000066401	05/31/19		60659	06/03/19	770.00	770.00
									770.00
T0000230		FREEMAN, JEANETTE						VENDOR TOTAL:	770.00
		REIMB POSTAGE							
		01 REIMB POSTAG ILL EPA	1010000046202	06/03/19		60660	06/03/19	13.65	13.65
									13.65
		REIMB POSTAGE							
		01 PDRMA LETTER POSTAGE REIMB	1010000046202	05/31/19		60650	05/31/19	47.95	47.95
		02 PDRMA LETTER POSTAGE REIMB	2010000046202						23.98
									23.97
T0001563		TEVSH, THERESA						VENDOR TOTAL:	61.60
		REIMB 6-6-19				60692	06/07/19	47.12	47.12

DATE: 06/20/2019  
 TIME: 13:09:44  
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 05/28/2019 TO 06/20/2019

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0001581	REIMB 6-6-19			06/07/19	000000000	60692	06/07/19	47.12	47.12
	01	REIMB THUMBDRIVES VIDEO RECOR	2075000046200						47.12
		OROSZ, VIKTORIA					VENDOR TOTAL:		47.12
	REIMB POOL SUPPLIES			06/03/19	000000000	60661	06/03/19	10.50	10.50
	01	REIMB POOL SUPPLIS	518100076500						10.50
	REIMBURSEMENT			06/18/19	000000000	60715	06/19/19	30.00	30.00
	01	REIMB POOL PARTY SUPPLIES	518000046216						30.00
		PATELLARO, MICHELLE					VENDOR TOTAL:		40.50
T0001582	REFUND			06/12/19	000000000	60697	06/12/19	340.00	340.00
	01	REFUND	201000002150						340.00
T0001583	MACALISTER, ANDREW			06/17/19	000000000	60700	06/17/19	274.44	274.44
	6-7-19 CHECK								274.44
	01	6-7-19 PAYROLL REPL CHECK	101000001001						274.44
TAXCO	TAXCO RESTAURANT TOO INC			05/28/19	000000000	60647	05/28/19	234.00	234.00
	1072								117.00
	01	MEETING - CATERING	101000046212						117.00
	02	MEETING - CATERING	201000046212						117.00
		THE LIFEGUARD STORE					VENDOR TOTAL:		234.00
THELIFE	THE LIFEGUARD STORE			05/22/19	00003868	60681	06/05/19	919.00	622.00
	INV837278								622.00
	01	SWIM SUITS	518000046215						297.00
	INV845967			05/30/19	00003869	60681	06/05/19	919.00	168.00
	01	LIFE JACKETS FOR SWIM LESSONS	518200046216						129.00
	02	SWIM SUITS	518000046215						919.00
		TRIDENT DECORATING, INC					VENDOR TOTAL:		919.00
FRIDENT	TRIDENT DECORATING, INC			05/23/19	00003869	60698	06/12/19	9,000.00	9,000.00
	SYPK001								

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 05/28/2019 TO 06/20/2019

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
SYPK001		01 CH BLDG PAINTING	701000207003	05/23/19	00000000	60698	06/12/19	9,000.00	9,000.00
SYPK001-2ND		01 CH BLDG PAINTING	701000207003	05/23/19	00000000	60699	06/12/19	6,500.00	6,500.00
TRUMANS	TRUMANS RIDGE						VENDOR TOTAL:	15,500.00	
6-06-19	CONCERT	01 BAL 6-6-19 CONCERT FEE	206194006128	06/05/19	00000000	60682	06/05/19	900.00	900.00
VISACA	VISA CARDMEMBER SERVICE						VENDOR TOTAL:	900.00	
050919		01 POS ROLLS	303000046200	05/09/19	00000000	60664	06/03/19	2,958.23	2,958.23
		02 LEGISLATIVE CONF	101000046207		00000000			78.97	78.97
		03 ANNUAL GCSAA DUES	101000046204		00000000			199.00	199.00
		04 PARK SIGN POSTS	101500066405		00000000			260.00	260.00
		05 FACEBOOK MARKETING	101200046209		00000000			138.51	138.51
		06 RAINSUITS-CHEST WADERS	101500076500		00000000			58.21	58.21
		07 DIVING BOARD	303000096700		00000000			130.96	130.96
		08 KEY FILE	202000076500		00000000			253.70	253.70
		09 TENNIS BALLS DOG PARK	101200046214		00000000			78.06	78.06
		10 WIRELESS MICROPHONE	101200046214		00000000			263.80	263.80
		11 SPORT FLYER	101200046214		00000000			29.99	29.99
		12 KITES	101200046214		00000000			277.79	277.79
		13 FOOD FOR MEETINGD	101200046214		00000000			15.77	15.77
		14 FOOD FOR MEETINGD	201000046212		00000000			12.54	12.54
		15 BREAKFAST BUNNY	206095026216		00000000			12.53	12.53
		16 UNLIMITED CLIPART	101200046214		00000000			63.14	63.14
		17 CHRONICLE ACCESS	101200046214		00000000			79.00	79.00
		18 CREDIT FOR SALES TAX	101500066402		00000000			10.99	10.99
		19 BALLFIELD POLE LIGHT BULBS	202100076526		00000000			-39.58	-39.58
		20 CASES FOR TABLETS	303000046200		00000000			160.02	160.02
		21 BEER LINE CLEANER	303000076551		00003866			56.97	56.97
		22 BASKET	303000076500		00003788			51.95	51.95
		23 ROASTER PAN	303300066400		00003788			1.99	1.99
		24 CORRECT PURCHASE ORDER	303000076500		00003788			14.99	14.99
		25 LETTUCE/ONIONS	303000086629		00003789			0.02	0.02
		26 CHIPS	303000086622		00003865			4.51	4.51
		27 FRUIT SNACKS	303000086623		00003865			24.96	24.96
		28 COOKIES	303000086618		00003865			21.96	21.96
								100.28	100.28



VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT	
050919		29 CANDY	303000086624	05/09/19		60664	06/03/19	2,958.23	2,958.23	
		30 AIRHEADS	303000086624						236.88	
		31 MR FREEZE	303300086626						21.96	
		32 CHOCOLATE	303000086624						16.96	
		33 CHEEZITS	303000086618						271.52	
		34 CRACKERS	303000086618						21.96	
									27.92	
VISIONAR VISIONARY WEBWORKS									VENDOR TOTAL:	2,958.23
	VW-060519-23			06/05/19		60693	06/07/19	225.00	225.00	
	01	WEB HOSTING	201000036130						225.00	
WALM WALMART COMMUNITY/RFCSELLC									VENDOR TOTAL:	225.00
051619		01 YOGA BIN	205662056216	05/16/19		60667	06/03/19	461.00	461.00	
		02 CD PLAYER FOR SPEAKER	207500046216						14.88	
		03 DONUTS/JUICE/PLATES/CUPS	206095026216						22.88	
		04 HOT DOG BUNS	303000086615						66.49	
		05 DISH WAND/REFILL	303300076551						10.44	
		06 COFFEE	303300086632						6.25	
		07 DISHWAND/REFILL	303000076551						8.42	
		08 POP BOARD MEETING	101000046212						6.25	
		09 POP BOARD MEETING	201000046212						1.88	
		10 GOLDFISH	303000086618						1.87	
		11 GRANOLA	303000086618						9.98	
		12 DANISHES	303000086611						12.78	
		13 TRAIL MIX	303000086618						50.84	
		14 CHIPS	303000086622						12.98	
		15 CHIPS/COOKIES	101000046212						50.32	
		16 CHIPS/COOKIES	201000046212						4.96	
		17 LEMONS/LIMES	303000086636						4.96	
		18 HAMBURGER BUNS	303000086613						2.66	
		19 HOT DOG BUNS	303000086615						8.70	
		20 MARINARA SAUCE	303000086629						26.10	
		21 ONION/LETTUCE	303000086629						3.00	
		22 SUB BUNS	303000086612						3.22	
		23 TEA BAGS	303000086630						3.60	
		24 JELLY	303300086612						2.36	
		25 SUGAR	303300086619						4.68	
		26 BANANAS	303300086619						3.72	
		27 CARROTS	303300086623						1.98	
		28 LETTUCE/ONIONS	303300086629						1.84	
									5.16	

SYCAMORE PARK DISTRICT  
PAID INVOICE LISTING

DATE: 06/20/2019  
TIME: 13:09:44  
ID: AP450000.WOW

FROM 05/28/2019 TO 06/20/2019

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
051619		29 APPLES	303300086623	05/16/19		60667	06/03/19	461.00	461.00
		30 DISH DETERGENT	303300076500						7.34
		31 GRIDDLE	303300076500						4.94
		32 EGGS	303000086610						18.96
		33 HAMBURGER BUNS	303000086613						2.33
		34 HOT DOG BUNS	303000086615						8.70
		35 LETTUCE	303000086629						3.48
		36 LIMES/LEMONS	303000086636						4.04
		37 HOT DOG BUNS	303000086615						2.66
		38 HAMBURGER BUNS	303000086613						13.92
		39 LETTUCE	303300086629						6.96
		40 PEN STYLUS	303000076500						2.56
		41 KITCHEN FOOD SCALE	303000076500						4.54
		42 HAMBURGER BUNS	303000086613						17.40

VENDOR TOTAL: 461.00

WASTE MANAGEMENT

WASTE	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
3590755-2011-4		01 REFUSE - ADM	101000056302	05/31/19		60683	06/05/19	593.16	593.16
		02 REFUSE - CH	303000056302						57.25
		03 REFUSE - ADM	101000056302						6.50
		04 REFUSE - OLD SHOP MAINT	504100056302						29.08
		05 REFUSE - SC	202100056302						88.33
		06 REFUSE -PARKS	101500056302						88.34
		07 REFUSE -POOL	518100056302						58.76
		08 REFUSE -PICNIC	101500056302						54.99
		09 REFUSE -CC	207500056302						152.66

VENDOR TOTAL: 593.16

TOTAL --- ALL INVOICES: 76,562.62

DATE: 06/20/2019  
 TIME: 15:29:12  
 ID: AP443000.WOW

SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

*Board*

INVOICES DUE ON/BEFORE 06/25/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CORPORATE			
10	ADMINISTRATION		
AFLAC	AFLAC	3,332.45	605.90
ANCEL	ANCEL GLINK, P.C.	11,033.17	1,755.00
CINTA	CINTAS CORPORATION #355	1,665.82	16.68
CMJ	CMJ TECHNOLOGIES, INC.	16,319.35	1,260.00
DYNEGY E	DYNEGY ENERGY SERVICES	44,518.92	257.74
ECO	ECOWATER SYSTEMS, INC.	209.45	6.47
ILLIN	ILLINI SECURITY SYSTEMS, INC.	1,922.50	151.87
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	1,121.47	97.05
MEL	MELIN'S LOCK & KEY	262.88	93.45
PDRMA	PDRMA	141,369.28	3,955.56
RINGCEN	RINGCENTRAL INC.	3,880.19	483.43
STAPLES	STAPLES BUSINESS ADVANTAGE	2,287.00	62.07
UNUM	UNUM LIFE INSURANCE	1,669.13	41.63
	ADMINISTRATION		8,786.85
15	PARKS		
AIRGAS	AIRGAS USA LLC	117.20	30.16
BURRI	BURRIS EQUIPMENT CO.	3,485.76	150.36
CINTA	CINTAS CORPORATION #355	1,665.82	39.96
CONS	CONSERV FS	13,692.04	622.66
DEKA	DEKALB LAWN & EQUIPMENT CO.	652.98	44.92
DYNEGY E	DYNEGY ENERGY SERVICES	44,518.92	308.85
LOWE	LOWE'S	2,288.20	525.18
MAR	ARCH CHEM-MARINE BIOCHEM		5,145.28
MARS	M.A.R.S., INC.		131.00
MENA	MENARDS - SYCAMORE	3,506.63	40.70
MROUT	MR OUTHOUSE	3,085.00	610.00
PDRMA	PDRMA	141,369.28	1,715.79
REIL	REIL CONSTRUCTION, INC.		4,168.00
REIN	REINDERS, INC.	9,616.26	943.87
RICHM	RICHMOND FISHERIES		1,050.00
SOFT	SOFT WATER CITY	1,037.55	82.25
SYCDEK	SYCAMORE-DEKALB GLASS CO.	49.10	73.95
TRUGR	TRUGREEN		3,157.64
UNUM	UNUM LIFE INSURANCE	1,669.13	24.54
	PARKS		18,865.11
RECREATION			
10	ADMINISTRATION		

DATE: 06/20/2019  
 TIME: 15:29:12  
 ID: AP443000.WOW

SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 06/25/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
10	ADMINISTRATION		
CINTA	CINTAS CORPORATION #355	1,665.82	51.16
CMJ	CMJ TECHNOLOGIES, INC.	16,319.35	1,260.00
DYNEGY E	DYNEGY ENERGY SERVICES	44,518.92	257.74
ECO	ECOWATER SYSTEMS, INC.	209.45	6.47
ILLIN	ILLINI SECURITY SYSTEMS, INC.	1,922.50	151.88
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	1,121.47	97.05
PDRMA	PDRMA	141,369.28	5,872.78
RINGCEN	RINGCENTRAL INC.	3,880.19	483.43
STAPLES	STAPLES BUSINESS ADVANTAGE	2,287.00	41.39
T0001584	GENZ, JUSTIN		30.45
UNUM	UNUM LIFE INSURANCE	1,669.13	107.01
	ADMINISTRATION		8,359.36
21	SPORTS COMPLEX MAINTENANCE		
BURRI	BURRIS EQUIPMENT CO.	3,485.76	225.99
CONS	CONSERV FS	13,692.04	76.88
DYNEGY E	DYNEGY ENERGY SERVICES	44,518.92	440.28
LOWE	LOWE'S	2,288.20	83.52
MENA	MENARDS - SYCAMORE	3,506.63	99.26
MROUT	MR OUTHOUSE	3,085.00	885.00
PDRMA	PDRMA	141,369.28	6,346.15
PIO	PIONEER MFG/PIONEER ATHLETICS		66.87
REIN	REINDERS, INC.	9,616.26	166.97
TRUGR	TRUGREEN		1,674.60
UNUM	UNUM LIFE INSURANCE	1,669.13	80.26
	SPORTS COMPLEX MAINTENANCE		10,145.78
25	MIDWEST MUSEUM OF NATURAL HIST		
CINTA3	CINTAS FIRE PROTECTION	4,736.48	740.00
ILLIN	ILLINI SECURITY SYSTEMS, INC.	1,922.50	195.00
KONE	KONE INC.		2,078.23
SELDAL	SELDAL PLUMBING	332.50	142.50
	MIDWEST MUSEUM OF NATURAL HIST		3,155.73
55	PROGRAMS - YOUTH ATHLETICS		

DATE: 06/20/2019  
 TIME: 15:29:12  
 ID: AP443000.WOW

SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 06/25/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
55	PROGRAMS - YOUTH ATHLETICS		
ALL	ALL STAR SPORTS INSTRUCTION	2,559.50	5,212.90
	PROGRAMS - YOUTH ATHLETICS		5,212.90
61	PROGRAMS - COMMUNITY EVENTS		
ASCAP	ASCAP		359.25
	PROGRAMS - COMMUNITY EVENTS		359.25
75	COMMUNITY CENTER		
CARR	CARROT-TOP INDUSTRIES	163.30	75.95
CINTA	CINTAS CORPORATION #355	1,665.82	145.64
CITY	CITY OF SYCAMORE	75,304.60	42.00
DYNEGY E	DYNEGY ENERGY SERVICES	44,518.92	5,188.77
ILLIN	ILLINI SECURITY SYSTEMS, INC.	1,922.50	195.00
LOWE	LOWE'S	2,288.20	25.07
MENA	MENARDS - SYCAMORE	3,506.63	11.45
PDRMA	PDRMA	141,369.28	62.39
STAPLES	STAPLES BUSINESS ADVANTAGE	2,287.00	68.27
SUPERIOR	SUPERIOR INDUSTRIAL SUPPLY		17.46
UNUM	UNUM LIFE INSURANCE	1,669.13	11.84
VECTOR	VECTOR STOMP	100.00	35.00
	COMMUNITY CENTER		5,878.84
AUDIT			
10	ADMINISTRATION		
LAUTER	LAUTERBACH & AMEN LLP	13,950.00	2,000.00
	ADMINISTRATION		2,000.00
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
CITY	CITY OF SYCAMORE	75,304.60	50.00
DYNEGY E	DYNEGY ENERGY SERVICES	44,518.92	104.49
MENA	MENARDS - SYCAMORE	3,506.63	90.77

DATE: 06/20/2019  
 TIME: 15:29:12  
 ID: AP443000.WOW

SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 06/25/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
PDRMA	PDRMA	141,369.28	521.46
UNUM	UNUM LIFE INSURANCE	1,669.13	9.00
	CLUBHOUSE CONCESSIONS		775.72
33	SPORTS COMPLEX CONCESSIONS		
AMER	AMERIGAS		89.81
CITY	CITY OF SYCAMORE	75,304.60	92.00
DYNEGY E	DYNEGY ENERGY SERVICES	44,518.92	204.73
T0001563	TEVSH, THERESA	201.71	6.98
	SPORTS COMPLEX CONCESSIONS		393.52
35	CATERING		
CITY	CITY OF SYCAMORE	75,304.60	11.00
	CATERING		11.00
GOLF COURSE			
40	GOLF OPERATIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	44,518.92	197.64
PDRMA	PDRMA	141,369.28	2,169.62
SOFT	SOFT WATER CITY	1,037.55	49.00
UNUM	UNUM LIFE INSURANCE	1,669.13	18.50
	GOLF OPERATIONS		2,434.76
41	GOLF MAINTENANCE		
ARTHU	ARTHUR CLESEN, INC.	7,584.01	587.44
CINTA	CINTAS CORPORATION #355	1,665.82	39.92
CONS	CONSERV FS	13,692.04	120.67
DYNEGY E	DYNEGY ENERGY SERVICES	44,518.92	323.77
GRAI	GRAINGER	1,158.21	486.74
MENA	MENARDS - SYCAMORE	3,506.63	9.99
MROUT	MR OUTHOUSE	3,085.00	165.00
PDRMA	PDRMA	141,369.28	2,598.92

DATE: 06/20/2019  
 TIME: 15:29:12  
 ID: AP443000.WOW

SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 06/25/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
<b>GOLF COURSE</b>			
41	GOLF MAINTENANCE		
PENDL	PENDELTON TURF SUPPLY	2,313.00	410.00
REIN	REINDERS, INC.	9,616.26	200.74
UNUM	UNUM LIFE INSURANCE	1,669.13	22.20
	GOLF MAINTENANCE		4,965.39
<b>AQUATICS</b>			
80	COMMUNITY POOL		
HALO	HALOGEN SUPPLY COMPANY, INC.	3,787.77	175.46
SOFT	SOFT WATER CITY	1,037.55	72.50
	COMMUNITY POOL		247.96
81	AQUATICS MAINTENANCE		
DYNEGY E	DYNEGY ENERGY SERVICES	44,518.92	944.47
GRAI	GRAINGER	1,158.21	114.86
HALO	HALOGEN SUPPLY COMPANY, INC.	3,787.77	68.69
HAWK	HAWKINS INC	3,163.69	1,296.11
MENA	MENARDS - SYCAMORE	3,506.63	172.57
	AQUATICS MAINTENANCE		2,596.70
<b>CAPITAL PROJECTS</b>			
10	ADMINISTRATION		
ENGIN	ENGINEERING RESOURCE ASSOC	86,878.29	2,522.50
TRIDENT	TRIDENT DECORATING, INC	15,500.00	4,200.00
	ADMINISTRATION		6,722.50
<b>ACTION 2020</b>			
10	ADMINISTRATION		
ENGIN	ENGINEERING RESOURCE ASSOC	86,878.29	23,497.50
	ADMINISTRATION		23,497.50

TOTAL ALL DEPARTMENTS 104,408.87

Interim ~~\$\$\$~~ \$ 76,562.62  
 New \$ 104,408.87  
 Total \$ 180,971.49

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: June 25, 2019

**Administrative Initiatives** (6/1/19 – 6/30/19)

- Attended scheduled Superintendent and Board meetings.
- Reviewed deposits for Community Center, Golf, Aquatics and Concessions, prepared general ledger journal entries to be posted.
- Updated EFTs. Performed installment billing for Pathway Fitness memberships and passes. The May installment was for 266 individuals, a decrease of 13. The monthly installment was \$4,637 (\$189 decrease) processed through credit cards and \$569 (\$16 increase) through ACH transactions. There were 8 households whose credit cards did not process due to cancellation of 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 and process refund for those that registered as non-resident when they should be resident.
- Transferred cost of goods sold in concessions/catering, pro shop, vending and recreation programs. Recorded EFT for credit card vending purchases.
- 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 returns.
- Filed monthly IMRF earnings and submitted payment.
- Filed monthly unemployment report with state.



- Updated quarterly capital fund spreadsheet.
- Finalized Comptroller Report. Filed with State.
- Reviewed and confirmed changes to process of Prevailing Wage Ordinance.
- Processed monthly bills for payment.
- Participated in PATH Essentials Webinar.
- Completed PDRMA Annual Salary audit for the purposes of updating life insurance information.
- Processed purchase orders for pro shop inventory. Posted inventory received for sale. Tagged/prepared inventory for pro shop stocking.
- Reviewed applications for financial assistance for programs.
- Updated 2019 cash flow report with actual data through May 31, 2019. Prepared estimated 2019 cash flow spreadsheet for the purposes of determining timing of bond issue.
- Submitted audit to Standard & Poors.
- Updated software on credit card terminals.
- Prepared monthly bank reconciliation.
- Began work on calculating the impact of the change in Minimum Wage Law.
- Reviewed IMRF regulations for retirement agreement.
- Reviewed Part-time Personnel Manual for completeness and prepared for posting on Employee Portal.
- Continued training staff on EZLinks inventory processing.

- Provided KSRA with property tax installment documentation and processed payment.
- Met with Illini Security and learned how to copy video from the surveillance program.
- Met with staff regarding REACH program.
- Shared information with KSRA re: Corporate Card Program.
- Attended Pumpkin Festival Committee meeting.

**Administrative Initiatives** (7/1/19 – 7/31/19)

- Attend scheduled Superintendent and Board meetings.
- File quarterly payroll taxes.
- File monthly Sales Tax Return.
- Review deposits for Community Center, Golf, Aquatics and Concessions. Prepare journal entries to be posted.
- File monthly IMRF earnings and submit payment.
- Continue to provide KSRA with property tax installment documentation and processing payment.
- Update EFTs. Review and run installment billing for Pathway Fitness memberships/passes.
- Process monthly bills for payment.
- Prepare monthly bank reconciliation.
- Perform annual PCI compliance.
- Submit Dog Park expenses to DCCF for reimbursement from donations.
- Continue training staff on EZLinks inventory processing.

- Prepare report to show cash flow projects for remainder of year.
- Discuss with Vermont Systems and CMJ regarding possible options for updating software in order to reduce outages for our 24/7 services.
- Begin reviewing GolfTrac. Work with Kirk and Vermont Systems to address any concerns.
- Continue to work with Sarah and Visionary Webworks on Employee Portal documents.
- Reconcile FSA accounts.
- Review applications for financial assistance for aquatics passes.
- Review equipment lifecycle and capital asset spreadsheets. Develop tools and procedures to keep current.
- 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 (beverage cart, catering, sports complex), recreation, vending and pro shop sales.
- Review purchasing card programs for possible implementation.
- Look into purchasing Finepoint software to allow staff to print accounting information to screen.
- Look into ATM options for clubhouse.
- Review outstanding accounts payable checks to determine validity. Review outstanding payroll checks.

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended May 31, 2019

**Corporate Fund (10)**

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	<u>Variance</u>
<b>Revenues</b>									
Administration	147,569.00	147,641.54	0.0%	169,919.00	172,742.88	1.7% (1)	1,403,338.00	178,229.17	-3.1% (2)
Marketing	-	-			-		-	0.82	
Parks	2,523.00	3,407.99	35.1%	3,723.00	4,327.99	16.3% (3)	21,256.00	1,784.21	142.6%
<b>Total Revenues</b>	<b>150,092.00</b>	<b>151,049.53</b>	<b>0.6%</b>	<b>173,642.00</b>	<b>177,070.87</b>	<b>2.0%</b>	<b>1,424,594.00</b>	<b>180,014.20</b>	<b>-1.6%</b>
<b>Expenses</b>									
Administration	197,779.00	186,872.69	-5.5%	355,504.00	322,105.66	-9.4% (4)	1,026,939.00	171,651.72	87.7% (5)
Marketing	6,600.00	3,848.20		31,294.00	17,424.15	-44.3% (6)	73,330.00	20,036.21	-13.0%
Parks	30,301.00	27,974.62	-7.7%	97,513.00	89,873.26	-7.8% (7)	310,934.00	71,223.75	26.2% (7)
<b>Total Expenses</b>	<b>234,680.00</b>	<b>218,695.51</b>	<b>-6.8%</b>	<b>484,311.00</b>	<b>429,403.07</b>	<b>-11.3%</b>	<b>1,411,203.00</b>	<b>262,911.68</b>	<b>63.3%</b>
<b>Total Fund Revenues</b>	<b>150,092.00</b>	<b>151,049.53</b>	<b>0.6%</b>	<b>173,642.00</b>	<b>177,070.87</b>	<b>2.0%</b>	<b>1,424,594.00</b>	<b>180,014.20</b>	<b>-1.6%</b>
<b>Total Fund Expenses</b>	<b>234,680.00</b>	<b>218,695.51</b>	<b>-6.8%</b>	<b>484,311.00</b>	<b>429,403.07</b>	<b>-11.3%</b>	<b>1,411,203.00</b>	<b>262,911.68</b>	<b>63.3%</b>
<b>Surplus (Deficit)</b>	<b>(84,588.00)</b>	<b>(67,645.98)</b>	<b>-20.0%</b>	<b>(310,669.00)</b>	<b>(252,332.20)</b>	<b>-18.8%</b>	<b>13,391.00</b>	<b>(82,897.48)</b>	<b>204.4%</b>

(1) Interest greater than budget 182.0% \$2,400.

(2) Interest is less than 2018 by 28.3% \$1,468. Farm income is reduced in 2019 79.5% \$9,276.

(3) This includes Dog Park Memberships. Currently collected greater than budget 42.4% \$721 and 80.7% of the annual budget.

(4) Expenses below budget: Legal Fees/Misc Consultants 73.6% \$18,816, Education & Training 44.8% \$4,930; Health Insurance 26.4% \$6,300 (in part to one month lag)

(5) Bond interest payment of \$159,225 paid in May 2019 vs. June 2018. Removing this from consideration, 2019 expenses less than 2018 by 5.1% \$8,771.

(6) All areas currently running below budget. Some of this probably due to timing of budget vs. actual.

(7) Wages/taxes less than budget 13.6% \$6,594 primarily due to timing of hiring positions, and greater than 2018 23.8% \$8,066 due to new position.

Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended May 31, 2019

**Recreation Fund (20)**

Department	May Budget	May Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2018 YTD Actual	
<b>Revenues</b>									
Administration	98,271.00	96,745.72	-1.55%	98,371.00	99,838.91	1.49%	964,830.00	95,749.14	4.3%
Sports Complex	6,700.00	-	-100.00%	7,200.00	410.00	-94.31% (1)	41,322.00	6,902.28	-94.1% (1)
Sports Complex Maintenance	5,535.00	5,627.69	1.67%	5,535.00	5,627.69	1.67%	39,874.00	6,294.98	-10.6%
Midwest Museum of Natural Hist	-	-		1,200.00	1,197.71	-0.19%	2,400.00	1,147.25	4.4%
Programs-Youth	2,157.00	3,717.19	72.33%	7,272.00	9,818.19	35.01% (2)	13,941.00	4,193.71	134.1% (2)
Programs-Tweens	-	-	#DIV/0!	-	-	#DIV/0! (2)	247.00	-	#DIV/0! (2)
Programs-Adult	1,045.00	2,430.14	132.55%	4,282.00	6,710.64	56.72% (2)	22,837.00	3,221.57	108.3% (2)
Programs-Family	-	-	#DIV/0!	-	-	#DIV/0! (2)	-	-	#DIV/0! (2)
Programs-Adult Athletic Leagues	64.00	87.11	36.11%	64.00	97.11	51.73% (2)	11,786.00	48.23	101.3% (2)
Programs-Youth Athletics	6,813.00	5,496.49	-19.32%	17,198.00	17,848.45	3.78% (2)	34,485.00	15,482.53	15.3% (2)
Programs-Fitness	2,492.00	1,744.52	-30.00%	8,646.00	9,732.15	12.56% (2)	17,065.00	5,803.92	67.7% (2)
Programs-Early Childhood	804.00	512.00	-36.32%	3,836.00	4,054.00	5.68% (2)	6,730.00	3,474.00	16.7% (2)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0! (2)	-	-	#DIV/0! (2)
Programs-Dance	451.00	436.48	-3.22%	1,681.00	1,612.24	-4.09% (2)	3,689.00	1,442.23	11.8% (2)
Programs-Special Events	988.00	1.67	-99.83%	8,658.00	6,475.17	-25.21% (2)	15,534.00	3,901.15	66.0% (2)
Programs-Community Events	1,643.00	1,500.00	-8.70%	5,283.00	4,760.00	-9.90% (2)	17,155.00	3,620.00	31.5% (2)
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0! (2)	-	-	#DIV/0! (2)
Brochure	-	-	#DIV/0!	3,300.00	3,300.00	0.00%	7,350.00	-	#DIV/0!
Weight Room	12,814.00	13,379.48	4.41%	80,827.00	98,356.76	21.69% (3)	150,066.00	58,448.63	68.3% (3)
Community Center	3,806.00	8,293.11	117.90%	16,541.00	28,449.35	71.99% (4)	41,161.00	6,991.79	306.9% (4)
<b>Total Revenues</b>	<b>143,583.00</b>	<b>139,971.60</b>	<b>-2.52%</b>	<b>269,894.00</b>	<b>298,288.37</b>	<b>10.52%</b>	<b>1,390,472.00</b>	<b>216,721.41</b>	<b>37.6%</b>

(1) Timing of payment from Sycamore/Dekalb Soccer League.

(2) Revenue from programs higher than budget 7.36% \$4,188 and increased 48.4% \$19,921 compared to 2018.

(3) Compared to Budget/Compared to Annual Budget/Compared to 2018 YTD:

Pathway Fitness Membership	134.53% / 69.56% / 140.76%
Pathway Fitness Pass	88.03% / 50.73% / 202.84%
Track Only Pass	239.64% / 133.01% / 192.24%
Pre-pay Card	100.0% / 40.0% / 200.0%
Program Fees	356.95% / 131.63% / no rev 2018
Daily Admission Fee	358.85% / 149.52% / 559.19%

(4) Compared to Budget/Compared to Annual Budget/Compared to 2018 YTD:

Open Gym Daily	305.65% / 127.32% / 692.20%
Open Gym Membership	80.06% / 39.7% / 128.09%
Rentals	184.86% / 82.75% / 978.99%

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended May 31, 2019

## Expenses

Administration	41,288.00	42,716.03	3.46%	246,561.00	227,923.06	-7.56%	(1)	555,939.00	212,686.14	7.2%	(2)
Sports Complex	-	-	#DIV/0!	-	-	#DIV/0!		-	-	#DIV/0!	
Sports Complex Maintenance	39,872.00	34,684.43	-13.01%	177,423.00	172,744.93	-2.64%		421,322.00	164,961.03	4.7%	(3)
Midwest Museum of Natural Hist	313.00	-	-100.00%	3,263.00	5,600.02	71.62%	(4)	10,750.00	5,702.14	-1.8%	
Programs-Youth	250.00	550.82	120.33%	2,314.00	1,618.28	-30.07%	(5)	7,519.00	548.42	195.1%	(5)
Programs-Teens	-	-	#DIV/0!	-	-	#DIV/0!	(5)	197.00	-	#DIV/0!	(5)
Programs-Adult	265.00	2,395.81	804.08%	5,578.00	5,596.57	0.33%	(5)	19,938.00	1,279.09	337.5%	(5)
Programs-Family	-	-	#DIV/0!	-	-	#DIV/0!	(5)	-	-	#DIV/0!	(5)
Programs-Leagues	-	-	#DIV/0!	3,061.00	3,232.12	5.59%	(5)	7,361.00	2,106.76	53.4%	(5)
Programs-Youth Athletics	70.00	38.47	-45.04%	2,054.00	2,951.33	43.69%	(5)	25,348.00	1,202.59	145.4%	(5)
Programs-Fitness	549.00	834.30	51.97%	3,624.00	4,090.86	12.88%	(5)	8,787.00	2,541.56	61.0%	(5)
Programs-Early Childhood	249.00	-	-100.00%	1,449.00	-	-100.00%	(5)	4,671.00	1,305.00	-100.0%	(5)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0!	(5)	-	-	#DIV/0!	(5)
Programs-Dance	81.00	22.60	-72.10%	601.00	297.12	-50.56%	(5)	1,517.00	419.86	-29.2%	(5)
Programs-Special Events	756.00	51.70	-93.16%	4,855.00	2,666.66	-45.07%	(5)	10,308.00	1,936.87	37.7%	(5)
Programs-Community Events	307.00	350.00	14.01%	1,932.00	1,177.91	-39.03%	(5)	30,820.00	1,968.18	-40.2%	(5)
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0!	(5)	-	-	#DIV/0!	(5)
Brochure	-	5,988.00	#DIV/0!	7,598.00	9,466.03	24.59%	(6)	22,800.00	6,523.40	45.1%	(6)
Weight Room	1,214.00	584.42	-51.86%	20,311.00	11,029.44	-45.70%	(7)	43,642.00	5,800.05	90.2%	(8)
Community Center	17,830.00	15,591.34	-12.56%	93,174.00	77,396.69	-16.93%	(9)	204,718.00	60,207.48	28.5%	(8)
<b>Total Expenses</b>	<b>103,044.00</b>	<b>103,807.92</b>	<b>0.74%</b>	<b>573,798.00</b>	<b>525,791.02</b>	<b>-8.37%</b>		<b>1,375,637.00</b>	<b>469,188.57</b>	<b>12.1%</b>	
Total Fund Revenues	143,583.00	139,971.60	-2.52%	269,894.00	298,288.37	10.52%		1,390,472.00	216,721.41	37.6%	
Total Fund Expenses	103,044.00	103,807.92	0.74%	573,798.00	525,791.02	-8.37%		1,375,637.00	469,188.57	12.1%	
Surplus (Deficit)	40,539.00	36,163.68	-10.79%	(303,904.00)	(227,502.65)	-25.14%		14,835.00	(252,467.16)	-9.9%	

(1) Under budget primarily in 2 areas: Admin Exp 16.87% \$6,381 and Health Ins 32.65% \$11,920 (one employee opt out and one month lag)

(2) Expenses greater than 2018: Wages/taxes 8.9% \$12,569 (timing of hiring and intern in 2019) and Health Ins 44.8% \$7,611 (timing of hiring in 2018)

(3) 2019 Maintenance expense is 40.1% \$2,870 greater than 2018.

(4) Over budget due to repair of fire pipe leak.

(5) Expenses for programs less than budget 15.07% \$3,837 and increased 62.5%, \$8,323 compared to 2018.

(6) timing

(7) 2019 is below budget primarily due to graduate assistants, only 1 on contract, budget is for 2 58.24% \$5,824

(8) Community Center not open until 4/14/18.

(9) Utilities below budget YTD 28.12% \$10,030

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended May 31, 2019

**Donations (21)**

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Administration	-	163.75	#DIV/0!	6,250.00	9,996.74	59.95%	27,500.00	55,229.60	-81.9% (1)
Total Revenues		163.75	#DIV/0!	6,250.00	9,996.74	59.95%	27,500.00	55,229.60	-81.9%
Expenses									
Administration	-	-		-	-		27,500.00	-	#DIV/0!
Total Expenses	-	-		-	-		27,500.00	-	#DIV/0!
Total Fund Revenues	-	163.75	#DIV/0!	6,250.00	9,996.74	59.95%	27,500.00	55,229.60	-81.9%
Total Fund Expenses	-	-		-	-		27,500.00	-	#DIV/0!
Surplus (Deficit)	-	163.75	#DIV/0!	6,250.00	9,996.74	59.95%	-	55,229.60	-81.9%

(1) 2018 received two year installment from Northwestern Medicine \$40,000

**Special Recreation (22)**

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Administration	19,000.00	18,723.68	-1.45%	19,000.00	19,016.22	0.09%	190,000.00	17,874.09	6.4%
Total Revenues	19,000.00	18,723.68	-1.45%	19,000.00	19,016.22	0.09%	190,000.00	17,874.09	6.4%
Expenses									
Administration	9,542.00	9,336.01	-2.16%	9,709.00	9,336.01	-3.84%	190,000.00	81.12	11408.9%
Total Expenses	9,542.00	9,336.01	-2.16%	9,709.00	9,336.01	-3.84%	190,000.00	81.12	11408.9%
Total Fund Revenues	19,000.00	18,723.68	-1.45%	19,000.00	19,016.22	0.09%	190,000.00	17,874.09	6.4%
Total Fund Expenses	9,542.00	9,336.01	-2.16%	9,709.00	9,336.01	-3.84%	190,000.00	81.12	11408.9%
Surplus (Deficit)	9,458.00	9,387.67	-0.74%	9,291.00	9,680.21	4.19%	-	17,792.97	-45.6%

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended May 31, 2019

**Insurance (23)**

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Administration	7,000.00	7,074.19	1.06%	7,000.00	7,345.17	4.93%	70,000.00	7,306.56	0.5%
Total Revenues	7,000.00	7,074.19	1.06%	7,000.00	7,345.17	4.93%	70,000.00	7,306.56	0.5%
Expenses									
Administration	-	-	#DIV/0!	2,500.00	-	-100.00%	67,553.00	-	#DIV/0!
Total Expenses	-	-	#DIV/0!	2,500.00	-	-100.00%	67,553.00	-	#DIV/0!
Total Fund Revenues	7,000.00	7,074.19	1.06%	7,000.00	7,345.17	4.93%	70,000.00	7,306.56	0.5%
Total Fund Expenses	-	-	#DIV/0!	2,500.00	-	-100.00%	67,553.00	-	#DIV/0!
Surplus (Deficit)	7,000.00	7,074.19	1.06%	4,500.00	7,345.17	63.23%	2,447.00	7,306.56	0.5%

**Audit (24)**

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Administration	1,500.00	1,465.01	-2.33%	1,500.00	1,548.10	3.21%	15,000.00	1,598.79	-3.2%
Total Revenues	1,500.00	1,465.01	-2.33%	1,500.00	1,548.10	3.21%	15,000.00	1,598.79	-3.2%
Expenses									
Administration	3,450.00	2,450.00	-28.99%	15,950.00	13,950.00	-12.54%	15,950.00	12,500.00	11.6%
Total Expenses	3,450.00	2,450.00	-28.99%	15,950.00	13,950.00	-12.54%	15,950.00	12,500.00	11.6%
Total Fund Revenues	1,500.00	1,465.01	-2.33%	1,500.00	1,548.10	3.21%	15,000.00	1,598.79	-3.2%
Total Fund Expenses	3,450.00	2,450.00	-28.99%	15,950.00	13,950.00	-12.54%	15,950.00	12,500.00	11.6%
Surplus (Deficit)	(1,950.00)	(984.99)	-49.49%	(14,450.00)	(12,401.90)	-14.17%	(950.00)	(10,901.21)	13.8%



Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended May 31, 2019

**Paving & Lighting (25)**

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Administration	15.00	61.01	306.73%	15.00	228.54	1423.60%	150.00	275.84	-17.1%
Total Revenues	15.00	61.01		15.00	228.54		150.00	275.84	-17.1%
Expenses									
Administration	-	#DIV/0!		-	#DIV/0!	(1)	22,000.00	-	#DIV/0!
Total Expenses	-	-		-	-		22,000.00	-	#DIV/0!
Total Fund Revenues	15.00	61.01	306.73%	15.00	228.54	1423.60%	150.00	275.84	
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	22,000.00	-	
Surplus (Deficit)	15.00	61.01	306.73%	15.00	228.54	1423.60%	(21,850.00)	275.84	

**Park Police (26)**

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Administration	15.00	26.67	77.80%	15.00	58.68	291.20%	150.00	67.89	-13.6%
Total Revenues	15.00	26.67		15.00	58.68		150.00	67.89	-13.6%
Expenses									
Administration	2,750.00	-	-100.00%	2,750.00	-	-100.00%	4,500.00	253.57	-100.0%
Total Expenses	2,750.00	-		2,750.00	-		4,500.00	253.57	-100.0%
Total Fund Revenues	15.00	26.67	77.80%	15.00	58.68	291.20%	150.00	67.89	-13.6%
Total Fund Expenses	2,750.00	-	-100.00%	2,750.00	-	-100.00%	4,500.00	253.57	
Surplus (Deficit)	(2,735.00)	26.67	-100.98%	(2,735.00)	58.68	-102.15%	(4,350.00)	(185.68)	-131.6%

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended May 31, 2019

**IMRF (27)**

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Administration	9,000.00	8,934.70	-0.73%	9,000.00	8,934.70	-0.73%	91,000.00	8,868.60	0.7%
Total Revenues	9,000.00	8,934.70	-0.73%	9,000.00	8,934.70	-0.73%	90,000.00	8,868.60	0.7%
Expenses									
Administration	8,956.00	8,934.70	-0.24%	8,956.00	8,934.70	-0.24%	89,556.00	13,330.90	-33.0%
Total Expenses	8,956.00	8,934.70	-0.24%	8,956.00	8,934.70	-0.24%	89,556.00	13,330.90	-33.0%
Total Fund Revenues	9,000.00	8,934.70	-0.73%	9,000.00	8,934.70	-0.73%	90,000.00	8,868.60	0.7%
Total Fund Expenses	8,956.00	8,934.70	-0.24%	8,956.00	8,934.70	-0.24%	89,556.00	13,330.90	-33.0%
Surplus (Deficit)	44.00	-		44.00	-		444.00	(4,462.30)	

**Social Security (28)**

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Administration	10,200.00	9,998.78	-1.97%	10,200.00	9,998.78	-1.97%	102,000.00	9,645.29	3.7%
Total Revenues	10,200.00	9,998.78	-1.97%	10,200.00	9,998.78	-1.97%	102,000.00	9,645.29	3.7%
Expenses									
Administration	17,267.00	17,111.84	-0.90%	17,267.00	17,111.84	-0.90%	108,257.00	14,596.43	17.2%
Total Expenses	17,267.00	17,111.84	-0.90%	17,267.00	17,111.84	-0.90%	108,257.00	14,596.43	17.2%
Total Fund Revenues	10,200.00	9,998.78	-1.97%	10,200.00	9,998.78	-1.97%	102,000.00	9,645.29	3.7%
Total Fund Expenses	17,267.00	17,111.84	-0.90%	17,267.00	17,111.84	-0.90%	108,257.00	14,596.43	17.2%
Surplus (Deficit)	(7,067.00)	(7,113.06)		(7,067.00)	(7,113.06)		(6,257.00)	(4,951.14)	

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended May 31, 2019

**Concessions (30)**

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
<b>Revenues</b>									
Clubhouse Concessions	10,449.00	4,330.35	-58.56%	14,788.00	7,497.90	-49.30% (1)	76,145.00	14,267.68	-47.4% (1)
Beverage Cart	961.00	3.59	-99.63%	961.00	167.59	-82.56% (1)	11,281.00	-	#DIV/0!
Sports Complex Concessions	8,729.00	5,220.90	-40.19%	11,899.00	5,257.40	-55.82% (1)	39,945.00	11,039.06	-52.4% (1)
Pool Concessions	-	-	#DIV/0!	-	-	#DIV/0!	7,706.00	-	#DIV/0!
Catering	956.00	1,616.93	69.13%	6,216.00	7,682.43	23.59% (2)	18,615.00	6,341.28	21.1% (2)
<b>Total Revenues</b>	<b>21,095.00</b>	<b>11,171.77</b>	<b>-47.04%</b>	<b>33,864.00</b>	<b>20,605.32</b>	<b>-39.15%</b>	<b>153,692.00</b>	<b>31,648.02</b>	<b>-34.9%</b>
<b>Expenses</b>									
Clubhouse Concessions	13,678.00	8,294.67	-39.36%	32,104.00	25,038.34	-22.01% (1,3)	98,519.00	28,003.44	-10.6% (1,3)
Beverage Cart	1,059.00	73.98	-93.01%	1,359.00	178.10	-86.89% (1)	8,689.00	-	#DIV/0!
Sports Complex Concessions	7,552.00	4,329.96	-42.66%	9,271.00	5,543.95	-40.20% (1)	31,620.00	7,984.74	-30.6% (1)
Pool Concessions	50.00	-	-100.00%	100.00	-	-100.00%	7,086.00	324.63	-100.0%
Catering	283.00	560.56	98.08%	1,487.00	2,445.70	64.47% (2)	6,595.00	1,279.67	91.1% (2)
<b>Total Expenses</b>	<b>22,622.00</b>	<b>13,259.17</b>	<b>-41.39%</b>	<b>44,321.00</b>	<b>33,206.09</b>	<b>-25.08%</b>	<b>152,509.00</b>	<b>37,592.48</b>	<b>-11.7%</b>
<b>Total Fund Revenues</b>	<b>21,095.00</b>	<b>11,171.77</b>	<b>-47.04%</b>	<b>33,864.00</b>	<b>20,605.32</b>	<b>-39.15%</b>	<b>153,692.00</b>	<b>31,648.02</b>	<b>-34.9%</b>
<b>Total Fund Expenses</b>	<b>22,622.00</b>	<b>13,259.17</b>	<b>-41.39%</b>	<b>44,321.00</b>	<b>33,206.09</b>	<b>-25.08%</b>	<b>152,509.00</b>	<b>37,592.48</b>	<b>-11.7%</b>
<b>Surplus (Deficit)</b>	<b>(1,527.00)</b>	<b>(2,087.40)</b>	<b>36.70%</b>	<b>(10,457.00)</b>	<b>(12,600.77)</b>	<b>20.50%</b>	<b>1,183.00</b>	<b>(5,944.46)</b>	<b>112.0%</b>

(1) April 2019 flooding and May 2019 wet and cold weather impacted both golf course and ballfields. Course was open 16 days in 2019 compare to 24 days in 2018.

(2) Lions club started renting the clubhouse 2 Wednesdays a month in Sept. 2018. 2019 has increased revenue/expenses for drinks and room rental due to this.

(3) Freezer repair in 2019

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended May 31, 2019

**Developer Contributions (32)**

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Administration	1,604.00	11.32	-99.29%	10,835.00	5,677.33	-47.60%	21,000.00	9,535.31	-40.5%
Total Revenues	1,604.00	11.32		10,835.00	5,677.33		21,000.00	9,535.31	-40.5%
Expenses									
Administration	-	-		-	-		21,000.00	-	#DIV/0!
Total Expenses	-	-		-	-		21,000.00	-	#DIV/0!
Total Fund Revenues	1,604.00	11.32		10,835.00	5,677.33		21,000.00	9,535.31	-40.5%
Total Fund Expenses	-	-		-	-		21,000.00	-	#DIV/0!
Surplus (Deficit)	1,604.00	11.32		10,835.00	5,677.33		-	9,535.31	-40.5%

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended May 31, 2019

**Golf Course (50)**

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
<b>Revenues</b>									
Golf Operations	56,686.00	23,682.66	-58.2%	171,024.00	129,989.45	-24.0%	(1) 474,322.00	164,047.22	-20.8% (2)
Golf Maintenance	2,839.00	2,500.70	-11.9%	2,839.00	2,500.70	-11.9%	20,290.00	2,574.94	-2.9%
<b>Total Revenues</b>	<b>59,525.00</b>	<b>26,183.36</b>	<b>-56.0%</b>	<b>173,863.00</b>	<b>132,490.15</b>	<b>-23.8%</b>	<b>494,612.00</b>	<b>166,622.16</b>	<b>-20.5%</b>
<b>Expenses</b>									
Golf Operations	22,082.00	14,770.59	-33.1%	72,996.00	64,984.62	-11.0%	(3) 220,563.00	72,142.75	-9.9% (3)
Golf Maintenance	22,455.00	25,728.95	14.6%	106,675.00	94,190.55	-11.7%	(4) 274,049.00	83,796.21	12.4% (4,5)
<b>Total Expenses</b>	<b>44,537.00</b>	<b>40,499.54</b>	<b>-9.1%</b>	<b>179,671.00</b>	<b>159,175.17</b>	<b>-11.4%</b>	<b>494,612.00</b>	<b>155,938.96</b>	<b>2.1%</b>
<b>Total Fund Revenues</b>	<b>59,525.00</b>	<b>26,183.36</b>	<b>-56.0%</b>	<b>173,863.00</b>	<b>132,490.15</b>	<b>-23.8%</b>	<b>494,612.00</b>	<b>166,622.16</b>	<b>-20.5%</b>
<b>Total Fund Expenses</b>	<b>44,537.00</b>	<b>40,499.54</b>	<b>-9.1%</b>	<b>179,671.00</b>	<b>159,175.17</b>	<b>-11.4%</b>	<b>494,612.00</b>	<b>155,938.96</b>	<b>2.1%</b>
<b>Surplus (Deficit)</b>	<b>14,988.00</b>	<b>(14,316.18)</b>	<b>-195.5%</b>	<b>(5,808.00)</b>	<b>(26,685.02)</b>	<b>359.5%</b>	<b>-</b>	<b>10,683.20</b>	<b>-349.8%</b>

- (1) Daily Greens Fees -41.2% -\$12,554 through May 2019 closed 16 days + 11 days only front 9 open with no carts  
 Golf Events & Misc -25.56% -\$2,473  
 Carts -40.36% -\$8,299 through May 2019 27 days with no carts  
 Season passes -10.85% -\$9,802  
 Pro shop sales -43.07% -\$7,835
- (2) Daily Greens Fees -37.62% -\$10,809 through May 2018 closed 4 days + 2 days only front 9 open with no carts  
 Golf Events & Misc -23.63% -\$2,228  
 Carts -39.69% \$8,069 through May 2018 15 days with no carts  
 Season passes -6.15% -\$5,276  
 Pro shop sales -41.74% -\$7,419
- (3) Cost of Goods sold below budget 36.9% \$4,483 and less than 2018 41.1% \$5,328. Wages/Taxes below budget 8.0% \$3,275 and 2018 5.4% \$2,161.  
 (4) Wages/taxes below budget 17.7% \$11,766 and greater than 2018 11.2% \$5,524  
 (5) Expenses greater than 2018: Maint materials (fertilizer, gas/oil, pesticides) 64.2% \$5,526

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended May 31, 2019

**Aquatics (51)**

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
<b>Revenues</b>									
Pool	9,005.00	5,030.37	-44.1%	21,710.00	20,235.37	-6.8%	63,115.00	19,791.31	2.2%
Swim Lessons	7,028.00	5,724.00	-18.6%	14,198.00	15,308.00	7.8%	19,444.00	13,851.33	
Splashpad	1,989.00	500.00	-74.9%	1,989.00	650.00	-67.3%	17,059.00	1,849.00	-64.8%
<b>Total Revenues</b>	<b>18,022.00</b>	<b>11,254.37</b>	<b>-37.6%</b>	<b>37,897.00</b>	<b>36,193.37</b>	<b>-4.5%</b>	<b>99,618.00</b>	<b>35,491.64</b>	<b>2.0% (2)</b>
<b>Expenses</b>									
Pool	3,251.00	1,293.97	-60.2%	4,332.00	2,703.17	-37.6%	52,920.00	3,843.40	-29.7%
Aquatics Maintenance	3,061.00	5,390.37	76.1%	11,451.00	13,636.46	19.1%	37,400.00	4,012.54	239.8% (3,4)
Swim Lessons	50.00	-	-100.0%	50.00	-	-100.0%	8,932.00	45.26	
Splashpad	-	2.00	#DIV/0!	-	2.00	#DIV/0!	234.00	-	#DIV/0!
<b>Total Expenses</b>	<b>6,362.00</b>	<b>6,686.34</b>	<b>5.1%</b>	<b>15,833.00</b>	<b>16,341.63</b>	<b>3.2%</b>	<b>99,486.00</b>	<b>7,901.20</b>	<b>106.8%</b>
<b>Total Fund Revenues</b>	<b>18,022.00</b>	<b>11,254.37</b>	<b>-37.6%</b>	<b>37,897.00</b>	<b>36,193.37</b>	<b>-4.5%</b>	<b>99,618.00</b>	<b>35,491.64</b>	<b>2.0%</b>
<b>Total Fund Expenses</b>	<b>6,362.00</b>	<b>6,686.34</b>	<b>5.1%</b>	<b>15,833.00</b>	<b>16,341.63</b>	<b>3.2%</b>	<b>99,486.00</b>	<b>7,901.20</b>	<b>106.8%</b>
<b>Surplus (Deficit)</b>	<b>11,660.00</b>	<b>4,568.03</b>	<b>-60.8%</b>	<b>22,064.00</b>	<b>19,851.74</b>	<b>-10.0%</b>	<b>132.00</b>	<b>27,590.44</b>	<b>-28.0%</b>

(1) Season passes -11.61% -\$2,483  
Swim Lessons +7.83% \$1,112

(2) Season passes -3.04% -\$592  
Swim Lessons +10.53% \$1,458

(3) Pool chairs in 2019

(4) Timing of pool/splash pad chemical purchase.

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended May 31, 2019

**Debt Service (60)**

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Administration	61,400.00	60,865.11	-0.9%	61,400.00	61,392.34	0.0%	614,000.00	59,900.28	2.5%
Total Revenues	61,400.00	60,865.11	-0.9%	61,400.00	61,392.34	0.0%	614,000.00	59,900.28	2.5%
Expenses									
Administration		7,140.00	#DIV/0!		7,140.00	#DIV/0!	614,116.00	-	#DIV/0!
Total Expenses	-	7,140.00		-	7,140.00		614,116.00	-	#DIV/0!
Total Fund Revenues	61,400.00	60,865.11	-0.9%	61,400.00	61,392.34	0.0%	614,000.00	59,900.28	2.5%
Total Fund Expenses	-	7,140.00		-	7,140.00		614,116.00	-	#DIV/0!
Surplus (Deficit)	61,400.00	53,725.11	-12.5%	61,400.00	54,252.34	-11.6%	(116.00)	59,900.28	-9.4%

**Capital Projects (70)**

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Administration	1,750.00	523.17	-70.1%	8,750.00	2,981.00	-65.9%	540,000.00	5,357.44	-44.4%
Total Revenues	1,750.00	523.17	-70.1%	8,750.00	2,981.00	-65.9%	540,000.00	5,357.44	-44.4%
Expenses									
Administration	9,000.00	12,120.14	34.7%	309,800.00	94,015.80	-69.7%	539,863.00	41,688.07	125.5%
Total Expenses	9,000.00	12,120.14	34.7%	309,800.00	94,015.80	-69.7%	539,863.00	41,688.07	125.5%
Total Fund Revenues	1,750.00	523.17		8,750.00	2,981.00	-65.9%	540,000.00	5,357.44	-44.4%
Total Fund Expenses	9,000.00	12,120.14	34.7%	309,800.00	94,015.80	-69.7%	539,863.00	41,688.07	125.5%
Surplus (Deficit)	(7,250.00)	(11,596.97)	60.0%	(301,050.00)	(91,034.80)	-69.8%	137.00	(36,330.63)	150.6%

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended May 31, 2019

**Action 2020 (71)**

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Administration	40,100.00	161.03	-99.6%	40,500.00	805.91	-98.0%	5,605,120.00	13,198.35	-93.9%
Total Revenues	40,100.00	161.03	-99.6%	40,500.00	805.91	-98.0%	5,605,120.00	13,198.35	-93.9%
Expenses									
Administration	5,000.00	24,191.60	383.8%	50,000.00	64,624.49	29.2%	2,159,275.00	1,374,980.10	-95.3%
Total Expenses	5,000.00	24,191.60	383.8%	50,000.00	64,624.49	29.2%	2,159,275.00	1,374,980.10	-95.3%
Total Fund Revenues	40,100.00	161.03		40,500.00	805.91	-98.0%	5,605,120.00	13,198.35	-93.9%
Total Fund Expenses	5,000.00	24,191.60	383.8%	50,000.00	64,624.49	29.2%	2,159,275.00	1,374,980.10	-95.3%
Surplus (Deficit)	35,100.00	(24,030.57)	-168.5%	(9,500.00)	(63,818.58)	571.8%	3,445,845.00	(1,361,781.75)	-95.3%
Total Fund Revenues	543,901.00	447,639.05		863,625.00	792,631.59	-8.2%	10,837,908.00	819,355.47	
Total Fund Expenses	467,210.00	464,232.77	-0.6%	1,714,866.00	1,379,029.82	-19.6%	7,393,017.00	2,390,963.08	
Surplus (Deficit)	76,691.00	(16,593.72)	-121.6%	(851,241.00)	(586,398.23)	-31.1%	3,444,891.00	(1,571,607.61)	



Sycamore Park District  
Fund Balances

	Unaudited 1/1/2019	Revenues	Expenses	5/31/2019	5/31/2019 Cash balance
10 Corporate	448,928.49	177,070.87	429,403.07	196,596.29	194,050.43
20 Recreation	359,618.50	298,288.37	525,791.02	132,115.85	159,467.02
21 Donations	76,404.89	9,996.74	-	86,401.63	86,401.63
22 Special Recreation	18,426.12	19,016.22	9,336.01	28,106.33	28,106.33
23 Insurance	37,028.97	7,345.17	-	44,374.14	44,374.14
24 Audit	14,570.38	1,548.10	13,950.00	2,168.48	2,168.48
25 Paving & Lighting	22,891.66	228.54	-	23,120.20	23,120.20
26 Park Police	4,373.87	58.68	-	4,432.55	4,432.55
27 IMRF	-	8,934.70	8,934.70	-	-
28 Social Security	7,113.06	9,998.78	17,111.84	-	-
30 Concessions	34,633.92	20,605.32	33,206.09	22,033.15	16,517.51
32 Developer Contributions	479.89	5,677.33	-	6,157.22	6,157.22
60 Debt Service	72,041.20	61,392.34	7,140.00	126,293.54	126,293.54
70 Capital Projects	385,125.14	2,981.00	94,015.80	294,090.34	284,640.34
71 Action 2020	160,202.32	161.03	24,191.60	136,171.75	87,610.56
<b>Total governmental fund balance</b>	<b>1,641,838.41</b>	<b>623,303.19</b>	<b>1,163,080.13</b>	<b>1,102,061.47</b>	<b>1,063,339.95</b>
50 Golf Course	313,767.68	132,490.15	159,175.17	287,082.66	
	<u>(382,836.75)</u>			<u>(382,836.75)</u>	
	(69,069.07)			(95,754.09)	(46,319.91)
51 Aquatics	406,918.48	36,193.37	16,341.63	426,770.22	
	<u>(405,939.83)</u>			<u>(405,939.83)</u>	
	978.65			20,830.39	20,430.39
<b>Total proprietary funds</b>	<b>(68,090.42)</b>	<b>168,683.52</b>	<b>175,516.80</b>	<b>(74,923.70)</b>	
	1,573,747.99			1,027,137.77	1,037,450.43

Summary of depository accounts as of

6/20/2019

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First Midwest Bank	684,548.55	2.01	11757.34
Resource Bank	32,688.03	0.68	91.8
IPDLAF	250,700.86	2.16	6.55
DCCF - Action 2020	28,104.89		
Dekalb Co. Community Foundation	<u>18,067.17</u>		
	1,014,109.50		

To: Board of Commissioners  
From: Theresa Tevsh  
Subject: Monthly Recreation Report  
Date: June 19, 2019

**Administrative Initiatives (6/1/19-6/30/19)**

**Theresa Tevsh, Superintendent of Recreation Services**

- Met with the Recreation Team on June 4 to review Fall brochure content and goals for 2019-2020.
- To date we have issued 192 Dog Park Passes. We have 2- Park Patrol staff that conduct random, 1-hour checks of the park. They record commentary from visitors, clean the park, and enforce the dog park rules.
- The Park District staff and the MMNH staff held an Open House for summer camp families on June 19<sup>th</sup> at 5pm. This was held so campers could meet the staff and parents could ask questions. The Museum was open to all camper families to walk around and visit. To date, there are 10 campers signed up for week June 24-27 and 10 campers for week July 15-18.
- Attended the KSRA meeting on June 11 at the Flagg-Roselle facility. Auditors gave a presentation to the board members of the 2018 Financial Report.
- Attended the Midwest Museum of Natural History Board meeting on May 30<sup>th</sup>. Give DeKalb raised \$3564.00 for the museum. Board members agreed to meet every two months instead of every month, next meeting will be August. The Treasurer did not have a report for the month. I volunteered at the MMNH Garage Sale event June 15 in the early morning.
- The Sycamore Chamber Leadership Academy scheduled for June 21 at the County Jail & Court House has been rescheduled due to the Chamber outing moving to same date.

- Attended an assisted with concessions at the June 6 Concert in the Park.
- Attended the set-up portion of Movie in the Park on June 7. The library was on site as part of the Library/Park District partnership and they provided a photo booth and mask craft for visitors.
- Led the Family Fitness day on a chilly, windy evening at Legacy Campus on June 9<sup>th</sup>. We only had 5 members registered for the event, 4 attended. The Dekalb County United Men's Soccer team provided 2 Athletes in uniform to volunteer and lead fitness stations. Staff will evaluate if we should repeat the event again next year. It was free to Pathway Fitness members, a small fee per family for non-members.
- June 10 I attended video surveillance training on site from Illini Security, along with Superintendent of Finance.
- Illini Security adjusted the camera for the Dog Park entrance June 10 and will have a quote for a new camera that will zoom in on the Dog Park gate for a better view.
- Recreation Staff and Superintendent of Finance met on June 11 to review software(REACH) to integrate into the lobby TV at the community center. This will provide an up to date view by the hour of everything going on in the building. The tv screen will also have advertising of Park District events. The tv information will help visitors to see where to go for programming, and for members to see what is open for gym space. The plan is to have this running by November and will include staff training in October.
- Conducted PDRMA safety meetings for seasonal staff on May 29, June 11.
- Interviewed a potential candidate for the 2<sup>nd</sup> Graduate Assistant position for this Fall. Interview included our current GA and Facilities Supervisor. We were all very pleased with the candidate and offered her the position. I have a verbal confirmation of acceptance but waiting on written acceptance.
- Attended the Management team meeting on June 13.
- Assisted at the Clubhouse during the Shriners Golf Outing June 14.

- Attended the Library/Park District partner event, Tales & Trails at Sycamore Lake Rotary Park on June 14. Our Park District Naturalist was a speaker and brought out the Library bike to the park. 15 people were in attendance.
- The middle school Pool party was canceled due to weather on June 14.
- Attended the plaque dedication at the Concession stand on June 15.
- Led the Recreation team on June 18 in part two of the 2020-2025 Program planning session.
- Met with a representative with “Healthy Running Series- Sycamore”, on June 19 requesting to use the Legacy Campus as a site for a series of five youth cross country races this Fall.
- Met with the Library on June 20 to review joint programming scheduled for the Fall 2019.
- Received two quotes for window cleaning the exterior of the Community Center. We will go with Wally’s Window Cleaning of Dekalb. Waiting on a start date.

### **Lisa Metcalf, Facilities Supervisor**

- Our Life Fitness Representative conducted Preventative Maintenance on our machines in Pathway Fitness.
- Worked on information for Splash Fountain and Fitness classes for the Fall Brochure.
- In May, we sold/renewed a total of 58 Pathway Fitness Memberships/Pass, 15 Track Only Memberships/Pass, and 19 Open Gym Passes. Compared to May of 2018, we sold a total of 83 Pathway Fitness Memberships/Pass, 18 Track Only Memberships/Pass, and 30 Open Gym Passes.
- In May, we had 3,982 visits to Pathway Fitness/Track and in May 2018 we had 1,591 visits.

- Swim Lessons at the Community Pool started June 3. So far, we have had 59 kids registered for the two-night lessons and 86 kids registered for the two morning lessons. Compared to the first sessions in 2018, we had 50 kids in the two-night lessons and 75 kids in the two morning lessons.
- Due to inclement weather, we had our first Indoor Swim Lesson Session. It was held in the Community Center Gym and went well. Everyone is excited that there are no longer Friday Make-up Lessons.
- As of June 11, we had 1,217 visits to Splash Fountain and 2,058 visits to the Community Pool.
- First session of Summer Fitness Classes has started. 9 classes are running. We had 5 Fitness Classes run during the first session of summer 2018.
- Contacted REACH Media Network to receive a proposal to integrate our Registration Software, RecTrac, to display on our TV in the lobby of the Community Center which can then display the activities and events that are happening for that day.
- Helped interview a new GA for the Fall Semester.
- Met with the Rec Team to start planning our goals for programming in 5 years.
- Started to do research on shades for the windows facing the west in Pathway Fitness.
- Continued to work in RecTrac to update things as new things get added and changed.

### **Justin Genz, Recreation Specialist**

- Attended training session for STEM club (Electrifyit!) at NIU.
- Chaperoned Cubs vs Mets game June 21.

- Attended 5-year plan meeting with recreation team.
- Attended Teen Committee meeting June 20.
- Met with Soccer Club and agreed on a contracted soccer program with SPD for the fall.
- Attended Around the horn baseball camp, met with coach Isaac beforehand.
- Configured June open gym schedule in RecTrac.
- Entering my first brochure cycle, finalizing dates and times for new programs.
- Met with rec team, took personality test and discussed it.
- Got STEM club program up and running in room C.
- Attended splash pad training.
- Pulled all previous All-Star Sports summer/fall numbers to compare, and exceeded last summer's numbers in T-ball and Soccer, both received waitlists in 2019.
- Worked with Sarah and received administrative rights to post on the Facebook page, posted and promoted multiple programs on Facebook.
- Help setup first day of art camp, successful numbers with 15 kids registered.

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

- Completed vending reports for month of May.
- Booked clubhouse rentals for June 22<sup>nd</sup> for a luncheon with them using the Caddyshack Grill.

- Booked birthday party packages for June, July and August all consisting of splash fountain parties.
- Booked community center room. Waiting on responses for 3 more.
- Booked two private splash fountain parties.
- Continuing to promote Junk in the Trunk Sale.
- Attended Rec training with rec team.
- Still slow at golf food and beverage due to weather.
- Continuing to help out with programs at community center.
- Baseball concessions finally picking up due to some nicer weather.
- Opened pool concessions.
- Ran a successful Shriners Outing. Sold over \$1300 in food and alcohol.
- Had two concerts with good attendance. Sold over \$600 each night.
- Glad to see baseball concessions building painted on outside and preparing inside to be redone.
- Completed first Movie in the Park, low attendance due to weather. \$50 in concessions.
- Working on Storm Dayz.

### **Sarah Rex, Recreation Supervisor**

- Supervised Summer Concert Series: June 6 roughly 400 people

- Supervised, with Superintendent of Parks and Facilities, Movies in the Park: June 7 roughly 115 people.
- Attended Sycamore Kiwanis Craft Beer and Brat Festival meetings.
- Met with NIU Adventures to discuss contracted programming and their participation in large events as well as free programs in our parks.
- Met with School District and ENCAP representatives to continue developing outdoor classroom opportunity at the Middle School. Sycamore Park District Natural Areas Specialist and Middle School teachers will regroup this fall to begin integrating the site development into their curriculum and identifying roles. ENCAP is developing a site plan.
- Supervised Summer Concert Series: June 13 roughly 300 people
- Helped plan and coordinate the rededication of the Sports Complex Concessions Building. Approximately 20 people in attendance.
- Developed fall programming including events (Touch-a-Truck, Fall Fest, Superhero Challenge, Fireworks and Fun, Cookies with Santa), growing environmental programming with Park District natural Areas Specialist and NIU Outdoor Adventures, Dog Training classes, Healthful Pet Wellness Series.
- Reviewed volunteer waiver to include natural area volunteers who, under the supervision and direction of the Sycamore Park District Natural Areas Specialist, will use light equipment and apply herbicide.
- Park District Marketing: Website updates, online calendar maintenance (District's and Community calendars), Instagram and Facebook events and posts, monthly print and digital ads for the Chronicle "Blinder" program, Chronicle print special (3 1/2-page ads promotion), managed radio ads with WDKB and WLBK, New Values magazine ad, electronic message board, Sycamore State Street Theatre ads, special requests from staff for promotional materials, signs or special projects.
- After receiving 4 quotes, selected Mad Bomber to once again provide the September fireworks show for the Sycamore Park District.



- Met with Terri Gible to review timeline and duties for ITEP and OSLAD grants as she transfers these responsibilities to me.
- Help the Superintendent of Golf Services with an information campaign regarding the new ordinance banning the feeding of wildlife.
- Will reach out to local businesses in the hopes of securing funding for fall events.
- Led the design and development of the District's fall brochure.
- Coordinated and oversaw Sycamore High School Art Students painting a Little Library donated by Michelle Schulz. The library will be installed on Legacy Campus.
- Coordinated the Park District's "deals" to be included with the NIU Honors Preferred program. The Honors Preferred Program is a partnership between local businesses/organizations in the Dekalb/Sycamore area and the Honors Program to offer discounts, promotions, and other incentives to 1,000+ Honors students.

### **Administrative Initiatives (7/1/19-7/31/19)**

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

- Will oversee the Museum Day camp activities at the Park District location for June & July
- Will attend the Baseball Field Sizing meeting on June 26.
- Will assist the library in conducting our first, concert at the Amphitheater on June 28.
- Will attend the planning meeting with staff and library on July 12 to review the Reading Extravaganza Event scheduled for July 26. They are expecting 500 participants.

- Will attend the Chamber Leadership Academy on July 26.
- Will set up a final meeting with Recreation staff for the 2020-2025 Future Programming, Goals and objectives for the district.

### **Lisa Metcalf, Facilities Supervisor**

- Will work on the Fall Brochure and future programming.
- Second session of programs start, will make sure all Fitness Instructors are prepared and ready for their classes.
- Will help train Justin on how to input all Fall Programs into RecTrac.
- Will schedule a full cleaning of Pathway Fitness.

### **Justin Genz, Recreation Specialist**

- Continue to finalize fall programs.
- Proof the fall Brochure.
- Will learn how to input fall programs into RecTrac.
- Attend Library in the park event to promote programs.
- Will help instructors kick off second session of summer programs.
- Attend and supervise escape room pool party.

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

- Continue to do rentals and birthday parties.
- Get things set for Junk in the Trunk.
- Run Concessions at Concert in the Park.
- Run Concessions at next Movie in the Park.
- Keep promoting Junk in the Trunk.

**Sarah Rex, Recreation Supervisor**

- Fall brochure will go to the printer on July 12.
- Sycamore Kiwanis Craft Beer and Brat Festival is July 20. Proceeds will be donated to Sycamore Park District Splash Fountain.
- Will assist the Superintendent of Golf Services with the production of a commercial as part of the 13-WREX Viewer Rewards Program for the Sycamore Park District Golf Club.
- Will develop a communication component for the District's emergency response plan.
- Will be a part of considering the Reach system in the Community Center for displaying the building schedule and promoting District activities.
- Park District Marketing

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: June 25, 2019

**Administrative Initiatives (6/1/19 – 6/30/19)**

- Attended weekly Management Team meetings as scheduled.
- Attended All Staff Meeting as scheduled.
- Attended Sycamore Chamber of Commerce Ambassador Club meeting.
- Developed June Golf Insight newsletter and updated reader board with leagues and outings scheduled.
- Added additional coupon sales through Group Golfer, Groupon and Golf Moose, with strong limitations for usage, to try to capture a portion of the lost revenue from May rains and floods. Added over \$8,000.00 in revenue from these coupons so far.
- Began outing season with several large events scheduled. Sycamore Chamber, June 7<sup>th</sup>, (move to June 21<sup>st</sup> due to weather conditions, currently having 33 foursomes expected, The Shriners' Scramble, June 14<sup>th</sup> had 38 foursomes or 152 players participate, The Sycamore Rotary Club, June 26<sup>th</sup> 32 to 36 players expected and the Spartan Open, June 28<sup>th</sup> with 130 to 144 players anticipated.
- Added additional eblasts and marketing techniques to ensure golfers our golf course is fully operational to attract players back.
- Trained and began scheduling two new cart attendants.
- Rehired a part-time staff member, who is working on his degree in marketing, to not only work carts and in the pro shop but to assist in eblasts, development of promotional signage, update Facebook and our website information.
- Continued summer pro shop merchandise promotions.

- Continued to reduce staff hours where possible to help budget effected by May floods.
- Had 85% of the tee sheet filled on June 16<sup>th</sup>, Father's Day, 274 players and over \$4,600.00 in revenue.
- Worked with Sarah Rex on the development of a Do Not Feed the Wildlife Flyer.

### **Administrative Initiatives (7/1/19 – 7/31/19)**

- Attend weekly Management Team meetings as scheduled.
- Attend All Staff Meeting as scheduled.
- Attend Sycamore Chamber of Commerce Ambassador Club meeting.
- Develop July Golf Insight newsletter and update reader board with leagues and outings scheduled.
- Continue coupon sales through, Groupon and Golf Moose, with strong limitations for usage, to try to capture a portion of the lost revenue from May rains and floods.
- Continue outing season with several large events scheduled. Ski's All American Grill, 120 player expected, Genoa Area Chamber of Commerce, 60+ players expected, The Alvin Wildenradt Junior Championship, 40 – 60 Juniors expected,
- Continue the addition of new eblasts and marketing techniques to ensure golfers our golf course is fully operational to attract players back by using the skills of our part-time staff member, David Schmitt, who is getting his college degree in marketing.
- Add one newer cart attendant for training and the return of one other cart attendant from college.
- Continue summer pro shop merchandise promotions.

To: Board of Commissioners  
From: Jeff Donahoe  
Subject: Monthly Report  
Date: June 25, 2019

**Administrative Initiatives** (6/1/19-6/30/19)

**Golf**

- We are excited to be experiencing some normalcy with the weather the past week or so. After record rainfall in May and snows in April, we have experienced average precipitation since the end of the first week of June. We were able to take some rain on the 15<sup>th</sup> that while still left some puddles, did not flood the course.
- Turf areas which have been skipped for weeks have finally been mowed and the Shriner's outing on the 14<sup>th</sup> was the first day when cart signs were able to be removed on the entire course with only some rope left around the low drain areas on the east side where flood waters killed some grass. These low areas will be seeded as they dry enough to allow equipment to access the sites.
- Temperatures, along with the soil moisture, have caused the turf to grow quickly and consistently. Staff has been spending most of their time mowing all areas and catching up on string trimming and manicuring of the course.
- The last heavy rain on June 5<sup>th</sup> did not allow for Chamber Day to occur as all those carts would have caused too much damage to the course. We are hopeful the make-up date of the 21<sup>st</sup> will be successful with the Spartan Open the following Friday.
- We have also started spraying for turf disease, spot spraying dandelions and clover, trimming and removing dead trees, trimming around sprinkler heads

and rewriting distances, planting flowers in beds, and fertilizing greens, tees, and fairways.

- The thin areas on 6 and couple other greens have been healing nicely with seed, fertilizer, plugs, and warmer temperatures.
- The clubhouse was painted during the few dry days of May. The change of color was at first surprising to people, but I now have heard almost all compliments on the change as customers grow accustomed to the brighter look.
- I have been coordinating with Kirk on all the outings and daily league and other play so we can schedule the staff to best work around play to still achieve our management goals.
- We are still on target to begin the irrigation system installation at the beginning of September. Midwest Irrigation will begin stocking materials at our old shop area in August and might be able to begin intake changes at the river level at the end of August.

### **Sports**

- We are in the middle of all things sports at the Complex. Surprisingly, we are not that far behind with make up games for the baseball, soccer, and softball teams. The schedules left some open fields and slower days which helped with the moving of games to different fields to help all groups. I have been impressed with how well all the league leaders have worked with us and themselves to coordinate all getting games played this year.
- We are very proud of the Sycamore High School Varsity Softball team for winning the State Championship. They played some of their games and practices at our fields when theirs were too wet to use at the high school. I found out that almost all the girls on the team play on either the Storm or

Syco summer travel teams that play here, and all of them started playing right here with Sycamore Girls Softball.

- AYSO spring soccer will be done playing on the 22<sup>nd</sup>. The adult Sunday league will continue into fall and there are some summer soccer camps also planned. Fall AYSO will continue at the end of July with practices prior to the mid-August game starts.
- Youth baseball and softball started their playoff schedule this week for the younger age groups. Many will be done at the end of the month with older groups continuing into July. In-house all-star teams will then begin practices for all age groups during July. High school summer leagues continue until early July on field 1. Adult softball will continue until August.
- Storm Dayz tournament will be held June 28-30. Once again, 76 teams will play over 200 games on 10 fields in three days. We will prepare by roping for parking, coordinating garbage and port-o-pot details, field prep, and lots of mowing and line painting prior to the start. We have been in talking to Storm reps regularly to coordinate this large event.
- Staff has been mowing regularly, painting lines, fixing water washed infields, trimming, fixing lights, and has been prepping ballfields daily with all the games. Like the golf course, several low areas are finally able to be mowed.
- The pool has been running well with the water chemistry keeping balanced and warm with the use of the heater. We have made minor repairs only to date. The splash pad had also been running well with a new warrantied valve replaced which runs the bucket fill spray feature.
- I was able to coordinate the painting of the sport concession building around the rain days and prior to the ceremony celebrating the rededication of the building. The new look along with the moving and cleaning of the construction participant plaques made for a special day on the 15<sup>th</sup>. About 20



people who are still around or related to those who built the building attendant a very nice ceremony to thank those who participated and to impress upon them the importance and history of the building. Thanks to Bill, Ted, Sarah, and Bob Swedberg for helping organize this and speaking during the event which was much appreciated by those who attended.

- Coordinated meeting with baseball, softball, staff, and engineers to discuss future ball field sizes for next phase of sport field construction. We will meet on June 26<sup>th</sup>.

## **Parks**

- I attended staff and Board meetings.
- Attended meetings with City and engineers on next trail phase planning.
- Attended meetings with engineers about soccer complex addition project along with the bid opening on the 19<sup>th</sup>.
- Coordinated and hosted Kish Health System annual staff party on the 8<sup>th</sup> at the concert area.
- Many shelters have been rented since May including a large weeding last weekend at the Good Tymes shelter.
- Concerts have started on Thursday nights and movies the first Fridays of the month. Our first movie on the 7<sup>th</sup> hosted about 80 people while concerts have been well attended as usual.
- Staff has been recovering Parks from flood issues. We have just been able to cut grass at several parks recently where water was standing, and some areas are still too soft to mow. Mud has been removed from paths and debris from high water removed from many parks.

- In addition to all the mowing, staff has been cleaning shelters, keeping up with garbage removal, fixing and inspecting play equipment, putting up the stage and removing weekly, staying to put up and take down the movie screen, mulching beds, spraying weeds in beds, pruning and spraying natural areas, planting flowers, and pruning trees.
- We are in the process of have dead limbs removed from trees around the Kiddleland playground by the Good Tymes shelter. We will also have some trees removed at Leon Larson park near some homes when conditions dry.
- The ponds at Old Mill, Parkside Preserve, and the end of Merry Oaks Drive are being treated regularly as warmer temps and rainfall have caused significant algae blooms.
- I am working on analyzing the playground equipment at several parks for future replacement considerations.
- We added seed to both the sled hill and dog park thin wear areas. We have stopped mowing the sloped sides of the hill to allow the turf to thicken and strengthen. The dog park will soon have a small, low, wet area planted in water tolerant taller species.
- Have coordinated with Museum staff plumbing and HVAC repairs.
- Coordinated repair of Lake Sycamore floating dock which was damaged during the winter freeze. Repairs are now complete.

**Administrative Initiatives** (7/1/19-7/31/19)

- Attend staff, board meetings.
- Attend future trails planning meetings with City staff and engineers.

- Attend soccer complex addition meetings and work with engineers and construction company as work begins to build the fields.
- Continue to work with sport user groups and recreation staff as games continue all fields and plan for fall use for soccer, baseball, and softball.
- Host Storm Dayz softball the last weekend of the month.
- Set up for movie in the park on July 5<sup>th</sup>.
- Continue stage set up for concerts in the Park.
- Plan September Park Tour.
- Inspect playgrounds and determine status for future replacement timing or additions.
- Start to plan future tree plantings and replacement of dead or recently removed trees.
- Continue efforts for planning meeting with ENCAP, school district reps, and our staff for future natural areas classroom project.
- Meet with irrigation companies and set a timeline for starting the installation of the new system.
- Staff will work during this busy month to keep all areas clean, cut, repairs made, paths/trees pruned, play equipment inspected, and parks safe to use.

To: Board of Commissioners

From: Daniel Gibble, Executive Director

Subject: Monthly Report

Date: June 25, 2019

**Administrative Initiatives** (6/1/19 – 6/30/19)

- Attended Meetings/Serve On:
  - Rotary
  - Chamber
  - DSATS
- Continued work on Old Mill to Forest Preserve trail issues.
- Developed and Distributed RFP for Pool Assessment.
- Closed out Bidding Process and Recommend to Board Award of bid for the Riverside Park complex.
- Finalized negotiations for land on trail project.
- Continued to touch base with Brian Gregory to finalize agreement with Shodeen Developers and Reston Ponds Park Sites.
- Began assembling information for early Study Sessions on *Sustaining the Legacy: 2025*.
- Maintained communication with DCFPD, Engineers, City, and IDOT on Trail Project.
- Handled distribution of bid specifications, and communication/addenda with over 40 contractors/plan holders for Riverside Park Soccer Complex project.
- Spent considerable time reading about bond-related matters, reviewing six months-worth of alternate bond projections from Speer

Corporation, reviewing projected short-term cash position (prepared by Jackie), and creating 20 year cash-flow scenarios based upon all the data: All in preparation for recommendation at June Regular Board meeting regarding future bond issue.

- Met with officials regarding MMNH: City, MMNH leadership, SORS, and SOPFS.
- Finalized Agreement for Professional Services to conduct Community-wide Surveys.
- Began reviewing professional services SUBMITTALS for the Pool Assessment project.
- Continued to work on matters related to land donations on the northwest end of town.

**Administrative Initiatives** (7/1/19 – 7/31/19)

- Attend Meetings/Serve On:
  - Rotary
  - Chamber
  - DSATS
- Continue work on Old Mill to Forest Preserve trail issues.
- Review Drawings and Specifications and Begin AIA Contract Development for the Riverside Park Construction.
- Initiate meetings with our Negotiator, the City and our Engineers to further attempt to complete the land swap matters.
- Continue working on establishing a security for the Old Mill, LLC Development.
- Assist Board President by answering questions regarding DRAFT Retirement Agreement.

Dear Sycamore Park District,  
Thank you so much for  
allowing us to use your  
awesome facility for our  
annual Kickball tournament.  
We really appreciate your  
generosity and flexibility!

Sincerely,  
North Grove 5<sup>th</sup>  
Grade Team

SYCAMORE PARK DISTRICT  
Board of Commissioners  
Date of Board Meeting: June 25, 2019

**STAFF RECOMMENDATION**

**AGENDA ITEM: AWARD BID for Riverside Park Soccer Complex:  
Recommend Approval**

**BACKGROUND INFORMATION:** Phase I of the Fifth Project in ACTION 2020 is ready to break ground with the Board's approval this evening.

In May, the Bid Package for the Riverside Park Soccer Complex was made available to potential bidders. It was published in the Daily Chronicle, placed on our Transparency Portal, and made it to several of the construction bidding websites. With over 40 contractors requesting Plans and Bid Specifications, this project ended up with 11 General Contractors submitting bids for opening on June 19, 2019 at 1:00pm Central Time.

The bids were based upon the base project approved by the Board after several public hearings, and mailings to the Airport Road residents.

The budget established in 2015, for this project in ACTION 2020 was \$1,600,000 for construction, and \$125,000 for professional fees and construction supervision.

After the revisions made based upon Public Hearing input, City of Sycamore requirements, and additions that were panned out in final engineering that were not considered in the 2015 Budget Figures (at preliminary engineering), the Engineer's Estimate for this project was \$1,802,308.50 for construction. There is \$60,850 remaining to spend on final engineering updates and revisions and construction supervision.

In order to reduce the base bid to get it closer to the ACTION 2020 estimate of \$1,600,000 from 2015, staff pulled out several items from the base bid, and bid them as alternates. The alternates were:

- #1: Asphalt Paving of Aggregate Trails
- #3: Shelter/Pavilion

As design development neared conclusion, three alternates were added:

- #2: Adding 40 more parking spaces as the City request for 420+ parking spaces versus our 180 was far apart. NOTE: The City Ordinance as currently on record would require only 73 parking spaces. I offered City Planner, John Sauter, to bid 40 spaces as an alternate, and IF we could afford them we would add them.
- #4: To reduce staff costs, a programmable gate closure device.
- #5: An allowance for wiring of the site, IF ComEd chooses to keep the transformer by the road, rather than locating near the area where the future concession building will be located.

As previously referenced, there were eleven bids opened. The base bids ranged from \$1,649,484.84 up to \$3,023,000.00. The Bid Tally Sheet is attached to this recommendation for your reference.

Relatively local bidders included Elliott&Wood, Curran, Ken Nelson Construction. Only Elliott&Wood (3<sup>rd</sup> lowest base bid) made the lowest three bidders at base. Even if all five alternates were accepted by the Board, the lowest base bidder would still be the lowest bidder, overall: NONE of the next lowest bidders would become the new low bidder. Therefore, the lowest qualified bidder is William Charles Construction from Rockford, IL. The bids by William Charles for all five alternates are as follows:

- #1: \$18,616.00
- #2: \$33,341.15
- #3: \$52,007.69
- #4: \$22,821.48
- #5: \$22,415.87

Our Engineering Firm, Engineering Resource Associates (ERA), reviewed, in detail, to be sure all the bidders supplied the required items for the bid, and their numbers. Furthermore, ERA then reviewed the three lowest bidders again, and went into further checks to assure compliance with all documentation called out in the specifications, cross-checking numbers, and contacting references. Additionally, after receiving strong, positive references for the low bidder, ERA spoke with the contractor, William Charles Construction, to assess their understanding of the overall scope of the project. The excellent reference reviews came from soccer/sports complex projects done at Rockford Park District and for paving work done at Winnebago CUSD#323. The firm houses paving, electrical, and grading within their business, minimizing the number of subs needed for this project. The Engineer's Letter is attached to this recommendation for your review.



As we are already over budget, from the 2015/ACTION 2020 Budget of \$1,600,000, but under budget from the more recent estimate done by ERA, I will not be recommending any of the alternates except #3, and #5. Alternate #3, for the Shelter, because I feel it is essential to honor the Rotary Club of Sycamore, as they donated \$25,000 for this shelter, specifically, to be sponsored by their organization. Item #5 is one that we will have to pay ONLY IF ComEd chooses to locate the transformer by the road versus where it is shown on the plans. The ComEd application was submitted some time ago, but we have been facing challenges getting them to respond to final details.


As with prior projects, after the Board approves the recommendation, I will have Jeff join me as we sit down with our engineer and the contractor awarded the bid to discuss “value engineering” ideas that the contractor may be able to suggest. OTHERWISE...

**FISCAL IMPACT:** Base Bid of \$1,649,484.84, with Alternate #3 at \$52,007.69, and Alternate #5 at \$22,415.87. TOTAL COST= \$1,723,908.40

NOTE: Alternate #2 for 40 more parking spaces is bid at \$33,341.15 and is considered a GOOD price.

**STAFF RECOMMENDATION:** Recommend the Board authorize the Executive Director to enter into contract negotiations with William Charles Construction of Rockford, IL for the Base Bid, plus alternates 3 and 5 with the understanding that the Executive Director and Engineer will work with the low bidder on “Value Engineering” to strive for up to \$75,000 in savings, if possible, and keep the contract at, or below \$1,723, 908.40

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



**BOARD ACTION:**

**RIVERSIDE PARK**  
**SYCAMORE PARK DISTRICT**  
**BID OPENING**  
**June 19, 2019 at 1:00 pm**

<b>Firm Name</b>	<b>Base Bid</b>	<b>Alternate 1</b>	<b>Alternate 2</b>	<b>Alternate 3</b>	<b>Alternate 4</b>	<b>Alternate 5</b>	<b>Addendum No. 1-3</b>	<b>Certification Form</b>	<b>Stmt of Experience</b>	<b>Drug Free</b>	<b>Fair Employment</b>
William Charles Construction, Rockford	\$ 1,649,484.84	\$ 18,616.00	\$ 33,341.15	\$ 52,007.69	\$ 22,821.48	\$ 22,415.87	X	X	X	X	X
Stenstrom, Rockford	\$ 1,706,878.62	\$ 21,515.80	\$ 45,831.45	\$ 73,098.00	\$ 19,045.18	\$ 28,439.86	X	X	X	X	X
Elliot & Wood, DeKalb	\$ 1,833,678.49	\$ 26,993.20	\$ 41,114.82	\$ 49,552.99	\$ 26,880.80	\$ 255,000.00	X	X	X	X	X
R.C. Wegman, Aurora	\$ 1,929,800.00	21,927.50	\$ 39,437.14	\$ 60,121.70	\$ 18,197.68	\$ 58,448.75	X	X	X	X	X
LRC Group, Mokena	\$ 2,097,000.00	\$ 16,897.60	\$ 45,031.18	\$ 56,179.00	\$ 28,144.00	\$ 63,974.00	X	X	X	X	X
Laub Construction, Aurora	\$ 2,116,000.00	\$ 29,893.00	\$ 34,280.00	\$ 36,592.00	\$ 16,968.00	\$ 27,600.00	X	X	X	X	X
Rockford Structures, Machesney Park	\$ 2,197,500.00	\$ 45,900.00	\$ 49,600.00	\$ 85,900.00	\$ 35,000.00	\$ 270,000.00	X	X	X	X	X
Curran, Crystal Lake	\$ 2,251,967.37	\$ 17,810.50	\$ 40,511.96	\$ 49,589.86	\$ 17,650.00	\$ 47,400.00	X	X	X	X	X
Ken Nelson Construction, Maple Park	\$ 2,289,531.29	\$ 19,170.90	\$ 55,745.14	\$ 58,348.83	\$ 32,400.00	\$ 250,000.00	X	X	X	X	X
Martam, Elgin	\$ 2,764,148.00	\$ 26,850.00	\$ 44,091.00	\$ 45,298.00	\$ 27,250.00	\$ 59,250.00	X	X	X	X	X
Barton Malow, Chicago	\$ 3,023,000.00	\$ 18,000.00	\$ 35,000.00	\$ 98,000.00	\$ 29,000.00	\$ 63,027.34	X	X	X	X	X
Average Bid:	\$ 2,168,998.96	\$ 21,967.91	\$ 42,180.35	\$ 60,426.19	\$ 24,850.65	\$ 104,141.44					
Engineer's Opinion	\$ 1,802,308.50	\$ 16,110.00	\$ 36,450.00	N/A	\$ 35,000.00	N/A					

# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 25, 2019

## STAFF RECOMMENDATION

**AGENDA ITEM: QUARTERLY CAPITAL FUNDS UPDATE: Information Only**

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

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

Attached is that report.

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

**STAFF RECOMMENDATION:** Information only.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**  
**BOARD ACTION:**



PROJECT	2019	YTD	YTD	Add.'l	Net	Estimated
	BUDGET	SPENT	SPENT	COMMITTED	SAVINGS	Finish Date
		In Progress	Completed	Still to Be Spent	Project Done	
Contingency	\$30,000					
PC Replacement/Upgrades	\$9,600	\$9,268		\$332		June
Sports Complex Concessions - flooring/storage	\$10,000	\$1,464		\$8,536		November
Sports Complex Concessions - painting			\$4,200		-\$4,200	
Clubhouse - Flooring	\$13,000		\$8,800		\$4,200	March
Clubhouse - Staining	\$15,500		\$15,500		\$0	June
Golf Carts (10)	\$30,000		\$29,650		\$350	March
Bridge #2	\$223,000	\$23,248		\$199,752		April
Splashpad - Shade structure	\$15,000		\$13,304		\$1,696	May
Blower Motor Hot Tub	\$1,000		\$1,000		\$0	March
Community Center - Washer/dryer	\$1,700		\$1,060		\$640	March
Bleachers - Field 1	\$7,000		\$5,724		\$1,276	April
High School Field Dug Out - Fencing	\$2,725				\$2,725	Cancelled
Residence - doors/windows	\$14,000					August
Kiwanis East - Sign	\$1,200					June
Parkside Preserve - Sign	\$1,200					June
	\$374,925	\$33,980	\$79,238	\$208,620	\$6,687	

# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 25, 2019

## STAFF RECOMMENDATION

**AGENDA ITEM: PREVAILING WAGE ORDINANCE: Information only**

**BACKGROUND INFORMATION:** Several important changes were made to the Prevailing Wage Act that took effect beginning June 1, 2019. As of June 1, units of local government are no longer required to approve an annual prevailing wage ordinance that simply adopts the prevailing wage rate that has been ascertained by the Illinois Department of Labor. Instead, the prevailing wage schedule published on IDOL's website will automatically set the applicable wage rates for each locality.

With the elimination of the requirement to approve an annual prevailing wage ordinance, the requirements to file the ordinance with the IDOL and to publish an annual notice of the approval of the ordinance in the newspaper or on the public body's website have also been eliminated.

Despite the elimination of these obligations, public bodies must continue to notify contractors of their obligation to pay prevailing wages in public bid documents, contracts, etc.

**FISCAL IMPACT:** Not applicable.

**STAFF RECOMMENDATION:** No action needed. Information only.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

SYCAMORE PARK DISTRICT  
Board of Commissioners

Date of Board Meeting: June 25, 2019

**STAFF RECOMMENDATION**

**AGENDA ITEM: ANNUAL REVIEW OF BOARD BY-LAWS (Operations Manual): Discussion and Approval**

**BACKGROUND INFORMATION:** As part of my efforts to coordinate a review and update of information governing the Board of Commissioners of the Sycamore Park District, I am providing you with copies of:

- The Board of Commissioners Operations Manual
- The Board Members Creed
- Basic Expectations of Board Members
- Board Members Do's and Don'ts

The last three items are more informational in nature. However, the Operations Manual is like "board by-laws" in nature, and govern the board's actions and responsibilities in a formalized and adopted document.

Therefore, I present the Operations Manual for your Annual Review. I have included my recommended changes based upon the Board's request to add language related to gifts to Board Members that was requested at the last review.

**FISCAL IMPACT:** NONE.

**STAFF RECOMMENDATION:** Based upon your preferences:

- A. Adopt as is, OR
- B. Make revisions as I have shown, OR
- C. Defer adoption to next month, but discuss changes this month.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**



### **Board of Commissioners By-Laws**

#### **I. ORGANIZATION**

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

#### **II. STATUTORY AUTHORITY**

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

#### **III. DEFINITIONS**

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

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

Executive Director will herein after be referred to as “the Director”.

#### **IV. APPLICATION OF THE PARK DISTRICT CODE**

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

#### **V. PROVISIONS FOR CHANGE OF POLICY**

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

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

#### **VI. FISCAL YEAR AND ANNUAL MEETING**

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

#### **VII. PREPARATION OF MANUALS AND HANDBOOKS**

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

#### **VIII. NAMING OF PARKS, RECREATION AREAS, AND FACILITIES**

- A. The Park District Board of Commissioners will be responsible for accepting, reviewing, and acting upon all nominations for public dedication of park district property.
- B. The decision to name a specific property (whether land or structure) in honor or memory of a deserving person or group will be made at a regularly scheduled meeting.
- C. The public will be informed that written nominations will be accepted by the Board.
- D. The requirement that nominations be submitted may be waived if the district has received a property as a donation, or a cash endowment that is earmarked for a specific facility or structure, and the Board has voted to accept that donation/cash endowment.

#### **IX. BOARD OF COMMISSIONERS**

##### **A. ELECTIONS**

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



## B. POWERS AND DUTIES OF THE BOARD

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

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

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

Additionally, the Board shall:

- (A) Select a Director as its chief executive officer and delegate to him/her the commensurate authority to effectively execute responsibilities, enforce the policies of the Board, the rules and regulations of the District, and otherwise insure the effective administration and operation of all District assets, programs, and services. It shall otherwise seek ways to manage the "succession" of the Executive Director, should the position be vacated.
- (B) Provide for the levy of taxes and when appropriate the issuance of bonds in order that sufficient funds may be available to pay the obligations the District incurs for the acquisition, maintenance, development, and beautification of all district property and for the operation of its recreational facilities, programs, and services.
- (C) Adopt a budget to the end that the best possible facilities, programs, and services may be provided.
- (D) Develop parks, facilities, programs and services responsive to the needs and desires of the residents of the District, and to approve ways and means whereby same may be achieved and efficiently administered.
- (E) Appraise the effects of District programs, their execution, and the efficiency of delivery in terms of value rendered to the community.

- (F) Keep the residents of the district informed concerning the purposes, accomplishments, requirements, and financial condition of the park district.
- (G) Study improved park and recreational facilities and practices to assist in presenting pertinent and up to date information of the residents of the District.

### C. STANDARDS OF CONDUCT FOR BOARD MEMBERS

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

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

~~(D)~~(E) The members of the Board are governed by The State Officers Ethics Act, and the State Officers Gift Ban Act.

Formatted: List Paragraph, Left, No bullets or numbering

### D. OFFICERS OF THE BOARD

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

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

#### **E. ELECTION AND APPOINTMENT OF OFFICERS AND COUNSEL**

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

## F. VACANCIES OF THE BOARD

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

## G. RECOGNITION OF SERVICE

Recognizing that service as a Commissioner is voluntary, the Sycamore Park District will allow for Commissioners to receive the same "Miscellaneous Benefits" (see Personnel Policy 4-15) as a full-time employee.

Individual Board Members shall be reimbursed for reasonable expenses (see staff policy) incurred in attending meetings, conferences, or in making trips on official business for the park district when the entire Board so authorizes.

## X. MEETINGS

### A. DAY AND LOCATION OF REGULAR MEETING

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

### B. SPECIAL MEETINGS

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

**C. QUORUM**

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

**D. AGENDA**

The agenda shall follow substantially the following form:

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

**E. ROBERT'S RULES OF ORDER**

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

**F. VOTING**

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

**G. PUBLIC MEETING LAW**

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

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.
3. The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in this Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning.
5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
6. The setting of a price for sale or lease of property owned by the public body.
7. The sale or purchase of securities, investments, or investment contracts.
8. Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.
9. Student disciplinary cases.
10. The placement of individual students in special education programs and other matters relating to individual students.
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk

- management association or self-insurance pool of which the public body is a member.
13. Conciliation of complaints of discrimination in the sale or rental of housing, when closed meetings are authorized by the law or ordinance prescribing fair housing practices and creating a commission or administrative agency of their enforcement.
  14. Informant sources, the hiring or assignment of undercover personnel or equipment, or ongoing, prior or future criminal investigations, when discussed by a public body with criminal investigatory responsibilities.
  15. Professional ethics or performance when considered by an advisory body appointed to advise a licensing or regulatory agency on matters germane to the advisory body's field of competence.
  16. Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member.
  17. The recruitment, credentialing, discipline or formal peer review of physicians or other health care professionals for a hospital, or other institution providing medical care, that is operated by the public body.
  18. Deliberations for decisions of the Prisoner Review Board.
  19. Review or discussion of applications received under the Experimental Organ Transplantation Procedures Act.
  20. The classification and discussion of matters classified as confidential or continued confidential by the State Employees Suggestion Award Board.
  21. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.
  22. Deliberations for decisions of the State Emergency Medical Services Disciplinary Review Board.
  23. The operation by a municipality of a municipal utility or the operation of a municipal power agency or municipal natural gas agency when the discussion involves (i) contracts relating to the purchase, sale, or delivery of electricity or natural gas or (ii) the results or conclusions of load forecast studies.

#### **H. NOTICE OF MEETINGS**

- (1) The press and public shall be notified as to the date, time, and location of all regular meetings at the beginning of each calendar year.
- (2) All meetings shall be held in a place convenient to the public.
- (3) No meeting shall be held on a legal holiday.
- (4) An agenda must be included in the notice for any special, rescheduled, or reconvened meeting.
- (5) Notice of a meeting held in the event of an emergency need not be given 24 hours prior to such meeting. Notice shall, however, be given as soon as practical, and in any event to any news media that has filed

an annual request for notice pursuant to the Illinois Open Meetings Act.

- (6) If a change shall be made in the regular meeting dates, notice of the change must be given no less than 10 days in advance in the same manner specified for announcing the original schedule: by posting a notice of meeting and sending a notice of the change to any news media which has filed a request to receive such notice. Additionally, notice of the change must be published in a newspaper of general circulation which services the residents of the District.

#### **I. PUBLIC MEETING LAW - Notice of Meetings**

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

#### **J. RECORD RETENTION POLICY**

It is the policy of the Sycamore Park District to retain and dispose of public records in accordance with the Illinois Local Records Act, 50 ILCS 205/1 et seq. and the regulations prescribed in the Illinois Administrative Code at 44 Ill. Admin. Code C/I-4000.

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

The District will maintain procedures that comply with the Illinois Local Records Act and the Illinois Administrative Code regarding the retention and destruction of records.

Revised 9/2013

Reviewed 6/2014

Reviewed 6/2015

Revised 8/25/2015

Revised 10/27/2015

Reviewed 6/28/2016

Reviewed 6/27/2017

Reviewed 6/26/2018

Reviewed 6/25/2019



## ARTICLE 10. GIFT BAN.

S 10-10. Gift ban. Except as otherwise provided in this Article, no officer, member, or State employee shall intentionally solicit or accept any gift from any prohibited source or in violation of any federal or State statute, rule, or regulation. This ban applies to and includes the spouse of and immediate family living with the officer, member, or State employee. No prohibited source shall intentionally offer or make a gift that violates this Section.

(Added by Public Act 93-617, eff. Dec. 9, 2003.)

S 10-15. Gift ban; exceptions. The restriction in Section 10-10 does not apply to the following:

- (1) Opportunities, benefits, and services that are available on the same conditions as for the general public.
- (2) Anything for which the officer, member, or State employee pays the market value.
- (3) Any (i) contribution that is lawfully made under the Election Code or under this Act or (ii) activities associated with a fundraising event in support of a political organization or candidate.
- (4) Educational materials and missions. This exception may be further defined by rules adopted by the appropriate ethics commission or by the Auditor General

for the Auditor General and employees of the Office of the Auditor General.

(5) Travel expenses for a meeting to discuss State business. This exception may be further defined by rules adopted by the appropriate ethics commission or by the Auditor General for the Auditor General and employees of the Office of the Auditor General.

(6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiance or fiancée.

(7) Anything provided by an individual on the basis of a personal friendship unless the member, officer, or employee has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the member, officer, or employee and not because of the personal friendship.

In determining whether a gift is provided on the basis of personal friendship, the member, officer, or employee shall consider the circumstances under which the gift was offered, such as:

(i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;

(ii) whether to the actual knowledge of the member, officer, or employee the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and

(iii) whether to the actual knowledge of the member, officer, or employee the individual who gave the gift also at the same time gave the same or similar gifts to other members, officers, or employees.

(8) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to eat and delivered by any means.

(9) Food, refreshments, lodging, transportation, and other benefits resulting from the outside business or employment activities (or outside activities that are not connected to the duties of the officer, member, or employee as an office holder or employee) of the officer, member, or employee, or the spouse of the officer, member, or employee, if the benefits have not been offered or enhanced because of the official position or employment of the officer, member, or employee, and are customarily provided to others in similar circumstances.

(10) Intra-governmental and inter-governmental gifts.

For the purpose of this Act, "intra-governmental gift" means any gift given to a member, officer, or employee of a State agency from another member, officer,

or employee of the same State agency; and “inter-governmental gift” means any gift given to a member, officer, or employee of a State agency, by a member, officer, or employee of another State agency, of a federal agency, or of any governmental entity.

(11) Bequests, inheritances, and other transfers at death.

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed in this Section is mutually exclusive and independent of one another.

(Added by Public Act 93-617, eff. Dec. 9, 2003.)

S 10-30. Gift ban; disposition of gifts. A member, officer, or employee does not violate this Act if the member, officer, or employee promptly takes reasonable action to return the prohibited gift to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

(Added by Public Act 93-617, eff. Dec. 9, 2003.)

S 10-40. Gift ban; further restrictions. A State agency may adopt or maintain policies that are more restrictive than those set forth in this Article and may continue to follow any existing policies, statutes, or regulations that are more restrictive or are in addition to those set forth in this Article.

(Added by Public Act 93-617, eff. Dec. 9, 2003.)

SYCAMORE PARK DISTRICT  
Board of Commissioners  
Date of Board Meeting: June 25, 2019

**STAFF RECOMMENDATION**

**AGENDA ITEM: VIDEO SURVEILLANCE PERSONNEL POLICY: Recommend Approval**

**BACKGROUND INFORMATION:** Last month, the Board Approved the overarching policy for, and the specific Conduct Ordinance language to come into line with recent expectations in Illinois Law related to **Video Surveillance Policy**.

The resulting changes, last month, impacts PERSONNEL POLICY.

THEREFORE, attached are recommended changes to the FULL-TIME Personnel Policy as well as to the PART-TIME Personnel Policy for the Board to review and approve.

This will bring Personnel Policy into line with the Sycamore Park Districts overarching policy and the Conduct Ordinance. All of this has been reviewed and approved by Counsel.

The following items are attached, with changes marked in red:

- Table of Contents Page for FT Personnel Policy Manual
- Added Section 7-3 for the FT Personnel Policy Manual
- Table of Contents Page for the PT Personnel Policy Manual
- Added Section 6.27 for the PT Personnel Policy Manual

**FISCAL IMPACT: None.**

**STAFF RECOMMENDATIONS:**

It is recommended that the Board approve the changes shown in red.

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



**BOARD ACTION:**

### **Policy 7-3 Notice of Video Surveillance System**

All Sycamore Park District employees, volunteers, interns and graduate assistants are subject to video surveillance while on the premises. The Sycamore Park District operates a video surveillance system to provide a safe and secure environment. Information obtained through video surveillance will be used exclusively to assist with the investigation of incidents, including theft, vandalism, personal injury or property damage, and for security and law enforcement purposes, which must relate to the protection of the Park District patrons, staff and the public, or deterrence or detections of criminal activity. Video surveillance of the Park District premises will be conducted in a professional, ethical, and legal manner.

Access to surveillance footage is restricted to the Park District's Executive Director, and the Superintendents. The Executive Director may authorize access to surveillance footage to other staff, to the extent required by their job responsibilities. Each user of the surveillance system logs in with unique credentials and access is logged for audit purposes.

Unauthorized access, exporting, or sharing live or recorded video surveillance footage by an employee may be grounds for disciplinary action, including termination of employment.

Employees wishing to request copies of video surveillance must file a request pursuant to the Freedom of Information Act (FOIA). Requests must be made in writing and are subject to state and federal laws related to confidentiality and dissemination of information related to minors. Nothing in this provision prevents the dissemination of video surveillance to law enforcement.

Adopted June 2019

## Section 6: Employee Conduct

# 6.27 Notice of Video Surveillance System

All Sycamore Park District employees, volunteers, interns and graduate assistants are subject to video surveillance while on the premises, and will complete a waiver form in regards to this matter, upon hiring. The Sycamore Park District operates a video surveillance system to provide a safe and secure environment. Information obtained through video surveillance will be used exclusively to assist with the investigation of incidents, including theft, vandalism, personal injury or property damage, and for security and law enforcement purposes, which must relate to the protection of the Park District patrons, staff and the public, or deterrence or detections of criminal activity. Video surveillance of the Park District premises will be conducted in a professional, ethical, and legal manner.

Access to surveillance footage is restricted to the Park District's Executive Director, and the Superintendents. The Executive Director may authorize access to surveillance footage to other staff, to the extent required by their job responsibilities. Each user of the surveillance system logs in with unique credentials and access is logged for audit purposes.

Unauthorized access, exporting, or sharing live or recorded video surveillance footage by an employee may be grounds for disciplinary action, including termination of employment.

Employees wishing to request copies of video surveillance must file a request pursuant to the Freedom of Information Act (FOIA). Requests must be made in writing and are subject to state and federal laws related to confidentiality and dissemination of information related to minors. Nothing in this provision prevents the dissemination of video surveillance to law enforcement.

**Sycamore Park District  
PERSONNEL POLICY MANUAL**

**INTRODUCTION AND AT-WILL DISCLAIMER**

**EMPLOYMENT CONTRACT DISCLAIMER AND SIGNED ACKNOWLEDGEMENT**

**WHAT SPD EXPECTS FROM YOU/OPEN COMMUNICATION POLICY**

**PREFACE**

**SECTION 1: EMPLOYMENT POLICIES**

- 1-1 Classification of Positions
- 1-2 Independent Contractors
- 1-3 Job Descriptions
- 1-4 Hours on Duty
- 1-5 Employment and Vacant Positions
- 1-6 Child Labor Laws
- 1-7 Criminal Background Investigations
- 1-8 Pre-Employment Testing
- 1-9 Americans With Disabilities Act
- 1-10 Equal Employment Opportunity
- 1-11 Pregnancy Discrimination
- 1-12 District Property
- 1-13 Modified Duty Program
- 1-14 Personnel Files
- 1-15 Separations
- 1-16 Work Schedules
- 1-17 Anniversary Dates
- 1-18 Succession Policy

**SECTION 2: COMPENSATION POLICIES**

- 2-1 Pay Periods
- 2-2 Recording of Hours Worked
- 2-3 Payroll Deductions
- 2-4 Fair Labor Standards Act
- 2-5 Administrative Leave
- 2-6 Performance Appraisal and Salary Review
- 2-7 Business Expenses

**SECTION 3: EMPLOYEE CONDUCT POLICIES**

- 3-1 Meeting Attendance
- 3-2 Political Activity

- 3-3 Attendance
- 3-4 Proper Dress and Appearance
- 3-5 Children in the Workplace
- 3-6 Smoke Free Workplace
- 3-7 Personal Information
- 3-8 Work Areas
- 3-9 Weapons in the Workplace
- 3-10 Carelessness
- 3-11 Workplace Wrongdoing
- 3-12 Radio and Telephone Use
- 3-13 Romantic Relationships
- 3-14 Violence in the Workplace
- 3-15 Solicitation and Distribution and Use of Bulletin Boards
- 3-16 Employee Cooperation
- 3-17 Alcohol and Drug Abuse
- 3-18 Discipline
- 3-19 Conflict of Interest
- 3-20 Gifts
- 3-21 Grievances
- 3-22 Reporting Abused or Neglected Children
- 3-23 Accommodating Disabilities
- 3-24 Discrimination and Harassment
- 3-25 Payroll
- 3-26 Blogging and Social Media Policy
- 3-27 Safety
- 3-28 Transgender Policy
- 3-29 Footwear
- 3-30 Housekeeping
- 3-31 Bloodborne Pathogens and Communicable Diseases

#### **SECTION 4: EMPLOYEE LEAVE POLICIES**

- 4-0 Benefits: General
- 4-1 Vacation
- 4-2 Personal
- 4-3 Holiday
- 4-4 Bereavement
- 4-5 Jury Duty
- 4-6 Disability
- 4-7 Maternity/Paternity
- 4-8 Family and Medical Leave Act
- 4-9 Military Leave
- 4-10 School Visitation Rights Act
- 4-11 Family Military Leave
- 4-12 Absence Without Leave



- 4-13 Victim's Economic Security and Safety (VESSA)
- 4-14 Personal Leave of Absence
- 4-15 Miscellaneous Benefits
- 4-16 Health/Wellness Leave
- 4-17 Sick Leave Donation
- 4-18 Child Bereavement Leave

#### **SECTION 5: DISTRICT PROPERTY & FACILITIES**

- 5-1 Use of District Information, Property and Equipment
- 5-2 Vehicle Use and Fleet Safety
- 5-3 Security and Keys
- 5-4 Voice Mail
- 5-5 Tape Recording
- 5-6 Information Systems

#### **SECTION 6: EMPLOYEE BENEFITS**

- 6-1 Disclaimer on Benefits
- 6-2 Retirement
- 6-3 Social Security and Medicare
- 6-4 Insurance
- 6-5 Employee Assistance
- 6-6 Workers Compensation
- 6-7 Cafeteria Plan
- 6-8 { NOT IN USE }
- 6-9 Liability Insurance
- 6-10 Conferences, Seminars, and Professional Participation
- 6-11 Education Benefit

#### **SECTION 7: WORKPLACE MATTERS**

- 7-1 General Workplace Matters
- 7-2 Your Right to Know
- 7-3 Notice of Video Surveillance System

# Table of Contents

## Sycamore Park District Seasonal & Part-Time Personnel Policy Manual

### **Section 1: Employment Policies and Procedures**

- 1.1 Equal Employment Opportunity Policy
- 1.2 Non-Discrimination and Anti-Harassment Policy
- 1.3 Americans with Disabilities Act Policy
- 1.4 Pregnancy Discrimination and Pregnant Workers Fairness Policy
- 1.5 Open Door Policy
- 1.6 Anti-Nepotism and Romantic Relationship Policy
- 1.7 Employment in More than One Department
- 1.8 Personnel Files
- 1.9 Child Labor Laws
- 1.10 Search of Lockers, Desks, and Other District Property
- 1.11 Alcohol and Drug Abuse
- 1.12 Modified Duty Program
- 1.13 Children in the Workplace
- 1.14 Policy on Transgender Issues

### **Section 2: Payroll Policies and Procedures**

- 2.1 Fair Labor Standards Act: Overtime & Compensatory Time
- 2.2 Payroll Periods and Payday
- 2.3 Work Schedules
- 2.4 Recording of Hours Worked

### **Section 3: Time Off Benefits**

- 3.1 Family and Medical Leave Act (FMLA)
- 3.2 Victims' Economic Security and Safety Act (VESSA)
- 3.3 School Visitation Rights Act

- 3.4 Military Leave
- 3.5 Absence Without Leave
- 3.6 Child Bereavement Policy

#### **Section 4: Employee Benefits**

- 4.1 Indemnification/Liability Insurance
- 4.2 Workers' Compensation
- 4.3 Expense Reimbursement
- 4.4 Suggestion System
- 4.5 Miscellaneous Benefits

#### **Section 5: District/SRA Property & Facilities**

- 5.1 Use of District Information, Property & Equipment
- 5.2 Use of District Computer Systems
- 5.3 E-Mail Policy
- 5.4 Internet Use Policy
- 5.5 Voice Mail Policy
- 5.6 Tape Recording Policy
- 5.7 Travel Vehicle Use

#### **Section 6: Employee Conduct**

- 6.1 Introduction – Employee Conduct
- 6.2 Compliance with District Policies & Procedures
- 6.3 Compliance with Supervisory Directive
- 6.4 Smoking
- 6.5 Expeditious & Diligent Performance of Duties
- 6.6 Acting in District's Interests
- 6.7 Accurate Records
- 6.8 Attendance, Punctuality & Dependability
- 6.9 Dress and Appearance
- 6.10 Work Areas
- 6.11 Sobriety & Substance Abuse
- 6.12 Weapons Policy

- 6.13 Employee Cooperation
- 6.14 Carelessness Policy
- 6.15 Workplace Wrongdoing
- 6.16 Telephone and Cellular Telephone Usage
- 6.17 Security & Keys
- 6.18 Romantic or Sexual Relationships
- 6.19 Violence in the Workplace
- 6.20 Reporting Improper or Unsafe Activity
- 6.21 Political Activity
- 6.22 Solicitation, Distribution & Use of Bulletin Boards
- 6.23 Gifts
- 6.24 Conflict of Interest
- 6.25 Outside Activities
- 6.26 Blogging Policy
- 6.27 Notice of Video Surveillance System**

## **Section 7: Safety in the Workplace**

- 7.1 Introduction
- 7.2 General Safety Policy and Rules
- 7.3 Your Right to Know
- 7.4 Park District Risk Management Agency (PDRMA)

## **Section 8: Disciplinary Actions**

- 8.1 Disciplinary Actions
- 8.2 Examples of Reasons for Disciplinary Action
- 8.3 Review of Disciplinary Action Other than Dismissal
- 8.4 Review of Dismissal
- 8.5 Employee's Response

## **Section 9: Grievance Process and Procedure**

- 9.1 Grievance Process & Procedures

## **Section 10: Separation of Employment**

- 10.1 Separation of Employment

## Sycamore Park District

Cash Position 5/31/19	1,037,450
-----------------------	-----------

## June

Taxes	1,321,720
Revenue	160,000
Expenses	(560,000)

6/30/2019	1,959,170
-----------	-----------

## July

Taxes	33,044
Revenue	138,000
Expenses	(561,000)

7/31/2019	1,569,214
-----------	-----------

## August

Taxes	99,128
Revenue	162,300
Expenses	(839,000)

8/31/2019	991,642
-----------	---------

## September

Taxes	1,387,806
Revenue	102,000
Expenses	(1,365,000)

9/30/2019	1,116,448
-----------	-----------

## October

Revenue	64,000
Expenses	(766,000)

10/31/2019	414,448
------------	---------

## November

Taxes	132,172
Revenue	194,000
Expenses	(865,000)

11/30/2019	(124,380)
------------	-----------

## December

Bond proceeds	519,000
---------------	---------

Revenue	34,000
Expenses	(1,400,000)
12/31/2019	(971,380)

## **Review of Current Bond Rate Market**

Over the past 8 months, I have twice requested the Board “sit on” the matter of issuing our final BONDS for the Action 2020 Plan. Key reasons were:

- We would only be paying for cash on hand at a cost greater than any money we would earn by sitting that cash in various “investment interests” allowed by law. In other words, our cash flow did not present a demand for the funds.
- There was not a clear picture as to where interest rates were going long term.
- Rates were still tracking below what we had budgeted to “spend” for our \$5 million gained by issuing the Bonds.

I do not plan to reemphasize the various points that were highlighted by the articles and reports I have sent you over the last 8 months that “kept track” of the Bond Market. Waiting will, in the end, save us on “cost of money” which means more money can go to actual project costs RATHER THAN interest payments!!!

### **A summary of the effect of this waiting is presented here:**

Fall 2018 Projected Cost for \$5 million Bond in June 2019 = \$1,204,284.75

April 1, 2019 Projected Cost for \$5 million Bond in September 2019 = \$1,062,127.42

June 14, 2019 Projected Cost for a \$5 million Bond in September 2019 = \$944,457.00

IF this is the way all pans out, the “waiting” would move \$259,827 into PROJECT DOLLARS versus INTEREST PAYMENTS.







SYCAMORE PARK DISTRICT  
Board of Commissioners  
Date of Board Meeting: June 25, 2019

**STAFF RECOMMENDATION**

**AGENDA ITEM: \$5 Million BOND ISSUE: Consensus and Recommendation**

**BACKGROUND INFORMATION:** It was last March that I brought the Board a similar memo to this one—which was similar to one I brought you last August (2018), as well. Both asked for patience on issuing our final bond for Action 2020. I now believe that “waiting” worked out for us. Those prior two Recommendations were about our second bond issue in support of ACTION 2020.

You have now received information from both Jackie and I regarding our current position. In summary:

- We are nearing the end of our desired strong cash position.
- Rates have come down, allowing more of our bond funds to go to projects versus paying interest. Roughly \$350,000 in savings !!!

As President Kroeger put it in a recent email: “It is time to strike.”

**FISCAL IMPACT:** Approximate total cost of \$5.95 million.

**STAFF RECOMMENDATION:** Recommend the Board authorize the Executive Director to proceed with the timeline, attached, and bring a recommended bid award to the September 24, 2019 Regular Board Meeting for a \$5 million bond issue to support Action 2020.

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



**BOARD ACTION:**

**SYCAMORE PARK DISTRICT, DEKALB COUNTY, ILLINOIS**

General Obligation Park Bonds (Alternate Revenue Source), Series 2019A

**Preliminary Timetable**

(April 1, 2019)

<u>Task</u>	<u>Party Responsible</u>	<u>Date</u>
Publication of BINA Notice	District	Between July 28-August 20
Distribute Rating Package	Speer	Week of August 12
Distribute Draft Preliminary Official Statement (POS)	Speer	Week of August 12
Rating Call	District and Speer	Week of August 26
Comments received on draft POS	All Parties	Week of August 26
BINA Hearing	District	August 27
Receive Bond Rating	District and Speer	By September 9
Finalize and Print POS	Speer	September 10
Distribute Draft Bond Ordinance	Bond Counsel	Week of September 16
Bond Sale	All Parties	September 24
Bond Ordinance Adopted	District	September 24
Bond Closing	All Parties	October 9

SYCAMORE PARK DISTRICT  
Board of Commissioners  
Date of Board Meeting: June 25, 2019

**STAFF RECOMMENDATION**

**AGENDA ITEM: ANNEXATION—ORDINANCE 04-2019 Regarding Territory in NW SYCAMORE: Recommend Approval**

**BACKGROUND INFORMATION:** About a year ago, the Board reviewed the possible annexation of several parcels in NW Sycamore for future large lot subdivisions. This annexation captures one of those areas. The City has recently annexed this, and they made it conditional upon a 25' trail easement along Motel Road in lieu of park land donation. This was done by President (at that time) Strack's recommendation and the Board's concurrence. Impact fees would be waived, as well.

**FISCAL IMPACT:** None at this time. We will have the cost to build the trail at some point in the future. Though the Board reached consensus on this approach, I would recommend in the future it understand the cost implications of accepting this type of donation without knowing what was gained or lost by making this type of blanket decision.

**STAFF RECOMMENDATION:** Recommend the Board approve Ordinance #04-2019.

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



**BOARD ACTION:**

Prepared By:

Derke Price, Esq.  
 Ancel, Glink P.C.  
 140 S. Dearborn  
 6<sup>th</sup> Floor  
 Chicago, IL 60603

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

**ORDINANCE NO. 04-2019**

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

---

WHEREAS, First Midwest Bank, Successor Trustee to the National Bank and Trust Company of Sycamore, as Successor Co-Trustee under a trust agreement dated 02/16/1996, known as Trust No. 01-342-14-0359; Lois M. Hoffman, as Trustee under a trust agreement dated 02/16/1996, known as Trust No. 02-479-30-2917 and as Successor Co-Trustee under a Trust Agreement dated February 16, 1996, known as Trust No. 01-342-14-0359; Richard L. Hoffman, as Trustee of the Richard L. Hoffman Declaration of Trust dated 12/30/1998; Jane T. Hoffman, as Trustee of the Jane T. Hoffman Declaration of Trust dated 12/30/1998; Michael S. Schelkopf; Steven G. Glasgow, as Trustee of the Steven G. Glasgow 2014 Living Trust, under agreement dated 01/31/2014; and Katherine J. Koehling (f/k/a Katherine J. Flink) (collectively "Petitioners"), are the owners of the real property--legally described in Exhibit A attached hereto and incorporated herein ("Territory")—and have previously annexed the Territory to the City of Sycamore; and

WHEREAS, the Petitioners have filed a petition with the Sycamore Park District to annex the Territory to the Sycamore Park District; and

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

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

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

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

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

SECTION 2: That the Secretary of the Sycamore Park District is hereby directed to record in the Office of the Recorder of Deeds of DeKalb County, Illinois, and to file in the office of the County Clerk of DeKalb County, Illinois, being the County in which the Territory is situated, a certified copy of this Ordinance, together with an accurate map of the Territory hereby annexed, said map being attached hereto and made a part hereof, and labeled Exhibit B.

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

PASSED this \_\_\_\_\_ Day of \_\_\_\_\_, 2019.

AYES:

NAYS:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
PRESIDENT

ATTEST:  
  
\_\_\_\_\_

**EXHIBIT A**  
**for**  
**Annexation Ordinance 04-2019**  
**June 25, 2019**

## PETITION TO ANNEX

First Midwest Bank, Successor Trustee to the National Bank and Trust Company of Sycamore, as Successor Co-Trustee under a trust agreement dated 02/16/1996, known as Trust No. 01-342-14-0359; Lois M. Hoffman, as Trustee under a trust agreement dated 02/16/1996, known as Trust No. 02-479-30-2917 and as Successor Co-Trustee under a Trust Agreement dated February 16, 1996, known as Trust No. 01-342-14-0359; Richard L. Hoffman, as Trustee of the Richard L. Hoffman Declaration of Trust dated 12/30/1998; Jane T. Hoffman, as Trustee of the Jane T. Hoffman Declaration of Trust dated 12/30/1998; Michael S. Schelkopf; Steven G. Glasgow, as Trustee of the Steven G. Glasgow 2014 Living Trust, under agreement dated 01/31/2014; and Katherine J. Koehling (f/k/a Katherine J. Flink), the petitioners herein, pray for annexation of property described in Exhibit A attached hereto and incorporated herein by reference to the Sycamore Park District, Sycamore, Illinois, and in support thereof, state as follows:

1. Petitioners are the legal owners of the represented parcels of real estate described on Exhibit A attached hereto and made a part hereof. There are no electors residing on the property.
2. Petitioners have previously entered into Annexation Agreements with the City of Sycamore.
3. The abovementioned real estate is contiguous to and may be annexed to the Sycamore Park District.
4. Petitioners desire that certain portions of the several properties be annexed to the Sycamore Park District.

WHEREFORE, petitioners pray that the Sycamore Park District annex the aforementioned

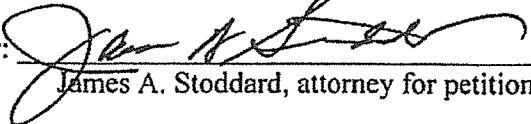


real estate.

Dated this 11 day of JUNE, 2019.

First Midwest Bank, Successor Trustee to the National Bank and Trust Company of Sycamore, as Successor Co-Trustee under a trust agreement dated 02/16/1996, known as Trust No. 01-342-14-0359; Lois M. Hoffman, as Trustee under a trust agreement dated 02/16/1996, known as Trust No. 02-479-30-2917 and as Successor Co-Trustee under a Trust Agreement dated February 16, 1996, known as Trust No. 01-342-14-0359; Richard L. Hoffman, as Trustee of the Richard L. Hoffman Declaration of Trust dated 12/30/1998; Jane T. Hoffman, as Trustee of the Jane T. Hoffman Declaration of Trust dated 12/30/1998; Michael S. Schelkopf; Steven G. Glasgow, as Trustee of the Steven G. Glasgow 2014 Living Trust, under agreement dated 01/31/2014; and Katherine J. Koehling (f/k/a Katherine J. Flink)

By:

  
James A. Stoddard, attorney for petitioners

Prepared by:

James A. Stoddard  
Klein, Stoddard, Buck & Lewis, LLC  
2045 Aberdeen Court, Suite A  
Sycamore, Illinois 60178  
Phone: 815-748-0380

## EXHIBIT A

ALBERT & LOIS HOFFMAN DESCRIPTION

Part of the Northwest Fractional Quarter (NW frac ¼) of Section Nineteen (19), part of the Northeast Quarter (NE1/4) of Section Nineteen (19) and part of Lot 24 in Section Nineteen (19), all in Township Forty-one (41) North, Range Five (5) East of the Third (3<sup>rd</sup>) Principal Meridian, DeKalb County, Illinois, described as follows:

Beginning at the Southeast corner of the Northwest Fractional Quarter (NW frac ¼) of said Section Nineteen (19); thence West, along the South line thereof, 11.51 chains; thence North parallel with the West line of said Section to the Northwest corner of Lot Twenty-four (24) in Assessor's Division of said Section Nine (9); thence Easterly, along the North line thereof, and along the Easterly extension of said North line to a point, 253.66 feet West of the East line of the Northwest Quarter (NW1/4) of the Northeast Quarter (NE1/4) of said Section Nineteen (19); thence South parallel with said East line to a point 714.90 feet South of the Northeast corner of the Northwest Quarter (NW1/4) of said Section Nineteen (19) as measured along said East line; thence Easterly, parallel with the North line of the Northwest Quarter (NW1/4) of said Northeast Quarter (NE1/4), 253.66 feet to a point on said East line; thence Southerly, along said East line to the Northeast corner of the Southwest Quarter (SW1/4) of said Northeast Quarter (NE1/4); thence Westerly, along the North line of the Southwest Quarter (SW1/4) of said Northeast Quarter (NE1/4), 1047.05 feet; thence Southerly, parallel with said East line to a point 656.80 feet North of the South line of the Southwest Quarter (SW1/4) of said Northeast Quarter (NE1/4); thence Easterly, parallel with said South line to a point 1020.00 feet West of said East line; thence Southerly, parallel with said East line, 656.80 feet to a point on the South line of the Southwest Quarter (SW1/4) of said Northeast Quarter (NE1/4); thence Westerly along said South line, 465.96 feet, more or less, to the Point of Beginning.

RICHARD & JANE HOFFMAN DESCRIPTION

The East 31.8 acres being the East 1047.05 feet of the Southwest Quarter (SW1/4) of the Northeast Quarter (NE1/4) of Section Nineteen (19), Township Forty-one (41) North, Range Five (5) East of the Third (3<sup>rd</sup>) Principal Meridian, DeKalb County, Illinois, EXCEPTING THEREFROM the South 656.80 feet thereof, AND ALSO EXCEPTING THEREFROM the Easterly 99 feet of the Northerly 99 feet of said East 31.8 acres used as a site for a school house; situated in the County of DeKalb, State of Illinois.

MICHAEL SCHELKOPF DESCRIPTION

That part of Section Twenty-four (24), Township Forty-one (41) North, Range Four (4) East of the Third (3<sup>rd</sup>) Principal Meridian and that part of Section Nineteen (19), Township Forty-one (41) North, Range Five (5) East of the Third (3<sup>rd</sup>) Principal Meridian, described as follows:

Beginning at the Northeast corner of Lot "A" per plat of said Section Twenty-four (24) recorded in Book "B" of Plats, page 52; thence Northerly along the East line of said Section Twenty-four (24), 49.10 feet; thence Westerly at an angle of 89 degrees 58 minutes 46 seconds as measured clockwise from the last described course, 151.03 feet to a point on a line that is 150 feet West of and parallel with the East line of said section; thence Northerly at an angle of 90 degrees 53 minutes 52 seconds measured counterclockwise from the last describe course, parallel with said East line, 969.33 feet; thence Easterly at an angle of 89 degrees 19 minutes 09 seconds measured counterclockwise from the last described course, 150.00 feet to the West line of said Section Nineteen (19); thence North along said West line, 250 feet, more or less to the north line of Lots 47 and 45 in the Subdivision of said Section Nineteen (19); thence Easterly, along said north line 752.25 feet; thence Southerly, 1323.66 feet, more or less to the South line of the Northwest Quarter (NW1/4) of said Section Nineteen (19); thence Westerly at an angle of 89 degrees 55 minutes 01 seconds measured counterclockwise from the last described course, along said South line, 755.70 feet to said West line of Section Nineteen (19); thence North along said West line, 3.30 feet to the Point of Beginning, all in Mayfield Township and Sycamore Township, DeKalb County, Illinois.

STEVEN GLASGOW DESCRIPTION

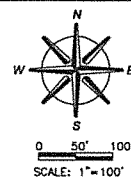
That part of the East Half (E1/2) of Section Twenty-four (24), Township Forty-one (41) North, Range Four (4) East of the Third (3<sup>rd</sup>) Principal Meridian, described as follows: Beginning at the Northeast corner of Lot "A" per the plat of said Section Twenty-four (24) recorded in Book "B" of Plats, page 52; thence Westerly along the Northerly line of said Lot "A", 151.42 feet to a point on a line that is 150.0 feet West of and parallel with the East line of said Section; thence Northerly at an angle of 97 degrees 50 minutes 42 seconds measured counterclockwise from said Northerly line, parallel with said East line, 1000.16 feet; thence Westerly at an angle of 90 degrees 40 seconds 51 minutes measured clockwise from the last described course, 1178.54 feet; thence Southerly at an angle of 89 degrees 34 minutes 49 seconds measured clockwise from the last described course, 851.27 feet to the Northerly line of Lot "B" per said plat; thence Easterly at an angle of 97 degrees 35 minutes 02 seconds measured clockwise from the last described course, along said Northerly line, 288.39 feet to the Northwest corner of said Lot "A"; thence Southerly at an angle of 97 degrees 35 minutes 02 seconds measured counterclockwise from said Northerly line, along the West line of said Lot "A", 733.92 feet to the Southwest corner thereof; thence Easterly at an angle of 94 degrees 09 minutes 23 seconds measured clockwise from said West line along the Southerly line of said Lot "A", 1049.61 feet to the Southeast corner thereof; thence Northerly at an angle of 85 degrees 52 minutes 55 seconds measured clockwise from said Southerly line, along the East line of said Lot "A", 670.56 feet to the Point of Beginning, all in Mayfield Township, DeKalb County, Illinois.

KATHERINE J. KOEHLING DESCRIPTION

Part of Assessor's Lots Thirty-six (36) and Eighty-six (86) and all of Assessor's Lots 83, 84 & 85 situated in the East Half (E1/2) of the Northeast Quarter (NE1/4) of Section Nineteen (19), Township Forty-one (41) North, Range Five (5) East of the Third (3<sup>rd</sup>) Principal Meridian, DeKalb County, Illinois, described as follows:

Beginning at the Southwest corner of said Lot Eighty-five (85); thence Northerly, along the West line of said Lots 36, 83, 84 & 85, a distance of 1131.80 feet; thence Easterly, parallel with the North line of said Lot Thirty-six (36) and the Easterly extension thereof to a point on the East line of said Lot Eighty-six (86); thence Southwesterly, along said East line to the Southeast corner thereof; thence Westerly, along the South line of Lots 86 & 85 to the Point of Beginning.

**EXHIBIT B**  
**for**  
**Annexation Ordinance 04-2019**  
**June 25, 2019**



BEARINGS AND GRID DISTANCES SHOWN HEREON ARE REFERENCED TO THE ILLINOIS STATE PLANE COORDINATE SYSTEM EAST DATUM OF 1983 (GEOID 2012ACOMUS).  
DISTANCES SHOWN ARE GRID DISTANCES. COMBINATION FACTOR IS 0.999990190.  
VERTICAL DATUM IS USGS NAVD 1988

FINAL PLAT  
OF  
"FOWLER FARM ESTATES, P.U.D."  
STEVEN G. GLASGOW'S ADDITION  
TO THE CITY OF SYCAMORE  
A PLANNED UNIT DEVELOPMENT LOCATED IN THAT PART OF THE  
EAST HALF (E1/2) OF SECTION TWENTY-FOUR (24), TOWNSHIP  
FORTY-ONE (41) NORTH, RANGE FOUR (4) EAST OF THE THIRD  
(3RD) PRINCIPAL MERIDIAN  
2019

SURVEYOR'S CERTIFICATE

STATE OF ILLINOIS )  
COUNTY OF DEKALB )

AT THE REQUEST OF THE OWNER OF THE PROPERTY SHOWN HEREON, I, DAVID D. SCOVEL, AN ILLINOIS PROFESSIONAL LAND SURVEYOR, HAVE SURVEYED, SUBDIVIDED AND PLATTED SAID PROPERTY TO BE HEREINAFTER KNOWN AS "FOWLER FARM ESTATES", BEING A SUBDIVISION LOCATED IN THAT PART OF THE EAST HALF (E1/2) OF SECTION TWENTY-FOUR (24), TOWNSHIP FORTY-ONE (41) NORTH, RANGE FOUR (4) EAST OF THE THIRD (3RD) PRINCIPAL MERIDIAN, DEKALB COUNTY, SYCAMORE, ILLINOIS, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF LOT "A" PER THE PLAT OF SAID SECTION TWENTY-FOUR (24) RECORDED IN BOOK "B" OF PLATS, PAGE 52; THENCE NORTHERLY, 49.10 FEET ON THE EAST LINE OF SAID SECTION 24; THENCE WESTERLY AT AN ANGLE OF 89 DEGREES 58 MINUTES 48 SECONDS AS MEASURED CLOCKWISE FROM THE LAST DESCRIBED COURSE, A DISTANCE OF 151.03 FEET TO A POINT ON A LINE THAT IS 150.0 FEET WEST OF AND PARALLEL WITH THE EAST LINE OF SAID SECTION; THENCE NORTHERLY AT AN ANGLE OF 90 DEGREES 53 MINUTES 52 SECONDS MEASURED COUNTERCLOCKWISE FROM SAID NORTHERLY LINE, PARALLEL WITH SAID EAST LINE, 969.33 FEET; THENCE WESTERLY AT AN ANGLE OF 90 DEGREES 40 MINUTES 51 SECONDS MEASURED CLOCKWISE FROM THE LAST DESCRIBED COURSE, 1178.54 FEET; THENCE SOUTHERLY AT AN ANGLE OF 89 DEGREES 34 MINUTES 49 SECONDS MEASURED CLOCKWISE FROM THE LAST DESCRIBED COURSE, 851.27 FEET TO THE NORTHERLY LINE OF LOT "B" PER SAID PLAT; THENCE EASTERLY AT AN ANGLE OF 97 DEGREES 35 MINUTES 02 SECONDS MEASURED CLOCKWISE FROM THE LAST DESCRIBED COURSE, ALONG SAID NORTHERLY LINE 288.39 FEET TO THE NORTHWEST CORNER OF SAID LOT "A"; THENCE SOUTHERLY AT AN ANGLE OF 97 DEGREES 35 MINUTES 02 SECONDS MEASURED COUNTERCLOCKWISE FROM SAID NORTHERLY LINE, ALONG THE WEST LINE OF SAID LOT "A", 733.82 FEET TO THE SOUTHWEST CORNER THEREOF; THENCE EASTERLY AT AN ANGLE OF 94 DEGREES 09 MINUTES 23 SECONDS MEASURED CLOCKWISE FROM SAID WEST LINE, ALONG THE SOUTHERLY LINE OF SAID LOT "A", 1049.61 FEET TO THE SOUTHEAST CORNER THEREOF; THENCE NORTHERLY AT AN ANGLE OF 85 DEGREES 52 MINUTES 55 SECONDS MEASURED CLOCKWISE FROM SAID SOUTHERLY LINE, ALONG THE EAST LINE OF SAID LOT "A", 670.56 FEET TO THE POINT OF BEGINNING, ALL IN THE CITY OF SYCAMORE, DEKALB COUNTY, ILLINOIS.

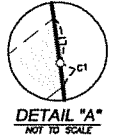
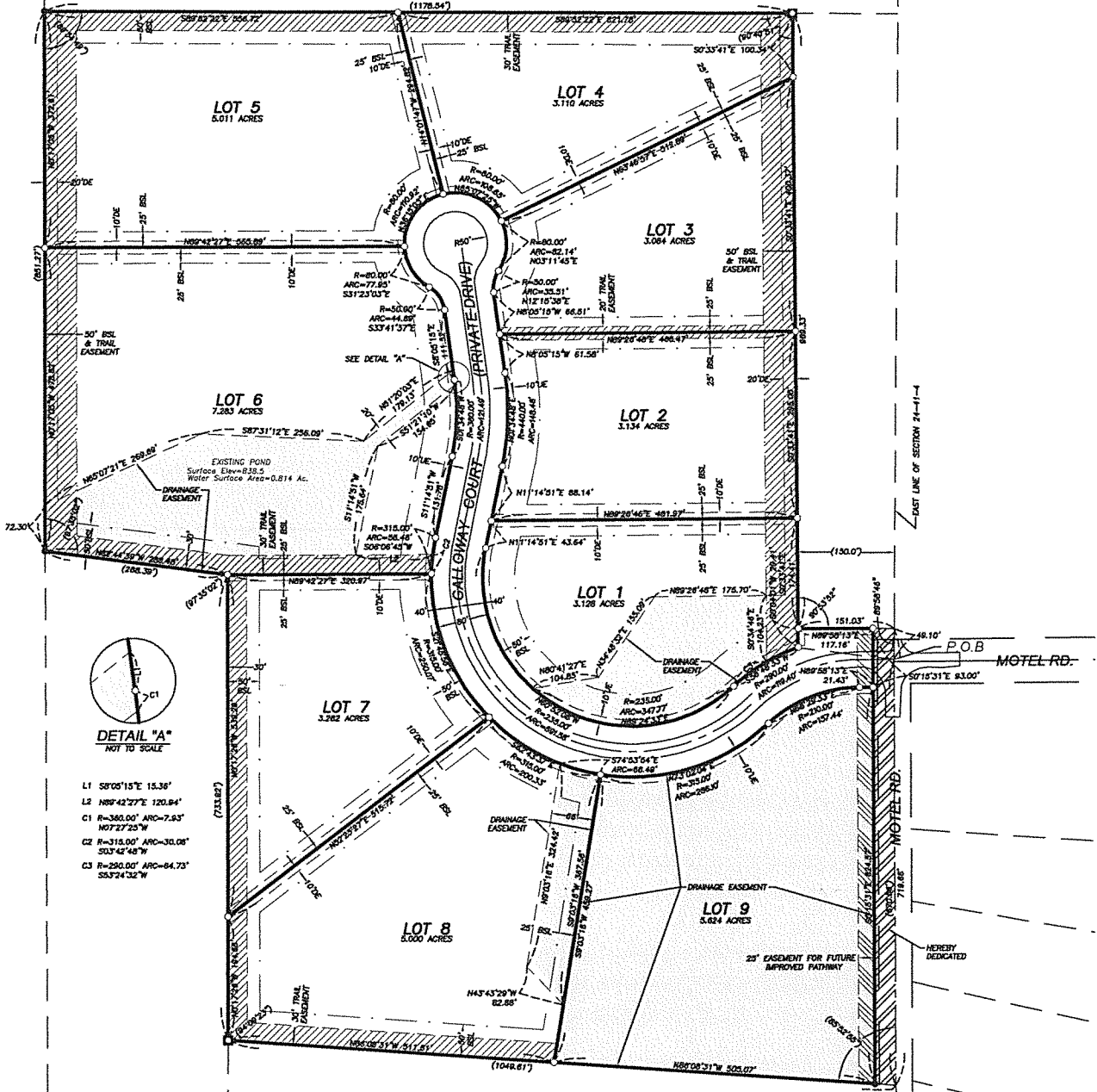
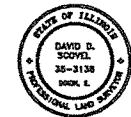
I HEREBY CERTIFY THAT THE LAND CONTAINED WITHIN THIS SUBDIVISION IS WITHIN THE CORPORATE LIMITS OF THE CITY OF SYCAMORE, WHICH HAS ADOPTED THE SPECIAL POWERS AUTHORIZED BY DIVISION 12 OF ARTICLE 1 OF THE ILLINOIS MUNICIPAL CODE.

I ALSO CERTIFY THAT NO PART OF THE LAND CONTAINED WITHIN THIS SUBDIVISION IS WITHIN A SPECIAL FLOOD HAZARD AREA AS IDENTIFIED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATING MAP PANEL NO. 17037C0164E REVISED JANUARY 2, 2009.

I FURTHER CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE FOREGOING PLAT IS IN COMPLIANCE WITH 765 ILCS 205/2 OF THE ILLINOIS COMPILLED STATUTES; THAT ALL MONUMENTS AND MARKERS EXIST AS SHOWN HEREON; AND THAT ALL DIMENSIONAL AND GEODETIC DETAILS ARE CORRECT AS SHOWN HEREON. DIMENSIONS ARE IN FEET AND DECIMALS OF A FOOT. BEARINGS OR ANGLES ARE IN DEGREES, MINUTES AND SECONDS. DISTANCES ALONG CURVED LINES ARE ARC DISTANCES UNLESS OTHERWISE NOTED.

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND SEAL THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

DAVID D. SCOVEL  
ILLINOIS PROFESSIONAL LAND SURVEYOR  
NO. 35-3138  
MY LICENSE EXPIRES NOVEMBER 30, 2020.



GENERAL NOTES:  
EACH AND EVERY FINAL PLAT OF ALL OR PART OF THE PROPERTY SHALL INCLUDE THE FOLLOWING COVENANT:  
1) "THE OWNER, FOR OWNER AND OWNER'S SUCCESSORS IN INTEREST, COVENANTS WITH THE SYCAMORE SPORTSMEN'S CLUB, AND ITS SUCCESSORS AND ASSIGNS, THAT NEITHER OWNER NOR ANY SUCCESSOR IN INTEREST TO OWNER, MAY BRING ANY ACTION FOR PUBLIC OR PRIVATE NUISANCE OR TRESPASS ARISING OUT OF OR AS A CONSEQUENCE OF NOISE OR SOUND EMISSIONS RESULTING FROM THE NORMAL USE OF THE FIREARM RANGE."  
2) FURTHER THE OWNER OR OWNER'S SUCCESSORS IN INTEREST, SHALL EXECUTE AND RECORD AN EASEMENT AGREEMENT WITH THE SYCAMORE SPORTSMEN'S CLUB SUBSTANTIALLY CONSISTENT WITH THE EASEMENT AGREEMENT ENTERED BETWEEN (1) MICHELLE T. GLASGOW AND STEVE G. GLASGOW AND (2) THE SYCAMORE SPORTSMEN'S CLUB, INC. ON NOVEMBER 8, 2010 (DEKALB COUNTY DOCUMENT NO. 2011-004619).

- DRAINAGE EASEMENT (DE)
- ROADWAY DEDICATION
- TRAIL EASEMENT
- EASEMENT FOR FUTURE IMPROVED PATHWAY

C=0.95	ROOFS AND PAVEMENTS
C=0.35	RURAL COMPOSITE AREA(PASTURE, NO-MOW GRASS)
C=0.25	LAWN GRASS
C=0.15	NATIVE PLANTINGS

LOT NO.	LOT SIZE	MAXIMUM COMPOSITE "c"
1	136,256 sq ft	0.26
2	136,473 sq ft	0.26
3	134,295 sq ft	0.27
4	135,472 sq ft	0.26
5	218,279 sq ft	0.27
6	317,247 sq ft	0.33
7	142,964 sq ft	0.26
8	217,800 sq ft	0.23

- LEGEND
- BOUNDARY OF SURVEY
  - MONUMENT FOUND
  - STAKE FOUND
  - SET SURVEY NAIL
  - 5/8" STEEL PIN SET
  - CHEELED "X"
  - P.L. NAIL
  - SECTION LINE
  - RIGHT OF WAY LINE
  - FENCE LINE
  - BUILDING SETBACK (BSL)
  - UTILITY EASEMENT (UE)
  - RECORD DIMENSION (D101.25')
  - RECORD ANGLE (N89 12 22"E)
  - RECORD BEARING

**wendler**  
wendler engineering services, inc.  
engineers - surveyors - scientists  
www.wendlereng.com    PH: 815.388.2251  
Illinois Professional Design Firm No. 104-002648

DATE:	12/02/2018
JOB NO.:	20180119
SURVEYED BY:	DAVID D. SCOVEL
BOOKING:	
DRAWN BY:	DJV
SCALE:	AS SHOWN
FINAL PLAT: 2019-11	
REVISIONS:	02/02/2019

FINAL PLAT  
FOR  
STEVEN G. & MICHELLE T. GLASGOW

OWNER'S CERTIFICATE

STATE OF ILLINOIS )
) SS
COUNTY OF DEKALB )

THIS IS TO CERTIFY THAT STEVEN GLASGOW 2014 LIVING TRUST, STEVEN G. GLASGOW, TRUSTEE, THE OWNER OF THE PROPERTY DESCRIBED IN THE ABOVE DESCRIBED SURVEYOR'S CERTIFICATE HAS CAUSED THE SAME TO BE SURVEYED, SUBDIVIDED AND PLATTED AS SHOWN ON THE ANNEXED PLAT FOR THE USES AND PURPOSES THEREIN SET FORTH AS ALLOWED AND PROVIDED BY STATUTE, AND DO HEREBY ADOPT THE SAME UNDER THE STYLE AND TITLE OF "FOWLER FARM ESTATES", IN DEKALB COUNTY, ILLINOIS AND DOES HEREBY ACKNOWLEDGE AND ADOPT THE SAME UNDER THE AFORESAID STYLE AND TITLE.

DATED THIS \_\_\_\_ DAY OF \_\_\_\_ 20 \_\_\_\_
STEVEN GLASGOW 2014 LIVING TRUST
STEVEN G. GLASGOW, TRUSTEE
3085 WOLF COURT
DEKALB, IL 60115

NOTARY PUBLIC

STATE OF ILLINOIS )
) SS
COUNTY OF DEKALB )

I, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE COUNTY AND STATE AFORESAID, DO HEREBY CERTIFY THAT STEVEN G. GLASGOW, PERSONALLY KNOWN TO ME TO BE THE SAME PERSONS WHOSE NAMES ARE SUBSCRIBED TO THE FOREGOING DRAINAGE CERTIFICATE, APPEARED BEFORE ME THIS DAY IN PERSON AND ACKNOWLEDGED THE EXECUTION OF THE STATEMENT AS HIS FREE AND VOLUNTARY ACT.

GIVEN UNDER MY HAND AND NOTARIAL SEAL THIS \_\_\_\_ DAY OF \_\_\_\_ 20 \_\_\_\_
NOTARY PUBLIC

SCHOOL DISTRICT CERTIFICATE

THIS IS TO CERTIFY THAT TO THE BEST OF OUR KNOWLEDGE, STEVEN GLASGOW 2014 LIVING TRUST, STEVEN G. GLASGOW, TRUSTEE, AS OWNER OF THE PROPERTY HEREIN DESCRIBED IN THE SURVEYOR'S CERTIFICATE, WHICH WILL BE KNOWN AS "FOWLER FARM ESTATES", DOES HEREBY ACKNOWLEDGE THAT THE LOTS IN THIS SUBDIVISION ARE LOCATED WITHIN THE BOUNDARIES OF SYCAMORE COMMUNITY UNIT SCHOOL DISTRICT #27 IN DEKALB COUNTY, ILLINOIS.

STEVEN GLASGOW 2014 LIVING TRUST
STEVEN G. GLASGOW, TRUSTEE
3085 WOLF COURT
DEKALB, IL 60115

NOTARY PUBLIC

STATE OF ILLINOIS )
) SS
COUNTY OF DEKALB )

I, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE COUNTY AND STATE AFORESAID, DO HEREBY CERTIFY THAT STEVEN G. GLASGOW, PERSONALLY KNOWN TO ME TO BE THE SAME PERSONS WHOSE NAMES ARE SUBSCRIBED TO THE FOREGOING SCHOOL CERTIFICATE, APPEARED BEFORE ME THIS DAY IN PERSON AND ACKNOWLEDGED THE EXECUTION OF THE STATEMENT AS HIS FREE AND VOLUNTARY ACT.

GIVEN UNDER MY HAND AND NOTARIAL SEAL THIS \_\_\_\_ DAY OF \_\_\_\_ 20 \_\_\_\_
NOTARY PUBLIC

ENGINEER'S AND OWNER'S DRAINAGE CERTIFICATE

STATE OF ILLINOIS )
) SS
COUNTY OF DEKALB )

WE HEREBY STATE THAT TO THE BEST OF OUR KNOWLEDGE AND BELIEF, THE DRAINAGE OF SURFACE WATERS WILL NOT BE CHANGED BY THE CONSTRUCTION OF SUCH SUBDIVISION OR ANY PART THEREOF, OR IF SUCH SURFACE WATER DRAINAGE WILL BE CHANGED, REASONABLE PROVISION HAS BEEN MADE FOR COLLECTION AND DIVERSION OF SUCH SURFACE WATERS INTO PUBLIC AREAS, OR DRAINS WHICH THE SUBDIVIDER HAS A RIGHT TO USE, AND SUCH SURFACE WATERS WILL BE PLANNED FOR IN ACCORDANCE WITH GENERALLY ACCEPTED ENGINEERING PRACTICES SO AS TO REDUCE THE LIKELIHOOD OF DAMAGE TO THE ADJOINING PROPERTY BECAUSE OF THE CONSTRUCTION OF THIS SUBDIVISION OR DEVELOPMENT.

DATE:
BY: STEVEN GLASGOW 2014 LIVING TRUST
STEVEN G. GLASGOW, TRUSTEE

DATE:
BY: DAVID A. WEBER
REGISTERED PROFESSIONAL ENGINEER



FINAL PLAT OF "FOWLER FARM ESTATES, P.U.D." STEVEN G. GLASGOW'S ADDITION TO THE CITY OF SYCAMORE

A PLANNED UNIT DEVELOPMENT LOCATED IN THAT PART OF THE EAST HALF (E1/2) OF SECTION TWENTY-FOUR (24), TOWNSHIP FORTY-ONE (41) NORTH, RANGE FOUR (4) EAST OF THE THIRD (3RD) PRINCIPAL MERIDIAN, CITY OF SYCAMORE, DEKALB COUNTY, ILLINOIS

2019

NOTARY PUBLIC

STATE OF ILLINOIS )
) SS
COUNTY OF DEKALB )

I, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE COUNTY AND STATE AFORESAID, DO HEREBY CERTIFY THAT STEVEN G. GLASGOW, PERSONALLY KNOWN TO ME TO BE THE SAME PERSONS WHOSE NAMES ARE SUBSCRIBED TO THE FOREGOING DRAINAGE CERTIFICATE, APPEARED BEFORE ME THIS DAY IN PERSON AND ACKNOWLEDGED THE EXECUTION OF THE STATEMENT AS THEIR FREE AND VOLUNTARY ACT.

GIVEN UNDER MY HAND AND NOTARIAL SEAL THIS \_\_\_\_ DAY OF \_\_\_\_ 20 \_\_\_\_
NOTARY PUBLIC

NOTARY PUBLIC

STATE OF ILLINOIS )
) SS
COUNTY OF LEE )

I, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE COUNTY AND STATE AFORESAID, DO HEREBY CERTIFY THAT DAVID A. WEBER, PERSONALLY KNOWN TO ME TO BE THE SAME PERSONS WHOSE NAMES ARE SUBSCRIBED TO THE FOREGOING DRAINAGE CERTIFICATE, APPEARED BEFORE ME THIS DAY IN PERSON AND ACKNOWLEDGED THE EXECUTION OF THE STATEMENT AS THEIR FREE AND VOLUNTARY ACT.

GIVEN UNDER MY HAND AND NOTARIAL SEAL THIS \_\_\_\_ DAY OF \_\_\_\_ 20 \_\_\_\_
NOTARY PUBLIC

CITY PLANNING COMMISSION APPROVAL

STATE OF ILLINOIS )
) SS
COUNTY OF DEKALB )

THIS IS TO CERTIFY THAT THE PLAT SHOWN HEREON WAS APPROVED BY THE PLANNING COMMISSION OF THE CITY OF SYCAMORE, DEKALB COUNTY, ILLINOIS ON THIS \_\_\_\_ DAY OF \_\_\_\_ 2018.

WILLIAM DAVEY - CHAIRMAN

CITY ACCEPTANCE RESOLUTION

STATE OF ILLINOIS )
) SS
COUNTY OF DEKALB )

WHEREAS, THE OWNERS OF THE LANDS SHOWN HEREON, HAVE CAUSED SAME TO BE SUBDIVIDED AND PLATTED AS SHOWN AND WHEREAS, THE SAID LANDS ARE WITHIN THE CORPORATE LIMITS OF THE CITY OF SYCAMORE, ILLINOIS, AND WHEREAS, THE SAID OWNERS HAVE COMPLIED WITH THE APPLICABLE ORDINANCES OF THE CITY OF SYCAMORE, RELATING TO THE LAYOUT AND PERTINENT DIMENSIONS OF SUBDIVISIONS, NOW, THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF SYCAMORE THAT THE PLAT HEREON BE ACCEPTED AND APPROVED, SUBJECT TO ALL OF THE IMPROVEMENTS, IF ANY, BEING CONSTRUCTED IN ACCORDANCE WITH THE PROVISIONS AND APPLICABLE SUBDIVISION ORDINANCES OF THE CITY.

PASSED THIS \_\_\_\_ DAY OF \_\_\_\_ A.D., 20 \_\_\_\_

CURT LANG - MAYOR ATTEST: MARY KALK - CITY CLERK

COUNTY CLERK'S TAX CERTIFICATE

STATE OF ILLINOIS )
) SS
COUNTY OF DEKALB )

THIS IS TO CERTIFY THAT I, DOUGLAS J. JOHNSON, COUNTY CLERK IN AND FOR THE COUNTY AND STATE AFORESAID, FIND NO UNPAID CURRENT OR DELINQUENT GENERAL TAXES AND NO REDEEMABLE TAXES AGAINST THE PROPERTY DESCRIBED IN THE FOREGOING SURVEYOR'S CERTIFICATE.

DATED THIS \_\_\_\_ DAY OF \_\_\_\_ A.D., 20 \_\_\_\_

DOUGLAS J. JOHNSON
DEKALB COUNTY CLERK & RECORDER

COUNTY RECORDER'S CERTIFICATE

STATE OF ILLINOIS )
) SS
COUNTY OF DEKALB )

THIS PLAT WAS FILED FOR RECORD IN THE RECORDER'S OFFICE OF DEKALB COUNTY, ILLINOIS, AFORESAID ON THIS \_\_\_\_ DAY OF \_\_\_\_ A.D., 20 \_\_\_\_ AT \_\_\_\_ O'CLOCK \_\_\_\_ M., AND RECORDED IN PLAT CABINET \_\_\_\_ AT SLIDE NO. \_\_\_\_ AS DOCUMENT NO. \_\_\_\_

DOUGLAS J. JOHNSON
DEKALB COUNTY CLERK & RECORDER

EASEMENT PROVISIONS

General
EASEMENTS ARE HEREBY RESERVED FOR AND GRANTED TO THE CITY OF SYCAMORE, ILLINOIS, COM ED, NICOR, COMCAST, VERIZON AND THEIR RESPECTIVE SUCCESSORS AND ASSIGNS WITHIN THE AREAS SHOWN BY DASHED LINES ON THE PLAT AND MARKED "UTILITY EASEMENT" OR "U.E." TO INSTALL, LAY, CONSTRUCT, RENEW, OPERATE, AND MAINTAIN DRAINAGE FACILITIES, CABLES, PIPES, SEWERS, WIRES, MANHOLES AND OTHER APPURTENANCES AND EQUIPMENT REQUIRED FOR THE PURPOSE OF SERVING THE SUBDIVISION AND OTHER PROPERTY WITH ELECTRICITY, TELEPHONE, GAS, WATER, SANITARY SEWERS, CABLE TV AND DRAINAGE. ALSO GRANTED IS THE RIGHT TO ENTER UPON THE LOTS AT ALL TIMES TO INSTALL, LAY, CONSTRUCT, RENEW, OPERATE AND MAINTAIN WITHIN SAID EASEMENT AREAS SAID CONDUITS, CABLES, PIPES, SEWERS, WIRES, DRAINAGE AND OTHER EQUIPMENT, AND FINALLY THE RIGHT IS HEREBY GRANTED TO CUT DOWN AND REMOVE OR TRIM AND KEEP TRIMMED ANY TREE, SHRUB, OR SAPLINGS THAT INTERFERE OR THREATEN TO INTERFERE WITH ANY PUBLIC UTILITY EQUIPMENT. NO PERMANENT BUILDINGS OR TREES SHALL BE PLACED ON SAID EASEMENT, BUT THE SAME MAY BE USED FOR GARDENS, SHRUBS, LANDSCAPING, AND OTHER PURPOSES THAT DO NOT THEN OR LATER INTERFERE WITH THE AFORESAID USES OR RIGHTS HEREIN GRANTED.

RELOCATION OF FACILITIES WILL BE DONE BY GRANTEE AT THE COST OF GRANTOR/LOT OWNER, UPON WRITTEN REQUEST.
ELECTRIC AND COMMUNICATION SERVICES

AN EASEMENT FOR SERVING THE SUBDIVISION AND OTHER PROPERTY WITH ELECTRIC AND COMMUNICATION SERVICE IS HEREBY RESERVED FOR AND GRANTED TO COMED AND VERIZON, GRANTEE'S, THEIR RESPECTIVE LICENSEES, SUCCESSORS AND ASSIGNS JOINTLY AND SEVERALLY, TO CONSTRUCT, OPERATE, REPAIR, MAINTAIN, MODIFY, RECONSTRUCT, REPLACE, SUPPLEMENT, RELOCATE AND REMOVE, FROM TIME TO TIME, POLES, GUYS, ANCHORS, WIRES, CABLES, CONDUITS, MANHOLES, TRANSFORMERS, PEDESTALS, EQUIPMENT CABINETS OR OTHER FACILITIES USED IN CONNECTION WITH OVERHEAD AND UNDERGROUND TRANSMISSION AND DISTRIBUTION OF ELECTRICITY, COMMUNICATIONS, SOUNDS AND SIGNALS IN, OVER, UNDER, ACROSS, ALONG AND UPON THE SURFACE OF THE PROPERTY SHOWN WITHIN THE DASHED OR DOTTED LINES (OR SIMILAR DESIGNATION) ON THE PLAT AND MARKED "EASEMENT", "UTILITY EASEMENT", "PUBLIC UTILITY EASEMENT", "P.U.E." (OR SIMILAR DESIGNATION), THE PROPERTY DESIGNATED IN THE DECLARATION OF CONDOMINIUM AND/OR ON THIS PLAT AS "COMMON ELEMENTS", AND THE PROPERTY DESIGNATED ON THE PLAT AS "COMMON AREA OR AREAS", AND THE PROPERTY DESIGNATED ON THE PLAT FOR STREETS AND ALLEYS, WHETHER PUBLIC OR PRIVATE, TOGETHER WITH THE RIGHTS TO INSTALL REQUIRED SERVICE CONNECTIONS OVER OR UNDER THE SURFACE OF EACH LOT AND COMMON AREA OR AREAS TO SERVE IMPROVEMENTS THEREON, OR ON ADJACENT LOTS, AND COMMON AREA OR AREAS, THE RIGHT TO CUT, TRIM OR REMOVE TREES, BUSHES, ROOTS AND SAPLINGS AND TO CLEAR OBSTRUCTIONS FROM THE SURFACE AND SUBSURFACE AS MAY BE REASONABLY REQUIRED INCIDENT TO THE RIGHTS HEREIN GIVEN, AND THE RIGHT TO ENTER UPON THE SUBDIVIDED PROPERTY FOR ALL SUCH PURPOSES. OBSTRUCTIONS SHALL NOT BE PLACED OVER GRANTEE'S FACILITIES OR IN, UPON OR OVER THE PROPERTY WITHIN THE DASHED OR DOTTED LINES (OR SIMILAR DESIGNATION) MARKED "EASEMENT", "UTILITY EASEMENT", "PUBLIC UTILITY EASEMENT", "P.U.E." (OR SIMILAR DESIGNATION) WITHOUT THE PRIOR WRITTEN CONSENT OF GRANTEE'S. AFTER INSTALLATION OF ANY SUCH FACILITIES, THE GRADE OF THE SUBDIVIDED PROPERTY SHALL NOT BE ALTERED IN A MANNER SO AS TO INTERFERE WITH THE PROPER OPERATION AND MAINTENANCE THEREOF.

THE TERM "COMMON ELEMENTS" SHALL HAVE THE MEANING SET FORTH FOR SUCH TERM IN THE "CONDOMINIUM PROPERTY ACT", CHAPTER 785 ILCS 605/2(C), AS AMENDED FROM TIME TO TIME.

THE TERM "COMMON AREA OR AREAS" IS DEFINED AS A LOT, PARCEL OR AREA OF REAL PROPERTY, THE BENEFICIAL USE AND ENJOYMENT OF WHICH IS RESERVED IN WHOLE OR AS AN APPORTIONMENT TO THE SEPARATELY OWNED LOTS, PARCELS OR AREAS WITHIN THE PLANNED DEVELOPMENT, EVEN THOUGH SUCH BE OTHERWISE DESIGNATED ON THE PLAT BY TERMS SUCH AS "OUTLOTS", "COMMON ELEMENTS", "OPEN SPACE", "OPEN AREA", "COMMON GROUND", "PARKING" AND "COMMON AREA". THE TERM "COMMON AREA OR AREAS", AND "COMMON ELEMENTS" INCLUDE REAL PROPERTY SURFACED WITH INTERIOR DRIVEWAYS AND WALKWAYS, BUT EXCLUDES REAL PROPERTY PHYSICALLY OCCUPIED BY A BUILDING, SERVICE BUSINESS DISTRICT OR STRUCTURES SUCH AS A POOL, RETENTION POND OR MECHANICAL EQUIPMENT.

RELOCATION OF FACILITIES WILL BE DONE BY GRANTEE AT COST OF THE GRANTOR/LOT OWNER, UPON WRITTEN REQUEST.
DRAINAGE EASEMENTS

A PERMANENT NON-EXCLUSIVE EASEMENT IS HEREBY RESERVED FOR AND GRANTED TO THE CITY OF SYCAMORE (HEREINAFTER "THE GRANTEE"), AND TO ITS SUCCESSORS AND ASSIGNS IN, UPON, ACROSS, OVER, UNDER AND THROUGH THE AREAS SHOWN BY DASHED LINES AND LABELED "DRAINAGE EASEMENTS" ON THIS PLAT OF SUBDIVISION, OR WHERE OTHERWISE NOTED IN THE ABOVE LEGEND FOR THE PURPOSE OF INSTALLING, CONSTRUCTING, INSPECTING, OPERATING, REPLACING, RENEWING, ALTERING, ENLARGING, REMOVING, REPAIRING, CLEANING, AND MAINTAINING STORM SEWERS, DRAINAGE WAYS, STORM WATER DETENTION AND RETENTION FACILITIES, SUBSURFACE DRAINAGE SYSTEMS AND APPURTENANCES, AND ANY AND ALL MANHOLES, PIPES, CONNECTIONS, CATCH BASINS, AND WITHOUT LIMITATIONS, SUCH OTHER INSTALLATIONS AS THE GRANTEE MAY DEEM NECESSARY TOGETHER WITH THE RIGHT OF ACCESS ACROSS THE REAL ESTATE PLATTED HEREON FOR THE NECESSARY PERSONNEL AND EQUIPMENT TO DO ANY OR ALL OF THE ABOVE WORK.

- IN FURTHERANCE OF THE FOREGOING AFFIRMATIVE RIGHTS, THE FOLLOWING COVENANTS SHALL RUN WITH SAID LAND IN PERPETUITY:
• NO PERMANENT BUILDINGS SHALL BE PLACED ON SAID DRAINAGE EASEMENTS;
• NO TREES OR SHRUBS SHALL BE PLACED ON SAID DRAINAGE EASEMENT, BUT THE PREMISES MAY BE USED FOR LANDSCAPING, AND OTHER PURPOSES THAT DO NOT THEN OR LATER INTERFERE WITH THE AFORESAID USES AND RIGHTS;
• THERE SHALL BE NO DREDGED OR FILL MATERIAL PLACED UPON SAID DRAINAGE EASEMENT; AND,
• FENCES SHALL NOT BE ERRECTED UPON SAID DRAINAGE EASEMENTS IN ANY WAY WHICH WILL RESTRICT THE USES HEREIN GRANTED.

THE RIGHT IS ALSO HEREBY GRANTED TO THE GRANTEE TO REMOVE ANY BUILDINGS OR STRUCTURES, TO CUT DOWN, TRIM OR REMOVE ANY TREES, FENCES, SHRUBS OR OTHER PLANTS THAT INTERFERE WITH THE OPERATION OF OR ACCESS TO SUCH DRAINAGE FACILITIES IN, ON, UPON, ACROSS, UNDER OR THROUGH SAID DRAINAGE EASEMENTS.

THE GRANTEE SHALL NOT BE RESPONSIBLE FOR REPLACEMENT OF ANY SUCH BUILDINGS, STRUCTURES, IMPROVEMENTS, FENCES, GARDENS, SHRUBS OR LANDSCAPING REMOVED DURING EXERCISE OF THE HEREIN GIVEN RIGHTS. REPLACEMENT OF ITEMS SO REMOVED SHALL BE THE RESPONSIBILITY OF THE THEN LOT OWNER.

WHERE DRAINAGE EASEMENTS ARE ALSO USED FOR ELECTRIC, TELEPHONE, CABLE TELEVISION, OR NATURAL GAS DISTRIBUTION SYSTEMS OR COMPONENTS, SUCH OTHER UTILITY INSTALLATIONS SHALL BE SUBJECT TO THE PRIOR APPROVAL OF THE CITY OF SYCAMORE SO AS NOT TO INTERFERE WITH THE MAINTENANCE OF GRAVITY FLOW AND STABILIZATION OF VEGETATION GROUND COVER ON THE ABOVE-MENTIONED DRAINAGE FACILITIES.

LEGEND

- BOUNDARY OF SURVEY
MONUMENT FOUND
STONE FOUND
SET SURVEY NAIL
5/8" STEEL PIN SET
CHEELED "X"
P.K. NAIL
SECTION LINE
RIGHT OF WAY LINE
FENCE LINE
BUILDING SETBACK (BSL)
UTILITY EASEMENT (UE)
(101.24) RECORD DIMENSION
(00'01.25') RECORD ANGLE
(08'12.22') RECORD BEARING

wendler logo and contact information: wendler engineering services, inc. engineers - surveyors - scientists. www.wendlers.com. phone: 815.238.2251. Illinois Professional Design Firm No. 184002646.

FINAL PLAT FOR STEVEN G. & MICHELE T. GLASGOW

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 25, 2019

**STAFF RECOMMENDATION**


**AGENDA ITEM: TRAIL EASEMENT in NW SYCAMORE: Recommend Approval**

**BACKGROUND INFORMATION:** Based upon the prior item of business in this month's Board Packet on the Agenda about annexation, the Board requested a 25' trail easement in exchange for honoring the Land/Cash Ordinance on this parcel. The easement will parallel Motel Road. It should be noted that IDOT, from whom we try to get grant dollars for trail construction, requires a 30' easement. This developer wanted to donate 20'. A 5' variance can often be negotiated with IDOT, but more than that reduction in width often becomes sticky business. The City has recently annexed this, and they made it conditional upon a 25' trail easement along Motel Road in lieu of park land donation. City Manager, Brian Gregory, has assured me that the PLAT that will be filed with and accepted by the City of Sycamore will have that 25' easement included.

Now that we have approved the annexation, we must also approve a formal/dedicated easement with a legal description. The attached Ordinance and Easement Document, that we will file with the DeKalb County Clerk, will take care of this matter.

**FISCAL IMPACT:** None at this time. We will have the cost to build the trail at some point in the future. Though the Board reached consensus on this approach, I would recommend in the future it understand the cost implications of accepting this type of donation without knowing what was gained or lost by making this type of blanket decision.

**STAFF RECOMMENDATION:** Recommend approval of Ordinance #05-2019.

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

**BOARD ACTION:**



**ORDINANCE NO. 05-2019**

**AUTHORIZING A TRAIL EASEMENT AGREEMENT BETWEEN STEVEN G.  
GLASGOW, TRUSTEE,  
AND THE SYCAMORE PARK DISTRICT**

**WHEREAS**, Steven G. Glasgow, as Trustee of the Steven Glasgow Living Trust, under agreement dated 01/31/2014 ("Grantor") is the owner in fee simple of certain real property located along Motel Road as more particularly described in and depicted on the Final Plat of Subdivision dated 06/06/2019;

**WHEREAS**, the Sycamore Park District (the "Park District") owns and maintains pedestrian and bicycle paths throughout its jurisdiction; and

**WHEREAS**, in lieu of any other obligations for the donation of land or cash due to the Sycamore Park District under the Ordinances of the City of Sycamore, Grantor is willing to grant the Sycamore Park District an easement for the construction and maintenance of a pedestrian and bicycle trail, 25 feet in width, on properties located along Motel Road; and

**WHEREAS**, the Grantor and the Park District have negotiated an Easement Agreement in the form attached hereto as Exhibit A; and

**WHEREAS**, the Sycamore Park District Board of Park Commissioners hereby finds and determines that the Easement Agreement attached hereto as Exhibit A is in the best interests of its residents.

**NOW, IT IS HEREBY ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE SYCAMORE PARK DISTRICT, DEKALB COUNTY, AS FOLLOWS:**

1. Incorporation of Recitals. All recitals set forth in the preamble above are hereby fully incorporated in this Ordinance as if set forth in their entirety in this Section 1.
2. Approval of Agreement. The "Easement Agreement between Steven G. Glasgow, Trustee, and the Sycamore Park District" in the form attached hereto as Exhibit A is approved; President and Board Secretary of the Sycamore Park District are hereby authorized and directed to execute and attest to the same; and following execution by all parties, the Executive Director is authorized and directed to record the Easement Agreement in the Office of the Recorder of Deeds.
3. Effective Date. This Ordinance shall take full effect immediately upon its passage. All previous ordinances, resolutions, motions, and orders of the Sycamore Park District Board of Park Commissioners in conflict herewith be, and the same are, hereby repealed to the extent of such conflict.

4. Severability. If any portion of this Ordinance shall be determined to be invalid by a court of competent jurisdiction in the State of Illinois, the remaining portions of this Ordinance shall remain full force and affect.

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2019

AYES:  
NAYS:  
ABSENT:

\_\_\_\_\_  
President

**ATTEST:**

\_\_\_\_\_  
Secretary

(SEAL)

Prepared by and return to:

Derke Price  
 Ancel, Glink P.C.  
 1979 N. Mill Street,  
 Suite 207  
 Naperville, Illinois 60563

**Exempt under 35 ILCS 200/31-45(b), Real Estate Transfer Tax Law.**

**TRAIL EASEMENT AGREEMENT BETWEEN STEVEN G. GLASGOW, TRUSTEE,  
 AND THE SYCAMORE PARK DISTRICT**

This Permanent Trail Easement Agreement ("Agreement") is made and shall be effective on the date last subscribed below (the "Effective Date"), by and between Steven G. Glasgow, as Trustee of the Steven Glasgow Living Trust, under agreement dated 01/31/2014 ("Grantor") and the Sycamore Park District, Sycamore, Illinois, an Illinois unit of local government ("Grantee").

**RECITALS**

**WHEREAS**, Grantor is the owner in fee simple of certain real property located along Motel Road as more particularly described in and depicted on the Final Plat of Subdivision dated 06/06/2019 attached hereto as EXHIBIT A and incorporated as though fully set forth herein (the "Property");

**WHEREAS**, Grantee desires to construct and maintain a recreational trail on and upon a portion of the Property for public, pedestrian and bicycle usage (the "Trail") as further described and depicted on EXHIBIT B; and

**WHEREAS**, Grantor is willing to grant an easement on that portion of the Property legally described on Exhibit B, attached hereto and by this reference incorporated herein and made a part hereof (the "Easement Premises"); and

**WHEREAS**, the parties wish to enter into this Agreement to define their respective obligations and rights relating to the Trail and the Easement Premises.

**NOW THEREFORE**, in consideration of the mutual promises and undertakings set forth herein, the parties agree as follows:

1. The foregoing Recitals are incorporated in this paragraph as though fully stated herein.
2. **GRANT OF PERMANENT EASEMENT FOR RECREATIONAL TRAIL.** In consideration of the covenants to be kept and performed by Grantee as set forth herein, and for other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and subject to the terms and conditions hereinafter set forth, Grantor hereby grants to the Grantee a nonexclusive, permanent easement (the "Trail Easement") over, upon and across the Easement Premises to construct, reconstruct, use, own, operate, maintain, repair, replace, alter, and operate the Trail for public pedestrian purposes in, upon, and across the Easement Premises, together with the right to enter, re-enter, and use the Easement Premises for the purposes and uses set forth and for public

pedestrian and bicycle usage, for so long as the Easement Premises is used exclusively for trail purposes. Grantor expressly reserves for itself, its successors and its assigns, the right to use the Easement Premises or to grant other easements or licenses at the same location so long as such use/uses does/do not unreasonably interfere with the rights herein granted. To the extent not expressed herein, the parties acknowledge their intention that Grantor not be required to incur any costs or perform any work (and that the Grantee shall perform at its sole cost, the same) as a result of this grant of the Easement Premises for the Trail.

3. MAINTENANCE. Without limitation, the Grantee shall repair any damaged and/or settled trail and other improvements over the Easement Premises and immediately surrounding areas, including but not limited to any unreasonable disturbances thereto resulting in whole or in part from the Trail during the duration of this Agreement.

4. GRANTEE COVENANTS. The Grantee hereby covenants and agrees that the permanent easement is granted upon the express conditions that due care, skill and diligence will be used in constructing, reconstructing, laying and repairing the Trail in the Easement Premises.

5. INDEMNIFICATION. This Grant of Easement is made on the express condition that Grantor is to be free from all liability by reason of injury or death to persons or injury to property from whatever cause arising out of the Grantee's, its contractors', agents', officers', members', employees', invitees', or licensees' exercise of rights granted pursuant to this Easement or use of the Easement Premises or of the improvements or personal property of the Grantee thereto or thereon, including any liability for injury or death to the person or property of the Grantee, its contractors, agents, officers, members, employees, invitees, or licensees or to any property under the control or custody of the Grantee, except to the extent such casualty is caused by Grantor or Grantor's agents', contractors' or invitees' negligent acts or omissions or willful misconduct. The Grantee shall indemnify, protect, and defend Grantor from and against any and all claims, damages, costs and expenses, including reasonable attorney fees, caused by or arising out of or in any way related to the Grantee's, its contractors', agents', officers', members', employees', invitees', or licensees' exercise of rights granted pursuant to this Agreement or use of the Easement Premises or of the improvements or personal property of the Grantee thereto or thereon, except to the extent that such claim, liability, judgment, cost, damage or expense arises from the negligent acts or omissions or willful misconduct by the Grantor or its agents, contractors, or invitees.

6. WARRANTY. The Corporate Authorities of the Grantee warrant that they have the authority to enter into this Agreement. The Corporate Authorities of the Grantee further warrant that they will perform all their obligations hereunder and that the obligations imposed upon the Grantee herein shall be valid and binding obligations of the Grantee. Grantor warrants that the execution of this Agreement has been duly and validly authorized, and that the obligations imposed upon Grantor herein shall be valid and binding obligations of Grantor.

7. REVOCATION AFTER ABANDONMENT. Grantor may terminate this Agreement and all of the rights granted herein any time after sixty (60) days of continuous non-use of the Trail or the Easement Premises by the Grantee, except where such non-use is of a temporary nature to accommodate repairs or alterations with the intention to resume use of the Trail upon completion of said repairs or alterations. In the event of such termination, the Easement shall be quitclaimed from the Grantee to Grantor, without expense to Grantor, and any and all interest in the Easement Premises conveyed in this Agreement shall automatically revert to Grantor or their assigns and successors, without the necessity of any further action to effect said reversion. On demand by Grantor, the Grantee shall promptly remove any and all improvements it installed in, on, under or above the Easement Premises. At the option of Grantor, all such improvements shall become the personal property of

Grantor at no cost to Grantor.

8. COVENANTS RUNNING WITH THE LAND. The easement and rights granted in this Agreement, the restrictions imposed by this Agreement, and the agreements and covenants contained in this Agreement are easements, rights, restrictions, agreements, and covenants running with the land, will be recorded and be binding upon and inure to the benefit of Grantor and the Grantee and their respective heirs, executors, administrators, grantees, successors, assigns, agents, licensees, invitees, and representatives, including, without limitation, all subsequent owners and all persons claiming under them. If any of the easements, rights, restrictions, agreements, or covenants created by this Agreement would otherwise be unlawful or void for violation of (a) the rule against perpetuities or some analogous statutory provision, (b) the rule restricting restraints on alienation, or (c) any other statutory or common law rules imposing time limits, then those easements, rights, restrictions, agreements, or covenants will continue only until 21 years after the death of the last survivor of the now living lawful descendants of any now living current or former President of the United States.

9. BINDING EFFECT. All provisions of this instrument, including the benefits and burdens, shall run with the land and are binding on and inure to the heirs, assigns, successors, tenants and representatives of the parties hereto.

10. SEVERABILITY. In the event that any portion of this Agreement shall be found to be invalid by any court of competent jurisdiction, such finding of invalidity as to that portion shall not affect the validity or enforceability of the balance of this Agreement.

11. NOTICES. Except as otherwise provided, all notices, requests, demands and other matters required to be given or which may be given hereunder shall be in writing and shall be deemed given when delivered in person or when deposited in the United States mail, registered or certified, postage prepaid, addressed to the Grantor or to the Grantee.

GRANTOR:

---

Steven G. Glasgow, as Trustee of the Steven Glasgow  
2014 Living Trust, under agreement dated 01/31/2014

State of Illinois            )  
  ) ss  
County of DeKalb         )

I, the undersigned, a Notary Public in and for said County and State aforesaid, DO HEREBY CERTIFY, that Steven G. Glasgow, personally known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that he each signed, sealed and delivered the said instrument as his free and voluntary act, for the uses and purposes therein set forth.

Given under my hand and Notarial Seal, this \_\_\_\_ day of \_\_\_\_\_, 2019.

Commission expires \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_

ACCEPTED BY THE SYCAMORE PARK DISTRICT

BY: \_\_\_\_\_  
PRESIDENT

ATTEST:

\_\_\_\_\_  
SECRETARY

**EXHIBIT A – FINAL PLAT OF SUBDIVISION**







**EXHIBIT B- LEGAL DESCRIPTION OF THE EASEMENT PREMISES**

That part of the East Half (E1/2) of Section Twenty-four (24), Township Forty-one (41) North, Range Four (4) East of the Third (3rd) Principal Meridian, described as follows: Beginning at the Southeast corner of Lot 9 of Fowler Farm Estates, thence North 0 degrees 15 minutes 31 seconds West along the East line of said Lot 9 to the Northeast corner of said Lot 9; thence continuing North 0 degrees 15 minutes 31 seconds West along the Northerly extension of the East line of said Lot 9, 93.00 feet; thence Westerly at an angle of 89 degrees 58 minutes 46 seconds measured clockwise from the last-described course, 25 feet, more or less; thence Southerly parallel with and 25 feet perpendicularly distant from the Northerly extension of said East line of said Lot 9, and the East line of said Lot 9, to the South line of said Lot 9; thence Easterly along the South line of said Lot 9, 25 feet, more or less to the point of beginning (the Southeast corner of said Lot 9), all in Mayfield Township, DeKalb County, Illinois.